



## Bassett Creek Watershed Management Commission

### Minutes of Regular Meeting January 15, 2015 Golden Valley City Hall, 8:30 a.m.

#### Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Robbinsdale	Alternate Commissioner Michael Scanlan
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Chair
Medicine Lake	Commissioner Clint Carlson	Administrator	Laura Jester
Minneapolis	Alternate Commissioner Lisa Goddard	Attorney	Charlie LeFevere, Kennedy & Graven
Minnetonka	<i>Not represented</i>	Engineer	Karen Chandler, Barr Engineering Co.
New Hope	Alternate Commissioner Pat Crough	Recorder	Amy Herbert
Plymouth	Alternate Commissioner David Tobelmann		

#### Technical Advisory Committee (TAC) Members/ Other Attendees Present:

Derek Asche, TAC, City of Plymouth	Jeff Oliver, TAC, City of Golden Valley
Erick Francis, TAC, City of St. Louis Park	John O'Toole, Alternate Commissioner, City of Medicine Lake
Gary Holter, Mayor, Medicine Lake	Liz Stout, TAC, City of Minnetonka
Richard McCoy, TAC, City of Robbinsdale	David Stack, Master Water Stewards
Jane McDonald Black, Alternate Commissioner, City of Golden Valley	Linda Loomis, Chair Plan Steering Committee
Chris Long, TAC, City of New Hope	Marge Beard, Plymouth City Council

#### 1. CALL TO ORDER AND ROLL CALL

On Thursday, January 15, 2015, at 8:39 a.m. in the Council Conference room at Golden Valley City Hall, Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. The City of Minnetonka was absent from the roll call.

#### 2. CITIZEN FORUM ON NON-AGENDA ITEMS

No items were raised.

**3. AGENDA**

Commissioner Hoschka requested the addition of a discussion of potential conflict of interest in the Winnetka Avenue project. Alternate Commissioner Goddard moved to approve the agenda as amended. Commissioner Mueller seconded the motion. Upon a vote, the motion carried 8-0 [City of Minnetonka absent from vote].

**4. CONSENT AGENDA**

Commissioner Mueller asked for more details on the CAMP program. Administrator Jester explained that CAMP is the Citizen-Assisted Monitoring Program, and she provided brief information about the program and the Commission’s participation. Alternate Commissioner Tobelmann moved to approve the Consent Agenda. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 8-0 [City of Minnetonka absent from vote].

[The following items were approved as part of the Consent Agenda: the December 18, 2014, Commission Meeting minutes, the monthly financial report, the payment of the invoices, the approval of Resolution 15-01 Approving Reimbursement to the BCWMC 2.5% of the Tax Levy Request to Hennepin County for Collection in 2014 for Administrative Expenses of the CIP Projects and Approving the Transfer of Those Funds to the BCWMC’s FY2014-2015 Administrative Account, Approval of Resolution 15-02 Approving the Transfer of 2014 BCWMC Funds from its Administrative Account to its Erosion/Sediment Account (Channel Maintenance Fund) and Long-term Maintenance Account, Approval of the Proposal from MMKR to Perform the FY2014 Financial Audit, Set Public Hearing on Major Plan Amendment for the March 19, 2015, Commission Meeting, Approval of Amended Contract with Keystone Waters, LLC (Administrator), Approval of Annual Flood Control Project Inspection Report and Direction to Submit Report to Appropriate Entities, and Approval of Project Plans for 1-494 General Purpose Lane (SP 2785-330).]

The general and construction account balances reported in the Financial Report prepared for the January 15, 2015, meeting are as follows:

Checking Account Balance	\$579,372.23
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$579,372.23</b>
<b>TOTAL CASH &amp; INVESTMENTS ON-HAND (1/7/15)</b>	<b>\$3,429,158.61</b>
CIP Projects Levied – Budget Remaining	(\$2,698,600.87)
Closed Projects Remaining Balance	\$730,557.74
2013 Anticipated Tax Levy Revenue	\$14,954.83
2014 Anticipated Tax Levy Revenue	\$14,395.53
Anticipated Closed Project Balance	\$759,908.10

## 5. BUSINESS

### A. Receive Presentation on Master Water Stewards Program from Freshwater Society

Peggy Knapp of the Freshwater Society introduced herself and described the Master Water Stewards program currently operating in the Minnehaha Creek Watershed District. She explained that it is funded by a grant through the Clean Water Land and Legacy Amendment. Ms. Knapp stated that the program is in its second year. She gave a presentation and provided information about the program noting it is a community leadership development program modeled after the Master Gardeners Program. She showed slides and described several projects completed by Master Water Steward participants.

Ms. Knapp said that by the end of next year there will be 90 people who are certified as Master Water Stewards. Ms. Knapp described the intensive education that the program provides to the volunteers who train to become Master Water Stewards (MWS). She talked about the community projects that the MWS lead and the clean water education they provide to communities. She described the program as a program by neighbors for neighbors and neighborhoods. Ms. Knapp described partnerships that the program has with other organizations such as the City of Edina and the Friends of Diamond Lake. She explained that the program is fundraising for its initiative to develop metro-wide online curriculum, training, and continuing education for MWS. Ms. Knapp said that the initiative will cost approximately \$100,000. She reported that six watersheds have already pledged funding toward the project and said that she hopes the BCWMC will consider participating. Ms. Knapp also explained that it costs approximately \$3,000 in staff time and resources to get one MWS certified. She said that the program is developing ways that watersheds can sponsor the certification of a MWS in their watershed.

Ms. Knapp responded to questions. Alternate Commissioner Tobelmann asked if there is collaboration between the Master Water Stewards program and the Master Naturalists and commented that if not, there could be opportunities there. There was brief discussion about how many homeowners have access to grants for water quality improvement projects through watershed organizations. Administrator Jester noted the BCWMC Education Committee would be considering Commission involvement in the MWS at an upcoming meeting. Mr. Stack briefly commented on his good experience with the program.

### B. Consider Draft Request for Proposals for Website Redesign

Administrator Jester reminded the Commission that it budgeted \$12,000 for the website redesign in 2015. She said that to start the project process the Commission needs to send out an RFP (Request for Proposals) for the website redesign. Commissioners offered some suggestions for refining the RFP and recommendations on firms to receive the RFP. There was discussion about site maintenance required into the future. Administrator Jester asked if the Commission wants to create a new committee to work on the project or utilize an existing committee. There was discussion. The Commission agreed to designate the Education Committee to work on the project and to direct the Education Committee to bring a recommendation about the contractor to the Commission. Administrator Jester said that the Education Committee will discuss this item at its February meeting.

### C. Discuss Template for Final Reports on CIP Projects

Administrator Jester reminded the Commission that the report provided last month by Eric Eckman was based on a template she developed. She commented that Commissioner Welch had some suggestions for modifying the template and asked if anyone had additional feedback. Alternate Commissioner Goddard requested more detail on cost overruns. Alternate Commissioner Tobelmann asked for the report to link to relevant documents, such as the 50% and 90% project plans. There was discussion about how "actual" pollutant

removal can be calculated; it was noted monitoring data isn't necessarily collected immediately after the project and it may take years to see a difference in pollutant loads. The group noted it was important to determine how the project was built in relation to the project design. The Commission agreed that Administrator Jester would collect all input provided for modifying the template, revise the template, and provide the template to the cities.

**D. Discuss Process for Review of Letters of Interest Proposals**

The Commission discussed possible methods for reviewing the proposals. Attorney LeFevere talked about the Data Practices Act and the Open Meeting Law and their effect on how the Commission handles data such as the letters of interest proposals. The Commission agreed that the TAC will review the letters of interest proposals for engineering services at its February 2 meeting and the Administrator will add the files to the Dropbox for TAC and Commission review or may send to only Commissioners as the proposals cannot be included in a public meeting packet.

**E. Receive Update on Schaper Pond Diversion Project**

Administrator Jester announced that the Minnesota Pollution Control Agency (MPCA) recently communicated its decision that the City of Golden Valley can take credit for this project as part of the wasteload allocation for the Sweeney Lake TMDL. Engineer Chandler also noted that the U.S. Army Corps of Engineers decided this project falls under a maintenance category of a general permit. Mr. Oliver stated that 90% plans should come to the Commission in February and project construction should be in April or May.

**F. Receive Update on Draft Watershed Management Plan**

Administrator Jester reported that she has received comments from Commissioner Mueller, has heard that the Minnesota Board of Water and Soil Resources is working on its comments, and has heard that the Metropolitan Council believes it will not have any significant comments on the Plan.

**G. Potential of Conflict of Interest in Winnetka Avenue Project**

Mr. Oliver described the project and its goal to reduce flooding at the DeCola ponds area. He showed a map of the area, noting that 41 properties are at risk of flooding. He reported that there is an opportunity in this project for the City of Golden Valley to construct additional flood storage. Mr. Oliver explained that Barr Engineering has done the bulk of the project's Phase 1 and Phase 2 studies. He said the City of Golden Valley is interested in having Barr Engineering do the design for the flood storage project because of its knowledge and familiarity with the project. Mr. Oliver explained that there is a potential for conflict of interest due to a possible circumstance where Barr Engineering would be reviewing its own design of the erosion and sediment control plan on behalf of the BCWMC. He proposed that City staff design that portion of the project and Barr Engineering reviews it on behalf of the BCWMC.

There was discussion of this proposal and of other ways that the design and review could be handled. Alternate Commissioner Crough moved to approve that the City of Golden Valley design the erosion and sediment control plan and Barr Engineering review the plan on behalf of the Commission. Commissioner Hoschka seconded the motion. Upon a vote, the motion carried 8-0 [City of Minnetonka absent from vote].

## 6. COMMUNICATIONS

**A. Administrator:**

- i. Administrator Jester reminded the Commission that she is collecting the annual Conflict of

Interest forms from Commissioners.

- ii. Administrator Jester announced the upcoming Mississippi River Forum on chlorides.
- iii. Administrator Jester requested that the Commission members think about Commission officer and Committee roles since the February meeting is the annual organizational meeting and is when the appointments are made.
- iv. Administrator Jester announced that she plans to attend a webinar next week on the topic of communicating the value of water.

**B. Chair:**

- i. Chair de Lambert reminded the Commission to think about roles as Commission officers and committee members and to be prepared at the next meeting to designate officers and committee members.
- ii. Chair de Lambert welcomed Mike Scanlan, the new BCWMC Alternate Commissioner for the City of Robbinsdale and Gary Holter, the incoming BCWMC Alternate Commissioner for the City of Medicine Lake.

**C. Commissioners:**

- i. Commissioner Carlson announced that the City of Medicine Lake is committed to this organization, to participating in it, and to making it a better organization. He said that the City of Medicine Lake has approved a budget for engineering services.
- ii. Alternate Commissioner Jane McDonald Black reported on the Metro Blue Line Station Forum. Mr. Oliver added that the station project is in the plan development phase and is not an engineering effort yet. He said that the technical work and reviews will be done in the future.
- iii. Commissioner Hoschka talked about the open house held by the City of Golden Valley for the 2015 Bassett Creek streambank restoration project. Mr. Oliver provided more details and mentioned the open house was attended by approximately two dozen residents. Commissioner Mueller said that he attended the open house.
- iv. Commissioner Tobelmann reported that he will be attending the February 5<sup>th</sup> Road Salt Symposium at the Minnesota Landscape Arboretum.
- v. Alternate Commissioner Goddard reported that construction work has begun on the Main Stem restoration project and she reported on the Theodore Wirth Park project.

**D. TAC Members:**

- i. Mr. Asche announced that the Plymouth Environmental Quality Committee recently met and will have a few comments on the Commission's draft Plan.
- ii. Mr. Asche announced that there will be a public open house on January 29<sup>th</sup> at 7 p.m. at Plymouth City Hall about the Four Seasons Area Water Quality Project (now named by the city as the Northwood Lake project).

**E. Committees:**

- i. Commissioner Mueller requested that commissioners and staff complete the staff evaluation surveys and said that that the Administrative Services Committee will review results at its next meeting.

**F. Legal Counsel:** No Legal Communications

**G. Engineer:** No Engineer Communications

**7. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/Meetings/2015/2015-January/2015JanuaryMeetingPacket.htm>)**

A. WCA Notice, Plymouth

B. Grant Tracking Summary and Spreadsheet

**8. ADJOURNMENT**

Chair de Lambert adjourned the Bassett Creek Watershed Management Commission Regular Meeting at 10:44 a.m.

---

Amy Herbert, Recorder

Date

---

Secretary

Date