



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: August 7, 2013

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background information on 8/15/13 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 - ACTION ITEM with attachments
 - i. July 18, 2013 Commission Meeting
 - ii. July 18, 2013 Commission Workshop
 - B. Approval of July Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachment
 - i. Keystone Waters, LLC – July 2013 Administrator Services
 - ii. Barr Engineering – Engineering Services
 - iii. Amy Herbert – July 2013 Secretarial Services
 - iv. D'amico-ACE Catering – August 2013 Meeting Catering
 - v. Kennedy & Graven – Legal Services through June 30, 2013
 - vi. LMCIT Insurance Premium
 - vii. Wenck – July WOMP Station Operation
 - D. Approval of Development at 1400 Spring Valley Road, Golden Valley - ACTION ITEM with attachment – *Commission Engineer recommends approval with conditions for this project that will replace a wood walkway and deck and with a stone lined path, stone patio, and riprap and filter replacement. Review of the property is required due to shoreline stabilization in the Sweeney Lake floodplain. The project will result in no change of impervious area.*
5. **NEW BUSINESS**
 - A. Review of Four Seasons Mall Water Quality Project – 50% Development Plans (CIP NL-2) - ACTION ITEM with attachment; additional materials online *Commission Engineer recommends conditional approval of the 50% plans for the Four Seasons Mall Area water quality project (CIP NL-2). This project is being funded by the BCWMC's ad valorem levy (via Hennepin County). The 50% plans are provided for review and comment, as set forth in the BCWMC CIP project flow chart. Please see the memo with comments to consider for the final plans. Plan drawings are provided online.*
 - B. Resignation and Recognition of Commissioner Hoshal – INFORMATIONAL ITEM with attachment *Regretfully, Commissioner Hoshal resigned from the Bassett Creek Watershed Management Commission. Please see his letter of resignation attached. The Commission may wish to show their appreciation for Ted's service through a resolution or other means at this meeting.*

- C. Appointment of Commission Secretary and Discussion of Committee Members – **ACTION ITEM no attachment** *The resignation of Commissioner Hoshal leaves a vacancy for the Commission secretary and possibly some committees. A new secretary should be appointed and a discussion about committee assignments is in order.*
- D. Mid-year Budget Review – **DISCUSSION ITEM with attachment**
The Commission is halfway through its fiscal year – a good point at which to review budget performance. Barr Engineering provides a memo reporting budget projections and recommendations. I will update the Commission verbally on the status of non-engineering line items.
- E. TAC Recommendations – **ACTION ITEMS with attachments below**
At their meeting on 7/29/13, the TAC discussed development review fees, XP-SWMM model second phase development and schedule, the P8 model updates and schedule, and the feasibility study process (see TAC memo attached). The TAC made the following recommendations:
- a. Development Review Fees – **attachment**
The TAC recommends the following with regards to updating the development review fees. (See the proposed 2014 rate schedule attached.) 1) raise all flat fees in the current fee schedule by 10% (rounded to appropriate value); 2) include additional fees for projects that include work in the floodplain, creek crossings, and/or the use of best management practices other than those listed in the current policy; and 3) increases rates at the beginning of fiscal year 2014.
 - b. P8 Model Updates and Schedule
The TAC recommends that member cities forward information on projects or development/redevelopment sites that would impact the model to the Commission Engineer by the end of each calendar year.
 - c. Feasibility Study Process Improvement – **attachment**
The TAC recommends that 1) Commission staff present and discuss the CIP flowchart (project timeline) with the Commission to determine where and when additional input from the Commissioners would be appropriate (see CIP Flowchart and Project Timeline attached); and 2) the Commission should consider developing standard criteria for feasibility studies for Commission projects.

6. OLD BUSINESS

- A. Receive Update on Next Generation Plan Development
- i. Draft Next Generation Plan Steering Committee Meeting Notes (7/22/13 and 7/29/13)
INFORMATIONAL attachments
 - ii. Preliminary Approval of Final Goals – **ACTION with attachment** – *Staff requests Commission approval of final goals developed through 7/18/13 Commission workshop. Please see the memo from Barr attached for list of goals.*
 - iii. Discuss Process for Policy Development – **DIRECTION** *is requested on the process to develop policies*
- B. Adopt Final 2014 BCWMC Budget – **ACTION with attachment**
At the 6/20/13 Commission meeting, the 2014 draft operating budget was approved and subsequently sent to cities for review and comment. The deadline for city comments was August 1st. No comments were received. Staff recommends approving the final 2014 budget as presented.

- C. Update on Possible Electrofishing in Twin and Sweeney by DNR – **INFORMATION ITEM no attachment** *Commission Engineer and I will update the Commission on discussions with the DNR and Steve McComas with Blue Water Science.*
- D. Update on Possible Clean Water Fund Grant Applications for Commission Projects **INFORMATION ITEM no attachment** *Commission Engineer and I will update the Commission on possible projects that may be eligible for a Clean Water Fund grant application.*
- E. Reschedule Watershed Tour – **ACTION ITEM no attachment** *A link to a Doodle Poll with possible dates for the rescheduled Watershed Tour was emailed to Commissioners, Alternates, staff, and TAC members on 8/1/13. To date, eleven of the thirteen poll participants are available on Monday September 23 at 1:00 p.m. Staff recommends rescheduling the Tour for this date and directing staff to re-invite Commissioners, Alternates, TAC members, stakeholders, local officials, etc.*

7. COMMUNICATIONS

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

8. INFORMATION ONLY – INFORMATION ITEMS with documents online

- A. Grant Tracking Summary and Spreadsheet
- B. Public Hearing Notice to Cities
- C. Clean Water Summit September 12th at Arboretum:
www.arboretum.umn.edu/2013CleanWaterSummit.aspx
- D. Upcoming Events and Notices
- E. Links to Water Related News Articles

9. ADJOURNMENT

Upcoming Meetings

- **Monday August 19th – Next Generation Plan Steering Committee Meeting** – 4:30 – 6:00 p.m.
Golden Valley City Hall
- **Thursday September 19th – Regular Commission Meeting** – 8:30 – 11:00 a.m., Golden Valley City Hall