



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 7, 2018

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 2/15/18 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – January 18, 2018 Commission Meeting- ACTION ITEM with attachment
 - B. Approval of February 2018 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – I have reviewed the following invoices and recommend approval of payment.
 - i. Keystone Waters, LLC – January 2018 Administrative Services
 - ii. Keystone Waters, LLC – December 2017 Meeting Materials Distribution Expenses
 - iii. Barr Engineering – January 2018 Engineering Services
 - iv. Triple D Espresso – February 2018 Meeting Refreshments
 - v. Wenck – January 2018 WOMP Monitoring
 - vi. Wenck – January 2018 Routine Lake Monitoring
 - vii. Lawn Chair Gardener – January 2018 Admin/Educational Services
 - viii. Kennedy Graven – Dec 2017 & Jan 2018 Legal Services
 - ix. Metro Blooms – Harrison Neighborhood Project Met Council Grant Reimbursement
 - x. Metro Blooms – Harrison Neighborhood Project Clean Water Fund Grant Reimbursement
 - xi. Shingle Creek WMC – 2018 West Metro Water Alliance Partner Funding
 - D. Approval to Resolution 18-03 Designating Depositories for BCWMC Funds – ACTION ITEM with attachment– The Commission annually designates official depositories for its funds. Staff (including the Deputy Treasurer) recommends approval of the attached resolution.
 - E. Approval to Designate Finance and Commerce as the Official News Publication of the BCWMC – ACTION ITEM no attachment – Staff recommends continuing to designate Finance and Commerce as the only BCWMC official publication as it covers the entire watershed, and to continue the practice of sending notices to local news outlets (such as the Sun Post) and neighborhood newsletters when appropriate.
 - F. Approval of Agreement with Three Rivers Park District (TRPD) for Curly-leaf Pondweed Control in Medicine Lake – ACTION ITEM with attachment – At the meeting in January, the Commission directed staff to apply for a MnDNR permit for controlling curly-leaf pondweed in Medicine Lake and to work with TRPD on a cost sharing agreement. Staff recommends approving the attached agreement in which TRPD agrees to pay 17% of the herbicide costs and to perform before and after curly-leaf pondweed surveys.

- G. Approval of Sub-grant Agreement with City of Minneapolis for Hennepin County ERF Grant Implementation – **ACTION ITEM with attachment** – *The Commission recently received final (signed) Environmental Response Fund (ERF) grant documents from Hennepin County for the Main Stem Erosion Repair Project in Minneapolis. As with other grants for CIP project construction, the grant funds will be utilized by the implementing city. A sub-grant agreement is recommended to ensure the city appropriately implements the provisions of the grant. Staff recommends approval.*
- H. Approval of Agreement with Met Council for Reimbursement on Work Related to SWLRT – **ACTION ITEM with attachment** – *The Commission previously had an agreement with the Met Council to be reimbursed for Commission Engineer time spent on tasks related to the Southwest Light Rail Transit Project. Although that agreement expired at the end of 2016, the SWLRT project is now in a redesign phase. Through this agreement the Met Council will reimburse the Commission for project reviews and other work requested of the Commission Engineer. Staff recommends approval.*
- I. Approval of Grant Agreement with MnDNR for FEMA Modeling Project – **ACTION ITEM with attachment** – *At the meeting in January, the Commission reviewed the proposed scope for this project and approved a resolution authorizing consideration of a grant from the DNR. Attached is the formal grant agreement for \$88,500. Staff recommends approval.*
- J. Approval to Set March 2nd Technical Advisory Committee Meeting – **ACTION ITEM no attachment** – *The TAC should meet to work on the 2020 – 2024 CIP, discuss the Freshwater Society’s model snow and ice policy, and consider information that may be useful to the new CIP Prioritization Process Committee.*
- K. Approval to Reimburse Alt. Commissioner Crough for Road Salt Symposium Registration – **ACTION ITEM no attachment** – *For the last two years the Commission approved reimbursement to Commissioners for registration to events and trainings. The 2018 Education and Outreach Plan is likely to include similar funding. Alt. Commissioner Crough is requesting reimbursement of \$135 for the cost of the registration for the Feb 8th Road Salt Symposium. Staff recommends approval.*

5. ORGANIZATIONAL MEETING (40 minutes)

- A. Elect Officers - **ACTION ITEM no attachment** - *The Commission should elect a Chair, Vice Chair, Secretary and Treasurer. Officers hold one year terms. The Secretary and Treasurer can be combined into one position. Current officers = Chair de Lambert, Vice Chair Mueller, Secretary Scanlan and Treasurer Harwell. More information on the duties of the officers can be found in the bylaws here: <http://www.bassettcreekwmo.org/application/files/1314/4424/7360/BCWMC-Bylaws.pdf>.*
- B. Review 2018 Commission Calendar and Areas of Work – **INFORMATION ITEM with attachment** *February 1st marks the beginning of the Commission’s business and fiscal year. The attached document is an informational piece that shows items the Commission considers annually and/or will consider over the next 12 months. The document also lists the various Commission committees, the approximate timing of committee meetings, and work areas for the committees this year.*
- C. Appoint Committee Members – **ACTION ITEM no attachment (see 5B)** - *Committees are an important part of the Commission. Commissioners and alternate Commissioners should consider participating on at least one committee. Non-Commissioners can also sit on Commission*

committees. See the document in 5B for a description of committees and their work slated for this year. Current committee members are listed here: <http://www.bassettcreekwmo.org/about/our-members>.

- i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Education Committee
 - iv. CIP Prioritization Process Committee
 - v. Technical Advisory Committee Liaison
- D. Review Meeting Efficiency Ideas – **INFORMATION ITEM no attachment** - Chair de Lambert and I discussed ideas for improving meeting efficiency: In this agenda/agenda memo you'll notice I added the approximate length of time I think an item may take. Times can be used as guidance and may help keep discussions to a certain length of time. Pre-meeting workshops (some organizations do this), information sessions, or additional committee work can shorten meeting length but would require additional meetings, so there's a tradeoff. These ideas could be used from time to time in certain situations, however. Complex or controversial items that take extra time can be tabled after a certain amount of time, particularly when no new ideas or issues are being discussed but a decision is not imminent. We noted it's staff's job to provide appropriate materials and bring items to the Commission in a timely (not last minute) manner. And, that it's the Commissioners job to review meeting materials before the meeting, come prepared with specific questions, and to focus discussions to the topic at hand. We're happy to take more suggestions for streamlining meetings.
- E. Review Open Meeting Law – **INFORMATION ITEM with attachment** - The attached document is included simply to remind Commissioners about key provisions of the open meeting law, ways in which the law can be easily broken, and links to further information.

6. BUSINESS

- A. Receive Presentation on 2017 Water Quality Monitoring Results (30 minutes) – **INFORMATION ITEM with attachments** – Staff with Wenck Associates will present results of the 2017 water quality monitoring on Sweeney, Twin and Lost Lakes. The draft lake reports are attached.
- B. Review Year End Financial Report (Feb 1, 2017 - Jan 31, 2018) (20 minutes) – **ACTION ITEM with attachment** - Overall, the Commission is in good financial standing and ended the year approximately \$20,000 in the black (although it may be difficult to tell by quickly glancing at the financial report). Please see the attached memo for some explanations and a request to carry over funds in two areas.
- i. Consider Approval to Carry Over Municipal Plan Review Funds from 2017 to 2018
 - ii. Consider Approval to Carry Over Sweeney Lake Aeration Study Funds from 2017 to 2018
- C. Receive Responses and Recommendations as Follow Up to Staff/Commission Evaluations (20 minutes) – **DISCUSSION ITEM with attachment** – At the December meeting, Commissioners briefly reviewed results of an evaluation/questionnaire regarding staff performance and Commission direction. Staff was directed to bring feedback, next steps or recommendations to a future meeting. The Commission Engineer and I drafted the attached responses and recommendations for many of the concerns raised in the responses.
- D. Receive Update on New Watershed Based Funding Process (10 minutes) – **INFORMATION ITEM no attachment** – I will share ideas and information discussed among the 11 Hennepin County watershed administrators at their meeting on January 23rd. Some progress was made at that

meeting however significant questions arose regarding how to involve eligible cities. BWSR has since provided some guidance. Another meeting of this group is scheduled for February 27th.

- E. Recognize City of Plymouth for Environmental Leadership Award (5 minutes) – INFORMATION ITEM no attachment - *At this year's February 8th Road Salt Symposium, the City of Plymouth will be one of five organizations and individuals to receive an Environmental Leadership Award for its exemplary work to minimize the use of road salt in the city. Plymouth has implemented several Best Management Practices for salt reduction, including pre-wetting, truck calibration, temperature sensors, varied products, and specialized trainings. The City also invested in its own brine maker that allows significantly increased production and the opportunity to share resources. In eight years, the City has reduced salt use from 188 tons/snow event to 81.25 tons/snow event. Congratulations to the City of Plymouth!*

7. COMMUNICATIONS

- A. Administrator's Report - **INFORMATION ITEM with attachment**
- i. Medicine Lake Zebra Mussel Survey Update
- B. Chair
- C. Commissioners
- i. Report on Road Salt Symposium
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. Northwood Lake Improvement Project Clean Water Partnership Grant Report
- D. Harrison Neighborhood Project Met Council Stormwater Grant Report
- E. WCA Notice of Decision, Plymouth
- F. Clean Streets, Clean Water Neighborhood Clean Up Kit
- G. [Sun Post Article on Bassett Creek and Chloride Pollution](#)
- H. Technical Pre-Proposal for Assessment & Treatment of Phosphorus in Northwood Lake
- I. WMWA Winter Newsletter

9. ADJOURNMENT

Upcoming Meetings & Events

- Westwood Hills Nature Center Reconstruction Project Open House (2): Thursday February 22nd and Wednesday February 28th, 6:00 – 7:15 p.m., Westwood Hills Nature Center, St. Louis Park
- BCWMC Technical Advisory Committee Meeting: Friday March 2nd, 10:00 a.m. – 12:00 p.m. Council Chambers, Golden Valley City Hall
- Bryn Mawr Improvement Project/MPRB Parks Open House: Thursday March 8th, 6:00 – 8:00 p.m., Harrison Recreation Center, Minneapolis
- BCWMC Regular Meeting: Thursday March 15th, 8:30 a.m., Council Conference Room, Golden Valley City Hall