



Bassett Creek Watershed Management Commission

Regular Meeting

8:30 a.m. – 11:00 a.m.

Wednesday, November 20, 2013

Council Conference Room, Golden Valley City Hall
7800 Golden Valley Rd., Golden Valley MN

AGENDA

**Please note date
and time!**

1. CALL TO ORDER and ROLL CALL

2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. Approval of Minutes – October 17, 2013 Commission Meeting
- B. Approval of Minutes – October 17, 2013 Commission Workshop
- C. Approval of Financial Report
- D. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – October 2013 Administrator Services
 - ii. Barr Engineering – Engineering Services
 - iii. Amy Herbert – October 2013 Secretarial Services
 - iv. ACE Catering – November 2013 Meeting Refreshments
 - v. Kennedy & Graven – Legal Services
 - vi. Wenck – October WOMP Station Operation
- E. Approval of Reimbursement Request from City of Minneapolis for Main Stem Project
- F. Approval of Reimbursement Request from City of Golden Valley for Sweeney Lake Outlet Project
- G. Approval of Reimbursement Request from City of Golden Valley for Wirth Lake Outlet Project
- H. Approval of Reimbursement Request from City of Crystal for North Branch Erosion Control Project
- I. Approval of Dispute Resolution Committee Recommendations
- J. Set December Executive Committee Meeting

5. NEW BUSINESS

- A. Consider Proposal for Development of Watershed Map
- B. TAC Recommendations
 - i. Memo from November 7, 2013 TAC meeting
 - a) Possible 2016 – 2020 CIP Projects
 - b) CIP selection criteria
 - c) Redefined Trunk System
 - d) Maintenance of Flood Control Projects
 - ii. Memo with Summary of XP-SWMM Model and Recommendations (additional technical memo available online)
- C. Consider Proposal for Study of Long Term Maintenance and Replacement Needs for Flood Control Project
- D. Approval of Resolution of Appreciation for Services of Commissioner David Hanson

6. OLD BUSINESS

- A. Receive Update on Next Generation Plan Development
 - i. Progress on Development of Draft Policies
 - ii. Draft Next Generation Plan Steering Committee 10/28/13 Meeting Notes
- B. Approval to Amend Agreement with Golden Valley for 2015 Main Stem Project Feasibility Study (existing agreement with original proposal found here:
<http://www.bassettcreekwmo.org/Meetings/2013/2013-May/4G-CooperativeAgreement.pdf>)
- C. Update on Medicine Lake Water Level Issue
 - i. AMLAC Response to Questions on Lake Issues
 - ii. Sun Sailor Article November 6, 2013
- D. Four Seasons Area Water Quality Project – Response to 90% Plan Comments and Alternatives Analysis

7. COMMUNICATIONS

- A. Administrator's Report
- B. Chair
- C. Commissioners
- D. Committees
- E. Legal Counsel
- F. Engineer

8. INFORMATION ONLY (Information online only)

- A. Schaper Pond Diversion Project Impact Analysis Memo to MPCA and DNR
- B. Grant Tracking Summary and Spreadsheet
- C. BWSR Grants Quarterly Newsletter October 2013
- D. WCA Notice of Decision, Plymouth
- E. WCA Notice of Application, Plymouth

9. ADJOURNMENT

Upcoming Meetings

- BCWMC Executive Committee: Thursday December 19, 2013; 8:30 a.m., Golden Valley City Hall
- Next Gen Plan Steering Committee: TBD
- Technical Advisory Committee: (likely) Thursday February 6, 2014; 1:30 p.m., Golden Valley City Hall

Future Commission Agenda Items list

- Develop fiscal policies
- Develop a post-project assessment to evaluate whether it met the project's goals
- Medicine Lake rip-rap issue over sewer pipe
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation by Claire Bleser and Kevin Bigalke on Chloride

Future TAC Agenda Items List

- Develop guidelines for annualized cost per pound pollutant removal for future CIP projects
- Stream identification signs at road crossings
- Blue Star Award for cities
- Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: November 13, 2013

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background information on 11/20/13 BCWMC Meeting

1. CALL TO ORDER and ROLL CALL
2. CITIZEN FORUM ON NON-AGENDA ITEMS
3. APPROVAL OF AGENDA – ACTION ITEM
4. CONSENT AGENDA
 - A. Approval of Minutes from 10/17/13 Commission Meeting - ACTION ITEM with attachment
 - B. Approval of Minutes from 10/17/13 Commission Workshop - ACTION ITEM with attachment
 - C. Approval of Financial Report - ACTION ITEM with attachment
 - D. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – October 2013 Administrator Services
 - ii. Barr Engineering – Engineering Services
 - iii. Amy Herbert – October 2013 Secretarial Services
 - iv. ACE Catering – November 2013 Meeting Catering
 - v. Kennedy & Graven – Legal Services
 - vi. Wenck – October WOMP Station Operation
 - E. Approval of Reimbursement Request from City of Minneapolis for Main Stem Project ACTION ITEM with attachment

Staff has reviewed the reimbursement request from the City of Minneapolis for the ongoing restoration work along the Main Stem per the agreement between the City and the Commission. Staff recommends approval of payment in the amount of \$30,718.11.
 - F. Approval of Reimbursement Request from City of Golden Valley for Sweeney Lake Outlet Project - ACTION ITEM with attachment – *Staff has reviewed the reimbursement request from the City of Golden Valley for work on the Sweeney Lake outlet structure per the agreement between the City and the Commission dated 11/16/11. Staff recommends approval of payment in the amount of \$160,271.13. This is the first and final reimbursement request for this project.*
 - G. Approval of Reimbursement Request from City of Golden Valley for Wirth Lake Outlet Project - ACTION ITEM with attachment

Staff has reviewed the reimbursement request from the City of Golden Valley for work on the Wirth Lake outlet structure per the agreement between the City and the Commission dated 11/16/11. Staff recommends approval of payment in the amount of \$165,485.06. This is the first and final reimbursement request for this project.
 - H. Approval of Reimbursement Request from City of Crystal for North Branch Erosion Control Project - ACTION ITEM with attachment – *Staff has reviewed the reimbursement request from the City of Crystal for restoration work along the North Branch Bassett Creek per the agreement between the*

City and the Commission dated 9/23/10. Staff recommends approval of payment in the amount of \$433,060.04. This project is approximately 95% complete.

- I. Approval of Dispute Resolution Committee Recommendations – **ACTION ITEM with attachment**
At the 7/18/13 Commission meeting, the cities of Golden Valley, New Hope and Crystal requested assistance regarding the distribution of costs for a Phase II study evaluating flooding issues in the Medicine Lake Road and DeCola Ponds area. After meeting with city staff and the Crystal City Council, the Committee recommendations are noted in the attached letter. The Committee recommends approval by the Commission and distribution of the recommendations to the three cities.
- J. Set December Executive Committee Meeting – **ACTION ITEM no attachment** *Although no regular Commission meeting will be held in December, the executive committee plus at least one Commissioner (to have a quorum present) should meet to approve the payment of invoices and to approve a service agreement with the auditor. Staff will notice the meeting as a special board meeting and recommends meeting at the normal meeting day and time of December 19th at 8:30 a.m. for a short meeting.*

5. NEW BUSINESS

- A. Consider Proposal for Development of Watershed Map – **ACTION ITEM with attachment**
The BCWMC 5-year Education Plan includes the development of a watershed map for distribution among residents. This activity is also included in the Commission's 2013 and 2014 budget. The Education Committee and I have been working with former Commissioner Ted Hoshal to provide guidance on the content and look of the map. A proposal from Hoshal Advertising and Hedberg Maps is included for map development, project coordination, design, and printing. The Commission should consider entering a contract with both entities.
- B. TAC Recommendations
 - i. *The Technical Advisory Committee met on 11/7/13 and has recommendations on the following items. See notes below and TAC memo attached.*
 - a) Possible 2016 – 2020 CIP Projects **FOR INFORMATION** – *TAC members discussed possible CIP projects for the 2016 – 2020 list. Final recommendations will come to the Commission early next year.*
 - b) CIP Selection Criteria – **FOR INFORMATION** – *Plan Steering Committee members requested TAC input on possible criteria for ranking and selecting CIP projects. The Plan Steering Committee will use the information generated as policies are developed.*
 - c) Redefined Trunk System – **FOR INFORMATION** – *The TAC recommends that no changes be made to the trunk system but that the trunk system be considered when developing CIP selection criteria.*
 - d) Maintenance of Flood Control Projects – **FOR INFORMATION** – *The TAC discussed various flood control project agreements and responsibilities. At this time, they would like a complete paper trail of documents and agreements gathered so that responsibilities can be understood and recommended to the Commission.*
 - ii. Memo with Summary of XXP-SWMM Model and Recommendations (with additional technical memo available online) – **FOR INFORMATION & CONSIDERATION** – *The memo includes a summary of the model with background, uses, limitations, and a second phase of the project as well as TAC recommendations. Also, a commissioner approached the Commission Engineer, asking to learn about the XP-SWMM model. Recognizing that other commissioners may also wish to learn about the model, staff recommends that the Commission Engineer offer a short (one hour) tutorial for Commissioners on the XP SWMM model including hydrology basics; hydrology vs. hydraulics; XP-SWMM model inputs; and calibration. Assuming the tutorial is held at the Engineer's offices, the cost to provide this tutorial is estimated to be less than \$2,000. Some of the cost could be covered by the Commission's Surveys and Studies budget item.*

- C. Consider Proposal for Study of Long Term Maintenance and Replacement Needs for Flood Control Project – **ACTION ITEM with attachment** *At their 10/17/13 workshop, the Commission discussed the long term maintenance and eventual replacement of the flood control project components and requested the Commission Engineer to present a proposal for development of a plan for the funding and scheduling of future maintenance and replacement of the flood control project, with the intent to incorporate this into the Watershed Management Plan update. See the proposed work scope and budget attached. Staff recommends approving the work as proposed.*
- D. Approval of Resolution of Appreciation for Services of Alternate Commissioner David Hanson – **ACTION ITEM with attachment** *This is the final meeting of Alternate Commissioner Dave Hanson as he will be leaving the Commission at the end of the year. The Commission and Golden Valley staff wish to offer their appreciation with the attached resolution.*

6. OLD BUSINESS

- A. Receive Update on Next Generation Plan Development
 - i. Progress on Development of Draft Policies – **INFORMATION ITEM no attachment** – *A verbal update will be provided to the Commission.*
 - ii. Draft Next Generation Plan Steering Committee 10/28/13 Meeting Notes – **INFORMATION ITEM with attachment**
- B. Approval to Amend Agreement with Golden Valley for 2015 Main Stem Project Feasibility Study – **ACTION ITEM with attachment** – *The City of Golden Valley wishes to amend its cooperative agreement with the Commission in order to accommodate a revised proposed workplan from WSB for completion of a feasibility study for the 2015 Bassett Creek Main Stem Restoration Project. A revised workplan was requested by Golden Valley to incorporate more stakeholder involvement earlier in the project process. Staff recommends approving the revised agreement, including the increased proposed cost (from \$54,100 to \$62,000).*
- C. Update on Medicine Lake Water Level Issue – **INFORMATION ITEM with attachments**
 - i. AMLAC Response to Questions on Lake Issues – *As directed by the Commission to survey Medicine Lake stakeholders, last month I requested information from the Association of Medicine Lake Area Citizens regarding their concerns and issues with Medicine Lake. The attached letter was received in response. A meeting with Three River Park District staff will be scheduled for later this month to receive their views on the same questions. The City of Medicine Lake has not answered the questions. Other stakeholders have yet to be approached.*
 - ii. Sun Sailor Article November 6, 2013 – *The Commission may wish to consider a response to this article.*
- D. Four Seasons Area Water Quality Project – Response to 90% Plan Comments and Alternatives Analysis – **FOR CONSIDERATION with attachments**
At its 9/19/13 Commission meeting, comments on the 90% Plans for this project were forwarded to the City of Plymouth. Plymouth's response to those comments is attached. (Find a complete plan set online in this month's materials). Additionally, the City was asked to re-evaluate some alternatives to this project that might offer similar pollutant reductions. The results of that analysis are attached.

7. COMMUNICATIONS – INFORMATIONAL ITEMS with attachments

- A. Administrator's Report – *Report is attached*
- B. Chair
- C. Commissioners
- D. Committees
- E. Legal Counsel
- F. Engineer

8. INFORMATION ONLY – INFORMATION ITEMS with documents online

- A. Schaper Pond Diversion Project Impact Analysis Memo to MPCA and DNR
- B. Grant Tracking Summary and Spreadsheet
- C. BWSR Grants Quarterly Newsletter October 2013
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9. ADJOURNMENT

Upcoming Meetings

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Bassett Creek Watershed Management Commission

Minutes of Special Meeting October 17, 2013 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Alternate Commissioner Guy Mueller	Robbinsdale	<i>Not represented</i>
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Vice Chair
Medicine Lake	Commissioner Clint Carlson	Administrator	Laura Jester, Keystone Waters LLC
Minneapolis	Commissioner Michael Welch	Attorney	Charlie LeFevere, Kennedy & Graven
Minnetonka	Commissioner Jacob Millner, Secretary	Engineer	Karen Chandler, Barr Engineering Co.
New Hope	Commissioner John Elder	Recorder	Amy Herbert
Plymouth	Commissioner Ginny Black, Chair		

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

Perry Edman, TAC, St. Louis Park	Tom Mathisen, TAC, City of Crystal
Joe Fox, TAC, City of Golden Valley	Jeff Oliver, TAC, City of Golden Valley
Chris Gise, Golden Valley Resident	John O'Toole, Alternate Commissioner, City of Medicine Lake
David Hanson, Alternate Commissioner, City of Golden Valley	Bob Paschke, TAC, City of New Hope
Chris Long, TAC, City of New Hope	Justin Riss, Alternate Commissioner, City of St. Louis
Allen Hill, BTO Development Corp.	Liz Stout, TAC, City of Minnetonka
Linda Loomis, BCWMC Next Generation Plan Steering Committee Chair	David Tobelmann, Alternate Commissioner, City of Plymouth
Eric Luth, BKBM Engineers	

1. CALL TO ORDER AND ROLL CALL

On Thursday, October 17, 2013, at 8:32 a.m. in the Council Conference Room at Golden Valley City Hall, Chair Black called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. The cities of Crystal, Minneapolis, Minnetonka, and Robbinsdale were absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No citizen input [See agenda item 5].

3. AGENDA

Chair Black moved item 3 - Approval of the Agenda and item 4 – Consent Agenda – to follow the New Business item – TAC Recommendations - because there was not a quorum of the Commission to take action on the items. [Thus, minutes reflect some items taken out of order.]

5. NEW BUSINESS

A. TAC Recommendations

i. City's Use of Commission Development Review Process

Jeff Oliver provided an overview of the TAC's discussion of how each member city utilizes the Commission's development and review process. He said that the TAC will continue to discuss this item, and he pointed out that the TAC memo included in the meeting packet lists how each member city is using the development and review process. Administrator Jester provided a summary and reported that the Commission review process is not duplicative of the cities' review processes. She said that the cities find the Commission's process helpful and don't recommend making any large-scale changes

[Commissioners Jacob Millner and Guy Mueller arrive.]

ii. Feasibility Study Criteria

Administrator Jester reminded the Commission that this past summer it directed the TAC to help develop and recommend criteria, or a set of elements, that each feasibility study would need to contain. She said that the 10 recommendations are listed on page 4 of the TAC memo in the meeting packet. Administrator Jester reported that the TAC members noted that in the cases where the cities fund the feasibility studies for Commission projects, the cities do not feel they are required to use the Commission's Engineer pool. Chair Black commented that her understanding is that that the pool was created for Commission use and cities are welcome to use it but it seems that it is already Commission policy that the cities aren't required to use the pool for the studies they fund.

Commissioner de Lambert moved to approve the recommendations in the TAC memo. Commissioner Millner seconded the motion. The motion carried 6-0 [Cities of Minneapolis, and Robbinsdale absent from vote].

[Commissioner Michael Welch arrives.]

iii. Summary Memo of XP-SWMM

Jeff Oliver provided an overview of the TAC's status review of the XP-SWMM model. He said that the item will come to the Commission at either the November or December meeting for discussion and consideration.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

Linda Loomis asked to re-open the citizen forum on non-agenda items. The Commission agreed. Ms. Loomis announced that Golden Valley resident Nancy Azzam would like to bring to the Commission's attention the service of Jon Ong, who has been active in involving his students in the River Watch program for many years. The Commission discussed recognizing the watershed's volunteers. Administrator Jester said that she would gather some information on other teachers involved in the River Watch Program, and Chair Black directed her to bring the information back at a future meeting.

4. CONSENT AGENDA

Commissioner Welch requested the removal of item 4G. Chair Black moved the item to the second item in New Business. Commissioner Welch moved to approve the Consent Agenda as amended. Commissioner de Lambert seconded the motion. Upon a vote, the motion carried 7-0 [City of Robbinsdale absent from vote]. [The following items were approved as part of the Consent Agenda: the September 19, 2013, BCWMC meeting minutes, the monthly financial report, payment of the invoices, Resolution 13-06 Setting Time and Place of Regular Meeting, Approval of Three Nine Four Apartments and Senior Care Project in Golden Valley, and Approval to Pursue Delisting of Wirth Lake with MPCA]

The general and construction account balances reported in the Financial Report prepared for the October 17, 2013, meeting are as follows:

Checking Account Balance	\$551,489.72
TOTAL GENERAL FUND BALANCE	\$551,489.72
TOTAL CASH & INVESTMENTS ON-HAND (10/9/13)	\$2,910,784.30
CIP Projects Levied – Budget Remaining	(\$3,042,113.04)
Closed Projects Remaining Balance	(\$131,328.74)
2013 Anticipated Tax Levy Revenue	\$494,829.94
Anticipated Closed Project Balance	\$363,501.20

3. AGENDA

Commissioner Mueller moved to approve the agenda as amended. Commissioner Welch seconded the motion. Upon a vote, the motion carried 7-0 [City of Robbinsdale absent from vote].

5. NEW BUSINESS (Continued)

A. Approval of Plymouth City Center Medical Building Project in Plymouth

Commissioner Welch asked for further information on the Commission Engineer's recommendation that the 0.36 acres of impervious surface that discharges offsite must be treated to Level 1 standards. Engineer Chandler provided information and reported that since the time that the memo was prepared, the Commission Engineer received updated plans showing that the entire site will be treated to Level 1 standards. She said that the Commission Engineer recommends approval of the project with no conditions. Commissioner Welch moved to approve the project. Commissioner de Lambert seconded the motion. Upon a vote, the motion carried 7-0 [City of Robbinsdale absent from vote].

B. Set Next TAC Meeting and Agenda

Administrator Jester noted that the TAC proposes to meet on November 7th. She noted there are items involving the Watershed Plan development still need TAC input including identifying some of the gray areas of the maintenance of flood control projects and developing a more succinct definition of the trunk system or changing the definition of the trunk system. She said that the TAC also needs to start discussing 2020 CIP projects. Commissioner Welch added that the whole process of adding items to the CIP should be discussed as part of the Plan process and explained that when the Commission finalizes its new Plan it will finalize a new CIP, so at some point the Commission will need to have a comprehensive review of the 10-year CIP. Commissioner Welch said that he is interested in getting the TAC's view on the degree to which Bassett Creek has problems with gullies and small tributaries, sometimes defined as first-order streams, contributing sediment loads to the creek. He said that it seems that this discussion could be part of the TAC's discussion of the trunk system. The Commission agreed to the proposed date and time of the next TAC meeting and the proposed agenda items.

C. Twin Lake In-Lake Alum Treatment Project.

Administrator Jester reminded the Commission that this item was tabled from its September meeting and that the Department of Natural Resource's draft fish survey report was printed and included in last month's meeting packet and was also available online. She pointed out that Blue Water Science's report on the trapnet fish surveys of Sweeney Lake and Twin Lake were printed and included in this month's packet and was also available online. Administrator Jester gave an overview of the information. She reported that Steve McComas' opinion is that water quality in Sweeney and Twin lakes are not being impacted by the fish communities.

Administrator Jester said that the Commission Engineer recommendation in the packet memo was to proceed with the alum treatment, but since the memo was written, staff received some preliminary data from the CAMP (Citizen-Assisted Monitoring Program) monitoring from this past summer. Engineer Chandler reported that the CAMP data is based on surface water sampling and this year's data chlorophyll and Secchi data (phosphorus data were still unavailable) shows better water quality than in the past few years. However, she noted that only limited data were available at this time. She explained that the alum treatment is scheduled for 2014, and she proposed to delay treatment until after the water quality results are available from next year's water quality monitoring of Twin Lake.

There were questions and discussion about how much better the water quality was this year over the past years, reasons for the change, the timing of receiving the final CAMP monitoring results from this year, reasons to move ahead with the alum treatment in 2014, reasons to postpone the alum treatment until after the Commission's water quality monitoring of Twin Lake, and when the Commission would need to take action if it were to order the alum treatment for the fall of 2014. Commission Engineer noted it would take a very dramatic change in water quality in 2013 and 2014 to change the alum treatment recommendation. Chair Black directed staff to bring the item back in front of the Commission at the appropriate time. Mr. Oliver suggested researching to find if any of the alum treatment providers are on the state contract list because if one of those contractors are used then the project wouldn't be required to go out for bids.

D. Update on "Legacy Restoration Evaluation" of Commission Projects that Received 2010 CWF

Administrator Jester explained that last month the Department of Natural Resources (DNR) contacted her to talk about evaluating the projects that used 2010 Clean Water Funds. She reminded the Commission that they had two projects that used those funds, including the Plymouth Creek restoration and the restoration of a portion of Bassett Creek in Golden Valley. She said that the cities and Barr Engineering helped her gather the information needed and she sent it on to the DNR. Administrator Jester reported that yesterday she, Plymouth staff, Golden Valley staff, and DNR staff met and walked those project sites to look at the different restoration methods employed. She said that the project evaluations will go to a restoration evaluation panel and then the information will go into a fiscal year 2010 report. She noted that a case study may be done on either of the projects and the Commission will be informed if this happens.

6. OLD BUSINESS

A. Recommendation from Dispute Resolution Committee

Dispute Resolution Committee Chair Jim de Lambert provided a summary of the Committee's three meetings, including a work session with the Crystal City Council, and the items discussed by the Committee. He said that he would like the Committee to meet one more time to develop a recommendation. Chair Black summarized the issues under dispute. There was discussion of the cities' schedules and the appropriate timeline for providing a recommendation to the cities. Attorney LeFevere pointed out that neither the Committee nor the Commission has the authority to decide the issue and said that the final recommendation would have more weight to it if it is from the full Commission rather than a few members of it. There was further discussion of ideas including incorporating land use as one of the factors that would go into the cost split. Commissioners de Lambert noted that an expeditious way to split up the study costs was needed.

The Commission agreed that the Dispute Resolution Committee would meet to develop recommendations, would work with Attorney LeFevere to draft the recommendations in written form, and will bring the recommendations in front of the Commission in November. Chair Black directed commissioners to submit their comments to Attorney LeFevere.

B. Update on Four Seasons Area Water Quality Project [CIP NL-2]

Administrator Jester said that in November Plymouth staff will bring to the Commission very general information on two additional project options, including water quality ponding on the west side of Lancaster Lane and using rip rap to line the entire 3,700 linear feet of the channel, as well as the cost estimate for moving the ponding proposed with the current plan to a location 50 yards to the south. She reported that the City of Plymouth will also bring responses to comments to the 90% plan set.

Several commissioners made comments about the project. Engineer Chandler brought up the issue raised by a

resident last month that the estimated cost of the alum treatment plant project is now in the same range as the estimated cost of the project as presented in the 90% plan set. Commissioner Welch commented that given the reaction to this project, his view is that taking down 800 to 1,000 trees for a project is not a viable option. He pointed out that the Commission has a public relations issue revealed by this project and the public reaction to it and said that the Commission has some analysis to do in order to ensure that it does not get itself in this spot again.

Mr. Oliver remarked that the process in the City of Golden Valley is to meet with residents during the feasibility study phase. He added that he thinks the Commission should send this issue to the TAC to analyze and discuss how to streamline the process and get public input before the project is under contract for final plans. Mr. Oliver said that the TAC needs to look at the CIP flow chart and see where the process could be updated.

There were some questions and discussion of the Wal-Mart site in relation to the Four Seasons Mall area water quality project. Commissioner Welch commented that if the Commission just sends the issue to the TAC then the Commission will miss the boat because the Commission needs to understand that a function of what happened with this project has to do with a disconnect between the City and the Commission.

C. Update on Medicine Lake Water Level Issue

Administrator Jester reported that she hasn't heard back from all of the stakeholders yet, but that the process is proceeding.

D. Update on Schaper Pond Diversion Project

Engineer Chandler explained that since the Commission's last meeting, staff has been working on the development of the submittal. She said that staff is working to merge all of the information this week and will get the submittal out to the interagency work group as the Commission directed last month.

E. Finalize Budgetary Decision Re: Flood Control Inspections

Administrator Jester stated that staff recommends continuing with the flood control inspections. Chair Black asked about the Commission's budget. Administrator Jester said that the Commission will go over budget on a couple of items and will be under on a few items and should finish out the year in the black. Commissioner Welch asked to hear from the Commission Engineer on the consequences of doing or not doing the inspections. Engineer Chandler explained that the Operations and Maintenance manual for the flood control project calls for annual inspections, and the Commission has taken on this task. Mr. Oliver said that based on his city's experience, he doesn't think that there is any risk of catastrophic failure.

Commissioner Mueller moved that the Commission rely on the observations of the respective city engineers and defer the flood control inspections for the remainder of the year. Commissioner Welch seconded the motion. Upon a vote, the motion carried 7-0 [City of Robbinsdale absent from vote].

7. COMMUNICATIONS

A. Administrator: The group was referred to the Administrator's Report in the packet.

B. Chair: No Communications

C. Commissioners: No Communications

D. Committees: No Committee Communications

E. Legal Counsel: No Legal Communications

F. Engineer:

- i. Ms. Chandler provided an update on the potential chloride impairment listing of Bassett Creek, Medicine Lake, Parkers Lake, Sweeney Lake, Wirth Lake, Plymouth Creek, and an unnamed creek leading into Medicine Lake. She also mentioned a recent meeting about this issue at the Minnesota Pollution Control Agency [MPCA]. She said that she would provide an update when there is more information available.

11. INFORMATION ONLY (Available at

<http://www.bassettcreekwmo.org/Meetings/2013/2013-October/2013OctoberMeetingPacket.htm>)

- A. Grant Tracking Summary and Spreadsheet
- B. Updated Printable Commission Roster Available Online **<http://www.bassettcreekwmo.org/Board-Roster/BCWMC-Roster-MostRecent.pdf>**
- C. Final Grant Application Submitted for Briarwood/ Dawnview Project
- D. Hennepin Co. Green Partners Environment Education Grants due November 1st
- E. West Metro Water Alliance – September Meeting Minutes
- F. Wetland Conservation Act Applications (2), Notice of Decision, Application for Exemption – various projects in Plymouth

12. ADJOURNMENT

Chair Black adjourned the Bassett Creek Watershed Management Commission Special Meeting at 10:00 a.m.

Amy Herbert, Recorder

Date

Secretary

Date



Bassett Creek Watershed Management Commission

Commission Workshop to Finalize Goals and Discuss Policies Meeting Minutes

10:00 – 11:40 a.m.

Thursday October 17, 2013

Golden Valley City Hall Council Conference Room; 7800 Golden Valley Rd; Golden Valley MN 55427

Attendees: Chair Ginny Black, Commissioner Jim de Lambert, Commissioner Michael Welch, Commissioner Stacy Hoschka, Commissioner Clint Carlson, Commissioner John Elder, Alternate Commissioner Lisa Goddard, Alternate Commissioner Pat Crough, Alternate Commissioner Guy Mueller, Alternate Commissioner John Hanson, Alternate Commissioner Justin Riss, Alternate Commissioner Dave Tobelmann, Alternate Commissioner John O'Toole, TAC members Jeff Oliver, Bob Paschke, Perry Edman, Tom Mathisen, Chris Long, Lois Eberhart, Liz Stout and Joe Fox; Administrator Laura Jester, Recording Secretary Amy Herbert, Engineer Karen Chandler, Greg Williams (Barr Engineering), Rich Brasch (Three Rivers Park District), Brad Wozney (BWSR), Kate Drewry (MDNR)

1. Welcome and Introductions

Next Generation Plan Steering Committee Chair Loomis was not able to attend the workshop. Therefore, Chair Black opened the meeting at 10:07 a.m. immediately following the regular Commission meeting and welcomed attendees. Introductions were made around the table.

2. Review of Outcomes from Watershed Summit and Commission/TAC/Agency Prioritization

Administrator Jester reminded the group about the prioritization of issues by watershed residents and the Commission/TAC/Agency stakeholders earlier in the year. She indicated it was important to keep these items in mind when approving goals and setting policies.

3. Final Approval of Watershed Goals

Administrator Jester reminded the group that three goals had not yet received final approval from the Commission and more discussion was necessary. The subject of these goals includes flooding, ditches, and groundwater. Commissioner Welch reminded the group that goals, although broad, communicate internally and externally about issues the Commission will and will not address through its Plan. Regarding flooding: Chair Black noted that flooding still occurs in the watershed and advocated to keep a goal regarding flooding. Mr. Oliver noted some homes that still regularly flood but also noted the Commission should not concentrate on flooding of backyards. After some discussion, the group agreed on the following goal: "Protect against flood risks along the Bassett Creek trunk system."

Regarding ditches: Ms. Drewry asked if the Commission could manage ditches without ditch authority and whether ditches impact other Commission goals. It was noted that only remnants of ditches remain in the watershed. There was consensus that the Commission is not interested in taking on ditch jurisdiction. Some Commissioners wondered if they could stay silent on ditches in the Plan. It was decided that more work and background was needed on this goal.

After a brief discussion, the Commission agreed the proposed language for the groundwater goal was appropriate (which is the same goal as the current 2004 Plan): "Protect the quantity and quality of groundwater resources."

MOTION by Commissioner Welch, second by Commissioner Hoschka to approve goals regarding groundwater and flooding (as stated above) and to keep working on the goal regarding ditches. Motion passed unanimously.

4. Discussion of Watershed Policies

a. Flood Control Project Maintenance and Flood-proofing Program

The group was asked if the Commission should consider purchasing properties (rather than funding flood proofing projects). There was consensus that purchase of property should be considered and should be the first remedial option when a home is flooded. Ms. Drewry noted the MDNR offers grants for flood proofing or purchase. Staff was given direction to develop a policy regarding the purchase of property as a flood-proofing option and its funding. Later in the discussion, the group indicated that the Commission should evaluate the number of properties in the floodplain. And, as the Commission considers expenditures to reduce flood risks, the purchase of property would be the preferred option; that "sequencing" within the decision-making process should be considered.

The discussion then turned to long term maintenance and eventual replacement of flood control project components. Engineer Chandler noted that the Commission should be looking ahead at costs and schedules and that replacement of structures could be part of the CIP. Mr. Oliver suggested that the existing long-term maintenance fund should continue as a reserve fund in case of catastrophic failure, similar to the emergency fund. There was discussion that little is known about future needs and possible costs. But there was general consensus that permanent replacement of flood control project features would be funded through the levy. Commissioner Welch noted that in order to appropriately set aside funds, there should be a plan as to how to spend those funds. Administrator Jester indicated that ideally, a plan for funding and possible scheduling of future maintenance would be part of the Watershed Plan so the CIP could be as complete as possible. The group indicated that such a plan could be developed using existing long-term maintenance funds. Engineer Chandler speculated that such an endeavor might cost \$10,000 - \$15,000.

MOTION by Commissioner Welch, second by Commissioner Elder for Barr Engineering to bring a proposal to the Commission's November meeting for the development of a fund management plan for the flood control project to address the long term maintenance, replacement, and emergency needs of the flood control project. Motion passed unanimously.

Commissioner Welch also noted the study should include recommendations on restrictions/rules for use of the flood control project funds.

b. Funding Water Quality Projects

A list of costs eligible and ineligible for Commission funding was provided with meeting materials. The group discussed the possible need to include property acquisition in the list of costs eligible for Commission funding. There were questions about whether or not the Commission is allowed to own property. This led to a discussion about the how projects are implemented and managed. The group agreed the roles and responsibilities between cities and the Commission with regards to Commission-

funded projects are unclear. Commissioner Welch noted he doesn't always understand what the Commission is "buying" and doesn't know all the project details. Alternate Commissioner O'Toole indicated he would like to see more information on projects during and after construction and implementation. It was suggested that an "after-action" report be completed after each project to evaluate project execution and whether the project is achieving the intended purpose.

The questions regarding Commission-funded projects came down to: 1) How is the CIP developed? 2) What issues are addressed by each proposed project? 3) What are the roles and responsibilities of the cities and Commission with regards to project implementation and maintenance? 4) Are there potential improvements to the feasibility study process? (These questions are also closely related to item 4d of this meeting agenda: CIP Process.)

As the meeting time was running short, the group asked that the Plan Steering Committee work on items 4b and 4d from this meeting's agenda and bring recommendations back to the Commission for further discussion.

4c. Triggers and Standards – this was not discussed at this meeting due to lack of time

4d. CIP Process – to be considered by the Plan Steering Committee

4e. Pursuit of Taxing Authority – Chair Black asked that this be brought to the Commission at their November meeting.

Meeting adjourned at 11:40 a.m.

(UNAUDITED)

Item 4C.
BCWMC 11-20-13

BEGINNING BALANCE	9-Oct-13	551,489.72
ADD:		
General Fund Revenue:		
Interest (Bank Charges)	(4.68)	
Permits:		
Productivity Inc	1,500.00	
Room & Board	2,000.00	
Lindsay Can-Am	1,500.00	
Push Interactive	1,500.00	
Loucks & Assoc	2,000.00	
City of Plymouth	1,000.00	
Reimbursed Construction Costs	795,907.52	
	Total Revenue and Transfers In	805,402.84
DEDUCT:		
Checks:		
2578 Barr Engineering	Oct Engineering	36,739.24
2579 D'Amico Catering	Nov Meeting	118.43
2580 Amy Herbert LLC	Oct Secretarial Services	2,439.65
2581 Kennedy & Graven	Sept Legal	3,184.00
2582 Keystone Waters LLC	Oct Administrator	4,452.50
2583 Wenck Associates	Sept Outlet Monitoring	1,342.49
2584 City of Crystal	N Branch Bassett Creek	433,060.04
2585 City of Golden Valley	Sweeney Lake Outlet	160,271.13
2586 City of Golden Valley	Wirth Lake Outlet	165,485.06
2587 City of Minneapolis	Main Stem	30,718.11
	Total Checks	837,810.65
Outstanding from previous month:		
2576 Meadowbrook Elementary	Grant funded project	992.08
ENDING BALANCE	13-Nov-13	519,081.91

	2013/2014 BUDGET	CURRENT MONTH	YTD 2013/2014	BALANCE
OTHER GENERAL FUND REVENUE				
INTEREST EARNED (BANK CHARGES)		(4.68)	(54.49)	
ASSESSMENTS	515,045.00		511,502.00	3,543.00
PERMIT REVENUE	48,000.00	9,500.00	50,100.00	(2,100.00)
REVENUE TOTAL	563,045.00	9,495.32	561,547.51	1,443.00
EXPENDITURES				
ENGINEERING				
TECHNICAL SERVICES	120,000.00	12,151.50	101,791.74	18,208.26
PLAT REVIEW	60,000.00	6,385.00	57,978.78	2,021.22
COMMISSION MEETINGS	14,250.00	1,844.13	13,577.15	672.85
SURVEYS & STUDIES	10,000.00	434.00	9,004.00	996.00
WATER QUALITY/MONITORING	40,000.00	2,171.00	28,133.11	11,866.89
WATER QUANTITY	11,000.00	391.88	7,173.20	3,826.80
WATERSHED INSPECTIONS	7,000.00		4,790.12	2,209.88
ANNUAL FLOOD CONTROL INSPECTIONS	15,000.00	2,002.95	3,024.45	11,975.55
REVIEW MUNICIPAL PLANS	2,000.00	0.00	0.00	2,000.00
ENGINEERING TOTAL	279,250.00	25,380.46	225,472.55	53,777.45
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	0.00	0.00	488.00	(488.00) A
WATERSHED-WIDE P8 WATER QUALITY MODEL	0.00	0.00	9,967.00	(9,967.00) B
NEXT GENERATION PLAN	40,000.00	5,338.15	30,667.49	9,332.51
PLANNING TOTAL	40,000.00	5,338.15	41,122.49	(1,122.49)
ADMINISTRATOR	50,000.00	4,452.50	37,731.39	12,268.61
LEGAL COSTS	18,500.00	1,751.20	12,120.06	6,379.94
AUDIT, INSURANCE & BONDING	15,225.00	0.00	13,000.00	2,225.00
FINANCIAL MANAGEMENT	3,045.00	0.00	0.00	3,045.00
MEETING EXPENSES	2,750.00	118.43	1,702.50	1,047.50
SECRETARIAL SERVICES	40,000.00	2,969.90	26,321.96	13,678.04
PUBLICATIONS/ANNUAL REPORT	2,000.00	0.00	1,947.50	52.50
WEBSITE	2,500.00	0.00	201.00	2,299.00
PUBLIC COMMUNICATIONS	3,000.00	0.00	1,715.01	1,284.99
WOMP	17,000.00	1,892.49	8,998.94	8,001.06
EDUCATION AND PUBLIC OUTREACH	14,775.00	(2,050.00)	3,728.57	11,046.43
WATERSHED EDUCATION PARTNERSHIPS	15,000.00	2,050.00	7,600.00	7,400.00
EROSION/SEDIMENT (CHANNEL MAINT)	25,000.00	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000.00	0.00	0.00	25,000.00
TMDL STUDIES (moved to CF)	10,000.00	0.00	0.00	10,000.00
GRAND TOTAL	563,045.00	41,903.13	381,661.97	181,383.03
		Current	YTD	
Construct Exp		795,907.52	1,347,407.83	
Total		837,810.65	1,729,069.80	

A: 1/17/13 Commission action to carryover \$490.57 from 2012 unspent funds for this line item into 2013 expenses
B: 1/17/13 Commission action to carryover \$9,968.42 from 2012 unspent funds for this line item into 2013 expenses

Cash Balance 10/9/13			
Cash		1,905,985.52	
Investments: RBC - Federal National Mortgage - 0.85% - Callable 5/23/14		1,004,798.78	
Total Cash & Investments			2,910,784.30
Add:			
Interest Revenue (Bank Charges)		(27.54)	
Total Revenue			(27.54)
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(634,526.39)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(1,110.00)	
Total Current Expenses			(635,636.39)
Total Cash & Investments On Hand	11/13/13		2,275,120.37
Total Cash & Investments On Hand			
		2,275,120.37	
CIP Projects Levied - Budget Remaining - TABLE A		(3,012,765.67)	
Closed Projects Remaining Balance		(737,645.30)	
2013 Anticipated Tax Levy Revenue - TABLE C		494,829.94	
2014 Anticipated Tax Levy Revenue - TABLE C		895,000.00	
Anticipated Closed Project Balance		652,184.64	
Proposed & Future CIP Project Amount to be Levied - TABLE B			
		0.00	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2013 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Plymouth Creek Channel Restoration (2010 CR)	965,200.00	0.00	135.00	933,688.61	31,511.39
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	484,658.40	537,729.85	42,470.15
North Branch-Crystal (2011 CR-NB)	834,900.00	433,060.04	433,499.84	658,820.50	176,079.50
Wirth Lake Outlet Modification (WTH-4)(2012) 5/13 Increase Budget - \$22,500	202,500.00	165,560.06	167,498.56	197,640.44	4,859.56
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	30,958.11	41,582.92	135,375.05	720,624.95
Lakeview Park Pond (ML-8) (2013)	196,000.00		2,461.95	7,539.50	188,460.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	0.00	10,406.30	81,035.49	908,964.51
2014					
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	2,470.48	19,019.54	63,225.00	548,775.00
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	1,904.75	6,477.29	6,630.09	243,369.91
Twin Lake Alum Treatment Project (TW-2)	163,000.00	572.95	13,678.55	15,349.80	147,650.20
	5,649,800.00	634,526.39	1,179,418.35	2,637,034.33	3,012,765.67

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2013 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2015					
Main Stem 10th to Duluth	0.00	1,110.00	1,358.75	1,358.75	(1,358.75)
2015 Project Totals	0.00	1,110.00	1,358.75	1,358.75	(1,358.75)
Total Proposed & Future CIP Projects to be Levied	0.00	1,110.00	1,358.75	1,358.75	(1,358.75)

TABLE C - TAX LEVY REVENUES

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2014 Tax Levy	895,000.00		895,000.00	-			895,000.00	895,000.00
2013 Tax Levy	986,000.00		986,000.00	-	491,170.06	491,170.06	494,829.94	
2012 Tax Levy	762,010.00		762,010.00	-	2,781.43	757,193.79	4,816.21	762,010.00
2011 Tax Levy	863,268.83	(2,871.91)	860,396.92	-	245.17	854,878.15	5,518.77	862,400.00
2010 Tax Levy	935,298.91	(4,927.05)	930,371.86	-	11.85	927,366.92	3,004.94	935,000.00
2009 Tax Levy	800,841.30	(8,054.68)	792,786.62	-	66.44	792,798.83	(12.21)	800,000.00
2008 Tax Levy	908,128.08	(4,357.22)	903,770.86	-	163.71	903,887.99	(117.13)	907,250.00
				-			<u>1,403,040.52</u>	

BCWMC Construction Account

Fiscal Year: February 1, 2013 through January 31, 2014

(UNAUDITED)

October 2013 Financial Report

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2013 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	1,815.00	107,765.15	27,234.85
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
TOTAL TMDL Studies	<u>254,000.00</u>	<u>0.00</u>	<u>1,815.00</u>	<u>156,117.37</u>	<u>97,882.63</u>
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	573,373.00	0.00	0.00	13,566.33	559,806.67
Sweeney Lake Outlet (2012 FC-1)	250,000.00	160,271.13	164,361.13	176,009.28	73,990.72
Annual Water Quality					
Channel Maintenance Fund	250,000.00	0.00	0.00	59,718.10	190,281.90
Total Other Projects	<u>1,827,373.00</u>	<u>160,271.13</u>	<u>166,176.13</u>	<u>405,411.08</u>	<u>1,421,961.92</u>

Cash Balance 10/9/13 **1,338,826.40**

Add:

Transfer from GF 0.00

MPCA Grant-Sweeney Lk 0.00

Less:

Current (Expenses)/Revenue (160,271.13)

Ending Cash Balance 11/13/13 **1,178,555.27**

Additional Capital Needed **(243,407)**

CIP Projects Levied											
	Total CIP Projects Levied	2010 Plymouth Creek Channel Restoration (2010 CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	2013 Lakeview Park Pond (ML-8)	2013 Four Seasons Mall Area Water Quality Project (NL-2)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Twin Lake In-Lake Alum Treatment Project (TW-2)
Original Budget	5,627,300	965,200	580,200	834,900	180,000	856,000	196,000	990,000	612,000	250,000	163,000
Added to Budget	22,500				22,500						
Expenditures:											
Feb 2004 - Jan 2005	637.50						637.50				
Feb 2005 - Jan 2006											
Feb 2006 - Jan 2007											
Feb 2007 - Jan 2008											
Feb 2008 - Jan 2009	20,954.25	20,954.25									
Feb 2009 - Jan 2010	9,319.95	9,319.95									
Feb 2010 - Jan 2011	102,445.83	30,887.00	34,803.97	31,522.86	2,910.00	1,720.00		602.00			
Feb 2011 - Jan 2012	987,730.99	825,014.32	9,109.50	10,445.00	22,319.34	71,647.97	1,476.00	8,086.37	39,632.49		
Feb 2012 - Jan 2013	336,527.46	47,378.09	9,157.98	183,352.80	4,912.54	20,424.16	2,964.05	61,940.82	4,572.97	152.80	1,671.25
Feb 2013 - Jan 2014	1,179,418.35	135.00	484,658.40	433,499.84	167,498.56	41,582.92	2,461.95	10,406.30	19,019.54	6,477.29	13,678.55
Total Expenditures:	2,637,034.33	933,688.61	537,729.85	658,820.50	197,640.44	135,375.05	7,539.50	81,035.49	63,225.00	6,630.09	15,349.80
Project Balance	3,012,765.67	31,511.39	42,470.15	176,079.50	4,859.56	720,624.95	188,460.50	908,964.51	548,775.00	243,369.91	147,650.20

	Total CIP Projects Levied	2010 Plymouth Creek Channel Restoration (2010 CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	2013 Lakeview Park Pond (ML-8)	2013 Four Seasons Mall Area Water Quality Project (NL-2)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Twin Lake In-Lake Alum Treatment Project (TW-2)
Project Totals By Vendor											
Barr Engineering	361,285.71	47,863.10	48,811.20	36,727.71	26,691.69	86,982.98	6,338.95	29,108.34	62,550.00	5,591.74	10,620.00
Kennedy & Graven	13,870.30	2,120.10	1,052.50	832.45	2,225.15	1,862.25	1,200.55	2,034.15	675.00	1,038.35	829.80
City of Golden Valley	649,333.71		483,848.65		165,485.06						
City of Minneapolis	30,718.11					30,718.11					
City of Plymouth	911,036.86	861,143.86						49,893.00			
City of Crystal	610,875.34			610,875.34							
Com of Trans	3,900.00										3,900.00
S E H											
Misc											
2.5% Admin Transfer	56,014.30	22,561.55	4,017.50	10,385.00	3,238.54	15,811.71					
Total Expenditures	2,637,034.33	933,688.61	537,729.85	658,820.50	197,640.44	135,375.05	7,539.50	81,035.49	63,225.00	6,630.09	15,349.80

	Total CIP Projects Levied	2010 Plymouth Creek Channel Restoration (2010 CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	2013 Lakeview Park Pond (ML-8)	2013 Four Seasons Mall Area Water Quality Project (NL-2)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Twin Lake In-Lake Alum Treatment Project (TW-2)
Levy/Grant Details											
2009/2010 Levy	902,462	902,462									
2010/2011 Levy	576,100		160,700	415,400							
2011/2012 Levy	767,010				83,111	678,899					
2012/2013 Levy	986,000						162,000	824,000			
2013/2014 Levy											
Construction Fund Balance	1,300,728	62,738	419,500	419,500	21,889	177,101	34,000	166,000			
BWSR Grant- BCWMO	504,750	212,250			75,000	217,500					
Total Levy/Grants	5,032,050	1,177,450	580,200	834,900	180,000	1,073,500	196,000	990,000			
BWSR Final		4/8/13									
BWSR Grants Received					67,500	108,750					

	Bdgt	Exp	Balance
West Medicine			
Twin Lake	Project closed 6/30/12	1,100,000.00	744,633.58
Main Stem Crystal to Regent(2010 CR)	Project closed 4/11/13	140,000.00	5,724.35
	Project closed 11/20/13	636,100.00	296,973.53
			339,126.47
			***\$673.50 of expenses are from 2013.



**Department of
Public Works**
Steven A. Kolke, P.E.
City Engineer
Director

350 South 5th Street - Room 203
Minneapolis MN 55415

Office 612 673-2352
Fax 612 673-3565
TTY 612 673-2157

October 7, 2013

Item 4E.
BCWMC 11-20-13

Bassett Creek Watershed Management Organization
c/o Laura Jester, Administrator, Keystone Waters, LLC (via mail and email)
16145 Hillcrest Lane
Eden Prairie MN
55346

Subject: INVOICE #C-35628-1
Cooperative Agreement for Bassett Creek Main Stem Restoration
Minneapolis Contract # C-35628

Dear Ms. Jester:

In reference to the Cooperative Agreement for Bassett Creek Main Stem Restoration between the Bassett Creek Watershed Management Commission and the City of Minneapolis (City), please issue payment to the City for \$30,718.11. This is reimbursement for Advertising and Publication, and Engineering Fees, as itemized below. Supporting documentation is enclosed.

Advertising and Publication	\$ 1,863.61
Ace Mailing \$1533.61 (postage)	
Ace Mailing \$ 330.00 (printing)	
Engineering Fees	\$28,854.50
WSB & Associates, Project 01165-820, Invoice numbers:	
1 935.00	
2 1,179.00	
3 9,838.00	
4 4,962.50	
5 4,010.50	
6 4,979.50	
7 2,950.00	
28,854.50	

Total this invoice	\$30,718.11
Total to date	\$30,718.11

Please make check payable to Minneapolis Finance, and mail to:

City of Minneapolis
Lois Eberhart, Water Resources Administrator
309 South Second Avenue, Room 300
Minneapolis MN 55401



Sincerely,

Lois Eberhart, Water Resources Administrator
Public Works Surface Water & Sewers Division
309 South Second Avenue, Room 300
Minneapolis MN 55401

phone 612-673-3260, email lois.eberhart@minneapolismn.gov



7800 Golden Valley Road
Golden Valley, MN 55427

November 6, 2013

Laura Jester, Administrator
Bassett Creek Watershed Management Commission
Keystone Waters, LLC
16145 Hillcrest Lane
Eden Prairie, MN 55346

Subject: Sweeney Lake Outlet Project Reimbursement Request - City Project No. 11-18

Dear Ms. Jester:

Enclosed you will find documentation for all expenses incurred to date on the Sweeney Lake Outlet Project. This is the first and final request to the Bassett Creek Watershed Management Commission (BCWMC) for reimbursement of city expenses incurred for this project.

The requested total reimbursement for the Sweeney Lake Outlet Project is \$160,271.13. The attached Golden Valley General Ledger Activity Report shows the total cost categorized by labor, operating supplies, professional services, and construction expenses. A copy of each expense listed on the report is also attached to this letter for your information and documentation.

The City of Golden Valley is requesting a total reimbursement of the funds incurred to date as outlined in the Cooperative Agreement for the Sweeney Lake Outlet Project, dated November 16, 2011.

Reimbursement to the City should be sent to my attention at:

Mitchell Hoeft, P.E., Utility Engineer
City of Golden Valley, Public Works Department
7800 Golden Valley Road
Golden Valley, MN 55427

Thank you again for your support on this project. If you have any questions regarding the submission, please contact me at 763.593.3961.

Sincerely,

A handwritten signature in black ink that reads "Mitchell R. Hoeft".

Mitchell Hoeft, P.E.
Utility Engineer

Enclosures

C: Jeannine Clancy, Director of Public Works
Jeff Oliver, PE, City Engineer
Sue Virnig, Finance Director
Eric Eckman, Public Works Specialist
Joe Fox, EIT, Water Resources Engineer
Karen Chandler, P.E., Barr Engineering
Jim Herbert, P.E., Barr Engineering

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7800 Golden Valley Road
Golden Valley, MN 55427

November 6, 2013

Laura Jester, Administrator
Bassett Creek Watershed Management Commission
Keystone Waters, LLC
16145 Hillcrest Lane
Eden Prairie, MN 55346

Subject: Wirth Lake Outlet Project Reimbursement Request - City Project No. 11-18

Dear Ms. Jester:

Enclosed you will find documentation for all expenses incurred to date on the Wirth Lake Outlet Project. This is the first and final request to the Bassett Creek Watershed Management Commission (BCWMC) for reimbursement of city expenses incurred for this project.

The requested total reimbursement for the Wirth Lake Outlet Project is \$165,485.06. The attached Golden Valley General Ledger Activity Report shows the total cost categorized by labor, operating supplies, professional services, and construction expenses. A copy of each expense listed on the report is also attached to this letter for your information and documentation.

The City of Golden Valley is requesting a total reimbursement of the funds incurred to date, as outlined in the Cooperative Agreement for the Wirth Lake Outlet Project, dated November 16, 2011.

Reimbursement to the City should be sent to my attention at:

Mitchell Hoeft, P.E., Utility Engineer
City of Golden Valley, Public Works Department
7800 Golden Valley Road
Golden Valley, MN 55427

Thank you again for your support on this project. If you have any questions regarding the submission, please contact me at 763.593.3961.

Sincerely,

A handwritten signature in black ink that reads "Mitchell K Hoeft".

Mitchell Hoeft, P.E.
Utility Engineer

Enclosures

C: Jeannine Clancy, Director of Public Works
Jeff Oliver, P.E., City Engineer
Sue Virnig, Finance Director
Eric Eckman, Public Works Specialist
Joe Fox, EIT, Water Resources Engineer
Karen Chandler, P.E., Barr Engineering
Jim Herbert, P.E., Barr Engineering

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4141 Douglas Drive North • Crystal, Minnesota 55422

Item 4H.
BCWMC 11-20-13

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.ci.crystal.mn.us

Billing Address: 114751
BASSETT CREEK WATERSHED MGMT COMMISSION
ATTN: GINNY BLACK, CHAIR
4700 W 77TH ST
EDINA MN 55435-4803

INVOICE

6135

Invoice Date 11/5/2013

Due Date 12/5/2013

Page: 1

Item	Remark	Amount
001	N BRANCH BASSETT CREEK EROSION CONTROL IMPROVEMENT PROJECT PER BASSETT CREEK WATERSHED AGREEMENT, PAY REQUEST #2.	433,060.04
FINAL PAY REQUEST TO BE INVOICED IN DECEMBER.		
Total Amount Invoiced		433,060.04
Tax Amount		
Balance Due		<u>433,060.04</u>



North Branch Bassett Creek Erosion Control Water Quality Project – Payment Request #2

FROM: Tom Mathisen, Public Works Director & City Engineer

TO: Ginny Black, Chair – Bassett Creek WMO

DATE: November 4, 2013

RE: Request for Funds – Crystal Project #2010-23

Per Resolution No. 10-08, dated September 23, 2010, the North Branch Bassett Creek Project was ordered and the City of Crystal was designated as the agent in charge. By that same resolution, \$834,900 was set aside for project construction. Of this amount, \$419,500 is to be paid from the Commission's Closed Project Account, and up to \$415,400 is to be paid from funds received from a county tax levy collected in 2011.

Presently, approximately 95% of the work is completed. Below is a summary of relevant billings paid from January 17 through July 31 by the City of Crystal. Also attached is the invoice for Pay Request #2 and copies of related billings. Please note there are three WSB & Associates billings from the prior period that were missed when Pay Request #1 was prepared. A final project closeout pay request will be issued in December.

Summary of Pay Request #2 Billings

Engineering & Inspection Services	\$32,214.68
Contractors	\$398,845.36
Total PR #2	<u>\$433,060.04</u>

Fund Summary: \$834,900 - \$177,815.30 (PR1) - \$433,060.04 (PR2)
-\$27,181.05 (Retainage) = \$196,834.61 (Budget Balance)

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. Mathisen'.

Thomas Mathisen
Crystal City Engineer/DPW



Bassett Creek Watershed Management Commission

DATE: November 12, 2013

TO: Bassett Creek Board of Commissioners

FROM: The BCWMC Dispute Resolution Committee (Ginny Black, Jim de Lambert, Jacob Millner)

RE: Medicine Lake Road and DeCola Ponds - Recommendations regarding the dispute between the cities of Golden Valley, New Hope and Crystal.

The following is a brief summary of events and recommendations prepared by the BCWMC Dispute Resolution Committee (Committee) with regards to the Medicine Lake Road and DeCola Ponds flooding issue.

Summary of Events

Section 12.1.1.3 (Dispute Resolution Process) of the Commission 2004 Water Management Plan (WMP) contains language that allows cities to request the Commission's involvement in resolving disputes between cities within the watershed. The cities of Golden Valley, New Hope and Crystal came to the Commission and asked for assistance regarding the distribution of costs for a Phase II study evaluating flooding issues in the Medicine Lake Road and DeCola Ponds area. Per the requirements in the 2004 WMP, the commission appointed three commissioners (the Committee) to hear the dispute and make recommendations to the full Board of commissioners.

On August 14, 2013, the Committee met with the staff of all three cities' staff to discuss the areas of disagreement and the preferred process. In addition to hearing the concerns from city staff, the outcome of that meeting was 1) that a round table type discussion process would be implemented to address the cities' concerns (as opposed to a hearing type process) and 2) the recommendations of the Committee to address the issues would not be binding on the parties. A second meeting was held on September 9, 2013 with city staff, and at this meeting it was decided that the Committee would meet with the city of Crystal City Council, and with the councils of other cities, if desired, to discuss their concerns.

The Committee met with the Crystal City Council on October 15, 2013 and identified Crystal's three primary issues:

- The cost share formula for the financial participation of each city in the Phase II study is unfair to Crystal
- The City's concern that participation in the Phase II study would obligate it, or set a precedent, for future cost sharing in any project(s) recommended in the Phase II study; and
- The high amount of contingency (25 percent) for the Phase II study.

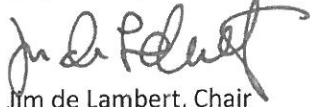
Recommendations

The Committee met on October 28, 2013 to discuss the issues, the information presented to the Committee and the concerns raised at the October 15, 2013 meeting. The following are the recommendations of the Committee;

The committee encourages the BCWMC member cities to develop their own cooperative agreements for jointly conducting studies and projects. The following recommendations are intended to address this specific dispute between the cities of Golden Valley, New Hope and Crystal.

1. The cost share formula for the Phase II study should mirror the cost share formula used by the Commission to assess annual BCWMC costs, but determined on the basis of the contributing sub-watershed (50% based on the net tax capacity of all a member city's properties within the boundaries of the contributing sub-watershed and 50% based on the total area of a member city within the boundaries of the contributing sub-watershed);
2. Include language in the agreement for the Phase II study stating clearly that participation in the Phase II study does not set a precedent for cost sharing or obligate any city to participate in future studies or projects identified in the Phase II recommendations; and,
3. Remove the 25 percent contingency from the proposal for the study and include language that any additional costs, associated with items outside of the initial scope of work, would need to be negotiated between the three cities before the costs could be incurred.

Respectfully Submitted,



Jim de Lambert, Chair

BCWMC Dispute Resolution Committee



HOSHAL ADVERTISING, INC.
6960 MADISON AVENUE WEST
MINNEAPOLIS, MINNESOTA 55427
(763) 541-1140, FAX (763) 541-0223

Item 5A.
BCWMC 11-20-13

November 13, 2013

Ms. Laura Jester
Administrator
Bassett Creek Watershed Management Commission
4700 West 77th Street
Minneapolis, MN 55435-4803

Dear Ms. Jester:

On behalf of Hoshal Advertising, Inc., I am happy to provide for the Bassett Creek Watershed Management Commission a proposal for creative, administrative and project management services to create a printed Bassett Creek Watershed map.

Over the course of the past two months, it has been my pleasure to conduct two preliminary meetings with the Commission's Education and Outreach committee, who have been tasked with guiding this project over the coming months. At this time, I have received substantial direction that has lead me on a search for a production partner, where I was able to advance some preliminary cost estimates for this project.

Attached with my Hoshal Advertising proposal is an additional proposal from Hedberg Maps of Minneapolis to include project design and printing. Hedberg Maps is a long established custom map developer who I believe offers strong design and production skills that can deliver a map of exceptional production and character. Hedberg samples show a wide scope of execution and depth of knowledge. I think they're a partner that can deliver a new and exciting watershed map for the Commission—a communications piece that will take you well beyond simply finding a direction home.

The Bassett Creek watershed has a story to tell. And what I've already discovered, it's a fascinating one at that. A good map can help bring that story to life. I think Hedberg Maps is just the right fit for the Commission project.

Please review the two attached proposals and attached preliminary project calendar. It is difficult to arrive at a hard cost number at this time, so we are both offering a range of costs of services. Those numbers will become more clear if and when we reach the preliminary design stage.

Thank you for the opportunity to present these proposals for the Commission's consideration!

Sincerely,

Ted Hoshal
HOSHAL ADVERTISING, INC.

Enclosures
cc Ginny Black, Chairperson



HOSHAL ADVERTISING, INC.
6960 MADISON AVENUE WEST
MINNEAPOLIS, MINNESOTA 55427
(763) 541-1140, FAX (763) 541-0223

November 13, 2013

PROPOSAL FOR CREATIVE AND PROJECT MANAGEMENT SERVICES

Project: Bassett Creek Watershed Map & Guide

Working Title: *Secrets of the Bassett Creek Watershed: From Discovery to Recovery*

A cooperative project of Hedberg Maps of Minneapolis
and Hoshal Advertising of Golden Valley

Estimated delivery date: March 31, 2014

Hoshal Advertising Scope of Services

• Creative Direction

Hoshal Advertising ("Hoshal") shall provide preliminary creative and concept direction, copy and supporting research to Hedberg Maps based on guidance received from members of the Bassett Creek Watershed Management Commission Education Committee (by those members present) and shall not rely solely on a committee quorum to advance project related direction. Members of the Education Committee shall act as a project steering committee on behalf of the Commission in assisting the project to completion and may be assigned certain duties or tasks in support of completing the project. Hoshal Advertising may rely on consensus of the Education Committee for project direction. However, Hoshal Advertising shall not present preliminary designs, copy and other content to the greater Commission prior to final design approval unless otherwise requested.

• Project Management

Hoshal shall oversee general direction of the project. Hoshal shall provide periodic project updates to the Education Committee and Administrator. Hoshal shall act as liaison between Hedberg Maps and the Committee to as great an extent as possible while directing document changes and sourcing content.

• Facilitation

Hoshal Advertising shall facilitate up to six meetings of the Education Committee (project steering committee) necessary to advance the project according to the preliminary project schedule attached. This may include meetings to review the preliminary design work at no fewer than three stages along the design process. Hoshal shall supply meeting materials to include supporting documents, copy drafts, exercises, gannt charts, agendas and other such information necessary to advance project direction. Additional meetings will be billed at \$250 per meeting plus documented expenses.

- **Research**

Hoshal Advertising shall conduct a limited search of secondary research sourcing existing periodical digitized databases and library files to glean possible milestone events, place names, grand plans and other items of interest that have occurred in the watershed over time.

- **Compilation & Photo Sourcing**

Hoshal Advertising shall create, with the assistance of the Education Committee members, a project file workbook of proposed copy, art and photographic content for Hedberg Maps that will be used in arriving at a preliminary concept and final design. Hoshal will work with an independent photographer to review photos and make appropriate selections.

Anticipated Range of Costs: \$2,800 to \$4,200

Other Associated Terms and Conditions

- **Extent of Project**

This proposal is for the production and delivery of a full color printed map, of which a final design, print size, fold, paper type and quantity are subject to final selection. The project does not include the adaptation and/or conversion to digital content. Those costs are subject to additional estimates and are not included as part of this project.

- **Photography and Other Licensed Imaging**

Where possible, Hoshal Advertising shall rely on free established local photographic content as available through independent, amateur, semi-professional and/or professional sources or as retained by the Commission and its member cities. All photographic images will be assigned credit adjacent to the image. The Commission may pay licensing fees for photography, artwork or other artistic content not to exceed \$1,500 in total. Such charges shall be billed to the Commission independently by the licensing party. Licensing charges exceeding this amount shall be granted only on written request and approval by the Commission or Administrator.

- **Cooperative Access**

Hoshal may freely contact the Commission administrator in request of supporting data, information, reports, research, archives, photography, artwork and other associated content as owned or retained by the Commission, its member cities or supporting contract service providers that may be considered useful or relevant to project production. The Administrator shall assist in gaining and securing Commission permission for any image, design or photograph as may be protected by copyright.

- **Approvals**

The Administrator or any other person so assigned will act as agent to the Commission for all project approvals. Approvals (initialed modifications, signed and dated) will be required for the preliminary design, subsequent design revisions, final proofs and press proofs. Final proof and press proofs may require short notice visits to Hedberg Maps or their print service provider.

• **Independent Contract**

The Commission shall contract independently with Hedberg Maps for the design and print production costs associated with this project under the terms and conditions set forth in the attached Hedberg Maps proposal, dated October 18, 2013. The Commission will direct in writing its intent by client signature and return to Hedberg Maps with additional copy to Hoshal Advertising.

• **Base Map Availability**

The Commission shall make freely available the existing electronic files in native application of its existing Bassett Creek watershed map as currently developed. Content features as expressed in selected layers will be transferred to Hedberg Maps and converted for use and modification in Adobe Illustrator. To facilitate the transfer, the Commission's consulting engineer and Hedberg Maps may do so directly upon furnished contacts.

• **Contract Termination**

The Commission shall contract with Hoshal Advertising and Hedberg Maps independently. Should either party or the Commission for any reason decide to terminate the project before completion, any and all documented time and expenses incurred to date of notice shall be made payable to both parties as disclosed here or under the separately disclosed terms of the individually accepted contracts or proposals. All requests to terminate any governing agreement or modify a portion thereof shall be in writing to all parties.

• **Electronic Proofs and Sourcing**

All preliminary working design proofs, copy concepts and supporting research shared with members of the Education Committee, Administrator, Hedberg Maps or other engaged party shall be made available in Adobe .pdf file format whenever possible. Photographs will be made available in .jpg file format.

• **Execution and Fulfillment**

Hoshal shall make all reasonable efforts to advance this project according to the preliminary schedule and budget. However, Hoshal reserves the right to shorten or extend or otherwise modify project completion intervals or the greater project term. It may do so without written notice due to unforeseen or unplanned delays in content availability, licensing, meeting availability or other means beyond its control.

Payment

50% of lowest estimate upon execution of this agreement. Balance due upon invoice presented after delivery of print materials.

With my signature, I accept this proposal on behalf of the Bassett Creek Watershed Management Commission, and direct that the project begin according to the scope of services, terms, conditions and estimated costs set forth herein.

Client Signature: _____ Date: _____

Please sign and return a copy of this proposal to Hoshal Advertising, Inc., 6960 Madison Avenue West, Suite 2, Golden Valley, MN 55427-3627. Thank you!

Client: Bassett Creek Watershed Management Commission
Contact: Laura Jester
4700 W 77th St
Minneapolis, MN 55435-4803
Phone: 952-270-1990
Email:

Project: **Bassett Creek Watershed Map & Guide**

Content: Side 1: Bassett Creek Watershed Area Map. Base map includes watershed boundaries, city boundaries, and street network with arterial streets labeled. Interpretive data and images as supplied by Client.

Side 2: Educational data and images as supplied by Client. May include history, timeline, population growth, water quality and conservation information and helpful tips for citizens, area recreation and other points of interest.

Specs: Approximately 27" x 18" folding to 4" x 9", 2-sided, 4-color. The map will also be delivered as an electronic file for online display. Final size and fold TBD. FSC and 30% post-consumer waste paper with soy-based ink. Anticipated start date December 2013, with printed maps delivered in March 2014.

Design Cost: \$8,000 - 10,000 includes custom mapping with labeled points of interest as directed by Client, cover design (logo and text supplied by Client), overall publication layout, and two rounds of changes. Additional rounds of change and change in scope will be billed in addition

Print Cost*:	2,500 maps	5,000 maps	7,500 maps	10,000 maps	20,000 maps
	\$2,565	\$3,195	\$3,585	\$4,155	\$6,015

*Print cost includes press and bindery checks. Freight and applicable taxes billed in addition. Prices are valid for 90 days

Terms:

1. Payment: 50% upon commencement and the balance upon approval of final proof.
2. Copyright: Hedberg Maps retains all ownership rights, including all copyrights, in the map images. Maps may not be duplicated without permission.
3. Indemnity: Client agrees to hold harmless Hedberg Maps, Inc., their officers and employees for any damages incurred as a result of reliance on the map.
4. Right of Publicity: Hedberg maps may post the map in the custom mapping section of its website and/or printed materials that promote Hedberg Maps' custom mapping services.
5. Termination Fee: If the project is cancelled after the proposal has been signed and prior to completion, all time and expenses incurred to date of termination shall be paid to Hedberg Maps, Inc. in full.

Client Signature: _____ Date: _____

Please sign and return to Hedberg Maps via mail, email or fax (612-706-9704). Thank you.

Bassett Creek Watershed Map Project



	Task Name	Start Date	End Date	Duration	Predecessors	% Complete
1	<input type="checkbox"/> Project Overview	09/09/13	11/22/13	55		1%
2	Subcommittee—Overview Meeting 1	09/09/13	09/09/13	1		50%
3	Source Subcontractors	09/10/13	10/23/13	32		0%
4	Meeting with Hedberg Maps/Request Proposal	10/16/13	10/16/13	1		
5	Subcommittee—Overview Meeting 2	10/23/13	10/23/13	1		
6	Proposal to Commission	10/16/13	11/13/13	21		
7	Source Project (return signed documents to subcontractor)	11/22/13	11/22/13	1		
8	<input type="checkbox"/> Research	11/25/13	12/20/13	20		0%
9	Assign Project Team	11/25/13	11/25/13	1		50%
10	Identity/Artwork	11/25/13	12/20/13	20		
11	Photography	11/25/13	12/20/13	20		
12	Map Components	11/25/13	12/20/13	20		
13	Local Area History	11/25/13	12/20/13	20		
14	Watershed Points of Interest	11/25/13	12/20/13	20		
15	Commission Details	11/25/13	12/20/13	20		
16	<input type="checkbox"/> Design	12/20/13	02/07/14	36		
17	Compile items to Hedberg Maps (37 Signals/Base Camp)	12/20/13	01/06/14	12		
18	Production Design Meeting with Hedberg Maps (Committee Field Trip)	01/08/14	01/08/14	1		
19	Final Direction Document	01/08/14	01/10/14	3		
20	Design Production	01/10/14	02/07/14	21		
21	<input type="checkbox"/> Preliminary Design Review (Change Round 1)	02/07/14	02/28/14	16		
22	Receive Draft Version 1	02/07/14	02/07/14	1		
23	Compile Comments on Draft Version 1	02/07/14	02/14/14	6		
24	Direct Changes to Hedberg	02/17/14	02/18/14	2		
25	First Revision Production	02/18/14	02/28/14	9		
26	<input type="checkbox"/> Secondary Design Review (Change Round 2)	03/03/14	03/14/14	10		
27	Receive Draft Version 2	03/03/14	03/03/14	1		
28	Compile Comments on Draft Version 2	03/03/14	03/10/14	6		
29	Direct Final Changes to Hedberg	03/10/14	03/11/14	2		
30	Final Revision Production	03/11/14	03/14/14	4		
31	<input type="checkbox"/> Pre-press Approval	03/17/14	03/18/14	2		
32	Meet with Hedberg, sign off on proof	03/17/14	03/18/14	2		
33	<input type="checkbox"/> Print Approval	03/18/14	03/31/14	10		
34	Meet with Hedberg, press check approval	03/18/14	03/21/14	4		
35	Bindery and shipping	03/24/14	03/31/14	6		



Item 5Bi.
BCWMC 11-20-13

Memorandum

To: Bassett Creek Watershed Management Commission
From: Technical Advisory Committee
Subject: November 7, 2013 Technical Advisory Committee Meeting
Date: November 12, 2013

The Technical Advisory Committee (TAC) met on November 7, 2013. The following TAC members, city representatives, BCWMC commissioners, and BCWMC staff attended the meeting:

City	TAC Members/Alternates	Other City Representatives
Crystal	Tom Mathisen	
Golden Valley	Jeff Oliver, Joe Fox	
Medicine Lake	Absent	Commissioner Clint Carlson
Minneapolis	Lois Eberhart	
Minnetonka	Liz Stout	
New Hope	Bob Paschke	Alt. Commissioner Pat Crough
Plymouth	Derek Asche	
Robbinsdale	Richard McCoy	
St. Louis Park	Perry Edman	
BCWMC Staff & Others	Karen Chandler (Barr Engineering), Laura Jester (Administrator), Linda Loomis (Plan Steering Committee Chair)	

Asche opened the meeting at 1:32 p.m. There were no communications by members to report.

The Technical Advisory Committee (TAC) forwards the following recommendations and information to the Commission for its consideration (and to the Plan Steering Committee for item #2 below). This memorandum presents the TAC's recommendations and information relating to 1) the initiation of CIP Projects for 2016 - 2020; 2) a list of criteria for ranking and selecting CIP projects for the Next Generation Watershed Management Plan; 3) refined definition of the trunk system; and 4) maintenance of flood control project elements.

1. Initiation of Capital Projects for 2016 - 2020

Asche reminded the group that in November or December each year, the TAC begins discussing the next 5-year CIP and that approximately \$1M is requested to be levied by the County for capital projects. Engineer Chandler also recommended that TAC members think about finalizing the 2016 CIP list. Eberhart indicated she would make sure Minneapolis' proposed project is still on track for 2016 implementation. Asche indicated the same for Plymouth's proposed project. Oliver reported the Honeywell project is on schedule and should be kept on the CIP list for 2016 implementation.

At the request for further information from Commissioner Carlson, there was discussion about TMDLs, how projects get on the CIP list and what types of projects are typically considered. Commissioner Carlson asked if dredging in Medicine Lake would be an eligible project to consider for the CIP. The group discussed that TMDLs are usually addressed with activities and best management practices installed in the watershed of the impaired waterbody and that dredging within Medicine Lake would not address the TMDL for Medicine Lake. Engineer Chandler reminded the group that projects within the Medicine Lake watershed (and in the lake itself) were some of the first capital projects performed by the Commission because it is a high priority waterbody. Commissioner Carlson asked that the group consider the “quality of the experience” for lake users as a factor when choosing CIP projects. The group agreed that dredging within the lake (such as at public boat launches) may be a possible Commission project. The group noted that CIP projects are proposed by the cities and asked that if it was the wish of the City of Medicine Lake, that the city bring forth a project proposal with estimated costs so it could be considered for addition on the 2016 – 2020 CIP list.

Oliver noted the city of Golden Valley would likely have streambank restoration projects to propose for the 2020 CIP list.

Recommendations

No TAC recommendations at this time. TAC members will develop possible projects for the 2016 – 2020 CIP list and will recommend a proposed CIP list to the Commission in early 2014.

2. Criteria for Ranking and Selecting CIP Projects for the Next Generation Watershed Management Plan

At their meeting on October 28, 2013, the Next Generation Plan Steering Committee discussed the need for a set of criteria to be used in comparing, ranking, and ultimately selecting projects for inclusion in the Watershed Management Plan’s CIP list and future CIP lists. At the TAC meeting, the group discussed a list of possible criteria and had some additional suggestions. Mathisen noted these criteria may lead to the Commission becoming involved in activities not typical of historic Commission activities. The group agreed certain criteria should be weighted more than others if a ranking exercise is created. Additionally, as in Shingle Creek WMO, it was suggested that perhaps some projects (like those along the trunk system) are funded 100% by the Commission but other projects (or projects benefitting only one city) are funded less than 100%.

Recommendations

The TAC recommends the following list of CIP project criteria to the Next Generation Plan Steering Committee and Commission. Additionally, the TAC offers to assist with developing weighting criteria and/or cost sharing formulas at a future meeting.

- i. Project protects or restores previous Commission investments in infrastructure
- ii. Project is part of the trunk system
- iii. Project improves water quality in a priority waterbody (Commission will establish a list of priority waterbodies)
- iv. Project addresses an approved TMDL
- v. Project addresses intercommunity drainage issues
- vi. Project addresses flooding concern
- vii. Project addresses erosion and sedimentation issues

- viii. Estimated costs per pound of pollutant removal are within Commission guidelines (project could score higher for lower estimated costs)
- ix. Project will address multiple Commission goals (e.g., water quality, runoff volume, wildlife habitat, aesthetics, recreation, etc.) [*The TAC noted that a criteria table would automatically indicate if multiple Commission goals were being addressed.*]
- x. Subwatershed draining to project is XX acres
- xi. Subwatershed draining to project includes more than one community

Paschke wondered if the criteria should include something about improving wildlife habitat or making sure projects to not have a negative impact on habitat. The group agreed each commission goal (including improving wildlife habitat) would ultimately be listed in the criteria table and that possible negative impacts to habitat should be addressed in the feasibility study phase.

3. Refined Definition of Trunk System

Engineer Chandler described the current trunk system, as shown on the map provided to the TAC. The group discussed how currently, only projects along the trunk system are included in the CIP. The group wondered why the map did not show Medicine Lake as part of the trunk system. (*Upon further review of the trunk system definition in the 2004 Plan after the TAC meeting, Engineer Chandler found that Medicine Lake is already considered part of the trunk system.*) Oliver asked if FEMA-mapped floodplains or intercommunity drainage areas with flooding concerns (e.g. DeCola Ponds area) should be added to the trunk system.

Recommendations

The TAC recommends including Medicine Lake in the defined Commission trunk system, but no other changes to the map (*however, as noted above, Medicine Lake is already part of the trunk system*). The TAC recommends the CIP selection criteria include “project is part of the trunk system” (and thus added to the list in #2 above).

4. Maintenance of Flood Control Projects

Engineer Chandler indicated she and Engineer Herbert had reviewed several agreements and documents regarding the construction, cost share, and future maintenance of the flood control project components. She noted the Commission is responsible for maintenance per the 2004 Watershed Plan, but there are many gray areas where the documents (including the Plan) lack clarity between city responsibilities and commission responsibilities. Administrator Jester asked if the current system of inspections and routine maintenance is currently working. TAC members agreed it is working but that as the system ages, more issues will arise and clarity is needed regarding inspections, routine maintenance, larger maintenance and replacement. The TAC indicated the paper trail should be followed to determine who is responsible for what. Then, a distinct list of roles and responsibilities should be developed so that all members and the Commission are aware of current and future obligations. Asche noted that the following scenario should be avoided: there is major failure of a flood control component resulting in hundreds of thousands of dollars in repair and it is not clear who is to pay for the repair.

Engineer Chandler reminded the group that (at the Commission’s request) Barr is developing a proposal to study the future maintenance needs, repair, replacement and possible costs. This will be considered at the November Commission meeting.

There was further discussion about maintenance and inspection of the system. It was agreed that the trunk system and flood control system benefits all cities and hence, there is a role for the Commission. Some

possible scenarios were discussed, but ultimately the TAC decided all historic documents should be found and reviewed. In particular, the TAC would like to see the agreement or other document that turned over the maintenance responsibility for the flood control project features from the cities to the Commission.

Asche discussed the fact that Hennepin County owns the Medicine Lake dam and therefore should be responsible for inspection and future maintenance. However, he doubts any inspections are taking place. He agreed to contact the County to discuss the matter.

Recommendations

The TAC has no recommendations at this time. They asked that Barr, recording secretary Herbert, legal counsel LeFevre and city staff look for pertinent documents and agreements so that this subject can be discussed at a future meeting.

5. Appointment of TAC Chair

Asche indicated he would like to step down as TAC Chair. He noted that although this was not an official position, his work included helping with coordination of agendas and meeting dates, running the TAC meetings, and presenting the TAC recommendations at Commission meetings. He asked that someone else begin performing these tasks as his availability is limited.

After several TAC members indicated they did not wish to be chair or did not have the time, Joe Fox volunteered for the Chair position and was thus appointed.

6. Channel Maintenance Fund

Administrator Jester distributed a memo regarding available channel maintenance funds for 2014. She asked TAC members to forward requests to her for the Commission's consideration at a future meeting. Eberhart asked if these funds could be used for the current 2012 Main Stem Bassett Creek Project if the project runs over budget. Engineer Chandler said she didn't know but would look into it. Administrator Jester noted the city could request a budget amendment with use of Closed Project Funds.

The TAC meeting adjourned at 3:25 p.m.

Future TAC Meeting agenda items:

1. Developing guidelines for annualized costs per pound pollutant removal for future CIP projects (Commissioner Carlson wondered if this was a more pressing item in light of the City of Plymouth's recent issues with the Four Season's Mall Area Water Quality Project. The TAC agreed there are more pressing issues dealing with the Watershed Management Plan right now, but that this item would definitely be addressed as soon as time allowed.)
2. Stream identification signs at road crossings
3. Blue Star Award for cities
4. Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.
5. Discuss issues/topics arising Next Generation Plan process.



Item 5Bii.
BCWMC 11-20-13
(June 5, 2013 memo online)

Memorandum

To: Bassett Creek Watershed Management Commission
From: Technical Advisory Committee
Subject: Summary of Hydrologic and Hydraulic (XP-SWMM) Model and Recommendations
Date: November 12, 2013

The Technical Advisory Committee (TAC) forwards the following summary and recommendations to the Bassett Creek Watershed Management Commission (BCWMC) for its consideration, based on the October 7, 2013 TAC meeting discussion of the watershed-wide hydrologic and hydraulic (XP-SWMM) modeling. For greater technical details regarding the modeling methodology and model results, please see the attached June 5, 2013 "Watershed-wide XP-SWMM Model" memo from Barr Engineering Company.

1. Background

The original hydrologic and hydraulic models of the Bassett Creek watershed were created in the 1970's. Although there have been significant changes in the watershed, there have only been minor updates to these original HEC-1 and HEC-2 DOS-based models over the years. In late 2010 and early 2011, the TAC considered whether 1) the HEC models should be updated to the more current versions of the old software, or 2) the HEC models should be entirely converted to a new user-friendly software package. The TAC recommended that the BCWMC entirely convert the models to XP-SWMM.

Based on the TAC's recommendation, the BCWMC decided to entirely convert the HEC models to XP-SWMM, which had already been used for more detailed modeling in select areas of the watershed. XP-SWMM also allows for calculating both hydrology and hydraulics within one modeling program, rather than requiring two separate programs, as with the HEC-1 and HEC-2 models. A detailed, calibrated XP-SWMM model can be used to estimate 1) runoff rates and volumes from a watershed, 2) flow and velocity through storm sewer systems, 3) maximum water surface elevations for modeled lakes, ponds, and creeks, 4) peak outflow rates for lakes and ponds, and 5) peak flow rates in creeks. Converting the original HEC-1 and HEC-2 models to XP-SWMM is the first step in creating a detailed, calibrated watershed-wide hydrologic and hydraulic model.

2. 2012 XP-SWMM Modeling Effort (Phase 1)

At its June 16, 2011 meeting, the BCWMC approved its 2012 budget, which included the XP-SWMM modeling effort. The 2012 modeling scope included:

- updating watershed divides based on recent digital topographic data,
- modifying hydrologic inputs (because of the changes in watershed divides and available methodology), and

- enhancing detail along the creeks by using updated channel geometry and current bridge and culvert geometry.

This modeling scope did not include subdividing watersheds or incorporating additional municipal storm sewers or watershed storage upstream of the Bassett Creek system. The 2012 XP-SWMM modeling had an allotted budget of \$70,000 and has been completed.

Limitations of the Current Model

The 2012 XP-SWMM model was developed and calibrated to several precipitation events to ensure predicted results are consistent with actual monitored conditions. Many model inputs are based on a range of researched and published values. Model calibration involves modifying these model inputs within the published range until the model results reflect real-world conditions. Calibration gives more credence to the model results. Since calibration was limited by the simplifications in the upper watershed of the XP-SWMM model, it was found that unrealistic changes to a model parameter were required to achieve accurate calibration. Modelers can “force” a model to accept unrealistic values to achieve model calibration. This is not good practice, since the model no longer represents “real world” conditions and such a “forcing” usually indicates something is not accounted for in the model, which can lead to unrealistic results for some parameters (such as water surface elevations). As an example, other models have been calibrated using zero percent imperviousness for a mall or retail center (which are often 90% or more impervious) so the model would predict the correct runoff volume. While the numbers may calibrate, the assumptions, model inputs and final results are often incorrect.

In the case of the Bassett Creek model, the “roughness numbers,” which help control how fast water moves along the creek, needed to be unrealistically high (two to three times the published values) to calibrate the model. This generally indicates there are other parameters affecting the channel beside the roughness. Because the roughness numbers needed to be so high, it is more likely that there is some other reason flow in the system needed to be slowed down. The upper watersheds were modeled with very little detail, as none of the wetlands or stormwater ponds were included in the model. These wetlands and ponds can significantly slow down runoff, and including them in the model will allow for the use of more realistic roughness numbers and more accurate calibration in the creek.

Properly calibrating the model to acceptable parameters will require enhancing the 2012 XP-SWMM model by further subdividing the watershed divides and incorporating additional storm sewer data and upstream storage in ponds and wetlands.

Uses of the Current Model

The 2012 XP-SWMM model can be used to compare relative changes in flow rate (i.e. – existing vs. proposed conditions runoff rates), or relative changes in water surface elevations (i.e. – existing vs. proposed conditions maximum water surface elevations in the creeks or storage areas). At this time, caution must be used when using the absolute model results (water surface elevations and flow rates) because of the calibration concerns.

3. Future Modeling Effort

The TAC recommends a second phase of XP-SWMM model updates that includes:

- subdividing the 55 watersheds (from the original HEC-1 model) into approximately 850 watersheds (consistent to the watersheds in the P8 water quality model),
- incorporating additional municipal storm sewer systems between upstream modeled ponds,
- integrating detailed storage in modeled ponds upstream of the creek system, and
- incorporating Atlas 14 precipitation depths and updated USDA soils data (see description in following paragraph).

By incorporating these changes, the modeled runoff rates to the creek system will likely more realistically represent actual conditions, resulting in an acceptable calibration.

Atlas 14 Precipitation Depths and USDA Soils Data

There are two primary sources of data that have recently changed and become available since completion of the 2012 XP-SWMM model:

1. The updated Atlas 14 precipitation depths developed and released by the National Oceanic and Atmospheric Administration (NOAA)
2. The recently updated soils data published by the USDA

Both of these updated data sets should also be included in a second phase of XP-SWMM model updates, as they significantly impact the runoff amounts predicted by the model.

Uses of the Updated Model

If a second phase of model improvement is implemented, the resultant XP-SWMM model could be used to determine (and compare) absolute water surface elevations and flow rates. The revised model results could be beneficial to the BCWMC and member cities for revising the BCWMC's jurisdictional flood elevations as part of its next generation plan. The results could also be submitted to FEMA for possible use in future Hennepin County flood insurance rate maps. The model could also be useful to the member cities to assess flood elevations at other ponds or wetlands throughout the watershed.

Cost Estimate of Future Modeling Tasks

The modeling effort could be completed as one project, or in stages based on need and available budget, with each stage focusing on specific areas of the watershed. The following table shows the estimated budget for a second phase of XP-SWMM model updates. The TAC fully supports this project, as the model updates would considerably support day-to-day operations of the member cities.

Table 1 Budget Estimate for XP-SWMM Model Updates

Study Area	Budget ¹	Approximate Time to Complete ²
First Phase		
Model Conversion to XP-SWMM	\$70,000	Completed
Second Phase		
Detailed Modeling, Plymouth Creek Watershed ³	\$52,000	Six Months
Detailed Modeling, Medicine Lake Direct Watershed	\$37,000	Four Months
Detailed Modeling, North Branch Bassett Creek ³	\$36,000	Four Months
Detailed Modeling, Bassett Creek Main Stem – Medicine Lake to Confluence with North Branch	\$44,000	Five Months
Detailed Modeling, Bassett Creek Main Stem – Downstream of the Confluence with North Branch	\$39,000	Four Months
Final Modeling Methodology Report	\$20,000	Three Months
Three Months Flow Monitoring, Plymouth Creek	\$9,000	Three Months
Three Months Flow Monitoring, North Branch Bassett Creek	\$9,000	Three Months
Second Phase – Total	\$246,000	

¹Budget is based on 2013 dollars

²Time to complete is after flow monitoring period.

³Flow monitoring recommended at this location, but not included in the estimated modeling budget (see monitoring budget items); see also TAC Recommendation #4.

4. Recommendations

The TAC offers the following recommendations for the BCWMC to consider:

1. Similar to the P8 model, the TAC recommends that the BCWMC maintain the XP-SWMM model and be the official “keeper” of the model. Revisions to the XP-SWMM model by the member cities or other entities should be reviewed and approved by the BCWMC, to manage version control and minimize potential confusion regarding the current model.
2. The TAC fully supports and recommends that the BCWMC implement the second phase of XP-SWMM modifications and calibration. The TAC recommends that the BCWMC consider using the Atlas 14 precipitation depths in the updated XP-SWMM model, which should then be considered when adopting new 100-year flood elevations. The TAC further recommends that the new soils database be incorporated into the updated model.
3. The TAC recommends that when the XP-SWMM model is updated to include flood levels based on Atlas 14 precipitation depths, the Commission should provide the updated model to the member cities and TAC for review and to provide recommendations to the Commission regarding next steps.
4. The TAC recommends that the BCWMC perform additional automated stage monitoring in the North Branch of Bassett Creek and in Plymouth Creek, as noted in Table 1, to further refine calibration parameters. Available data logger water surface elevations at Medicine Lake should also be used during the calibration process.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5C – Proposal for Study of Long Term Maintenance and Replacement Needs for Flood Control Project
BCWMC November 20, 2013 Meeting Agenda
Date: November 12, 2013
Project: 23270051.34 2013

5C. Proposal for Study of Long Term Maintenance and Replacement Needs for Flood Control Project

Recommendations:

1. Consider approving the scope of work and \$16,500 budget presented in this memorandum and direct the Engineer to complete the work.
2. If approved, fund the proposed work through the Commission's flood control project long-term maintenance fund.

Background

At their October 17, 2013 workshop, the Commission discussed the long term maintenance and eventual replacement of the flood control project components. During the discussion, the Commission expressed interest in developing a plan for the funding and scheduling of future maintenance and replacement of the flood control project, with the intent to incorporate this into the Watershed Management Plan update. The Commission directed the Engineer to bring a proposal to the Commission's November meeting for the development of such a plan to address the long-term maintenance, replacement, and emergency needs of the flood control project. The Commission also requested that the study include recommendations on restrictions/rules for use of the flood control project funds. The Commission indicated that the plan could be developed using existing long-term maintenance funds.

At the November 7 TAC meeting, the group also discussed the maintenance and replacement of the flood control project. The TAC's recommendations from that meeting (see memo under agenda item 5B) include finding and reviewing historic documents related to the flood control project. In particular, the TAC would like to see the agreement or other document that turned over the maintenance responsibility

for the flood control project features from the member cities to the Commission. The following proposed work scope and budget includes this additional task.

Proposed Work Scope and Budget

The remainder of this memorandum presents the Engineer's proposed work scope and budget to:

1. Prepare an estimate of cost to replace the Bassett Creek Flood Control Project.
2. Prepare a plan to fund the replacement of the flood control project.
3. Review the adequacy of the existing long-term maintenance and emergency repair funds for the flood control project.
4. Recommend any restrictions/rules for use of the flood control project funds.

The flood control project was built between 1981 and 1996 by the Corps of Engineers, the Minnesota Department of Transportation (MnDOT) and by the Commission, with financial assistance from the Federal Water Resources Development Act, the State of Minnesota's Flood Damage Reduction Act and through assessments on watershed property owners.

Task 1. Estimate of Cost to Replace the Bassett Creek Flood Control Project

In order to prepare the estimate of the cost of replacing the various features of the flood control project an estimate of the life expectancy and the replacement cost for feature need to be completed. The design life expectancy of the flood control project features is usually between 50 and 100 years from the completion of construction. The life expectancy of each feature of the flood control project will be determined based on a review of the design files for each feature and experience with similar flood control projects.

However, two control structures—the Highway 55 and the Highway 100 structures—were constructed at the upstream end of older highway crossings and they will need to be replaced when the respective highway crossing structure is replaced. It is expected that consultation with MnDOT will be required to develop the life expectancy of these features.

The cost to replace each feature of the flood control project will be determined based on an update of the original construction cost using the Engineering News-Record (ENR) Construction Cost Index from the date of construction completion to present. Estimates will not be prepared for road crossings that were replaced as part of the flood control project since the current (2004) Watershed Management Plan requires that the city where the crossing is located is responsible for future maintenance and replacement.

The estimated budget to estimate the life and replacement cost of each feature of the flood control project and prepare a summary is \$4,000.

Task 2. Funding Options for Replacing Flood Control Project Features

The BCWMC joint powers agreement allows the Commission to establish an improvement fund that could be used to fund the replacement of features of the Flood Control Project. Contributions to the fund could come from an assessment by the Commission against each member, requiring each member to raise

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5C – Proposal for Study of Long Term Maintenance and Replacement Needs for Flood Control Project
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the assessment. The replacement project could also be included in the capital improvement program that will be part of the revised plan and funds could be raised for the project in accordance with the provisions of Minnesota Statutes, Section 103B.251. Other potential sources of funds might include the Minnesota Flood Damage Reduction Fund. Funding options will be outlined and the advantages and disadvantages of each option will be discussed.

The estimated budget to identify funding options for the replacement of the flood control project is \$1,500.

Task 3. Estimated Maintenance and Repair Costs for Flood Control Project

An estimate of future repair costs for various project features will be completed for the period 2014 through 2064 based on the current condition of each feature and past experience with the repair and maintenance of similar flood control structures. Expected costs will be estimated for sediment removal, erosion control, riprap repair, culvert and tunnel joint repair, structural concrete patching, trash rack repair and handrail repair. A feasible emergency repair project will be outlined and a cost estimate for a temporary emergency repair of that project will be prepared. The availability of funds from the current emergency repair fund and the long-term maintenance fund will be evaluated, and the funding needs for the future repair will be reviewed.

The estimated budget to develop an estimate of future maintenance and repair costs and an estimate of an example emergency repair cost is \$5,000.

Task 4. Options for Funding Emergency Repairs and Long-Term Maintenance of Flood Control Project

Since 2003, the Commission has assessed the member cities \$25,000 annually to fund the maintenance of the flood control project. Currently there is \$559,800 in the long-term maintenance fund (based on the financial report included in the October 2013 Commission meeting packet). The advantages and disadvantages of the options for funding maintenance of the flood control project will be noted and the adequacy of the existing maintenance fund to meet future needs will be presented. Any recommended or required restrictions/rules for use of the flood control project funds will also be presented..

The estimated budget to review the options for funding emergency repairs and maintenance of the flood control project is \$1,500.

Task 5. Locate and Review Previous Agreements for the Flood Control Project

Per the TAC's recommendations from their November 7, 2013 meeting, this task includes working with the Commission Counsel, the Administrator and the Recording Administrator and the member cities to locate historic documents related to the flood control project. These documents will be reviewed in terms of the assignment of maintenance and other responsibilities (e.g., city or Commission responsibility) and a summary prepared.

The estimated cost to locate and review previous agreements for the flood control project, and prepare a summary is \$1,500. The cost does not include time for Counsel, Administrator or Recorder.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
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Task 6. Prepare Technical Memorandum

This task includes pulling together the information from the previous tasks into one document. Significant revisions, follow-up tasks, and attendance at meetings are not included in the estimated budget.

The estimated budget for this task is \$3,000.

Summary

The table below presents the tasks and their estimated budgets.

Task		Estimated Budget
1	Estimate of Cost to Replace the Bassett Creek Flood Control Project	\$4,000
2	Funding Options for Replacing Flood Control Project Features	\$1,500
3	Estimated Maintenance and Repair Costs for Flood Control Project	\$5,000
4	Options for Funding Emergency Repairs and Long-Term Maintenance of Flood Control Project	\$1,500
5	Locate and Review Previous Agreements for the Flood Control Project	\$1,500
6	Prepare a Plan to Fund the Replacement of the Flood Control Project	\$3,000
Total		\$16,500

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

RESOLUTION NO. 13-__

A RESOLUTION OF APPRECIATION FOR SERVICES OF DAVID HANSON
TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the "Commission") is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to Minnesota Statutes, Sections 103B.201-103B.253 (the "Metropolitan Area Surface Water Management Act"); and

WHEREAS, under said Act, and the Commission's joint powers agreement, the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, David Hanson has served as the Alternate Commissioner from the City of Golden Valley from 1997 to 2001, and served as Commissioner and Treasurer for the Commission from 2001 to 2004 when he transitioned again to Alternate Commissioner to the present; and

WHEREAS, David Hanson has generously given of his time and talents, without compensation, to serve the public and to protect the environment; and

WHEREAS, his commitment to the water quality of Sweeney Lake, citizen education and citizen responsibility for lake concerns has been a priority; and

WHEREAS, he advocated for modifications to Schaper Park Pond to improve its sediment and phosphorus removal capabilities, and urged the installation of the skimmer that is now located at the pond outlet into Sweeney Lake; and

WHEREAS, David's efforts during the design and reconstruction of Highway 100 helped ensure that the project included water quality treatment to minimize the impact of the construction on stormwater runoff quality and providing protection to Sweeney Lake; and

WHEREAS, David Hanson has been an advocate for the improved health of the waters of the Bassett Creek Watershed and has devoted many hours to implementing the goals and policies of the organization; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Bassett Creek Watershed Management Commission that the Board, on behalf of the Commission, its member cities and the public hereby express their sincere and grateful appreciation to David Hanson for his distinguished service to the public.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 20th day of November, 2013.

Chair

ATTEST:

Secretary



Bassett Creek Watershed Management Commission

Next Generation Plan Steering Committee

DRAFT Meeting Notes

4:30 p.m. ~ Monday October 28, 2013
Golden Valley City Hall

Attendees: Committee Chair Linda Loomis; Commission Chair Ginny Black; Commissioner Michael Welch; Commissioner Clint Carlson; Alternate Commissioners David Tobelmann and Lisa Goddard; TAC members Jeff Oliver, Joe Fox, Derek Asche and Bob Paschke; Engineer Karen Chandler; Administrator Laura Jester

1. Call Meeting to Order

The meeting was called to order by Chair Loomis at 4:33 p.m.

2. Approve Meeting Notes from September 16 and 23, 2013 Plan Steering Committee Meetings

There were no suggested changes to the notes from the September 16 and 23, 2013 meeting. Consensus to accept the notes as presented.

3. Discuss Draft Policies

Engineer Chandler reminded the group that during the last Plan Steering Committee meeting and the 10/17/13 Commission Workshop, Barr was instructed to draft the following policies for consideration:

a. Evaluation of flood levels along the trunk system (policies 37 and 48)

There was discussion about the appropriate wording and actual intent of the policy. Group agreed to reword first bullet of policy 37 as "The Commission will re-evaluate flood elevations and risk to affected properties based on Atlas 14 precipitation data and will determine options for protection including partnering with and applying for grants from State and Federal agencies."

Policy 48 was determined to be appropriate as drafted.

b. Purchasing of property as an option for flood protection (policy 37)

The second bullet of policy 37 was determined to be appropriate as drafted.

c. Intercommunity flow rates (policy 46)

Engineer Chandler reminded the group that intercommunity drainage issues (aside from the trunk system) were not usually addressed by the Commission unless requested by the cities to provide dispute resolution or mediation (as in the recent DeCola Ponds issue).

Chair Black noted that with increasing precipitation and larger storms, flooding issues may increase. Oliver indicated that existing standards for rate control in development and redevelopment should keep stormwater runoff rates from increasing, but they may not reduce runoff rates. Engineer Chandler noted the Commission does not currently have rate control

standards. The group decided against regulating intercommunity runoff rates and recommended revising policy 46 to read: "The BCWMC requires cities to manage stormwater and snowmelt runoff rates so that future peak flow rates leaving development/redevelopment sites are equal to or less than existing rates."

After further discussion, it was decided that rate control and intercommunity drainage issues may be a component of many CIP projects. A discussion ensued about the need to prioritize or rank potential CIP projects against each other. A project's ability to control stormwater runoff rates and the degree to which a project addresses intercommunity drainage issues should be two of several criteria by which to prioritize CIP projects.

Staff was directed to bring a list of possible CIP project criteria to a future meeting for discussion by the Plan Steering Committee and ultimate inclusion in the Plan.

4. Discuss lake characteristics and identification of priority waterbodies

Engineer Chandler opened the discussion introducing the table that listed various characteristics of lakes and major ponds in the watershed. She asked the group what characteristics were important to consider in designating priority waterbodies. Administrator Jester noted that priority waterbodies would likely be monitored by the Commission and/or Commission projects that directly benefit priority waterbodies might be ranked higher in a prioritization exercise.

It was noted that streams and significant wetlands were missing from the table. Oliver noted that a few ponds should not be on the list at all (West Ring, East Ring, Cortlawn) – that these were rate control ponds constructed for 394 runoff. Asche similarly noted that Turtle Lake is actually a wetland and inclusion on the list might alter expectations of what the waterbody could be or how it should be managed. There was consensus that constructed stormwater ponds should not be on a list of Commission priority waterbodies.

There was discussion about which characteristics (criteria) were more important to consider in designating priority waterbodies and which characteristics simply offered information. Specifically, the following criteria should be considered for designating priority waterbodies: existence of swimming beach or public access, subwatershed drains multiple cities, important for recreation or wildlife, discharges directly to significant downstream resource, water quality is a concern (need improvement or protection), surface area greater than 50 acres, has active lake improvement organization, listed as impaired, size of subwatershed (needs to be added to the list of criteria). The other characteristics will be kept at the far end of the table for informational purposes.

Staff was directed to add high quality wetlands (Administrator Jester will poll TAC members for this information) and streams to the table and to make recommendations for priority waterbodies for committee discussion at the next meeting.

5. Discuss CIP Project selection and implementation process

Commissioner Welch indicated that a clear, transparent, and collaborative process among cities and the Commission for the selection of CIP projects is warranted. The process should include a listing of potential projects that are evaluated against criteria and ultimately selected by the Commission. Commissioner Welch commented that the process of Commission involvement in the CIP project implementation has improved in the last year but more improvement and transparency is needed.

There was discussion about the 25-year CIP project list initially presented in a draft of the 2004 Watershed Plan. Ultimately, the Plan included a 10-year CIP list. However, the original list should be reviewed for possible projects for this Plan. It was noted that current and previous CIP projects came from prior studies including TMDLs, erosion inventories, lake and watershed assessments, etc.

Staff was asked to look at criteria used in Shingle Creek WMO and to ask the TAC and Commissioners for input on possible criteria. Some possible criteria were suggested by the group including: project addresses a TMDL, subwatershed size, impacts priority waterbody, cost per pound of pollutant removal, addresses multiple Commission objectives, addresses intercommunity flooding issues, control stormwater runoff rates.

The group envisioned a table, possibly with color coding, so the Commission could visually see which criteria are being met.

6. Discuss BCWMC standards and triggers

The group did not get to this item as time ran out.

7. Schedule and next steps

Engineer Chandler noted the next Plan Steering Committee meeting agenda would include a re-visitation of the waterbody classification table to choose priority waterbodies, possible CIP project selection criteria, and discussion of BCWMC standards, triggers, and review process.

Staff will also begin drafting policies for areas not yet discussed; these will be discussed at a later committee meeting (not the next meeting).

The next meeting of the Plan Steering Committee is scheduled for Monday November 18th at 4:30 – 6:30 p.m.

Meeting adjourned at approximately 6:30 p.m.

**AMENDMENT TO COOPERATIVE AGREEMENT
FOR PREPARATION OF A FEASIBILITY REPORT FOR
MAIN STEM CHANNEL RESTORATION PROJECT 2015CR**

This amendment is made as of the ____ day of _____, 2013, by and between Bassett Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the city of Golden Valley, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

WHEREAS, the Commission and the City entered into an agreement dated _____, 2013, entitled "Cooperative Agreement for Preparation of a Feasibility Report for Main Stem Channel Restoration Project 2015-CR" (hereinafter the "Cooperative Agreement"); and

WHEREAS, the parties wish to amend the Cooperative Agreement as hereinafter provided.

NOW, THEREFORE, on the basis of the premises and mutual covenants hereinafter set forth, the parties agree that the Cooperative Agreement is amended as follows:

1. Paragraph 2 of the Cooperative Agreement is amended to read as follows: "The City will prepare a feasibility report for the Project (the "Report") in accordance with the proposal of WSB & Associates dated October 31, 2013, attached as Attachment One.
2. Paragraph 3 of the Cooperative Agreement is amended to read as follows: "The Commission will reimburse up to \$62,000 of the cost of preparing the Report."
3. The proposal of WSB dated October 31, 2013 attached to this amendment as Attachment One, is substituted for the Attachment One attached to the Cooperative Agreement.
4. Except as explicitly amended herein, the Cooperative Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

**BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION**

By: _____
Its Chair

And by: _____
Its Secretary

CITY OF GOLDEN VALLEY

By: _____
Its Mayor

And by: _____
Its Manager

ATTACHMENT ONE



engineering · planning · environmental · construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

October 31, 2013

Mr. Jeff Oliver
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

Re: Revised Work Plan to Provide Professional Engineering Services
for the 2015 Bassett Creek Main Stem Restoration Project
City of Golden Valley, MN

Dear Mr. Oliver:

As requested by the Bassett Creek Watershed Commission (BCWMC), this work plan for the 2015 Bassett Creek Main Stem Restoration Feasibility Study has been revised from the original work plan dated May 8, 2013. *(The revised tasks are identified with an asterisk (*))*

This work plan is associated with providing engineering services required for the development of a feasibility study for the 2015 Bassett Creek Main Stream Restoration Project, Subreach 2 of Reach 1. As part of the revised work plan, this feasibility study will provide greater detail than previous studies by including a preliminary plan with alternatives for stream restoration techniques for permitting purposes and for public input.

This subreach of Bassett Creek Based is located within the City of Golden Valley and begins at Rhode Island Avenue, just north of 10th Street, and extends about 9,500 feet north to Duluth Street. The tasks to complete the feasibility study include the following:

Task 1: Gather Background Information*

As part of this task, a project kickoff meeting will be held and background information related to the project will be obtained from various sources in order to best describe the project. These sources will include information from previously constructed projects, Barr Engineering, staff members from the City of Golden Valley, GIS and record drawings from Golden Valley, and other background information that may be made available as the project develops. A preliminary inspection of the channel will provide documentation of the eroded sections of the creek, define tree removals, identify potential access routes and staging areas, and identify any infrastructure repairs that may be required. Information regarding property boundaries, wetlands, and existing easements that are dedicated over the area will also be collected.

The estimated cost to complete this task:

\$9,800

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Task 2: Complete Review and Analysis of Background Information

As part of this task, the background information collected as part of Task 1, will be reviewed and analyzed to prioritize the eroded sections of the creek and to evaluate a wide variety of stabilization practices to facilitate the restoration of the creek. In addition to this analysis, tree removals will be quantified, access routes and staging areas will be further defined, and recommendations will be suggested for any infrastructure repairs identified along the subreach, for the purpose of further refining the feasibility study.

The estimated cost to complete this task: \$4,500

Task 3: Complete Wetland Delineation and Survey

As part of this task, we will perform a Level 1 wetland delineation (completed in-office with field verification) to approximate wetland boundaries and types within a specific review area. Available water and wetland resource related information will be reviewed for an evaluation of the conditions that may be present within the project corridor and will be field verified. Permitting for wetland impacts associated with the project will be associated with the final design of the project. In the case where additional wetland delineation work will be required by a permitting agency, the cost to complete the additional wetland delineation will be included as part of this task. Therefore, the cost for this task is provided as a range.

The estimated range of costs to complete this task: \$4,000-\$9,500

Task 4: Complete Cultural Resource Survey

As part of this task, we will complete a cultural resource survey of the reach to determine if there are historical artifacts or the likelihood of encountering any historical artifacts during restoration activities. Once completed, the information gathered will be discussed with the permitting agency representatives to obtain general concurrence on the survey and will to be taken into consideration as part of any future project design. Cultural Resource Permitting for the project will be associated with the final design of the project.

The estimated cost to complete this task: \$6,200

Task 5: Complete Environmental Review

As part of this task, we will perform an Environmental Regulatory Review to obtain information for evaluating the presence of contamination that could be encountered during restoration activities. Sites within 200 feet from the creek centerline will be searched to evaluate for potential soil and/or groundwater contamination risk along the project area. Environmental permitting will be associated with the final design of the project. In the case where additional environmental assessment, completion of a Phase I, is required by a permitting agency, the cost

to complete the additional environmental assessment will be included as part of this task. Therefore, the cost for this task is provided as a range.

The estimated range of costs to complete this task: \$1,200-\$4,500

Task 6: Prepare Preliminary Plan and Costs*

As part of this revised task, a preliminary plan will be developed and the maintenance areas will be prioritized and selected. Two restoration techniques will be provided and will be assessed for long term stability and cost effectiveness. These restoration techniques will include bioengineering as well as more engineered restoration techniques in areas where significant tree removals would be required when using bioengineering practices. For each of these maintenance areas, a preliminary estimate of cost will be prepared, along with a rough estimate of the benefits of each of these improvements in regard to their ability to stabilize the channel.

The estimated cost to complete this task: \$10,500

Task 7: Review Preliminary Plan with Stake Holders*

As part of this revised task, we anticipate holding several meetings to which we would invite City staff, representatives from the BCWMC, Corps of Engineers, DNR, and SHPO. In addition, we anticipate holding a public meeting with the homeowners in the project area to review the potential tree removals, the proposed restoration techniques, and to obtain feedback on the alternatives.

The estimated cost to complete this task: \$4,800

Task 8: Select Most Cost-Effective Feasible Alternative/Refine Design*

The most cost-effective feasible alternative that appears to receive the most stakeholder support will be further developed and refined. A more accurate estimate of construction cost and benefits will be developed.

The estimated cost to complete this task: \$3,200

Task 9: Prepare Feasibility Report*

As part of this task, a feasibility report will be prepared having the following format:

1. Executive Summary
 - 1.1. Reach Background
 - 1.2. General Project Description and Estimated Cost
 - 1.3. Recommendations

Mr. Jeff Oliver
October 31, 2013
Page 4

2. Background and Objectives
 - 2.1. Goals and Objectives
 - 2.2. Background
 - 2.2.1. Reach Description
 - 2.2.2. Past Documents and Activities Addressing this Reach
3. Site Characteristics
 - 3.1. Bassett Creek Watershed
 - 3.2. Stream Characteristics
 - 3.3. Site Access
 - 3.4. Wetlands
 - 3.5. Cultural and Historical Resources
 - 3.6. Phase I Environmental Assessment
4. Potential Improvements
 - 4.1. Description of Potential Improvements
 - 4.2. Project Impacts
 - 4.2.1. Easement/Right of Entry Acquisition
 - 4.2.2. Permits Required for Project
 - 4.2.3. Other Project Impacts
 - 4.3. Opinion of Cost
 - 4.4. Funding Sources
 - 4.5. Project Schedule

Tables

- BCWMC Channel Projects
- Potential Stabilization Measures at Each Site
- Potential Permit Requirements by Work Site
- Site Locations, Potential Stream Stabilization Practices, and Overall Option of Cost for Project

Figures

- Location Map
- Stream Stabilization Sites
- Stream Stabilization Options

Appendices

- a) Preliminary Plan Set with Stream Restoration Alternatives
- b) Site Photos
- c) Wetland Delineation Report
- d) Cultural and Historical Resource Report
- e) Phase I Environmental Assessment
- f) City Erosion Inventory

The estimated cost to complete this task:

\$5,500

Mr. Jeff Oliver
October 31, 2013
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Task 10: Review Report with City Staff and BCWMC

As part of this task, the findings contained in the final feasibility report will be reviewed and presented to City staff, BCWMC, and other interested parties. Should the City and BCWMC wish to proceed with the project, we will provide information and recommendations on the best approach to move forward with implementation of the project.

The estimated cost to complete this task: \$1,500

Task 11: Submit Project Plans to Permitting Agencies

As part of this task, permit applications will be prepared and submitted to the U.S. Army Corps of Engineers for a 404 Permit and Section 401 Certification from the Minnesota Pollution Control Agency. Permits will also be prepared and submitted to the LGU in compliance with Minnesota Wetland Conservation Act, and a permit application will be prepared and submitted to the DNR for a Public Waters Work Permit. A NPDES Storm Water Pollution Prevention Permit application will also be submitted for the project that will address managing erosion during construction.

The estimated cost to complete this task: \$2,000

Cost for Study/Feasibility Report

We estimate the revised cost to complete Tasks 1 – 11 to range from \$53,200 to \$62,000. Unless unforeseen issues are identified that are outside the scope of work described above, this work should be able to be completed within nine months of the date we receive notice to proceed. If you are in agreement with the terms as outlined above, please sign where indicated below and return one copy to our office.

Sincerely,

WSB & Associates, Inc.

Pete Willenbring, PE
Project Manager/Vice President

ef

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Mr. Jeff Oliver
October 31, 2013
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ACCEPTED BY:

Thomas D. Burt, City Manager
City of Golden Valley

Date

Shepard M. Harris, Mayor
City of Golden Valley

Date

cc: Todd Hubmer, WSB and Associates, Inc.

October 22, 2013

Item 6Ci. BCWMC 11-20-13

From:
AMLAC Board of Directors

To:
Laura Jester, Administrator
Bassett Creek Watershed Commission

Dear Laura,

The AMLAC Board of Directors thanks you for reaching out to us. We are always open to discussing Medicine Lake issues and optimistically pleased that the Bassett Creek Watershed Commission is open to understanding the unique circumstances that affect an urban lake.

ISSUES: We addressed your questions as a group and determined the most serious problems effecting Medicine Lake in priority order are:

- 1) Invasive species
 - a. Excessive invasive vegetation -- brings frustration in attempting to control its expansion and the higher levels of swimmers itch;
Potential actions – enlarge the zone for treating invasive vegetation; weed harvesting performed properly; include spraying for milfoil as well as curly leaf.
 - b. The potential threat of zebra mussel infestation and the imperfect boat inspection efforts to thwart infiltration;
Potential actions – close boat ramps when there are no inspectors; have DNR regularly staff Three Rivers Park boat launch; close all boat launches when no inspections are being performed; fund more inspection time.
- 2) The inconsistent water levels cause erosion, and at low levels inhibit the ability to safely use the lake. Extremely variant water levels of Medicine Lake are a problem for lake users on several fronts.

Lower lake levels decrease the desirability of the lake for beach swimming, sailing, paddle boarding and motorized water activities, as well as the lake's scenic value in the summer recreational season. As the water recedes, the shoreline also loses its aesthetic appeal as vegetation and dead fish decompose. As the lake level recedes, it becomes especially difficult for those who trailer boats for a day of enjoyment because the boat launch areas become so shallow that launching a motorized boat is difficult. Many homeowners' boats actually become

stranded atop boatlifts that are not physically capable of functioning in water so shallow.

Higher levels are also pose problems: boaters must mind the ‘no wake’ rules, shoreline erosion can occur, and some properties are in danger of flooding.

Potential action – install a movable auto-mechanical weir to control water flow over the Basset Creek Dam.

WHERE: These problems are occurring throughout the entire lake, especially the shoreline invasive vegetation and the current low water levels. Weeds affect deeper water, too: when milfoil and curlyleaf get cut by boats (or by hand), great globs of the weeds float into the deeper parts of the lake. Swimmers go to the deeper areas to avoid getting the itch. So, even though most people know not to swim in the shallows, they still run into globs of loose weeds in the deep. So, the problems caused by the excess of invasive vegetation and low lake levels are felt throughout the lake.

WHAT THEY AFFECT: Each of these problems affects the ability of people to swim, boat, fish, and negatively impacts the aesthetics for walking around the lake. More the 50,000 people visit the lake each year, putting a strain on the lake resources. Additionally, the wildlife and eco-system within and around the lake is pressured by inconsistent water levels and loss of habitat due to invasive vegetation.

Past progress has been significant, but there remains much to do. The pressures on Medicine Lake increase as the surrounding area becomes more urbanized. Park and lake use are being utilized at their maximum capacity. To continue at this level we ask your help to combat the problems we have outlined.

We welcome further dialogue and in-person discussion with you and the Bassett Creek Watershed Commission.

Sincerely,

Board of Directors
Association of Medicine Lake Area Citizens – **AMLAC**
Advocates for the Health of Medicine Lake
amlac@q.com
www.amlac.com

Bassett Creek Watershed Commission deals with internal erosion

The future of the organization is at stake and could disband in 2015

As a result of disagreement and possible miscommunication, the days of the Bassett Creek Watershed Commission could be numbered.

The commission was formed in 1969 and covers parts or all of Crystal, Golden Valley, Minnetonka, New Hope, Plymouth, Robbinsdale, St. Louis Park and Medicine Lake with responsibilities including water quality improvements and flood control.

The cities impacted by and involved with the watershed commission do so by entering a joint powers agreement, which is renewed every 10 years.

Letters went out to member cities informing them that the agreement expires Jan. 1, 2015 and eight cities tentative agreed to extend the JPA to Jan. 1, 2025. The ninth, Medicine Lake, has not.

Medicine Lake is withholding comment and action on the JPA and will not sign until an issue concerning water level on the lake is resolved.

Should the issue not be resolved, and Medicine Lake does not sign by Jan. 1, 2015, the JPA will be gone. Bassett Creek Watershed Commission would, at that time, dissolve.

The Issue

Bassett Creek Watershed Commission Chair and Plymouth representative Ginny Black briefed Plymouth City Council on the dilemma Oct. 29.

Black's presentation suggested that Medicine Lake's hold out revolves around a dam on the south side of the lake. She said the residents of the lake would like the water level reconsidered and raised because they are having difficulty taking their boats in and out of the water. It's also speculated, by some, that water level has caused significant sediment build up in parts of the lake.

The commission has taken some background information concerning the water level and has yet to act.

The dam was built in 1996 as a cooperative project between the commission, Minnesota Department of Natural Resources, Hennepin County and City of Plymouth. The dam maintains the normal water level as set by the previous structure, which had to be replaced due to deterioration.

Two years ago, the Association of Medicine Lake Area Citizens approached the commission with a petition of 600 signatures to reconsider the water level.

However, Black doubted the feasibility of doing anything with the water level within a tight budget.

"It would be a fairly significant process to even go down that road," Black said at an Oct. 29 meeting. "It would take many years, a lot of studies and a lot of money."

Gary Holter, Mayor of Medicine Lake, said the issue, as seen by his constituents, isn't necessarily to raise the water level but to reevaluate it.

"It's not that we want the water level raised. That's the number one error in the whole conversation," Holter said. "We're not asking to raise the water level. What we are asking is to do a new study of the water level and of the dam to see if it's at an optimum operating capacity."

Holter made the assertion that the water level hadn't been adjusted since a 1929 study. The height of the dam was built according to that information and the reconstruction was constructed with the same standards.

"Since 1929, we've moved forward on a global scale," Holter added. "We've learned how to do things better since then. We just want a legitimate updated study."

Black said the water level was more than likely reconsidered when the dam was reconstructed, and the water level was appropriately set.

Points of Contention

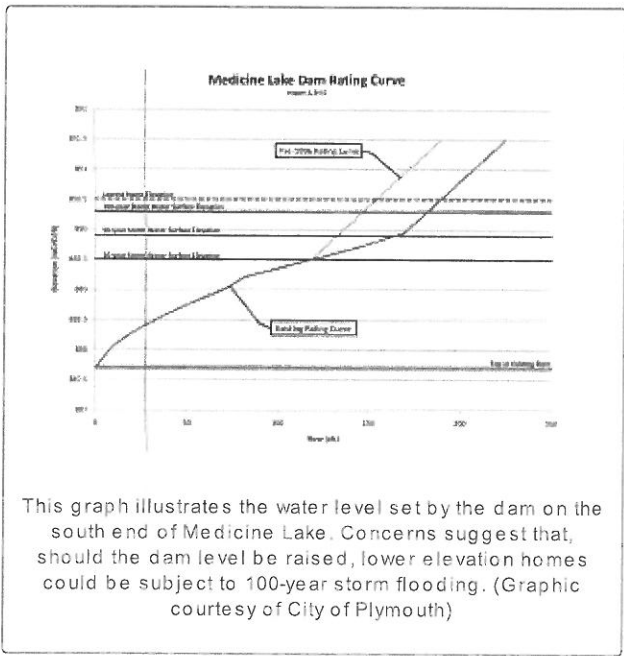
Holter said the end-goal of Medicine Lake is to construct a dam with a controllable weir, which would allow the water level to be artificially adjusted.

Black hazarded to estimate that such a project could reach into millions of dollars. She continued to note that the commission sees the project as recreational – not impacting water quality.

She said the commission has never committed such a large amount of resources to a strictly recreational issue.

"I don't think the watershed should pay for it if this is something that only the residents of Medicine Lake want," Plymouth Councilmember Bob Stein said at the Oct. 29 briefing. "It's going to cause a mess to raise the dam and would cost a lot of money."

Holter contested that the water level on Medicine Lake shouldn't be labeled "strictly recreational."



"Bassett Creek has responsibilities for water quality issues, which means water usability issues," he said. "In my opinion, it's up to the commission, they should be the lead on this. If the water level were higher and more controllable, the entire lake would be more enjoyable for people who use it."

Black told Plymouth City Council that, because the DNR regulates the water level and because the dam is owned by Hennepin County, she didn't feel it was the commission's role.

Holter disagreed.

Further Complications

Plymouth Water Resources Manager Derek Asche prepared a memo concerning some of the problems he found with changing water levels on the lake.

"Generally, concerns with raising the water levels in Medicine Lake include increasing the flood potential of low properties," Asche said in the memo.

Should water levels be raised, it's unclear whether existing properties would be at higher risk of flooding. A study and adjustments would need to determine the potential of the problem.

He also said the need for easements to the new flood level, low expectations that a change in the dam level could be made and the high cost to study such an endeavor cause concerns from a water resources standpoint.

Additionally, if a change were to be made with the water level, more than \$2 million in water quality improvement projects would need to be studied to ensure they are not negatively affected. Projects such as regional ponding and shoreline restorations over the past eight years would have to be completely reevaluated or adjusted accordingly.

Moving Forward

Worst case scenario, a state- or county-run watershed district would be established. Black told Plymouth City Council that such a change would eliminate aspects of member city oversight in much of the watershed's issues and management.

"It'll be interesting to see what happens here," Black said. "In my view, it would be a shame to see the commission go away."

"Personally, I would be okay with it," said Holter. "I'll be perfectly frank here – why not? The people close to the lake are in favor of doing the study and hoping it would show they can control the lake level better. If the commission isn't willing to take that step, we can try a different level of government."

Since the deadline to resign the JPA is approaching, Holter anticipates frequency of conversations to increase in the coming months.

Both parties acknowledged that miscommunication in wants and reasoning has caused difficulty in reaching resolve.

"Right now, we're still hoping we can work with people and get them to see it from our point of view," Holter said. "We don't want to offend them as we speak."

Contact Brian Rosemeyer at brian.rosemeyer@ecm-inc.com



Item 6D.
BCWMC 11-20-13

Adding Quality to Life

November 12, 2013

Ms. Karen Chandler, Barr Eng. Co.
Bassett Creek Watershed Management Commission
4700 West 77th Street
Minneapolis, MN 55435-4803

SUBJECT: RESPONSE TO COMMENTS ON 90% PLAN SET
FOUR SEASONS WATER QUALITY IMPROVEMENTS PROJECT
CITY PROJECT NO. 11022

Dear Ms. Weaver:

Enclosed is the Final Plan Set for the Four Seasons Water Quality Improvement Project, City Project No. 11022, and below are responses to your comment letter dated September 23, 2013:

1. The proposed pond volume is 5% smaller than indicated in the feasibility study to accommodate a safety bench. P8 indicates a 0.5 – 1.0 pound per year reduction in P removal.
2. The main channel downstream of the pond was modeled as that channel which would be the one receiving the greatest flows. The sub watersheds presented in the feasibility report were used to generate flows (NW-NB-07D, NW-NB-08, NW-NB-07B, NW-NB-10B, NW-NB-07A, NW-NB-10A). The peak flows in the main channel for the 1, 2, 10, and 100 year storm events are below and would be conservative since they assume the entirety of the sub watershed drains through the channel.

Storm	Flow	Velocity	Depth
1 Year	3.94 cfs	2.07 fps	0.22 ft
2 Year	16.77 cfs	3.41 fps	0.51 ft
10 Year	116.17 cfs	6.20 fps	1.49 ft
100 Year	279.86 cfs	7.94 fps	2.35 ft

The flows for the channels upstream of the pond can be modeled using sub watershed NW-NB-10A. However the sub watershed consists of the entire site and isn't broken down into what area drains into each individual ravine. We modeled the right channel (as labeled in the feasibility report and in the plan set) as though the whole sub watershed flowed through it (results below). The results are conservative and certainly would be greater than what actually passes through since the entire watershed doesn't drain to the right channel. The center channel would be similar but would receive even less flow than the right channel.



Storm	Flow	Velocity	Depth
1 Year	1.15 cfs	1.57 fps	0.15 ft
2 Year	3.85 cfs	2.39 fps	0.31 ft
10 Year	20.61 cfs	4.02 fps	0.78 ft
100 Year	51.79 cfs	5.20 fps	1.26 ft

It should also be noted that that 100 year flows presented for both cases would be higher than what would actually be experienced due to the fact that the storm sewer infrastructure feeding the site most likely isn't designed to carry 100 year events.

3. See attached plan set
4. A SWPPP will be produced prior to construction and per the requirements of the Minnesota Pollution Control Agency.
5. Rip rap is provided at the end of all storm sewer outfalls in accordance with City of Plymouth Engineering Guidelines.
6. Details for cross vanes and rock weir have been added to the plans. See attached plan set.

Sincerely,



Derek Asche
Water Resources Manager

Cc: Ginny Black, Chair
Laura Jester, Administrator

Attachments: Comment letter from Barr Eng. Co. dated September 23, 2013
Plan Set



September 23, 2013

Mr. Derek Asche
Water Resources Manager
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

**Re: Four Seasons Mall Area Water Quality Project—90% Review
BCWMC CIP NL-2**

Dear Mr. Asche:

The Bassett Creek Watershed Management Commission (BCWMC) reviewed the city's 90-percent stage construction plans for the above-referenced project. The project consists of construction of a proposed water quality pond with an iron-enhanced sand filter and channel stabilization to provide additional water quality treatment before runoff enters the North Branch of Bassett Creek. There will be no change in impervious area as a result of this project. The plans were reviewed at the 90-percent stage, in accordance to the BCWMC's CIP project timeline (flowchart).

The BCWMC conditionally approved the plans at its September 19, 2013 meeting, contingent on the following modifications being incorporated into the final plan set. Although the BCWMC recognizes that this project may not come back to the BCWMC in its current form, the BCWMC needs to follow-up the formal action taken at their meeting with this letter.

1. The proposed dead storage volume (Sheet 9) for the pond should be compared to the dead storage assumed in the feasibility study to ensure that the removal rates calculated with the P8 model still apply to the current design.
2. We understand that the City's estimated channel design flows will be provided to the BCWMC Engineer in the near future. The BCWMC Engineer should review the design flows before the City finalizes the plans.
3. We understand that the City intends to maintain the existing channel width and preserve trees to the extent possible. We concur that this will minimize the impacts to the channel's natural dimensions. A tree removal/preservation and revegetation plan must be provided for review.

Bassett Creek Watershed Management Commission

7800 Golden Valley Road | Golden Valley, MN 55427 | www.bassettcreekwmo.org | Established 1968
Crystal | Golden Valley | Medicine Lake | Minneapolis | Minnetonka | New Hope | Plymouth | Robbinsdale | St. Louis Park

4. The plans should include a SWPPP (Storm Water Pollution Prevention Plan) and erosion control plan, including where silt curtains or rock dams will be used in the channel to provide sediment control during runoff events.
5. Adequate riprap should be provided to prevent erosion between storm sewer outlets and receiving water bodies.
6. The details for the cross vanes and rock weir should be added to the plans.
7. Plymouth is the LGU responsible for reviewing the project for conformance to the Minnesota Wetland Conservation Act.
8. Revised plans must be submitted to the BCWMC engineer for review and to the BCWMC for final approval.

The drawings we reviewed are dated September 24, 2013 (Sheets 1 – 27).

The BCWMC also requested that the City bring previously-evaluated alternatives back to the BCWMC for reconsideration, along with new alternatives suggested/discussed by the residents and the BCWMC at the September 19, 2013 BCWMC meeting. The BCWMC looks forward to working with the City as they move forward with assessing these water quality improvement alternatives. If you have questions, please contact me at 952-832-2813 or Jim Herbert at 952-832-2784.

Sincerely,



Karen L. Chandler, P.E.
Barr Engineering Co.

Engineers for the Bassett Creek Watershed Management Commission (BCWMC)

c: Doran Cote , City of Plymouth
Dan Campbell, City of Plymouth
Michael Payne, City of Plymouth

MEMO

CITY OF PLYMOUTH

3400 Plymouth Boulevard
Plymouth, MN 55447

DATE: November 12, 2013

TO: Ginny Black, Chair, Bassett Creek Watershed Management Commission

FROM: Derek Asche, Water Resources Manager

SUBJECT: FOUR SEASONS DRAINAGE IMPROVEMENT ALTERNATIVES

The Bassett Creek Watershed Management Commission (Commission) through their current Watershed Management Plan (2004) has set a phosphorus reduction goal of 73 pounds per year for Northwood Lake in New Hope. Additionally, Northwood Lake is listed as an impaired water body by the Minnesota Pollution Control Agency with a total maximum daily load (TMDL) anticipated in the next 10-15 years. May through October phosphorus concentrations in Northwood Lake are generally 2-3 times the State standard as measured through the Citizen Assisted Monitoring Program (CAMP) from 2000-2011 (see attached).

The feasibility study for the Four Seasons Drainage Improvement Project reviewed several alternatives for meeting the 73 pound phosphorus reduction goal with stream restoration and water quality ponding being selected as the most cost effective option (see attached). At their regularly scheduled meetings in September and October, 2013, the Commission requested additional alternatives analysis for the Four Seasons Drainage Improvement Project.

This memo is intended to summarize previous alternatives (Table 1) and to provide cursory analysis of additional alternatives (Table 2). The stream restoration and water quality ponding alternative was considered viable and moved forward to the design process while other alternatives were eliminated from consideration for various reasons. The cursory analysis assumes a project is technically feasible, however, the project may be impractical, un-permittable based on existing rules and regulations, ineffective, or other. Cost estimates provided are based on recent projects in Plymouth with the exception of the stream restoration and water quality ponding alternative currently proposed for which there is an engineers estimate.

Based on the alternatives presented in the feasibility study, the cursory analysis of additional options, and concerns brought fourth by residents in the area, it is recommended the Commission pursue a partnership with future development of the Four Seasons Mall site for construction of an alum injection facility. Should a partnership with future development be unachievable, it is recommended stream restoration and water quality pond be considered in the context of an approved Total Maximum Daily Load Plan.

Table 1. Alternatives analyzed in the Four Seasons Mall Drainage Improvement Feasibility Study.

Alternative	Estimated Cost	Comments
1. Pilgrim Park Storm Water Pond	NA	Eliminated from consideration based on high use of this area by residents.
2. Pilgrim Lane Elementary Pond	NA	Eliminated from consideration due to uncertainty with the school and unlikelihood the School Board would allow such a use.
3. 40 th Ave. Pond	\$400,000 ¹	Selected and approved by the Commission for design.
4. Four Seasons Mall Pond	\$290,000 ²	Selected and levied for by the Commission, however, would require a partnership with the property owner.
5. Channel Restoration	\$620,000 ¹	Selected and approved by the Commission for design.
6. Alum Injection Facility	\$1,200,000 ²	Feasibility determined this as a viable option to meet the 73 pound reduction goal, however, is was determined to be cost prohibitive when compared to ponding and channel restoration.
7. NB07 Wetland Conversion and Outlet Mod	NA	Eliminated from consideration as cost prohibitive due to limited effectiveness and wetland mitigation costs.
8. Infiltration	NA	Eliminated due to poor soils and limited effectiveness compared to drainage area.

1. From Engineers Estimate

2. From Feasibility Study

Table 2. Cursory review of Four Seasons Drainage Improvement project alternatives

Alternative	Estimated Cost	Comments
A. Ponding on East Side of Lancaster	\$1,344,000	Assumes 4 acres of wetland impact; 5 foot deep pond; 24,000 cubic yards of excavation (\$20/yd); non-contaminated soils; 8 acres of wetland mitigation; 20% eng/admin/cont. Modeling indicates pond would be ineffective due to high volumes.
B. Ponding on West Side of Lancaster	\$864,000	Assumes 2.5 acres of wetland impact; 5 foot deep pond; 16,000 cubic yards of excavation (\$20/yd); non-contaminated soils; 5 acres of wetland mitigation; 20% eng/admin/cont. Does not include channel restoration; P8 indicates removal of 45 lbs per year.
C. Rip Rap 3100 LF of channel	\$702,000	Assumes 500 trees removed at \$300 each; does not include water quality pond. Feasibility indicates P removal of 25 pounds per year; 20% eng/admin/cont.
D. Storm Sewer 3100 LF	\$754,800	Assumes 500 trees removed at \$300 each; does not include water quality pond; similar P removal of channel restoration of 25 pounds per year; 20% eng/admin/cont.
E. Water Quality Pond in Green Space	\$768,000	Assumes pond outlet of 925 (5 feet higher than proposed); Assumes pond sized as in feasibility study; Assumes 6 foot deep pond; 32,000 cubic yards of excavation (\$20/yd); non-contaminated soils; Feasibility indicates 59 lbs P removal.

Attachments: Northwood Lake P Concentration 2000-2011
Figure 3.1 Initial Project Identification Inventory
cc: CIM

Northwood Lake P Concentration 2000-2011 Citizen Assisted Monitoring Program

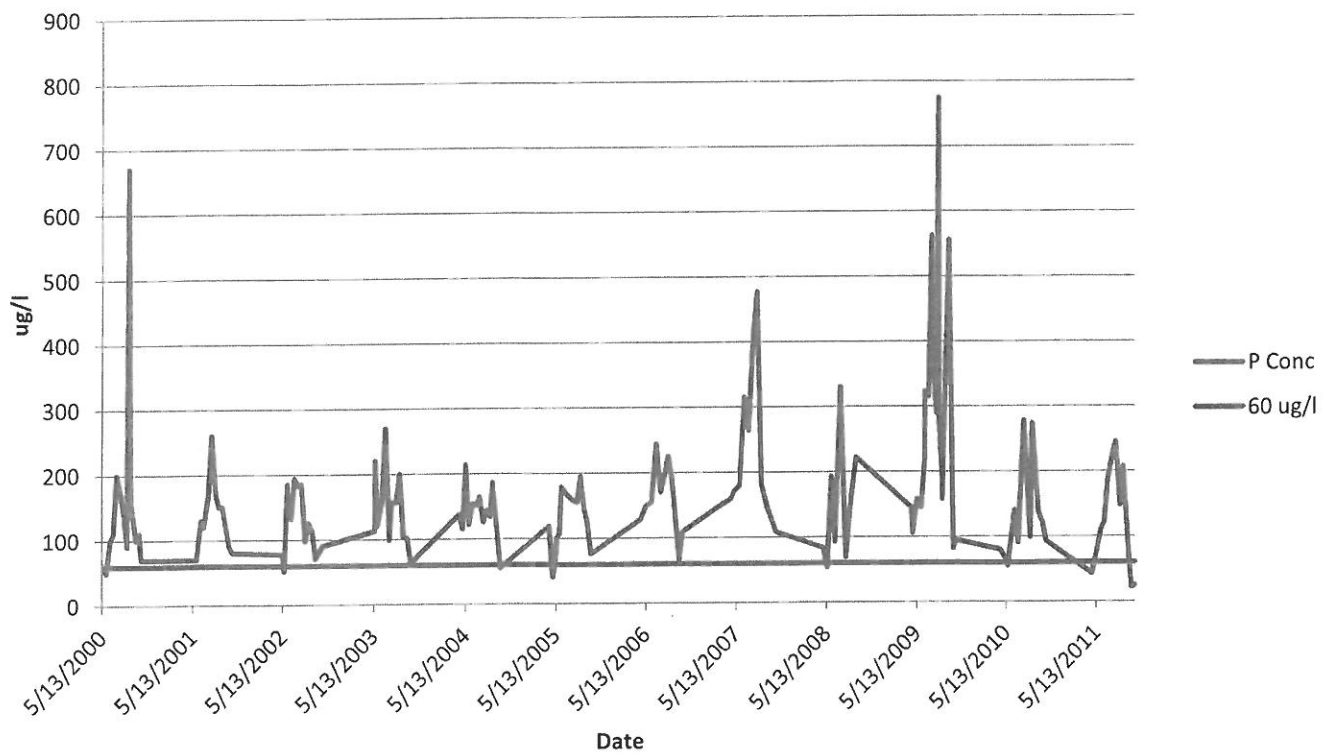




Figure 3.1. Initial Project Identification Inventory.



Bassett Creek Watershed Management Commission

MEMO

Date: November 12, 2013
 From: Laura Jester, Administrator
 To: BCWMC Commissioners
 RE: **Administrator's Report**

As many of you know, there are multiple issues to address and projects to keep me busy these days! Since the October Commission meeting, I have spent time coordinating and attending various meetings, and responding to issues including correspondence and coordination for the following:

- Polling stakeholders of Medicine Lake (as directed by Administrative Services Committee) to understand various issues and impacted uses on Medicine Lake
- Assisting with the development of a waterbody classification table for the Watershed Plan
- Responding to a resident's request regarding the status of implementing the Sweeney Lake TMDL
- Responding to resident's concern about possible erosion near Twin Lake
- Reviewing the water quality and wetland impacts analysis from the proposed diversion on Schaper Pond and distributing to MPCA and MDNR
- Assisting with gathering possible CIP selection criteria for Plan Steering Committee and TAC
- Drafting TAC meeting agenda and meeting memo
- Review of 2013 budget and coordination with Deputy Treasurer regarding 2014 CIP Project budgets and other necessary adjustments
- Coordination of Education Committee meetings and assistance with watershed map proposal

The following table provides detail on my activities October 1 - 31.

Administration – Correspondence, informational meetings, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, K. Chandler, A. Herbert, B. Wozney (BWSR), C. LeFevre, Chair Black, D. Asche, J. de Lambert, M. Welch, C. Carlson, Mayor Holter, R. Anhorn (Hennepin County), developers, state agencies Coordination of various projects, meetings and programs including DNR evaluation 2010 Clean Water Fund grant projects (gathering and transferring documents to DNR and participating in on-site project evaluations); Hennepin County Committee meeting; surveying stakeholders re: issues and concerns with Medicine Lake; Dispute Resolution Committee (including informal meeting with Plymouth and Medicine Lake Commissioners and B. Wozney); development of watershed map (including meeting with Hedberg Design in Minneapolis); finalizing and posting CIP flowchart and Feasibility Study Criteria; etc.
Administration – Meeting attendance: 10-7-13 TAC Meeting 10-8-13 WMWA Meeting 10-17-13 Commission Meeting 10-29-13 Hennepin County Budget and Capital Investment Committee Meeting
Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agendas and materials and review relevant documents for BCWMC meeting, review meeting notes for follow up tasks; develop agendas and materials, review documents and draft TAC memo for TAC

meeting; assist with coordination of Dispute Resolution Committee meeting and Education Committee meeting
Administration – Document review and development: Review invoices, XP SWMM Model memo, dispute resolution materials
Administration - Watershed Management Plan Development: Review draft policies; distribute agenda and meeting materials; attend 10-28-13 Plan Steering Committee meeting and draft meeting notes; draft waterbody lake classification table; draft meeting notes for 9-23-13 Plan Steering Committee; gather information on water monitoring activities; prepare for Commission workshop – develop agenda and meeting materials; coordinate with K. Chandler and G. Williams; draft workshop minutes

In the coming month, I plan to work on the following items:

- Assist with preparations and follow up tasks for Commission and committee meetings
- Continue gathering input of Medicine Lake issues
- Work to post pertinent Watershed Plan Development materials online (meeting with A. Herbert scheduled for 12/5)
- Continue to gather and post materials for new Commissioners
- Begin developing financial policies
- Begin developing a policy or process for transferring and documenting CIP payment information to the Deputy Treasurer and onto Commissioners and TAC members