



Bassett Creek Water Management Commission

A g e n d a

**Thursday, April 18, 2002
12:00 Noon**

**Golden Valley City Hall
7800 Golden Valley Road**

**Call to Order
Presentation of March Minutes
Presentation of Financial Statements
Presentation of Invoices for Payment Approval**

Communications

Chairman
?? **Citizen Input on Non-Agenda Items**
Counsel
Corps of Engineers
Commissioners
Engineer

New Business

?? **Friends of Birch Pond**
?? **Budget Committee**
?? **Golden Valley Pavement Management: Meadow Lane Area**
?? **Minnetonka 2002 Street Reconstruction**
?? **Draft 2001 Annual Report**

Old Business

?? **NPDES General Permit to Discharge Storm Water Associated with Small Municipal Separate Storm Sewer Systems into Waters of the State**
?? **Second Generation Plan Update**
/// **Capital Improvements Program comments**
/// **Advisory Groups Recommendations table comments**

May Meeting

?? **Budget Committee Report for 2003**
?? **2001 Annual Report Adoption**

Adjournment

Bassett Creek Water Management Commission

Minutes of the Meeting of March 21, 2002

Call to Order

The Bassett Creek Water Management Commission was called to order at 12:10 p.m., Thursday, March 21, 2002, at the City of Golden Valley City Hall by Chairman O'Toole.

Roll Call

<i>Crystal</i>	Commissioner Tom Mathisen, Vice Chairman	<i>Counsel:</i> Charlie LeFevere
<i>Golden Valley</i>	Alternate Commissioner Bob Mayeron, Acting Treasurer	<i>Engineer:</i> James Herbert
<i>Medicine Lake</i>	Commissioner John O'Toole, Chairman	<i>Recorder:</i> Pat Schutrop
<i>Minneapolis</i>	Commissioner Mike Welch	
<i>Minnetonka</i>	Commissioner Bill Yaeger, Secretary	
<i>New Hope</i>	Commissioner Vincent Vander Top	
<i>Plymouth</i>	Commissioner Elizabeth Thornton	
<i>Robbinsdale</i>	Commissioner Karla Peterson	
<i>St. Louis Park</i>	Commissioner Mike Rardin	

Also present: Lee Gustafson, Steering Committee Chair, City of Minnetonka
Ron Quanbeck, Technical Advisory Committee, City of Plymouth
Erik Hansen, Alternate Commissioner, City of Robbinsdale
Mary Gwin-Lenth, Alternate Commissioner, City of New Hope
Linda Loomis, Mayor, City of Golden Valley
Jeannine Clancy, Director of Public Works, City of Golden Valley
Jeff Oliver, City Engineer, City of Golden Valley
Alison Fong, Technical Advisory Committee alternate, City of Minneapolis
Paul Chellsen, City of Minneapolis
Dave Stack, Friends of Bassett Creek
Nancy Azzam, Golden Valley League of Women Voters

Approval and/or Correction of Minutes

The minutes of the February 21, 2002 meeting were presented. Mr. Vander Top moved and Mr. Rardin seconded approval of the minutes. Carried unanimously.

Financial Statements

1. Mr. Mayeron, Acting Treasurer, presented the Treasurers Report as of March 21, 2002. This report is the start of a new fiscal year. The current balances are as follows:

Checking Account Balance	\$116,978.07
Investment Account Commercial Paper (due 5/15/02)	199,480.56
TOTAL GENERAL FUND BALANCE	\$316,458.63

Construction Account Balance	\$106,395.96
Commercial Paper (due 4/29/02)	199,150.00
Commercial Paper (due 7/29/02)	400,343.08
Commercial Paper (due 8/15/02)	1,059,867.19
TOTAL CONSTRUCTION ACCOUNT BALANCE	\$1,765,756.23

The Treasurers report was accepted as presented and ordered to be filed subject to audit.

Presentation of Invoices to be Paid

The following invoice was presented for approval:

1. An invoice was received from Barr Engineering Company for professional services during the period of February 2, 2002 through March 8, 2002, in the amount of \$30,350.35.

Mr. Mayeron moved and Mr. Rardin seconded approval for payment of claims as set forth on the invoice. Upon call of the roll, the vote was unanimously carried.

Communications

Chairman:

1. Mr. O'Toole received communication from the City of Robbinsdale announcing the appointment of Erik Hansen as the new alternate commissioner representing Robbinsdale. Mr. O'Toole introduced Erik Hansen to the Commission.

Citizen Input on Non-Agenda Items:

1. Mr. David Stack, Friends of Bassett Creek, announced a Bassett Creek clean-up day is schedule in Golden Valley for Saturday, April 20, from 9:30 to 11:30.

Counsel:

1. A notice was received from the Friends of the Mississippi River announcing a Mississippi River Leaders Forum – Mississippi River Restoration Opportunities in the Twin Cities, which will be held on Wednesday, March 27, 2002, at the Humanities Education Center in St. Paul.
2. A communication was received from the Science Museum of Minnesota announcing the opening of the National Park Service's Mississippi River National Center on Monday, March 25, 2002, at the Science Museum of Minnesota in St. Paul.

Corps of Engineers:

No communications.

Commissioners:

No communications.

Engineer:

1. Mr. Herbert informed the Commission that communication was received from Representative Peggy Leppik informing the Commission that the funding request for its water quality program was not going to be included in the State Bonding Bill for 2003.

New Business

1. **New Commissioners/Alternates Orientation.** The Commission engineer is proposing to conduct a watershed tour and/or an orientation program covering the topics of water quality, the Second Generation planning process, and the Flood Control Project for new and interested commissioners and alternates. The possibilities are to conduct a tour of the watershed sometime late Spring or Summer 2002 and/or either conduct a 3-hour presentation over the noon hour or later in the day (e.g., 4:00 p.m.) at Barr's office or three mini-sessions.

This is an opportunity to educate new members of the Commission. Mr. Mayeron added that he attended a tour of the watershed when he was appointed Golden Valley's alternate to the Commission and found it helpful in understanding how the Commission conducts activities as well as a good introduction to the water quality projects that have been constructed.

The Commission is in favor of conducting both the watershed tour and the three-hour orientation for interested commissioners and alternates. Mr. Welch asked if the Commission engineer could coordinate some of the water quality projects included in the Capital Improvements Program with the tour. Mr. Gustafson suggested the orientation include a slide presentation of those structures built as part of the Flood Control Project.

The Commission engineer will prepare a memorandum with suggested schedule options for the commissioners and alternates to consider. The memo will include a list of water quality features proposed to visit. Mr. O'Toole asked the individual commissioners and alternates to also include particular projects or locations they would like included on the tour when they return scheduling feedback to the Commissioner engineer or the recorder. The Commission agreed that the orientation should take place as soon as possible (e.g., May) and the suggested time frame for the tour is June. City council members will also be invited to the tour.

2. **2003 Budget Recommendations.** The Budget Committee will be formed at the April meeting. Throughout 2001, a number of items were mentioned at Commission meetings for consideration in the 2003 budget cycle. Some of these items include the stream and lake water quality monitoring. Another consideration is that the City of Golden Valley is requesting the Commission to reimburse Golden Valley in the amount of \$1,000 for Sue Virnig's time while performing accounting duties for the Commission.
3. **Golden Valley Pavement Management: Unity Avenue Reconstruction.** The project is a street reconstruction project in the City of Golden Valley. It involves work in the floodplain and the Commission routinely reviews all street reconstruction plans. The project includes reconstruction of street, utility improvements, and construction of an adjacent bituminous trail. Although a portion of the work will occur in the floodplain, the street will be reconstructed to existing grades resulting in no net loss of floodplain storage.

Temporary erosion control features will be implemented during construction. Runoff from the north segment of the project will discharge to the new water quality pond (Egret Pond) constructed as part of the Highway 100 project. The remaining storm sewer discharges to Bassett Creek. Additional water

quality ponding is not proposed due to unavailable property in the fully-developed project area. Permanent BMPs include construction of two sump manholes for sediment removal and a street sweeping program. The Commission engineer recommends approval contingent on the comments presented in the engineer's memorandum to the Commission.

Mr. Mathisen moved and Mr. Mayeron seconded the motion to approve the project contingent on the comments made in the Commission engineer's memorandum to the Commission. Carried unanimously.

Discussion continued concerning the Commission's wishes to continue reviewing street reconstruction projects. Following adoption of Water Quality Management Policy in 1994, the Commission directed staff to present all street improvement projects for its review until further notice. Since the water quality policy was adopted, the Commission has reviewed a number of these types of projects. The question now is does the Commission want to continue to review such projects or direct staff to perform administrative reviews. Cities routinely consider street pavement plans in the spring where an existing street is rebuilt. New streets may be necessary in some situations. Does the Commission also want to continue to review new streets added to street reconstruction projects or direct administrative review by the engineer to work with the cities?

The Commission reviews typical commercial and residential development projects located in the floodplain that have some type of water quality component to it. If the projects are designed within the water quality policy, the engineer performs administrative review. The difference in the water quality policy is that there are specific criteria for all the commercial and some residential developments. With street plans, the Commission recognizes that there are right-of-way issues that would not allow the project to meet the exact pond sizes because the area is usually not available. However, the requirements are to meet best management practices, which are not clearly defined. In the past, the Commission wanted to review some of these types of projects to get a sense of whether it is important for the Commission to review or if it can be directed to the engineer.

Mr. Welch suggested the Commission continue its review and revisit again in 2003. The 5-acre criterion for redevelopment is the criterion directing a Commission review. Mr. O'Toole asked if there was any comment from the technical advisors concerning this issue. Mr. Oliver said that the City is already required to meet a one-half acre threshold to obtain a general NPDES stormwater permit.

The Commission agreed to stay with status quo for the time being and revisit Commission review of street improvement projects in 2003.

Old Business

1. **Water Quality Education Program.** In January 2002, the Commission discussed a Think Clean Water Education Program, sponsored by the Center for Global Environmental Education. The Commission agreed to provide \$5,000 from its Public Relations budget toward this initiative. This program is aimed at educating homeowners regarding management of its fertilizers and grass clippings. In February 2002, the Commission chair submitted a letter to the organization communicating the Commission support. Currently, the Metropolitan Council has not yet obtained the necessary funding to move the project forward. The Commission engineer will continue to keep the Commission informed with the progress of the project.
2. *2000 and 2001 Water Quality Study – Crane Lake (BCMWC), Northwood Lake (CAMP), South Rice Lake (CAMP), Sweeney Lake (CAMP), Parkers Lake (CAMP), Westwood Lake (CAMP), Wirth Lake (MPRB), Medicine Lake (SHRPD), and Bassett Creek (WOMP).* The study provides the water quality monitoring

results for Crane Lake and results from the Metropolitan Council's Citizens Assisted Monitoring (CAMP) and the Watershed Outlet Monitoring Programs (WOMP).

In July 2001, Bruce Monson of Barr Engineering Company, attended the Commission meeting to discuss water quality monitoring. The Commission discussed the monitoring frequency of the lakes. The Commission decided to continue the 4-year program, but also to investigate partnering with other agencies or cities in their monitoring programs to help share the costs. The Technical Advisory Committee was assigned with continuing to analyze the watershed's monitoring and frequency. The stream and lake monitoring frequency will also be a discussion item for the Budget Committee.

3. Second Generation Plan Update. As chair to the Steering Committee, Mr. Gustafson discussed the following items with the Commission:

?? **Commissioners Information Packet for Discussion with City Staff. The information packet included: a memorandum outlining the Capital Improvement Program (CIP) and budget issues, two tables (budget ramp-up for water quality improvement projects and a summary of pre-funded Flood Control Project items), a letter outlining the CIP amendment procedure, and a copy of the 28-year CIP. One of the concerns expressed by the Policy Advisory Group was going from a \$295,000 budget to a \$1 million budget. The table showing a ramping up of the CIP process gradually increasing to about \$1 million addresses this concern. Mr. Mayeron requested another table be created that includes the assessments for each city going out into 2006. The Commission recorder will develop the additional table and send it out to the commissioners/alternates.**

Mr. O'Toole emphasized the fact that the Commission will only be constructing those projects that will have a serious impact on water quality and the projects will not be done at once, but over a 28-year period. From the feedback received from the Policy Advisory Group, the 28-year CIP was too far to look into the future and they recommended a shorter plan. From the 28-year plan, a 5 to 10-year CIP will be developed. As stated in the letter outlining the CIP amendment procedure, the CIP will include all the projects, but not all the projects will be included in the first 10 years. The entire 28-year CIP will be included in the appendix of the Second Generation Plan.

Cities now carry primary responsibility for maintenance of certain flood control features. As part of the recommendations of the draft plan, some of those costs will be assumed by the Commission. Every project is proposed at a 20% local contribution. The Commission is looking for the member cities to give input on agreement with the schedule of projects. After this initial review by city staff, the draft CIP will be revised to include concerns of the individual cities and presented to the city councils to review.

Mr. Welch added that it was the intent of the committee to produce something that was realistic and comprehensive for the member cities to review. He also noted that other funding options (i.e., outside state grants) were not included on the CIP that could bring the costs down when anticipating projects.

The costs do include engineering and contingency costs. The costs do not include rights-of-way, but the 20% local match and city property will most likely cover the cost of any acquisition of rights-of-way. Mr. Rardin asked the Commission engineer to review the education component for Turtle and Lost lakes and how that will be scheduled.

Ms. Clancy asked if a map of the watershed could be developed that includes where these projects will take place. A map will be developed and sent out to the commissioners along with the CIP table revised to include identifiers linking the projects with the indicators on the map. Ms. Clancy also requested a copy of the prioritization memo.

Mr. Gustafson added that it would be realistic for the member cities to give generic comments on projects not constructed within their city and more comprehensive comments regarding projects within their city.

Mr. LeFevere recommended that at some point, it might be beneficial to have the Commission engineer give a more detailed description of how the CIP was created. Before the CIP is ready for widespread release, Mr. O'Toole agreed that it would be a good idea to remind the Commission of the historical process that went into the CIP. He asked the Commission engineer to review the process and select one or two efforts to present over two meetings in mid-summer (after the orientation and tour). Mr. Quanbeck encouraged the new commissioners and alternates to review copies of the lake and watershed management plans prepared for each of these lakes.

Mr. Gustafson added that some commissioners might need the Commission engineer's assistance in the discussions with their member cities. Mr. O'Toole asked to be informed if any commissioners request the assistance of the engineer.

Comments are due back to the Commission by the April 18th meeting. Comments can be submitted to the Commission recorder.

?? **Advisory Groups Recommendations.** The table consists of the recommendations made by the Policy, Technical, and Citizens advisory groups; the Steering Committee recommendations; and the Commission's Action for the Draft Plan. The advisory groups' recommendations are the result of the various group meetings held throughout the Second Generation planning process. The Steering Committee reviewed the recommendations and made recommendations and drafted Commission actions for each recommendation. The Commission's action column is proposed direction for the Second Generation Plan.

Mr. Gustafson requests the commissioners to discuss this table with their city staff and return comments by April 18 to the Commission recorder. The Steering Committee is requesting the Commission to take action on the Advisory Groups Recommendations at the Commission's April meeting.

The first draft Second Generation Plan may be ready for the Commission to review by mid-summer. The Steering Committee would like to see the commissioners preliminarily review the Draft Plan with their cities prior to submittal to the agencies for formal review. Mr. LeFevere added that the agencies' comment period is 60 days. Agencies' recommended changes are then made to the Plan followed by a public hearing before the Final Plan is prepared and submitted to the agencies for final comment and approval.

April Meeting

1. Mr. O'Toole presented the following agenda items for the Commission's April meeting:

- ?? **Budget Committee**
- ?? **2001 Audit Report**
- ?? **Draft 2001 Annual Report**
- ?? **Second Generation Plan Advisory Groups Recommendations and Capital Improvements Program**

Adjournment

It was moved by Mr. Mayeron and seconded by Mr. Welch that the meeting adjourn. Chairman O'Toole adjourned the meeting at 2:00 p.m.

John O'Toole, Chairman

Pat Schutrop, Recorder

Bill Yaeger, Secretary

Date: _____

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