



## 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 19<sup>th</sup> 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
- 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