



Bassett Creek Water Management Commission

2003 Annual Report



Crystal • Golden Valley • Medicine Lake • Minneapolis
Minnetonka • New Hope • Plymouth • Robbinsdale • St. Louis Park

May 2004



Bassett Creek Water Management Commission 2003 Annual Report

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Cover photo: Crane Lake, Minnetonka, Minnesota

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Introduction

Introduction

This report has been prepared in accordance with the Annual Reporting Requirements as set forth in the Minnesota Rules Chapter 8410.0150. The report format corresponds to the items listed in subparagraph 3 and subparagraph 4 of the Rules.

In 1969, the Bassett Creek Flood Control Commission was formed by adoption of a Joint Powers Agreement between the nine communities in the watershed. As required by the Joint Powers Agreement, the Bassett Creek Flood Control Commission adopted the Watershed Management Plan for Bassett Creek in February 1972.

In accordance with provisions of the 1982 Metropolitan Surface Water Management Act, the Bassett Creek Flood Control Commission revised its Joint Powers Agreement and created the Bassett Creek Water Management Commission. The Bassett Creek Water Management Plan was prepared by the Commission in 1986 and adopted on December 18, 1986. The Board of Water and Soil Resources approved the plan on July 26, 1989. The Commission is currently in the process of completing its Second Generation Watershed Management Plan and expects to complete the plan during 2004.

Regular meetings for the Bassett Creek Water Management Commission are held at 12:00 noon at the Golden Valley City Offices on the third Thursday of each month. The fiscal year extends from February 1, 2003 through January 31, 2004.

I. Annual Activity Report

I. Annual Activity Report

A. 2003 Commissioners

Municipality	Commissioners	Alternates	Term Expires
Crystal	Tom Mathisen City of Crystal 4141 Douglas Drive Crystal, MN 55422 763-531-1160	David Anderson 2949 Hampshire Avenue Crystal, MN 55427 651-297-3010	February 1, 2003
Golden Valley	David Hanson, Treasurer 1030 Angelo Drive Golden Valley 55422 763-588-1478 davidwhans@aol.com	Jan LeSuer 7810 Ewald Terrace Golden Valley MN 55426 763-595-0721 jan.lesuer@ci.golden-valley.mn.us	February 1, 2003
Medicine Lake	John O'Toole, Chair MGO4SE, General Mills, Inc. PO Box 1113 Minneapolis 55440 763-764-2422 john.otoole@genmills.com		February 1, 2003
Minneapolis	Michael Welch Minnesota Environmental Initiative 219 N. Second Street, Suite 201 Minneapolis, MN 55401-1453 612-334-3388 mwelch@mn-ei.org	Edward McRoberts 2400 Glenwood Minneapolis, MN 55405 612-374-5894 frosted@sihope.com	February 1, 2004
Minnetonka	Bill Yaeger, Secretary 14600 Minnetonka Boulevard Minnetonka 55345 952-939-8239 byaeger@beaconbank.com		February 1, 2004
New Hope	Vincent Vander Top Bonestroo Rosene Anderlik & Associates 2335 West Highway 36 St. Paul, MN 55113 651-604-4790 vvandertop@bonestroo.com	Mary Gwin-Lenth 4401 Xylon Avenue North New Hope, MN 55428 763-531-5102 mgwin-lenth@ci.new-hope.mn.us	February 1, 2004
Plymouth	Elizabeth Thornton 4270 Lawndale Lane North Plymouth 55446 eathornt@ties2.net	Karla Anderson 1810 Magnolia Lane North Plymouth 55441 763-557-9491 karlaanderson@hotmail.com	February 1, 2005
Robbinsdale	Karla Peterson Minnesota Department of Health PO Box 64975 St. Paul, MN 55164-0975 651-215-0761 karla.Peterson@health.state.mn.us	Erik Hansen Hammel, Green & Abrahamson, Inc. 701 Washington Avenue North Minneapolis, MN 55401 763-535-3436 ehansen@hga.com	February 1, 2005
St. Louis Park	Paul (PJ) Andersen 4151 Webster Avenue South St. Louis Park 55416 952-339-8729 pjandersen@lsadesigninc.com	Sally Velick 8515 Westmoreland Lane St. Louis Park 55426 952-544-5678 svelick@mn.rr.com	February 1, 2005

B. Commission Staff and Consultants

Commission Attorney

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Commission Engineer

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C. Commission Goals and 2003 Work Plan Summary

The primary goals of the Commission are to:

1. Reduce flooding along the Bassett Creek trunk system, which is defined as:
 - a. The main channel from Medicine Lake to the Mississippi River.
 - b. The North Branch from upstream of County Road 9 to its junctions with the Main Stem near T.H. 100.
 - c. The Sweeney Lake Branch, from its source in Section 5, T29N, R21W to its junction with the main stem downstream of Sweeney Lake.
 - d. Plymouth Creek, from the point where it intersects with Highway 55 in Section 17, T228N, R22W to Medicine Lake, including the lake.
 - e. The designated water quantity and water quality storage facilities.
 - f. All other drains designated as trunks by the Commission.
2. Maintain and enhance the quality of the groundwater and surface-water resources in the watershed. Manage land development and water resource development of the watershed so that the beneficial uses of lakes and streams are available for maximum desired use by the community and to minimize the pollution of lakes, water bodies and streams.
3. Minimize the effects of the selected water management plan on the existing aesthetic environmental quality of the creek, by using a combination of structural and nonstructural alternatives. Where possible, the water management planning should enhance the existing environmental and aesthetic qualities.

Following is a summary of work performed during 2003. Work associated with review of development proposals is listed in Paragraph E.

- **Annual Report**—The Commission prepared the 2002 Annual Report as set forth in the Minnesota Rules Chapter 8410.0150. The report was submitted to the Board of Water and Soil Resources.
- **Water Quality Monitoring**—The Commission performed biotic index monitoring at six stations along Plymouth Creek, Sweeney Lake Branch, North Branch and Main Stem of

Bassett Creek. The Commission participated in the citizens-assisted monitoring program (CAMP), River Watch Program and the watershed outlet monitoring program (WOMP). Water quality tasks are more thoroughly identified in Paragraph F.

- **Second Generation Planning**—The Commission continued its planning. Some background information for the Second Generation Plan is appended. Key tasks performed during 2003 included:
 1. The Steering Committee met on March 18, 2003, to discuss the Capital Improvements Program tables in the draft second generation plan and to review comments received from the BCWMC member cities concerning funding options for the Capital Improvements Program.
 2. The Steering Committee presented a summary of the BCWMC member cities' comments and the committee's recommendations for funding capital projects listed in the draft second generation plan's Capital Improvements Program.
 3. The Policy Advisory Group and the Steering Committee met on May 12, 2003, to discuss the draft BCWMC Watershed Management Plan Capital Improvements Program (CIP) and CIP funding options.
 4. A preliminary draft of the Bassett Creek Watershed Management Commission *Watershed Management Plan* was prepared and distributed to the BCWMC Steering Committee for review and comment in March 2003.
 5. A revised preliminary draft of the Bassett Creek Watershed Management Commission *Watershed Management Plan* was prepared and distributed to the BCWMC Commissioners for review and comment in April 2003.
 6. A Commission Review Draft of the Bassett Creek Watershed Management Commission *Watershed Management Plan* was prepared and distributed in July 2003.
 7. The Draft Bassett Creek Watershed Management Commission *Watershed Management Plan* was prepared and distributed to a list of plan reviewers for comment for the formal 60-day review process in November 2003.
- **Water Quantity**—The Commission continued its lake- and stream-gauging program. The lake-gauging program consisted of collecting monthly lake-level readings at Medicine Lake,

Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), and Northwood Lake. Lake levels were measured twice per month between April and September. The stream-gauging program consisted of periodically surveying stages or inspecting the creek if periods of high flow exist. The Commission also participated with the Metropolitan Council and Minneapolis Park and Recreation Board on the watershed outlet monitoring program (WOMP) designed to continuously monitor flow and water quality. Graphs of lake levels are included in the appendices.

- **Watershed Inspection**—The Commission performed monthly erosion control inspections of construction sites within the watershed. Following each inspection, a letter was prepared and sent to the applicable municipality listing construction projects and the improvement needed for effective erosion control.
- **Development Proposals**—The Commission reviewed development proposals in the watershed for conformance to water quality and flooding policies.
- **Watershed Outlet Monitoring Program (WOMP)**—See Section H: Watershed Communication/Public Education.
- **River Watch Program**—See Section H: Watershed Communication/Public Education.
- **Citizen Assisted Lake Monitoring Program (CAMP)**—See Section H: Watershed Communication/Public Education.
- **Flood Profiles**—The Commission worked with the Corps of Engineers and municipalities to approve revised flood profiles along sections of Bassett Creek for the Federal Flood Insurance Program.
- **June 24-25 Storm**— A report regarding the June 24-25, 2003 storm and resulting high water elevations was prepared and distributed to the Commission. A copy of the report is included in the appendices.
- **Guidelines for Allocation of Funds from Channel Maintenance Fund**—The Technical Advisory Committee drafted guidelines for the allocation of the channel maintenance fund. The Commission adopted the guidelines at its January 15, 2004 meeting.

- **Establish Separate Maintenance and Construction Funds**—The Commission established a subcommittee to evaluate establishing separate funds.
- **Medicine Lake Gage**—The staff gage located at the Medicine Lake outlet structure was reinstalled. The current 0.00 staff gage reading is equal to 887.00 MSL.
- **County Tax Levy**—The Commission implemented a County tax levy (ad valorem) for funding water quality projects.
- **NPDES Phase II**—The Commission prepared a memorandum that discusses the Phase II storm water permitting program.
- **Metro Watershed Partners**—The Commission participated in the Metro Watershed Partners meetings.
- **City of Minneapolis Water Quality Task Force**—The Commission participated in the task force.
- **Legal Description**— The Commission prepared a legal description for the boundary of Bassett Creek Watershed. A copy of the description is included in the draft BCWMC *Watershed Management Plan*.
- **Meeting Time**—The Commission reviewed alternative meeting times.
- **Medicine Lake Water Quality Ponds & Minor Plan Amendment**—The city of Plymouth asked the Commission to order two projects that would improve the water quality of Medicine Lake. The proposed projects were identified in the Medicine Lake water quality improvements plan completed by the Commission in 2000. The projects were further studied by the city of Plymouth and Plymouth issued a feasibility report in April 2003 on the construction of two ponding areas (BC-107 and BC-98) on the east side of Medicine Lake that would treat the runoff from two subwatersheds to Medicine Lake. Plymouth's feasibility study looked at a variety of options for BC-107 and its 160-acre watershed and for BC-98 and its 530-acre watershed. The minor plan amendment is to recognize the two facilities as part of the 1990 capital improvements plan. The minor plan amendment was sent to the Minnesota Board of Water & Soil Resources and a letter was received on July 10, 2003, indicating BWSR agreed that the projects are consistent with the Commission's goals and policies and constitutes a minor plan amendment. Public hearings were held on July 17, 2004 and September 18, 2004 to answer question and obtain public comments. A resolution approving the Medicine Lake Ponds was adopted at the Commissions September 18, 2004 meeting.

- **Public Hearing: January 16, 2003**—The Commission conducted a Public Hearing at its January 16, 2003 meeting to consider the approval and funding of a project to floodproof 12 homes along the Main Stem of Bassett Creek that were originally proposed for floodproofing during the Flood Control Project.
- **Public Meeting: July 17, 2003**—The Commission conducted a Public Meeting at its July 17, 2003 meeting to consider a minor plan amendment to the 1990 *Bassett Creek Water Management Plan* for two water quality projects on Medicine Lake in the city of Plymouth.
- **Public Meeting: September 18, 2003**—The Commission conducted a Public Meeting at its September 18, 2003 meeting to obtain public testimony regarding the minor plan amendment to the 1990 *Bassett Creek Water Management Plan* for two water quality projects on Medicine Lake in the city of Plymouth.
- **Special Meeting: October 7, 2003**—The Commission conducted a Special Meeting on October 7, 2003 to discuss proposed new policies and proposed changes to the Capital Improvements Program in the draft *BCWMC Watershed Management Plan*.
- **Floodproofing Feasibility Study**—The Commission prepared an agreement with Golden Valley for floodproofing homes that were not completed as part of the Flood Control Project.
- **Resolution 03-01, A Resolution ordering a project for the Floodproofing of Homes, Designating Golden Valley as the Agency Responsible for Construction and Allocating Responsibility for Project Costs**—The Commission adopted resolution 03-01 at its February 20, 2003 meeting.
- **Resolution 03-02, A Resolution Adopting a Minor Plan amendment to the 1990 Bassett Creek Water Management Plan.**—The Commission adopted resolution 03-02 at its August 21, 2003 meeting.
- **Resolution 03-03, A Resolution Ordering Medicine Lake Improvements, designating the city of Plymouth as member responsible for construction, and making findings and certifying costs to Hennepin County pursuant to Minnesota Statutes , Section 103B.251.**—The Commission adopted resolution 03-03 at its September 18, 2003 meeting.

D. 2004 Projected Work Plan

Following is a list of tasks to be completed during 2004:

- **Water Quantity**—The Commission will continue its lake- and stream-gauging program. The lake-gauging program will encompass Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), and Northwood Lake. The stream-gauging program will consist of periodically surveying stages or inspecting the creek if periods of high flow exist.
- **Watershed Inspection**—The Commission will continue its watershed construction-site inspection program. The inspections have proved valuable in correcting erosion- and sediment-control practices that are not in conformance with Commission policies.
- **Flood Control Project Inspection**—The Commission will continue its flood control project inspection program as set forth in the Bassett Creek Flood Control Project Operations and Maintenance Manual.
- **Water Quality**—Proposed water quality tasks for 2004 include performance of the following:
 1. **Water Quality Monitoring** Detailed monitoring is not proposed by the Commission during 2004.
 2. **CAMP** The lake-gauging program will include lake monitoring through the citizens assisted monitoring program (CAMP). Volunteer citizens will monitor the following lakes: Sweeney Lake in Golden Valley, Northwood Lake in New Hope, Westwood Lake in St. Louis Park, Parkers Lake in Plymouth, South Rice Lake in Golden Valley.
 3. **Watershed Outlet Monitoring Program (WOMP)** will be managed by Metropolitan Council Environmental Services and the Minneapolis Park and Recreation Board.
 4. **River Watch Program** will continue be managed by Hennepin County Environmental Services.
 5. **Medicine Lake** and **Parkers Lake** will be monitored by Three Rivers Park District and the City of Plymouth.
 6. **Wirth Lake** will be monitored by Minneapolis Parks and Recreation Board.

- **Flood Profiles**—The Commission will adopt revised flood profiles after FEMA has approved flood profiles along sections of Bassett Creek.
- **Development**—The Commission will continue to review development proposals in the watershed for conformance to water quality and flooding policies. Some cities may elect to minimize Commission review after approval of its individual water management plan.
- **Citizen Involvement**—The Commission will continue to make provisions for citizen participation.
- **Second Generation Watershed Management Plan**—The Commission will continue its second generation planning process. The plan is necessary in order to comply with the provisions of Minnesota Rules Chapter 8410, the Metropolitan Surface Water Management Act, the Metropolitan Water Management Development Guide, and the approved county groundwater and other regional plans. A Public Hearing is scheduled during the Commission’s February, 2004 meeting to receive comments for the 60-day draft plan. The plan is proposed to be adopted in 2004.
- **Establish Separate Maintenance and Construction Funds**—The Commission will review establishing separate funds.
- **Soil Phosphorus Education Program**—The Commission will continue to work with Hennepin Parks to implement a soil phosphorus educational program for the Medicine Lake watershed.
- **Capital Improvement Plan and Prioritization**—The Commission will continue to review and update its capital improvement plan and its water resource prioritization.
- **New Commissioners/Alternates Orientation**—The Commission will conduct an orientation program during covering the topics of water quality, Second Generation planning process and the flood control project for new commissioners and alternates.
- **Website Improvements**—The Commission will review website improvements.
- **Administrative Services**—The Commission will establish a subcommittee to evaluate contracting administrative services.
- **Annual Report**—The Commission will prepare an annual report and submit to BWSR and member cities.

- **Interest Proposals**—The Commission will request interest proposals for legal and engineering services.
- **Watershed Outlet Monitoring Program (WOMP)**—The Commission will continue its support of the WOMP program with the Metropolitan Council Environmental Services and the Minneapolis Park and Recreation Board.
- **River Watch Program**—The Commission will continue its participation in the River Watch Program with Hennepin County Environmental Services.
- **Citizen Assisted Lake Monitoring Program (CAMP)**—The Commission will continue its support of the CAMP program with the Metropolitan Council Environmental Services.

E. Project Reviews

The following two tables list construction projects and other plans that were reviewed by the Commission and/or its engineering consultant. The first table, "Plans Presented for Commission Review and Comment," is a list of projects that were discussed during Commission meetings. The second table, "Plans Presented for Administrative Review and Comment," is a list of projects that were reviewed by the Commission's engineering consultant in accordance with policies of the Commission.

Plans Presented For Commission Review and Comment

Appl. Form #	Project Name	Date Submitted	City	Comments	Date of Commission Review
2003-xx	Wirth Lake Beach Imp.	2003	Golden Valley	Commission requested Minneapolis Park & Recreation Board to prepare specific proposal	2/20/03
2003-2	2003 Golden Valley Pavement Management	3/6/03	Golden Valley	Conditional approval, public street reconstruction.	3/20/03
2003-5	Breck School Stadium Improvements	6/2/03	Golden Valley	Conditional approval, institutional development	6/19/03
2003-6	Pump house 14 & 15	6/16/03	Plymouth	Conditional approval, public improvement	7/17/03
2003-10	6515 Plymouth Avenue	7/9/03	Golden Valley	Conditional approval, streambank protection	7/17/03
2003-9	Annapolis Office Park	7/3/03	Plymouth	Conditional approval, commercial development	7/17/03
2003-7A	St. Joseph's Church Addition	7/3/03	New Hope	Conditional approval, institutional improvement	7/17/03
2003-8	New Hope Regional Pond BC-P2.3	7/3/03	New Hope	Conditional approval, public improvement	7/17/03
2001-19	Common Bond/ Wesley Commons Creek Bank Stabilization	2003	Golden Valley	Conditional approval streambank protection	8/21/03
2003-17	Shelard Park Improvements	8/22/03	St. Louis Park	Conditional approval; public improvement	9/18/03
2003-19	3820 Bassett Creek Drive	10/7/03	Golden Valley	Conditional approval; streambank protection	10/16/03
	Northwest Blvd. Erosion Site	2003	Plymouth/ Medicine Lake	Conditional approval of interim solution	10/16/03
2003-24	7002 & 7010 36 th Avenue	12/11/03	Crystal	Conditional approval; streambank erosion protection	12/18/03
2003-25	TH 55/Boone Avenue Floodplain Mitigation	12/3/03	Golden Valley	Conditional approval; Public improvement	12/18/03
2002-19	Glenwood Inglewood Waters	12/18/03	Minneapolis	Conditional approval; streambank protection	12/18/03
2003-28	Bassett Creek Pond Improvements	1/7/04	Golden Valley	Conditional approval; streambank protection	1/15/04

Plans Presented for Administrative Review and Comment

Appl. Form #	Project Name	Date Submitted	City	Type
02-32	5919 St. Croix Ave.	1-9-03	GV	Residential
-----	Wirth Lake Beach Imp. (preliminary)	2003	GV	Public
03-1	SP 2723-109	1-15-03	PLY	Public Street
03-2	GV 2003 Pavement Management	3-6-03	GV	Public Street
03-3	Central Bank	3-26-03	GV	Commercial
03-4	Qwest Utility Crossing	3-26-03	GV	Utility
03-5	Breck School-Stadium Imp	6-2-03	GV	Institutional
03-6	Pump House 14 & 15	6-16-03	PLY	Public
03-7A	St. Joseph's Church Addition	7-3-03	NH	Institutional
03-7B	St. Joseph's Storm Water & Utility Improvements	7-3-03	NH	Institutional / Utility
03-7A	St. Joseph's Channel Restoration	7-3-03	NH	Institutional
03-8	New Hope Regional Pond BC-P2.3: Preliminary	7-3-03	NH	Public
03-9	Annapolis Office Park	7-3-03	PLY	Commercial
03-10	6515 Plymouth Ave.	7-9-03	GV	Residential
03-11	I-394 North Frontage Road	7-18-03	MTKA	Public Street
03-12	Bridgeport Hills	7-28-03	PLY	Residential
03-13	French Regional Park Pond Structure	7-28-03	PLY	Public
03-14	Sinclair Station-Redevel.	8-04-03	NH	Commercial
03-15	Pauline's Rest. Demolition	8-12-03	SLP	Commercial
03-16	Spirit of Hope Church	8-8-03	GV	Institutional
03-17	Shelard Park Improvements	8-22-03	SLP	Public
03-18	Austrian Pines	9-3-03	MTKA	Residential
03-19	3820 Bassett Creek Drive	10-7-03	GV	Residential
03-20	Banner Engineer Corp.	10-24-03	PLY	Commercial
03-21	Timberline Knoll	11-10-03	MTKA	Residential
03-22	Calvary Lutheran Church	12-2-03	GV	Institutional
03-23	Schneiderman's Furniture	11-21-03	PLY	Commercial
03-24	7003 & 7010 36 th Ave	12-11-03	CRY	Residential
03-25	EAW: TH 55 & Boone	12-3-03	GV	Public
03-26	CVS Pharmacy	12-19-03	PLY	Commercial
03-27	Woods @ Medicine Lake	12-29-03	PLY	Mult. Residential
03-28	GV Pond Improvements	1-7-04	GV	Public
03-29	Honeywell Clean Room	1-2-04	PLY	Industrial
03-30	Ply. Ice Arena Exp.	1-9-04	PLY	Public
03-31	Parkside Lofts	1- 22-04	SLP	Mult Residential

F. Water Quality Monitoring Data and Studies

The following water quality monitoring and water quality studies were performed:

- ***Bassett Creek Biotic Index Monitoring*** An assessment of the benthic invertebrates found in a stream provides a long-term assessment of its water quality. During 1980, 1983, 1991, 1995 and 2000, benthic invertebrates were collected from Plymouth Creek, the Sweeney Lake Branch, the North Branch and the Main Stem of Bassett Creek to evaluate its water quality and to detect changes in water quality over time. During 2003, the same six stations monitored in previous surveys were monitored. Hilsenhoff's Biotic Index was used to evaluate existing water quality and assess changes. The report will be prepared during 2004.
- **Citizens Assisted Lake Monitoring Program (CAMP)**—The Commission participated with the Metropolitan Council in its citizen-assisted lake-monitoring program (CAMP). Volunteer citizens monitored the following lakes: Sweeney Lake in Golden Valley, Northwood Lake in New Hope, Westwood Lake in St. Louis Park, Parkers Lake in Plymouth, and South Rice Lake in Golden Valley. A copy of the monitoring results in Bassett Creek watershed is appended. See *A 2002 Study of the Water Quality of 137 Metropolitan Area Lakes (June 2003)*.
- **Detailed stream monitoring at Bassett Creek WOMP station** —Stream monitoring was performed in cooperation with the Metropolitan Council Environmental Services (MCES) and the Minneapolis Park and Recreation Board (MPRB) as part of the watershed outlet monitoring program (WOMP). A copy of the executive summary and monitoring results in Bassett Creek is appended. See *Metropolitan Council Environmental Services 2001 Stream Monitoring Report (January 2002)* and *Metropolitan Council Environmental Services 2002 Stream Monitoring Report (January 2004)*.
- **2003 River Watch Program**—The Commission supported the Hennepin County Environmental Services in its River Watch Program. The program was previously managed by the Hennepin Conservation District (HCD). During 2003 management of the program was transferred to Hennepin County Environmental Services. A copy of the executive summary and 2003 monitoring results in Bassett Creek is appended. See *2003 Hennepin County River Watch Results (April 2004)*.

- **Medicine Lake and Parkers Lake**—The City of Plymouth and Three Rivers Park District monitored Medicine Lake and Parkers Lake. A copy of the 2002 results is included in the report *City of Plymouth Water Monitoring 2002* (Three Rivers Park District). The results and report can be obtained from Plymouth and Three Rivers Park District staff.
- **Wirth Lake**—The Minneapolis Park & Recreation Board monitored Wirth Lake. A copy of the results is can be obtained from Minneapolis Park & Recreation Board staff.
- **Capital Improvements Program**—A 10-year capital improvements program and potential future water quality capital improvements plan was prepared and is included in the draft *BCWMC Watershed Management Plan*.

G. Local Plan Adoption

The following table shows the status of the stormwater management plan preparation for each municipality.

Municipality	Local Plan Status	Comments
Crystal	Preliminary planning started	Final planning will be performed after completion of the BCWMC 2nd Generation Plan.
Golden Valley	Completed	Local plan approved by the Commission in August 1999. Resolution 99-6.
Medicine Lake	Not started	Plan will not be prepared. Medicine Lake will adopt Plymouth local plan after completion.
Minneapolis	First phase completed	BWSR will review first phase of local plan in 2004.
Minnetonka	Completed	Local plan was approved by the Commission in October 1997. Resolution 97-8.
New Hope	Completed	Local plan was approved by the Commission in August 1996; reconfirmed in April 1997. Resolution 97-4.
Plymouth	Completed	Local plan conditionally approved by the Commission in February 1999. Resolution 99-3.
Robbinsdale	Completed	Local plan was approved by the Commission in October 1996; reconfirmed in April 1997. Resolution 97-5.
St. Louis Park	Completed	Local plan was approved by the Commission in March 2000; Resolution 00-2.

H. Watershed Communication/Public Education

In accordance with Minnesota Rules, Chapter 8410, Subpart 4, the Commission utilized the following information sources for providing information to the general public:

- **Sun Publications, Finance and Commerce, BCWMC Member Cities' Newsletters, and Local Cable Network**—The Commission used various newspapers to publish legal notices of public hearings and public meetings; notice of publication of the draft *Watershed Management Plan* for reviewing agencies, member cities, and interested public initiating the 60-day formal review.
- **Citizens Assisted Lake Monitoring Program (CAMP)**—The Commission participated with the Metropolitan Council in its citizen-assisted lake-monitoring program (CAMP). Volunteer citizens monitored the following lakes: Sweeney Lake in Golden Valley, Northwood Lake in New Hope, Westwood Lake in St. Louis Park, Parkers Lake in Plymouth, and South Rice Lake in Golden Valley. See Section F: Water Quality Monitoring Data and Studies.
- **Water Quality Education**—The Commission participated in a grant application with the Water Resources Rehabilitation Board, University of Minnesota and Hennepin County Parks to the Environmental Protection Agency to implement a continuous monitoring station on Medicine Lake and to implement a public education program to teach the public about the impact of phosphorus on the water quality of Medicine Lake. See the following web site address: <http://lakeaccess.org/lakedata/frames/medicineset.htm>.
- **Development Requirements**—The report Requirements for Improvements and Development Proposals prepared by the Commission (updated November 1998) is provided to developers and interested citizens.
- **Website**—The Commission updated its website. Information posted on the website includes: meeting agendas (Commission; Steering Committee; and Policy, Technical, and Citizens advisory groups), support materials for meetings, meeting calendar, meeting minutes archive, and materials developed as part of the Second Generation planning process. In 2003, there were approximately 12,000 visits to the Commission's web page. A copy of the Website Usage Report from October 6, 2000 through December 31, 2003 is included in the appendices. The address for Bassett Creek website is <http://www.bassettcreekwmo.org/>

- **Monthly Commission Meetings**—Commission meetings are held on the third Thursday of every month at the City of Golden Valley city hall and are open to the public.
- **Commission Meeting Packet**—The Commission distributed monthly meeting agenda, meeting minutes, and Commission packet including various correspondence and items of interest to approximately 40 interested parties over the last 12 months.
- **Communications Coordinator**—The Commission will continue to implement a public information plan as recommended by the Policy and Citizens Advisory Groups at its November 13, 2001 special meeting.
- **River Watch Program**—The Commission participated with the Hennepin Conservation District (HCD) in this program. The program is a macroinvertebrate monitoring program performed by high school and college students. See Section F: Water Quality Monitoring Data and Studies.
- **Watershed Outlet Monitoring Program (WOMP)**—The Commission participated with the Metropolitan Council in this program to monitor water quality and stream flow in Bassett Creek. See Section F: Water Quality Monitoring Data and Studies.
- **Policy, Technical, and Citizens Advisory Groups and Steering Committee Meetings**—Advisory Groups meetings and Steering Committee meetings for the Second Generation Plan process were open to the public.
- **Medicine Lake Gage**—The staff gage located at the Medicine Lake outlet structure was reinstalled. The current 0.00 staff gage reading is equal to 887.00 MSL.

I. Professional Services Proposal

In accordance with Minnesota Statutes, Section 103B.227, Subdivision 5, the Commission solicited proposals for legal and engineering technical consulting services. The Commission formed two committees, one for legal and one for engineering, to review the proposals. During its October 17, 2002 meeting, the Commission elected to retain the firm Barr Engineering Company for engineering technical services and Kennedy & Graven for legal services.

J. Assessment of Changes in Fund Balance

A discussion of the fund balance is included in the Audit Report and the Treasurers Report.

K. Wetland Conservation Act/Wetland Banking Program

1991 Wetland Conservation Act: The interim program of the 1991 Wetland Conservation Act was effective through December 31, 1993. On January 1, 1994, the permanent program of the 1991 Wetland Conservation Act became effective. Each municipality was required to designate the local government unit (LGU) responsible for administrating the interim program and the permanent program of the 1991 Wetland Conservation Act. The following table indicates the local governmental unit for each municipality.

Municipality	Local Government Unit (LGU)	
	Interim Program Through 12/31/93	Permanent Program Effective 1/1/94
Crystal	BCWMC	Crystal
Golden Valley	BCWMC	Golden Valley
Medicine Lake	BCWMC	BCWMC
Minneapolis	BCWMC	Minneapolis
Minnnetonka	Minnnetonka	Minnnetonka
New Hope	BCWMC	New Hope
Plymouth	Plymouth	Plymouth
Robbinsdale	BCWMC	BCWMC
St. Louis Park	BCWMC	BCWMC

BCWMC = Bassett Creek Water Management Commission

Wetland Mitigation Policy—The Commission's wetland mitigation policy specifies that filling or developing existing lakes and wetlands require an evaluation of the benefits of the wetland for stormwater storage, water quality enhancement, and wildlife habitat, as well as the development of a plan to mitigate the loss of those benefits somewhere in the affected municipality.

Wetland Banking Program—Currently, the Commission has not adopted a wetland banking program.

II. Annual Financial Report

II. Annual Financial Report

The 2003 fiscal year for the Bassett Creek Water Management Commission commenced on February 1, 2003 and ended January 31, 2004.

A. Approved Budget

The approved budget for fiscal year 2003 was \$399,500. Each member's contribution toward the annual budget is based 50 percent on the total area of the municipality within the watershed and 50 percent on the tax capacity of the area within the watershed. A copy of the 2003 budget proposal prepared by the Commission's treasurer is appended.

B. Report of Revenues

See audit report.

C. Report of Expenditures

See audit report.

D. Financial Audit Report

The annual audit report for the year ending January 31, 2004, was performed by Malloy Montague Karnowski Radosevich & Co., P.A. A copy of the report is appended.