



Bassett Creek Watershed Management Commission

Regular Meeting & Workshop

8:30 a.m. – 11:00 a.m.

Thursday, August 15, 2013

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

AGENDA

Please note start 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
 - i. July 18, 2013 Commission Meeting
 - ii. July 18, 2013 Commission Workshop
- B. Approval of July Financial Report
- C. Approval of Payment of Invoices
 - 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

5. NEW BUSINESS

- A. Review of Four Seasons Mall Water Quality Project – 50% Development Plans (CIP NL-2)
- B. Resignation and Recognition of Commissioner Hoshal
- C. Appointment of Commission Secretary and Administrative Services Committee Member
- D. Mid-year Budget Review
- E. TAC Recommendations
 - i. Development Review Fees
 - ii. P8 Model Updates and Schedule
 - iii. Feasibility Study Process Improvement

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)
 - ii. Preliminary Approval of Final Goals

- iii. Discuss Process for Policy Development
- B. Adopt Final 2014 BCWMC Budget
- C. Update on Possible Electrofishing in Twin and Sweeney by DNR
- D. Update on Possible Clean Water Fund Grant Applications for Commission Projects
- E. Reschedule Watershed Tour

7. COMMUNICATIONS

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

8. INFORMATION ONLY (Information online only)

- 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

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
- Emerald Ash Borer and how ash tree removal should be considered during restoration projects
(Rainbow Tree Care has offered to give a presentation)
- Look into implementing “phosphorus-budgeting” in the watershed – allow “x” pounds of TP/acre.
- Discuss issues/topics arising Next Generation Plan process.



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:
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Bassett Creek Watershed Management Commission

Minutes of the Special Meeting

July 18, 2013

Plymouth 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 Ted Hoshal, Secretary	Attorney	Charlie LeFevere, Kennedy & Graven
Minneapolis	Alternate Commissioner Lisa Goddard	Engineer	Karen Chandler, Barr Engineering Co.
Minnetonka	Commissioner Jacob Millner	Recorder	Amy Herbert
New Hope	Alternate Commissioner Pat Crough		
Plymouth	Commissioner Ginny Black, Chair		

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

Derek Asche, TAC, City of Plymouth	Tom Mathisen, TAC, City of Crystal
Kate Drewry, MDNR	Steve McComas, Blue Water Science
Lois Eberhart, TAC, City of Minneapolis	Richard McCoy, TAC, City of Robbinsdale
Perry Edman, TAC, City of St. Louis Park	Jeff Oliver, TAC, City of Golden Valley
David Hanson, Alternate Commissioner, City of Golden Valley	Liz Stout, TAC, City of Minnetonka
Guy Johnson, TAC, City of New Hope	Dave Tobelmann, Alternate Commissioner, City of Plymouth
Linda Loomis, BCWMC Next Generation Plan Steering Committee Chair	Greg Williams, Barr Engineering Company
Chris Long, TAC, City of New Hope	

1. CALL TO ORDER AND ROLL CALL

On Thursday, July 18, 2013, at 8:30 a.m. in Plymouth 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 Medicine Lake and Robbinsdale were absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No citizen input.

3. AGENDA

Chair Black requested that item 6B – Receive Update on Next Generation Plan Development - be removed from the Special Meeting agenda and onto the Workshop agenda as item 10A, and she requested that the previous Workshop agenda item 10A – Discussion and Refinement of Draft Commission Goals – become item 10B. Commissioner Millner moved to approve the agenda as amended. Alternate Commissioner Goddard seconded the motion. The motion carried unanimously 7-0 [Cities of Medicine Lake and Robbinsdale absent from vote].

[BCWMC Commissioner Ted Hoshal, Medicine Lake representative, arrives.]

4. CONSENT AGENDA

Chair Black requested the removal of 4B – Approval of Financial Report – from the Consent Agenda and requested that it be added to the agenda as item 6E. Alternate Commissioner Goddard moved to approve the Consent Agenda as amended. Commissioner Millner seconded the motion. The motion carried unanimously 8-0 [City of Robbinsdale absent from vote]. [The following items were approved as part of the Consent Agenda: the June 20, 2013, BCWMC meeting minutes and payment of the invoices.]

The general and construction account balances reported in the Financial Report prepared for the July 18, 2013, meeting are as follows:

Checking Account Balance	\$647,660.15
TOTAL GENERAL FUND BALANCE	\$647,660.15
TOTAL CASH & INVESTMENTS ON-HAND (7/10/13)	\$2,943,887.24
CIP Projects Levied – Budget Remaining	(\$3,056,873.04)
Closed Projects Remaining Balance	(\$112,985.80)
2013 Anticipated Tax Levy Revenue	\$494,829.94
Anticipated Closed Project Balance	\$381,844.14

5. NEW BUSINESS

- A. Consider Proposal for Fish Survey of Sweeney and Twin Lakes.** Steve McComas of Blue Water Science summarized his experience working with lakes and fish surveys. He provided additional detail to the information included in the meeting packet about the proposal and quote for the fish surveys of Sweeney and Twin Lakes. He said that the objective of the proposed survey is to characterize the existing fish community and to see if the existing fish composition has an impact, whether adverse or beneficial, on the lakes' water quality. Mr. McComas said that any single survey will not tell the whole story but will provide a lot of information. He said that indirect evidence of impacts of the fish to water quality can be gathered by looking at the aquatic plant distribution, potential fish habitat, and related conditions. Mr. McComas responded to Commission questions.

Chair Black asked if the Commission would gain anything by adding electrofishing to the trap netting. Mr. McComas said yes, it would raise the confidence of the data, but in terms of cost effectiveness if he were to recommend the best single survey for the Commission's needs it would be the trapnetting. He said that if he were to recommend two surveys it would be trapnetting and electrofishing, and for three surveys he would recommend trapnetting, electrofishing, and gillnetting.

Chair Black asked if the fish surveys would provide a good idea of the effects of the fish population on a possible water quality treatment plan. Mr. McComas replied yes. Engineer Chandler said that the Commission Engineer talked with the Minnesota Department of Natural Resources (DNR) and passed on the information to Chair Black, Administrator Jester, and Mr. McComas. She reported the DNR said it might be able to fit electrofishing on Sweeney Lake and Twin Lake into their fall schedule and that the DNR recommended that any type of fish survey be undertaken in the fall. She said that there also was discussion about how trapnetting might not be effective at giving a good sense of the carp population, according to the University of Minnesota's Dr. Bajer and Dr. Sorenson. Engineer Chandler said that they also recommended doing the shoreline seines.

There was discussion of the different survey methods. Chair Black said that she is interested in having the electrofishing survey done and would like the Commission to follow up with the DNR to see if it will do it or if not, then perhaps the Commission would need to look into modifying an agreement with Steve McComas and Blue Water Science to undertake it. She said that she is looking for a Commission motion to approve the fish survey of Twin Lake and Sweeney Lake by Steve McComas and Blue Water Science as presented today at a cost of \$3,900.

Commissioner Hoshal moved to approve ordering the survey at the cost of \$3,900. Commissioner de Lambert seconded the motion. Commissioner de Lambert commented that the discussion today answered his questions and he understands that the purpose behind conducting the fish survey is to determine potential risks to the effectiveness of the Commission's proposed water quality Best Management Practice (BMP) for Twin Lake and to understand if the proposed BMP would need to be tailored due to information discovered through the fish survey. Chair Black asked Mr. McComas when the fish survey would be undertaken. He said early fall, such as early September, in order to find both the pan fish and carp. Ms. Chandler asked if she has permission to follow up with the electrofishing opportunity with the DNR. The Commission directed Ms. Chandler to follow up with the DNR and to bring information back to the Commission at its August meeting.

B. Dispute Resolution Request from Cities of New Hope, Golden Valley, and Crystal. Chair Black reported that the Commission received letters from the cities of New Hope, Golden Valley, and Crystal requesting dispute resolution action. She said that this request first came in front of the Commission in August 2012 and at that time the item was deferred because the cities wanted to further discuss it among themselves to try to reach resolution. She provided a brief history of the issue indicating it deals with a low-lying Decola Ponds area in Golden Valley that is experiencing a lot of flooding.

Chair Black summarized that what is being asked of the Commission today is to appoint a three-member dispute resolution committee, comprising Board members that are not from cities involved in the dispute.

Chair Black opened the floor for comments from the disputing parties. Mr. Mathisen provided comments on behalf of the City of Crystal.

Mr. LeFevere provided more detail on the Commission's role in the dispute resolution process and described the different procedures that it could follow per the Commission's *Watershed Management Plan*. He said that the *Plan* is a little unclear, but it describes two different procedures: one in which the committee provides mediation, or in other terms facilitated negotiation, without having a decision-maker role and one in which a committee takes testimony from various parties and makes findings or recommendations, which is more like a hearing examiner role. He said that he thinks the committee has some latitude in terms of which way it would want to proceed based on what the committee thinks would be most helpful or fruitful. Mr. LeFevere pointed out that the rules provide that the committee members can be Commissioners or Alternate Commissioners. There was discussion of the procedure and potential costs to the Commission, which were identified as staff time.

Chair Black, Commissioner Millner, and Commissioner de Lambert volunteered to be on the three-person committee. Mr. LeFevere said that technically the Chair appoints the committee members and selects the chair. Chair Black appointed Commissioners Black, Millner, and de Lambert as the committee for this dispute resolution process. Commissioner de Lambert volunteered to chair the committee. The committee members approved.

- C. Set TAC Meeting and Agenda.** Mr. Asche said that the TAC proposes to meet on July 29th and recommends that the agenda items include: appropriate development review fees, a schedule for updating the XPSWMM and P8 models, and feasibility study process improvements. Commissioner Dave Tobelmann and Alternate Commissioner Guy Mueller volunteered to attend the TAC meeting. The Commission consented to the TAC's proposed meeting date and agenda.
- D. Discuss BCWMC Meeting Time.** The Commission discussed scheduling the meeting at a time of day that would be convenient for more people. The Commission decided to schedule its August 15th and September 19th meetings to start at 8:30 a.m. at its regular location of Golden Valley City Hall. Engineer Chandler noted that the Commission needs to order its public hearing that it is tentatively slated for September 19th to order the projects that are part of the Commission's proposed Major Plan Amendment. Chair Black added this issue to today's meeting agenda as item 6F.
- E. Consider BCWMC Projects for Clean Water Fund Grant Application.** Engineer Chandler reported that at the end of July or beginning of August the Minnesota Board of Water and Soil Resources (BWSR) will put out its Request For Proposals (RFP) for the next round of the Clean Water Fund grant applications. She said that the applications are typically due around the time of the Commission's September meeting. She explained that it would be good for the Commission to discuss which projects it may want to put forward for

the grant. Engineer Chandler stated that the two projects that she and Administrator Jester had discussed as possibilities for the grant application were the Briarwood/ Dawnview project and the Four Seasons Mall project. She noted that the grant awardees are officially notified in mid-December. Mr. Asche said that the City of Plymouth is looking to bid out the Four Seasons Mall project in late September or early October, so the timing of the grant process maybe too late for the schedule of that project. He suggested discussing this further at the Commission's August meeting because if this project was forwarded as a candidate for grant funding then the City would need to adjust contract documents. Engineer Chandler said that it also could be worth the time to discuss the project with BWSR staff after the RFP comes out in order to get a gauge on how strong a candidate BWSR feels that the project may be. Mr. Asche described grant money that the City of Plymouth received for the part of the project involving porous pavement and summarized that the City may already have Clean Water grant funding for part of the Four Seasons Mall project.

Chair Black said that it sounds like the Commission feels that the Briarwood/Dawnview project should be forwarded in the grant application. Mr. Oliver suggested that the Commission also forward the Schaper Pond project for grant funding. Engineer Chandler said that the project is a possibility and the Commission Engineer can talk with BWSR staff about the project. The Commission directed staff to bring back to the August BCWMC meeting any information it finds out from BWSR on the Briarwood/ Dawnview and Schaper Pond projects.

6. OLD BUSINESS

A. Discussion and TAC Recommendation Regarding Completed P8 Model. Chair Black summarized the P8 model and its role and importance in tracking the accomplishments of water quality improvements in the watershed. She presented a summary of the TAC's recommendations to the Commission as listed in the TAC's July 9, 2013, memo:

- i. The BCWMC would be the official keeper of the model;
- ii. The BCWMC would review and approve updates to the model;
- iii. The BCWMC would update the model annually;
- iv. The BCWMC would develop a summary report regarding the model that the member cities could use for their MS4 reporting;
- v. The TAC develop guidelines for the types of best management practices (BMPs) to be included in the P8 model updates and for the schedule for performing the updates.

Alternate Commissioner Goddard mentioned that Mn/DOT and the counties also have projects, and she asked how that information would be incorporated into the watershed-wide model. Chair Black remarked that it was a good question. She thought the information would be updated into the model once a year, but she asked if the cities need to have the model updated any more frequently. Mr. Asche said that the TAC recommends that the BCWMC be the official coordinator of the model, but the model would be available to the cities so that cities could take their project components and enter them into the model for their own purposes. However, he said, it would be up to the Commission to determine if it would officially enter the cities' data into the model. He said that regarding Mn/DOT it may be best for the Commission to enter Mn/DOT BMP information into the model. Mr. Asche said that Hennepin County has indicated an interest in participating in the categorical

TMDL, meaning that there may be an opportunity to coordinate a little more closely with the County. Mr. Oliver remarked that typically if there is a County project, a city is a partner and is involved in cost sharing and in the design and decision-making. He said that he thinks it would be the responsibility of the city in which the project occurs to get that information to the Commission.

Engineer Chandler asked if Hennepin County had signed the agreement regarding the categorical TMDL. Mr. LeFevere said that he will follow up on it.

The Commission discussed the possible timing of the annual model update. Mr. Oliver suggested that the TAC discuss the details. Alternate Commissioner Goddard moved to approve the recommendations of the TAC regarding the P8 model. Commissioner Hoschka seconded the motion. The motion carried unanimously 8-0 [City of Robbinsdale absent from vote].

- B. Receive Update on Next Generation Plan Development.** Discussion of item moved to Workshop Agenda as item 10A.
- C. JPA Amendment Next Steps.** Mr. LeFevere reported that there is some resistance by the City of Medicine Lake to the Joint Powers Agreement (JPA) Amendment. He explained that the resistance is not to the amendment itself but to another issue that it has raised with the BCWMC. Mr. LeFevere said that the amendment doesn't have to be completed until January 2015, so he recommended that the BCWMC put the JPA amendment on the back burner for now.

Chair Black said that some residents of Medicine Lake and Plymouth have been concerned for some time about the level of the lake and the outlet structure. She said that this issue has surfaced again with discussion of the JPA amendment. Chair Black described some communications she and Administrator Jester have received from the Mayor of Medicine Lake. She recommended that the Administrative Services Committee meet to discuss possible options of how to handle the issues raised by the City of Medicine Lake and to bring recommendations in front of the Commission at its August meeting. Chair Black described one idea, saying that a panel including BWSR, the DNR, the BCWMC, and perhaps the Army Corps of Engineers, meet with the City Councils of Medicine Lake and Plymouth and the other interested residents of Medicine Lake and Plymouth to discuss the issues being raised and to clarify jurisdictions.

Commissioner Hoshal said that a third issue of concern for the City of Medicine Lake and as discussed at the BCWMC's June 13th Watershed Summit is the accessibility of the West Medicine Lake Park boat landing during times of low water periods. He commented on jurisdiction of dredging and possibilities of cost sharing of dredging and mentioned that this issue likely would be brought forward at a meeting such as the one that Chair Black has suggested. Alternate Commissioner Tobelmann suggested that the leadership for taking action on the issues raised by the City of Medicine Lake should come from Medicine Lake's lake association. Commissioner Hoschka recommended that a mediator organize and run the meeting that Chair Black is suggesting as opposed to the Commission in order to clarify that the issues are not within the Commission's jurisdiction.

- D. Reschedule Watershed Tour.** The Commission decided that it wants staff to send out a poll via Doodle about possible tour dates in September including the 1st, 3rd, and 4th Thursdays and the 2nd, 3rd, 4th, and 5th Mondays.
- E. BCWMC's July Financial Report.** Chair Black pointed out that the report indicates that the Commission is over-budget on its P8 and XPSWMM models, but she reminded the Commission that those budget items had unspent funds from the previous fiscal year and the Commission carried over those funds. She noted that

the Commission had discussed making modifications to its financial report in order to better track this type of information and she would like those modifications made. Chair Black moved to approve the July financial report. Commissioner Hoschka seconded the motion. The motion carried unanimously 8-0 [City of Robbinsdale absent from vote].

- F. Order Public Hearing to Order Projects.** The Commission set its public hearing for ordering the projects contained in the Commission's Major Plan Amendment Request. The hearing will take place at the 8:30 a.m. BCWMC meeting on September 19th. The Commission directed staff to order the hearing per required procedure.

7. COMMUNICATIONS

A. Administrator: Chair Black noted that Administrator Jester's Administrator's Report is in the meeting packet.

B. Chair: No Chair Communications

C. Commissioners:

- i. Commissioner Hoshal noted that the City of Medicine Lake and the City of Plymouth jointly put into effect their respective high water ordinances between June 26th and July 1st restricting boat traffic on Medicine Lake while there was high water. He said that he had been in touch with Barr Engineering Company regarding the lake level height that triggers that ordinance, because he wanted some type of visual reference either on the dam or the staff gauge in order to know the point in which the high water ordinance would be triggered. He commented that he was not sure who determined that the water had reached the high water trigger. He described measurements that he took and spoke about how even when the water had ceased to flow over the west wall of the dam it was still flowing over the east wall, which seemed to indicate to him that there has been some settling of the dam and he wondered if it is worth investigating further. Commissioner Hoshal commented that the current practice of monitoring the lake level every two weeks is not enough data since the water levels fluctuate over shorter periods of time.

There was discussion of the temporary monitoring of Medicine Lake that was done by Commissioners de Lambert and Hoshal with the data recorder and of the possibility of putting a data recorder back at Medicine Lake. Chair Black remarked that the City of Plymouth may be interested in putting a transducer in Medicine Lake and said that she and Mr. Asche will check into it and report back.

- ii. Commissioner Hoschka announced that the SunValley Post published an article about Bassett Creek. She said that she would send the link to Administrator Jester.

D. Committees: No Committee Communications

E. Legal Counsel: No Legal Communications

F. Engineer:

- i. Engineer Chandler reported that the Commission received a memo from SRF regarding the proposed repair of a retaining wall between Medicine Lake and the trail. She said that the project

may not trigger a Commission review but she wanted to make the Commission aware of the project since it will be very visible to the public and the path will be shut down in that area during the project. Chair Black said that the road there will be shut down temporarily during the project as well.

- ii. Engineer Chandler announced that BWSR has notified the BCWMC that its Major Plan Amendment request will be on BWSR's Metro Water Planning Committee's August 12th meeting agenda. She said that Administrator Jester will be at that August 12th meeting.
- iii. Engineer Chandler said that despite the recent large rain events the Wirth Lake Outlet Structure seemed to be working properly, preventing the backflow of water from Bassett Creek into Wirth Lake.

8. INFORMATION ONLY (Available at the link:

<http://www.bassettcreekwmo.org/Meetings/2013/2013-July/2013JulyMeetingPacket.htm>)

- A. Upcoming Events and Notices
- B. Links to Water-related News Articles
- C. Grant Tracking Summary
- D. Response to Comments on Upper Mississippi River Bacteria TMDL
- E. Commission Letter to FEMA
- F. New videos by MDNR on groundwater and results of study on groundwater usage in Twin Cities
- G. Clean Water Summit on September 12th at the University of Minnesota Landscape Arboretum

9. ADJOURNMENT

The Bassett Creek Watershed Management Commission Special Meeting adjourned at 10:29 a.m.

Amy Herbert, Recorder

Date

Secretary

Date



Bassett Creek Watershed Management Commission

Commission Workshop to Discuss and Refine Draft Commission Goals Meeting Notes

10:30 – Noon

Thursday July 18, 2013

Medicine Lake Conference Room; 3400 Plymouth Blvd; Plymouth, MN 55447

Attendees: Chair Black, Commissioner Hoschka, Commissioner Hoshal, Commissioner Millner, Commissioner Mueller, Commissioner Welch, Alternate Commissioner Crough, Alternate Commissioner Goddard, Alternate Commissioner Hanson, Alternate Commissioner Tobelmann, Plan Steering Committee Chair Loomis, TAC members Asche, Edman, Long, Oliver, Stout, Engineer Chandler (Barr Engineering), Engineer Williams (Barr Engineering), Kate Drewry (DNR), Karen Jensen (Met Council), Emily Resseger (Met Council), and Brad Wozney (BWSR).

Chair Black opened the meeting at 10:30 a.m. Ms. Loomis summarized the information in the Commission's meeting packet about the prioritization exercise conducted at the previous workshop and mentioned the discussion at the workshop about the goal setting process. Introductions were made around the table. Engineer Chandler provided a summary of the plan section development process. She noted that Barr Engineering is compiling the water quality and water quantity monitoring data. She said they are looking at completing those sections, within the inventory section, in the next three weeks. Ms. Loomis opened the discussion on commission goals and suggested that the group review them by going through the table [Table 1. Draft 2014 Plan Goals] compiled by Ms. Chandler and Mr. Williams. The table was available in hard copy and on a presentation screen in the meeting room.

Ms. Loomis explained that the issues were prioritized according to the priorities set by this group and the residents. Engineer Williams explained that in the tables, the column on the left is the goal language written in the BCWMC's 2004 *Watershed Management Plan* and the column on the right is the proposed goal language. The group began its review with the Water Quality goals. There was a discussion of state standards and the proposed language in goal No. 1 related to "meet state standards." Engineer Williams commented that he reads the proposed language as the Commission will meet state standards as well as the standards that the Commission sets. Chair Black said that she sees the state standards as the floor, so to speak, that the Commission has to meet, and if the Commission wants to go beyond those standards, it would be a different standard from the state and would be the Commission's standard. Commissioner Welch wanted to know when in the Plan update process the Commission will set its standards. Chair Black said it seems like it would be the next step after the Commission agrees on its goals. Commissioner Welch wanted to know how Barr Engineering will know what to include in the draft standards. Engineer Chandler said that Barr Engineering would put together draft performance standards, as part of its policies and strategies section, for people to react to and to discuss at another workshop. She said that Barr Engineering is recommending that approach because it seems effective for people to have something to look at and revise. Mr. Wozney asked if it is the Commission's goal to de-list all of its impaired water bodies in the next 10 years, because he interprets the language in goal No. 1 as broadly saying so. He said that some groups will set interim goals, like the quantifiable goal of de-listing four water bodies. There was a discussion of goals versus strategies. Ms. Jensen said that when she hears the words standards, it references the specific numerical standards set by the Minnesota Pollution Control Agency. She explained

that those standards are in a revision process, which likely will be done in the next five years. There was more discussion. Commissioner Welch summarized that in response to Mr. Wozney's question, the Commission answers yes. Engineer Chandler noted that the word surface should be added to the language to read "Manage the surface water resources..."

The group had no comments on goal No. 2. The group discussed goal No. 3 and agreed to revisions in the wording. There was discussion regarding the phrase "from developed areas" in goal No. 4 and whether the phrase was too specific. The group agreed to let the Plan Steering Committee reword the wording of goal No. 4. There were no comments on goals No. 5, 6, or 7. Mr. Wozney asked if goal No. 8 is a goal or a strategy. Ms. Loomis said that his point is noted. There were no comments on goal No. 9. Chair Black suggested that due to time, the group should start reviewing just the goals highlighted in the table to indicate they have changes compared to the 2004 goals. The group agreed and skipped over goal No. 10. There was agreement to remove the words "whenever necessary" from goal No. 11, and goal No. 12 was skipped.

Commissioner Welch remarked that to him goal No. 13 is written to say that the BCWMC is not going to do it itself and won't take a leadership position. There was discussion. Commissioner Welch requested that staff come up with different language that would be a more affirmative statement of the watershed's interest in exercising its role as best as possible in its efforts to protect ground water resources. He said that the Commission as a water management entity has responsibility for the waters of the state and that includes both surface water and ground water. Ms. Chandler suggested keeping the language for this policy the same as is written in the 2004 Plan and then using the proposed goals No. 13 and No. 14 as strategies. The group agreed.

No changes were made to goals No. 15 and No. 16. Mr. Wozney commented on the word "promote" in goal No. 17 and said that BWSR (the Minnesota Board of Water and Soil Resources) is not a huge fan of that word. The group suggested different words, and Mr. Wozney agreed that, from BWSR's perspective, "strengthen" would be a better word. The discussion moved onto Emerging Issues. There was discussion of goal No. 19, and the group decided to have the Plan Steering Committee rework it. Engineer Chandler noted that she liked Ms. Drewry's rewording suggestion: "manage the adverse impacts of harmful aquatic invasive species". There were no comments on goal No. 20. Commissioner Welch said that he would e-mail to Administrator Jester a link to the presentation about a study that was done in the City of Minneapolis and the City of Victoria. He recommended that the Commission coordinate having this presentation made at a future meeting. The group agreed to remove goal No. 21 from the goal list and to turn it into a strategy.

Having made it through all of the highlighted goals, the group went back to review the skipped over goals. There was a discussion of goals No. 9 and No. 10, and the group agreed to combine them. Mr. Williams suggested new wording and the group agreed. Commissioner Welch requested that goal No. 12 be revised to be a more ambitious goal. Ms. Drewry suggested that the goal be a net gain of wetlands. There was a long discussion and several suggestions were made. Mr. Wozney took the suggestions and recommended "improve net function of wetlands in the watershed." Regarding goal No. 15, Engineer Chandler asked if a public ditch goal was necessary. Mr. Wozney stated that under BWSR's new rules, the Commission wouldn't need a ditch goal. The group decided that it could eliminate goal No. 15, and that concluded the review of the draft 2014 Plan goals.

Ms. Loomis announced that the Plan Steering Committee will meet next Monday and will plan the next steps. Commissioner Welch said that he had some other comments, which he would e-mail to Ms. Loomis, Administrator Jester, and Engineers Chandler and Williams.

Item 4B.
BCWMC 8-15-13

BEGINNING BALANCE	10-Jul-13		647,660.15
ADD:			
General Fund Revenue:			
Interest (Bank Charges)		(6.44)	
Permits:			
Yards Per Pound	BCWMC 2013-27	300.00	
SRF Consulting Group	BCWMC 2013-26	1,000.00	
SRF Consulting Group	BCWMC 2013-25	1,000.00	
Golden Valley Lutheran Church	BCWMC 2013-22	1,500.00	
General Engineering Co	BCWMC 2013-24	1,500.00	
Prime General Contractors	BCWMC 2013-23	2,000.00	
Pierce Pini & Assoc	BCWMC 2013-28	3,000.00	
Misc Revenue - State of MN	Special-574 Lo Disas Abate	794.98	
Reimbursed Construction Costs		2,294.00	
	Total Revenue and Transfers In		13,382.54
DEDUCT:			
Checks:			
2551 Barr Engineering	July Engineering	28,520.36	
2552 Amy Herbert	July Secretarial	2,888.52	
2553 Kennedy & Graven	June Legal	892.33	
2554 Keystone Waters LLC	July Administrator	2,567.50	
2555 Wenck Associates	WOMP-July	258.34	
2556 D'Amico Catering	Aug Meeting	83.67	
2557 LMCIT	Insurance	3,450.00	
	Total Checks		38,660.72
Outstanding from previous month:			
2488 Henn Cty Dept Envir Ser	2012 Riverwatch	2,000.00	
Meadowbrook School	2009 Exp-Grant	992.08	
	Total Expenses		38,660.72
ENDING BALANCE	7-Aug-13		622,381.97

	2013/2014 BUDGET	CURRENT MONTH	YTD 2013/2014	BALANCE
OTHER GENERAL FUND REVENUE				
INTEREST EARNED (BANK CHARGES)		(6.44)	(36.06)	
ASSESSMENTS	515,045.00	0.00	511,502.00	3,543.00
PERMIT REVENUE	48,000.00	10,300.00	37,600.00	10,400.00
REVENUE TOTAL	563,045.00	10,293.56	549,065.94	13,943.00
EXPENDITURES				
ENGINEERING				
ADMINISTRATION	120,000.00	12,774.00	74,894.76	45,105.24
PLAT REVIEW	60,000.00	4,212.00	39,744.28	20,255.72
COMMISSION MEETINGS	14,250.00	1,445.09	8,478.72	5,771.28
SURVEYS & STUDIES	10,000.00	0.00	7,742.00	2,258.00
WATER QUALITY/MONITORING	40,000.00	1,943.66	13,580.37	26,419.63
WATER QUANTITY	11,000.00	425.63	4,676.42	6,323.58
WATERSHED INSPECTIONS	7,000.00	921.84	4,097.78	2,902.22
ANNUAL FLOOD CONTROL INSPECTIONS	15,000.00	0.00	0.00	15,000.00
REVIEW MUNICIPAL PLANS	2,000.00	0.00	0.00	2,000.00
ENGINEERING TOTAL	279,250.00	21,722.22	153,214.33	126,035.67
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	4,259.50	16,494.34	23,505.66
PLANNING TOTAL	40,000.00	4,259.50	26,949.34	13,050.66
ADMINISTRATOR	50,000.00	2,567.50	25,374.32	24,625.68
LEGAL COSTS	18,500.00	892.33	8,048.67	10,451.33
AUDIT, INSURANCE & BONDING	15,225.00	3,450.00	13,000.00	2,225.00
FINANCIAL MANAGEMENT	3,045.00	0.00	0.00	3,045.00
MEETING EXPENSES	2,750.00	83.67	1,375.85	1,374.15
SECRETARIAL SERVICES	40,000.00	3,133.16	19,618.57	20,381.43
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	984.18	2,015.82
WOMP	17,000.00	258.34	5,397.93	11,602.07
EDUCATION AND PUBLIC OUTREACH	14,775.00	0.00	6,268.64	8,506.36
WATERSHED EDUCATION PARTNERSHIPS	15,000.00	0.00	3,500.00	11,500.00
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	36,366.72	265,880.33	297,164.67
		Current	YTD	
Construct Exp		2,294.00	520,799.55	
Total		38,660.72	786,679.88	

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.

BCWMC Construction Account
Fiscal Year: February 1, 2013 through January 31, 2014
August 2013 Financial Report

(UNAUDITED)

Cash Balance 7/10/13		
Cash		1,939,088.46
Investments: RBC - Federal National Mortgage - 0.85% - Callable 5/23/14		1,004,798.78
Total Cash & Investments		2,943,887.24
Add:		
Interest Revenue (Bank Charges)		(32.55)
Total Revenue		(32.55)
Less:		
CIP Projects Levied - Current Expenses - TABLE A		(564.00)
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(1,730.00)
Total Current Expenses		(2,294.00)
Total Cash & Investments On Hand	08/07/13	2,941,560.69
Total Cash & Investments On Hand	2,941,560.69	
CIP Projects Levied - Budget Remaining - TABLE A	(3,056,309.04)	
Closed Projects Remaining Balance	(114,748.35)	
2013 Anticipated Tax Levy Revenue - TABLE C	494,829.94	
Anticipated Closed Project Balance	380,081.59	
Proposed & Future CIP Project Amount to be Levied - TABLE B	935,000.00	

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
Main Stem Crystal to Regent (2010 CR)	636,100.00	0.00	673.50	296,973.53	339,126.47
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	0.00	439.80	225,760.46	609,139.54
Wirth Lake Outlet Modification (WTH-4)(2012)	202,500.00	500.00	1,598.50	31,740.38	170,759.62
5/13 Increase Budget - \$22,500					
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	0.00	6,673.31	100,465.44	755,534.56
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	2,461.95	7,539.50	188,460.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	64.00	64.00	70,693.19	919,306.81
	5,260,900.00	564.00	496,704.46	2,204,590.96	3,056,309.04

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
2014					
Briarwood / Dawnview Nature Area (BC-7)	200,000.00	0.00	1,720.34	1,873.14	198,126.86
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	587,000.00	774.00	8,259.00	52,464.46	534,535.54
Twin Lake Alum Treatment Project (TW-2)	148,000.00	956.00	7,962.00	9,633.25	138,366.75
2014 Project Totals	935,000.00	1,730.00	17,941.34	63,970.85	871,029.15
2015					
Main Stem 10th to St Croix	0.00	0.00	248.75	248.75	(248.75)
2015 Project Totals	0.00	0.00	248.75	248.75	(248.75)
Total Proposed & Future CIP Projects to be Levied	935,000.00	1,730.00	18,190.09	64,219.60	870,780.40

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
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>508,040.52</u>	

BCWMC Construction Account

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

(UNAUDITED)

August 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	0.00	4,090.00	135,857.24	114,142.76
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>0.00</u>	<u>5,905.00</u>	<u>365,259.04</u>	<u>1,462,113.96</u>

Cash Balance 7/10/13 **1,338,826.40**

Add:

Transfer from GF 0.00

MPCA Grant-Sweeney Lk 0.00

Less:

Current (Expenses)/Revenue 0.00

Ending Cash Balance 08/07/13 **1,338,826.40**

Additional Capital Needed **(123,288)**

Bassett Creek Construction Project Details

8/7/2013

CIP Projects Levied									
	Total	2010	2010	2011	2011	2012	2012	2013	2013
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Main Stem Crystal to Regent (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (2011 CR-NB)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)
Original Budget Added to Budget	5,238,400 22,500	965,200	636,100	580,200	834,900	180,000 22,500	856,000	196,000	990,000
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	20,889.00	9,319.95	11,569.05						
Feb 2010 - Jan 2011	114,036.63	30,887.00	11,590.80	34,803.97	31,522.86	2,910.00	1,720.00		602.00
Feb 2011 - Jan 2012	1,183,414.67	825,014.32	235,316.17	9,109.50	10,445.00	22,319.34	71,647.97	1,476.00	8,086.37
Feb 2012 - Jan 2013	367,954.45	47,378.09	37,824.01	9,157.98	183,352.80	4,912.54	20,424.16	2,964.05	61,940.82
Feb 2013 - Jan 2014	496,704.46	135.00	673.50	484,658.40	439.80	1,598.50	6,673.31	2,461.95	64.00
Total Expenditures:	2,204,590.96	933,688.61	296,973.53	537,729.85	225,760.46	31,740.38	100,465.44	7,539.50	70,693.19
Project Balance	3,056,309.04	31,511.39	339,126.47	42,470.15	609,139.54	170,759.62	755,534.56	188,460.50	919,306.81

	Total	2010	2010	2011	2011	2012	2012	2013	2013
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Main Stem Crystal to Regent (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (2011 CR-NB)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)
Project Totals By Vendor									
Barr Engineering	299,010.67	47,863.10	31,435.50	48,811.20	36,727.71	26,276.69	82,791.48	6,338.95	18,766.04
Kennedy & Graven	13,762.40	2,120.10	2,435.25	1,052.50	832.45	2,225.15	1,862.25	1,200.55	2,034.15
City of Golden Valley	738,980.48		255,131.83	483,848.65					
City of Plymouth	911,036.86	861,143.86							49,893.00
City of Crystal	177,815.30				177,815.30				
Com of Trans									
S E H									
Misc									
2.5% Admin Transfer	63,985.25	22,561.55	7,970.95	4,017.50	10,385.00	3,238.54	15,811.71		
Total Expenditures	2,204,590.96	933,688.61	296,973.53	537,729.85	225,760.46	31,740.38	100,465.44	7,539.50	70,693.19

	Total	2010	2010	2011	2011	2012	2012	2013	2013
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Main Stem Crystal to Regent (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (2011 CR-NB)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)
Levy/Grant Details									
2009/2010 Levy	935,000	902,462	32,538						
2010/2011 Levy	862,400		286,300	160,700	415,400				
2011/2012 Levy	762,010					83,111	678,899		
2012/2013 Levy	986,000							162,000	824,000
2013/2014 Levy									
Construction Fund Balance	1,302,990	62,738	2,262	419,500	419,500	21,889	177,101	34,000	166,000
BWSR Grant- BCWMO	652,500	212,250	147,750			75,000	217,500		
Total Levy/Grants	5,500,900	1,177,450	468,850	580,200	834,900	180,000	1,073,500	196,000	990,000
BWSR Grants Received		BWSR Final 4/8/13	BWSR Final 4/8/13			67,500	108,750		

	Bdgt	Exp	Balance
West Medicine	Project closed 6/30/12	1,100,000.00	744,633.58
Twin Lake	Project closed 4/11/13	140,000.00	5,724.35
			355,366.42
			134,275.65

Bassett Creek Construction Project Details

	Proposed & Future CIP Projects (to be Levied)				
	Total Proposed & Future CIP Projects (to be Levied)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Twin Lake In-Lake ULUM Treatment Project (TW-2)	2015 Main Stem - 10th Ave to St Croix
Original Budget	385,000	200,000	37,000	148,000	
Added to Budget	550,000		550,000		
Expenditures:					
Feb 2004 - Jan 2005					
Feb 2005 - Jan 2006					
Feb 2006 - Jan 2007					
Feb 2007 - Jan 2008					
Feb 2008 - Jan 2009					
Feb 2009 - Jan 2010					
Feb 2010 - Jan 2011					
Feb 2011 - Jan 2012	39,632.49		39,632.49		
Feb 2012 - Jan 2013	6,397.02	152.80	4,572.97	1,671.25	
Feb 2013 - Jan 2014	18,190.09	1,720.34	8,259.00	7,962.00	248.75
Total Expenditures:	64,219.60	1,873.14	52,464.46	9,633.25	248.75
Project Balance	870,780.40	198,126.86	534,535.54	138,366.75	(248.75)

	Total Proposed & Future CIP Projects (to be Levied)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Twin Lake In-Lake ULUM Treatment Project (TW-2)	2015 Main Stem - 10th Ave to St Croix
Project Totals By Vendor					
Barr Engineering	63,457.50	1,541.24	52,426.26	9,490.00	
Kennedy & Graven	762.10	331.90	38.20	143.25	248.75
City of Golden Valley					
City of Plymouth					
City of Crystal					
Com of Trans					
S E H					
Misc					
2.5% Admin Transfer					
Total Expenditures	64,219.60	1,873.14	52,464.46	9,633.25	248.75

	Total Proposed & Future CIP Projects (to be Levied)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Twin Lake In-Lake ULUM Treatment Project (TW-2)	2015 Main Stem - 10th Ave to St Croix
Levy/Grant Details					
2009/2010 Levy					
2010/2011 Levy					
2011/2012 Levy					
2012/2013 Levy					
2013/2014 Levy					
Construction Fund Balance					
BWSR Grant- BCWMO					
Total Levy/Grants					

BWSR Grants Received

Other Projects						
Total					2012	
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
1,647,373.00	105,000.00	119,000.00	500,000.00	748,373.00 (250,000.00)	250,000.00	175,000.00
163,870.64		163,870.64				
180,000.00	30,000.00			75,000.00		75,000.00
6,949.19				3,954.44		2,994.75
10,249.09	637.20			9,611.89		
113,141.44	23,486.95	89,654.49				
117,455.33	31,590.12	47,041.86				38,823.35
76,184.64	31,868.63	44,316.01				
45,375.25	15,005.25	25,920.00			4,450.00	
12,656.65	168.00	5,290.50			7,198.15	
21,094.00	3,194.00					17,900.00
126,024.09	1,815.00				124,209.09	
529,129.68	107,765.15	212,222.86		13,566.33	135,857.24	59,718.10
1,462,113.96	27,234.85	70,647.78	500,000.00	559,806.67	114,142.76	190,281.90

MPCA Grant
From GF

Feb 2004 - Jan 2005
Feb 2005 - Jan 2006
Feb 2006 - Jan 2007
Feb 2007 - Jan 2008
Feb 2008 - Jan 2009
Feb 2009 - Jan 2010
Feb 2010 - Jan 2011
Feb 2011 - Jan 2012
Feb 2012 - Jan 2013
Feb 2013 - Jan 2014

Project Balance

7,270,773.00
572,500.00
163,870.64
180,000.00

Barr Engineering
Kennedy & Graven
City of Golden Valley
City of Plymouth
City of Crystal
Com of Trans
S E H
Misc
2.5% Admin Transfer

Total					2012	
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
223,663.19	104,888.70	94,948.17		9,549.32	14,277.00	
5,907.54	1,164.30	2,902.59		24.75	1,461.15	354.75
140,659.09					120,119.09	20,540.00
38,823.35						38,823.35
3,992.26				3,992.26		
101,598.10		101,598.10				
14,486.15	1,712.15	12,774.00				
529,129.68	107,765.15	212,222.86		13,566.33	135,857.24	59,718.10

586,131.36
20,432.04
879,639.57
949,860.21
177,815.30
3,992.26
101,598.10
14,486.15
63,985.25

MPCA Grant

Total					2012	
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
163,870.64		163,870.64				
60,000.00	10,000			25,000		25,000
60,000.00	10,000			25,000		25,000
60,000.00	10,000			25,000		25,000
343,870.64	30,000	163,870.64		75,000		75,000

935,000
922,400
822,010
,046,000
,302,990
652,500

Total Levy/Grants

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4D – 1400 Spring Valley Road: Golden Valley
BCWMC August 15, 2013 Meeting Agenda
Date: August 7, 2012
Project: 23270051 2013 286

4D. 1400 Spring Valley Road: Golden Valley

Summary

Proposed Work: Residential stone patio construction, riprap and filter replacement

Basis for Commission Review: Work in floodplain

Change in Impervious Surface: None

Recommendation: Conditional Approval

General Background & Comments

A request was received for review of the removal of a wood walkway and deck and the construction of a stone lined path, stone patio, and riprap and filter replacement at the referenced address in the City of Golden Valley. BCWMC review of the above-referenced property is required due to shoreline stabilization in the Sweeney Lake floodplain. The project will result in no change of impervious area.

Floodplain

The 100-year floodplain elevation of Sweeney Lake is 831.5 feet. Construction of the stone patio will be at existing grade, therefore no fill will be placed in the floodplain. Approximately 940 square feet will be graded in the floodplain for the placement of the stone patio and new riprap and filter. Riprap and filter will be placed using suggested MnDNR cross-section and guidelines (Minnesota Statutes 103G and Public Waters Work Permit Program Rules Chapter 6115).

Stormwater Management

The proposed work on the site will not change stormwater drainage; the entire lot drains to Sweeney Lake.

Water Quality Management

Under existing conditions, runoff from the project area drains directly to Sweeney Lake. Under proposed conditions, there will be no change in runoff. Because there is no change in impervious

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4D – 1400 Spring Valley Road: Golden Valley
Date: August 7, 2013
Page: 2
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area, this project is not required to meet the BCWMC's non-degradation policy or Level 1 water quality treatment requirements.

Erosion and Sediment Control

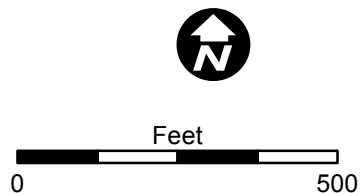
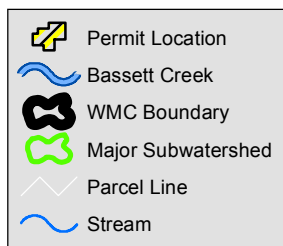
The replacement of riprap and filter and use of natural vegetation will provide additional permanent erosion control along the shoreline.

Recommendation

Conditional approval based on the following comments:

1. Plans signed and dated by the professional completing or overseeing the proposed work must be submitted to the BCWMC engineer.
2. The party responsible for overseeing to completion comments 1-10 in the document titled "Scott Eastman, 1400 Spring Valley Road" (included with the application), must sign and date the document. Use of letterhead is preferred. The signed and dated document must be submitted to the BCWMC engineer.

Barr Footer: ArcGIS 10.1, 2013-08-06 13:52 File: I:\Client\BassettCreek\GIS\Maps\Permits\Maps-2013\Detail\Permit 2013-27.mxd User: RAR2



LOCATION MAP
APPLICATION 2013-27
1400 Spring Valley Road
Golden Valley, MN

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Four Season Mall Area Water Quality Project (CIP NL-2)
50% Plan Set Review – Plymouth
BCWMC August 15, 2013 Meeting Agenda
Date: August 6, 2012
Project: 23270051 2013 623

5A. Four Seasons Mall Area Water Quality Project, (CIP NL-2) 50% Plan Set Review

Summary

Proposed Work: Four Seasons Mall Area Water Quality Project (CIP NL-2)

Basis for Commission Review: 50% plan review

Change in Impervious Surface: N.A.

Recommendation: Conditional Approval

The Four Seasons Mall Area water quality project (CIP NL-2) is being funded by the BCWMC's ad valorem levy (via Hennepin County). The plans for the improvements are at the 50% stage, and were provided to the BCWMC for review and comment, as set forth in the BCWMC CIP project flow chart developed by the TAC.

Feasibility Study Summary

The Four Seasons Mall Water Quality Improvement Feasibility Report (Wenck, July 2012) was completed by the City of Plymouth and the BCWMC to select an approach for the water quality improvements for the North Branch of Bassett Creek. The goal of the project is to reduce the phosphorus loading to the North Branch of Bassett Creek, upstream of Northwood Lake, by 73 pounds per year. Seven potential projects were identified in this study; however four were eliminated from further study because of land use surrounding the potential project location, required wetland mitigation costs, and unsuitable soils in the area for infiltration.

The remaining three potential projects were grouped into two scenarios for further evaluation:

- Scenario 1 – Watershed ponding at 40th Avenue and Four Seasons Mall, and channel stabilization and restoration west of Lancaster Lane.
- Scenario 2 – Stormwater collection and alum injection in an underground vault at the Four Seasons Mall site.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Four Seasons Mall Water Quality Treatment (CIP NL-2)
Date: August 6, 2013
Page: 2
Project: 23270051 2012 286

The feasibility study determined that both scenarios would meet the goal of removing 73 pounds of total phosphorus per year to the North Branch of Bassett Creek.

Selected Project

Scenario 1, with minor modifications, was selected by the City of Plymouth to be constructed because the mall site is not yet under redevelopment. The 50-percent plans for the Four Seasons Mall Area Water Quality Improvement Project include a proposed pond located east of 40th Avenue, and channel stabilization and restoration west of Lancaster Lane. According to the feasibility study, the proposed pond will remove 75 pounds of total phosphorus per year and the stream restoration will remove 25 pounds of total phosphorus per year. Review of the 50% submittal indicates the project is generally consistent with the feasibility study.

Primary design features of the proposed pond, as recommended in the feasibility study include:

- A 42-inch pipe will intercept runoff from the existing storm sewer and direct runoff through the proposed pond.
- A 10-foot wide iron-enhanced sand filter will be placed at elevation 920.0 ft. in the proposed pond to provide enhanced water quality treatment.
- Discharge from the pond will be controlled by a weir at elevation 921.0 ft., with an overflow elevation of 922.5ft.

Key design features of the stabilization and restoration of the channels through the park, as recommended in the feasibility study include:

- Approximately 2,600 linear feet of channel are proposed to be stabilized. The feasibility study considered stabilization of approximately 2,400 linear feet of channel.
- A 30-foot wide buffer of tree removal will be implemented along the channel, and the buffer will be restored with compost seed and native woody vegetation.
- Approximately twenty rock vanes, located at every 2-3 feet of elevation change, would be installed to reduce head-cutting in the channels.
- Riprap will be placed along the outer edges of bends throughout the stabilization and restoration areas.

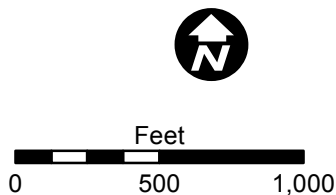
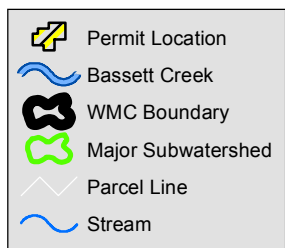
Recommendations

Conditional approval of 50% drawings and authorize the City of Plymouth to proceed with final plans and contract documents. Although we understand these drawings are still preliminary, note the following initial review comments.

1. The proposed pond dead storage volume should be compared to the dead storage assumed in the feasibility study to ensure that the removal rates calculated with the P8 model are still applicable to the current design review.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Four Seasons Mall Water Quality Treatment (CIP NL-2)
Date: August 6, 2013
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2. All storm sewer inlets should be extended so the flared end section (APR 1, APR 7) discharges at or below the normal water level of the receiving pond.
3. We recommend using STMH 2 as a drop manhole and reducing velocities at the outlet.
4. Discharge velocities exceed 15 fps at several outlet structures. We recommend reducing velocities by decreasing pipe slopes and adding drop manholes, as appropriate.
5. Confirm the new the elevation of the proposed Lancaster Lane crossing is consistent with the existing crossing.
6. The Top of Weir Elevation on Detail D: Rock Weir should be revised. The embedment depth of HDPE sheets should be confirmed.
7. The following design modifications should be considered to further stabilize the channel:
 - Decreasing channel slopes to 1-percent by adding more rock vanes or constructed riffles will further reduce the likelihood of head-cutting. A hydraulic model of the channel could be developed to better understand the shear stresses during extreme events.
 - Connectivity to the floodplain is an important component of stable streams. Raising the stream bed to allow the channel water surface elevation to be closer to the floodplain at bankfull level will provide this connectivity to the floodplain.
 - The channel dimensions should be checked to ensure the channel width is appropriate for the watershed size and flow rate.
 - A meeting with the BCWMC Engineer is recommended to discuss these comments.
8. Revised plans must be submitted to the BCWMC engineer for review



LOCATION MAP
Four Seasons Mall
Water Quality Improvements
50-percent Plan Review
Plymouth, MN

Ted Hoshal
236 Peninsula Road • Medicine Lake, Minnesota 55441 • 763-541-1140

August 5, 2013

Mayor Gary Holter
City of Medicine Lake, Minnesota
10609 South Shore Drive
Medicine Lake, MN 55441

Dear Mayor Holter and City Councilmembers:

It is with my deepest regrets that I tender my resignation as Commissioner from the Bassett Creek Watershed Management Commission (BCWMC). I appreciate and thank you for the confidence you have placed in me in appointing and supporting me as a citizen commissioner for the past four years. I have enjoyed very much working with Medicine Lake residents, the Medicine Lake City Council, commissioners of our nine member city organization, their technical advisory committee members and consulting staff. It was truly an exceptional experience that has broadened my understanding and increased the community value I placed on the local operations of a watershed management authority.

While a part of the Commission, I have served on four committees and most recently held the position of secretary to the Commission. I have served on the administration committee and was actively involved in a search for an administrator. I have served on the budget committee, which helped to oversee the planning and presentation of the Commission's annual budget. I served on the next generation plan steering committee, a huge undertaking for the consulting staff and committee members involved. And finally, I served on the education committee, which helped provide public communications and participation in at least four yearly public outreach events within the watershed. This last position came with the additional responsibility of participating monthly as commission representative to the West Metro Water Alliance, a joint powers organization whose goal it is to leverage local watershed organizations' education and community outreach efforts. These positions require a great deal of uncompensated time, preparation and creativity to fulfill and I did my best to do so as your Medicine Lake BCWMC representative.

I do want to make it clear that I am not stepping down for a failure to perform or lack of continued interest in this position. I do so only so that you and your future appointee may better fulfill the current Council's desire to achieve design modifications or accept management practices that would allow the Bassett Creek dam to retain additional lake waters and improve seasonal recreational convenience for Medicine Lake users.

While I have provided this Council and past Council's ample significant research and communications supportive of the difficulties of attaining this goal and provided for members of the Medicine Lake Council and its citizens to be heard by the Commission, this Council has indicated that it is my prerogative to strictly support and fulfill its direction. In good faith to all the people of Medicine Lake and as a steward of the environment, I can not support this Council's wishes to have the BCWMC expend countless thousands of taxpayer dollars on the necessary permits, environmental assessments, engineering and hydraulic/hydrologic studies necessary to achieve a quantified design proposal for citizen acceptance. As required by the Minnesota DNR, I see in no way would it be possible for *all* lakeshore owners to reach consensus and approve a change in the dam or the way it is managed. That is a hurdle that, in the case of Medicine Lake and most other Minnesota lakes in which a dam modification is proposed, is just too high to jump.

I wish the City of Medicine Lake and its City Council the very best and continued success in representing *all* the deserving citizens of Medicine Lake.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Hoshal". The signature is fluid and cursive, with the first name "Ted" and last name "Hoshal" clearly distinguishable.

Ted Hoshal
BCWMC Commissioner, City of Medicine Lake

cc Medicine Lake City Council
Ginny Black, Chairperson, BCWMC
Laura Jester, Administrator, BCWMC
Amy Herbert, Recording Administrator, BCWMC
John O'Toole, Medicine Lake Alternate Commissioner, BCWMC

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5D – Mid-year Engineering Budget Review
BCWMC August 15, 2013 Meeting Agenda
Date: August 7, 2013
Project: 23270051 2013

5D. Mid-Year Engineering Budget Review

Summary

The 2013 Engineering budget of \$279,250.00 and Planning budget of \$50,458.99 (including P8 and XP SWMM 2012 carry-over) were approved by the BCWMC at its June 21, 2012 and February 21, 2013 meetings. Generally, based on the current trend, but assuming some reduction in monthly spending as less time will be required to assist the new administrator in “coming-up-to-speed” and as the new administrator continues to take on new duties, the overall Engineering budget is anticipated to be exceeded by \$36,000 – \$43,000 depending on remaining 2013 activities. However, assuming the development reviews are offset by \$16,000 in additional permit fees, the net increase is anticipated to be in the range of \$20,000 - \$27,000.

Recommendations:

For Discussion. The Commission should consider the following budget approaches and provide the Engineer with appropriate direction:

1. Continue service as tasked and use reserve funds to cover over-budget costs.
2. Reduce service or postpone/cancel some 2013 items (inspections, attendance at TAC meetings, lake level monitoring, etc.
3. Request Budget Committee to review on behalf of the BCWMC.

Background

Based on the BCWMC’s active year—hiring a new administrator, Next Generation Planning and a full TAC agenda—Commission staff has been asked to perform additional works tasks that were not included in the budget. In recent years, the Commission has implemented a mid-year budget review to address budget issues and provide direction. During previous budget discussions, Commission Attorney LeFevere explained that historically, the BCWMC carried a contingency budget to address potential budget shortages. The recent BCWMC philosophy has been to eliminate contingency budgets and instead

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5D – Mid-year Engineering Budget Review
Date: August 7, 2013
Page: 2
Project: 23270051 2011 003

use reserve funds for unanticipated expenses. The BCWMC has also reduced services or postponed/canceled work to address budget issues. Following are comments regarding the Commission Engineer's review of the Engineering and Planning budgets:

1. The status of the **Engineering tasks** are summarized as follows:

- Technical Services—the 2013 budget is \$120,000 and covers the day-to-day technical operations, such as preparing for the Commission and TAC meetings, performing preliminary site reviews, pre-submittal coordination with Cities and applicants, correspondence, and communications with the Commissioners, administrator, recording administrator, watershed communities, developers, agencies, and other entities, review of wetland issues, review of property floodplain and other hydraulic/hydrologic issues. The majority of this budget is used for preparing for TAC and BCWMC meetings. The initial 2013 budget was based on preparation for eighteen meetings, including twelve BCWMC meetings and six TAC meetings. Through July, the Commission Engineer has already been asked to attend eighteen meetings, including six BCWMC meetings, four TAC meetings and eight Next Generation Plan Steering Committee meetings/workshops. Attendance at the meetings is included under the “Meetings” budget, however, preparation for the meetings is included under the Technical Services budget for the BCWMC and TAC meetings, or under the Planning budget for the Next Generation Plan Steering Committee meetings/workshops. Based on the continued Commission activities and increased meetings, this budget will likely be exceeded by \$15,000 – \$20,000.
- Plat Reviews—the 2013 budget is \$60,000, which is anticipated to be largely funded by permit fees. Through the end of July, 29 projects have already been submitted to the BCWMC for review. This is several more than anticipated when the 2013 budget was developed. The submittals to-date include 26 fee-generating projects (total fees of \$39,100) and three other submittals (Southwest LRT, and two MnDOT projects). For comparison, a total of 20, 25, and 33 projects were submitted to the Commission for review during 2010, 2011 and 2012, respectively. This budget will likely be exceeded by \$20,000, but may be off-set by additional permit fees of about \$16,000.
- Commission and TAC Meetings—the 2013 budget is \$14,250 and includes the cost for the Engineer to attend 12 monthly Commission meetings and six bimonthly TAC meetings (total of 18 meetings). As noted, through July, the Commission Engineer has been asked to attend eighteen meetings, including six BCWMC meetings, four TAC meetings and eight Next Generation Plan Steering Committee meetings/workshops. This budget will likely be exceeded by \$3,000-\$5,000.
- Surveys and Studies—the 2013 budget is \$10,000 and includes the costs of conducting special studies, assisting with the watershed tour and addressing unanticipated issues, questions, etc. that can arise during the year. Future costs in 2013 could include addressing Medicine Lake water level issues.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5D – Mid-year Engineering Budget Review
Date: August 7, 2013
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- Water Quality/Monitoring—the 2013 budget is \$40,000 and includes detailed lake monitoring of Northwood Lake and North and South Rice Pond and other general water quality tasks as requested by the BCMWC, member cities, or regulatory agencies.
- Water Quantity—the 2013 budget is \$11,000 and includes the work associated with the BCWMC's lake and stream gauging program.
- Inspections—there are two separate budget items under this task:
 - Watershed Erosion Control Inspections—the 2013 budget is \$7,000 and covers the BCWMC's construction site erosion control inspection program (permit fees offset a portion of the watershed inspection cost). *Note: beginning in the 2014 fiscal year, the BCWMC will no longer perform these inspections.*
 - Annual Flood Control Project Inspections—the 2013 budget is \$15,000 and includes BCWMC's annual inspection of the flood control project system and the sediment survey of Bassett Creek Park Pond.
- Municipal Plan Review—the 2013 budget is \$2,000 and includes the review of member cities' local plan amendments or adjacent WMO plan amendments. It is likely that this item could be \$2,000 under budget, as no plan reviews are anticipated.

2. **Planning** services includes the following tasks:

- Watershed Wide XP-SWMM Model: the 2013 budget is \$490.57, which was carried over from the unspent portion of the 2012 budget.
- Watershed Wide P8 Water Quality Model: the 2013 budget is \$9,968.42, which was carried over from the unspent portion of the 2012 budget.
- Next Generation Plan: the 2013 budget is \$40,000 and includes technical and planning tasks associated with development of the next generation plan. Most of the budget is for the Commission Engineer's costs, but some of the budget was dedicated to other costs, including article-writing and meeting facilitation services (about \$2,600). The Commission (and the Commission Engineer's) work on the plan has ramped up as the year has progressed, so this budget is anticipated to be expended by the end of the year.

3. Budgets for **Capital Improvement Projects** are tracked separately.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Technical Advisory Committee
Subject: July 29, 2013 Technical Advisory Committee Meeting
Date: August 1, 2013

The Technical Advisory Committee (TAC) met on July 29, 2013. The following TAC members, city representatives, BCWMC commissioners, and BCWMC staff attended the meeting:

City	TAC Members/Alternates	Other City Representatives
Crystal	Absent	Alt. Commissioner Guy Mueller
Golden Valley	Jeannine Clancy, Jeff Oliver, Joe Fox	
Medicine Lake	Absent	
Minneapolis	Lois Eberhart	
Minnetonka	Absent	
New Hope	Chris Long	Alt. Commissioner Pat Crough
Plymouth	Derek Asche	Alt. Commissioner Dave Tobelmann
Robbinsdale	Richard McCoy	
St. Louis Park	Perry Edman	
BCWMC Staff	Jim Herbert, Laura Jester, + Rita Weaver (Barr Engineering for first half of meeting)	

Asche opened the meeting at 1:35. There were no communications by members to report. Introductions were made around the table. Golden Valley staff introduced their new Water Resources Engineer, Joe Fox.

The Technical Advisory Committee (TAC) forwards the following recommendations to the Commission for its consideration. This memorandum presents the TAC's recommendations relating to 1) development review fees; 2) the watershed-wide XP-SWMM model second phase and schedule; 3) P8 models updates and schedule; and 4) feasibility study process improvement.

1. Development Review Fees

Asche provided some background and indicated the Commission's review fees are flat fees despite the time it actually took for review. Therefore the review of some projects subsidizes the review of

others. Engineer Herbert added more background reminding the group that collection of review fees cannot be a revenue generator. He indicated that in some years, fees cover the costs appropriately, and in other years fees fall well short of covering costs. He also indicated the public agency projects fee of \$1000 and single family lot fee of \$300 usually does not cover the costs of that review (because those reviews are often triggered by complex floodplain issues or new crossings), but that the Commission had made a decision not to burden homeowners and member cities with high fees.

There was discussion about charging fees by disturbed area rather than parcel size. (Examples were discussed where a church or a non-profit organization or a commercial business performed minor improvements, but since they owned over 20 acres of land, were subject to the maximum review fee. In one case, the majority of the parcel was undevelopable wetland). It was decided, however, that determining the amount of disturbed area may be inconsistent and difficult and take even more time to track and review. Therefore it was decided to continue applying the fee based on parcel size.

There was discussion about components of the fee schedule that are rarely, if ever, used including the variance escrow and the wetland fees. There was consensus to leave these in the schedule in case they were needed in the future. There was also discussion about large complex projects that are reviewed in the preliminary stages that often don't pay any fees such as the Southwest LRT project, TH 55 scoping document; regional trail projects and Bottineau transit project, . It was suggested that review for these large projects should have a separate line item in the annual budget as fees are not collected for these reviews. Engineer Herbert reported that another time consuming task associated with project reviews includes submittals that require reviewing historical development activities to ensure conformance to original BCWMC approvals. This is difficult to pin down and predict when and where historical research will be needed.

Other time consuming reviews include those that involved work in the floodplain, creek crossings, and the use of best management practices other than those listed as approved in the current policy. There was discussion about including "add-on" fee (above the flat fee) for projects with these components. There was understanding that rates for single family lots with work in the floodplain could have a fee more than twice the current fee.

Recommendations

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.
3. These rate increases should take effect at the beginning of fiscal year 2014.

2. XP-SWMM Model: Second Phase Development and Schedule

Rita Weaver with Barr Engineering walked through the draft memo summarizing the results of the XP-SWMM model that would go to the Commission from the TAC. The group discussed the importance of a robust, detailed and complete hydrologic model and the fact that the current model still needs more detail. There was consensus that the more detailed model is a critical and useful tool for cities which can help them appropriately develop and redevelop in the future. It was also mentioned that the completion of this model is a perfect example of the role and benefit of the Commission as an individual city could not undertake this project alone.

The group discussed what its recommendations would be to the Commission with regards to updating the model (funding and timing of updates), and additional gaging data that may be needed. It was noted the memo should include a description of the limitations of the current model and a reminder of the original proposal for model development. Barr will revise the memo as discussed and ask for TAC feedback before it goes to the Commission at their August or September meetings.

Recommendations

TAC Recommendations regarding the XP-SWMM model will be forthcoming at a future Commission meeting.

3. P8 Model Updates and Schedule

The group briefly discussed the timing of MS4 reporting requirements and agreed that cities should forward information on projects or development/redevelopment sites that would impact the model to the Commission Engineer by the end of each calendar year (December 31st).

Recommendations

1. Member cities will forward information on projects or development/redevelopment sites that would impact the model to the Commission Engineer by the end of each calendar year (December 31st).

4. Feasibility Study Process Improvement

Asche described the project timeline or flowchart used for determining activities needed to shepherd a project through the entire process from approval of the CIP by the Commission to project completion. The group discussed how cities would like to maintain the ability to hire a consulting firm of their choice from the Commission's pool of firms (currently WSB, SEH, Wenck and Barr). There was consensus that the "Request for Proposals" process was cumbersome and costly and may not result in a less expensive project in the long run. The group also agreed that cooperation between the Commission and cities is paramount and that all parties are in favor of installing the best project and getting complete review and acceptance by Commissioners. It was noted that cities have professional staff that consider multiple issues and angles when seeking feasibility studies and designs for a given project.

It was noted that there are no criteria by which to evaluate a feasibility study. This is something the Commission could develop for consistent expectations for all studies.

There was also discussion about the use of public money (that levied by Hennepin County) and entrusted to the Commission to spend the funding wisely and on well-studied and designed projects. Administrator Jester reported her understanding that some Commissioners don't feel they have enough of a voice in the process nor time to review feasibility studies. She thought there was room for improvement in the current system that could satisfy the needs of all parties including asking for input from Commissioners on expectations or possible alternatives that should be considered in the feasibility study.

Recommendations

1. Commission staff should 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).
2. The Commission should consider developing standard criteria for feasibility studies for Commission projects.

The TAC meeting adjourned at 3:30p.m.

Future TAC Meeting agenda items:

1. Developing guidelines for annualized costs per pound pollutant removal for future CIP projects
2. Stream identification signs at road crossings
3. Blue Star Award for cities
4. Emerald Ash Borer and how ash tree removal should be considered during restoration projects (Rainbow Tree Care has offered to give a presentation)
5. Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.
6. Discuss issues/topics arising Next Generation Plan process.



Proposed Fee Schedule

Bassett Creek Watershed Management Commission Project Reviews

(Effective January 1, 2014)

Project Review Fees (Check appropriate boxes)

Base Fees ¹

- ☐ Single Family Lot \$300
- ☐ Single Family Residential Development, density less than 3 units per acre
- ☐ Total Parcel Size < 15 acres..... \$1,500
- ☐ Total Parcel Size 15 – 30 acres \$1,800
- ☐ Total Parcel Size > 30 acres \$2,500
- ☐ All Other Development
- ☐ Total Parcel Size < 5 acres..... \$1,700
- ☐ Total Parcel Size 5 – 20 acres..... \$2,200
- ☐ Total Parcel Size > 20 acres \$3,000
- ☐ Street/ Highway/ Trails/Utility/ Public Agency Projects \$1,100

Add On Fees ²

- ☐ Work within or below the 100-year floodplain (Table 5-3, Watershed Management Plan)..... \$300
- ☐ Work involving new creek crossings (bridges, culverts, etc.) \$300
- ☐ Projects involving review of alternative BMPs ³ \$300

Total Project Review Fees ⁴ \$ _____

Other Fees

- ☐ Variance Escrow \$2,000

Wetland Fees ⁵

- ☐ Wetland Delineation Review \$300
- ☐ Wetland Replacement Plan \$1,500
- ☐ Monitoring and Reporting..... \$1,500
- ☐ Wetland Replacement Escrow Varies

¹ Project review fee based on total parcel size (not disturbed area) including wetlands, buffer, right-of-way, and other nondeveloped area

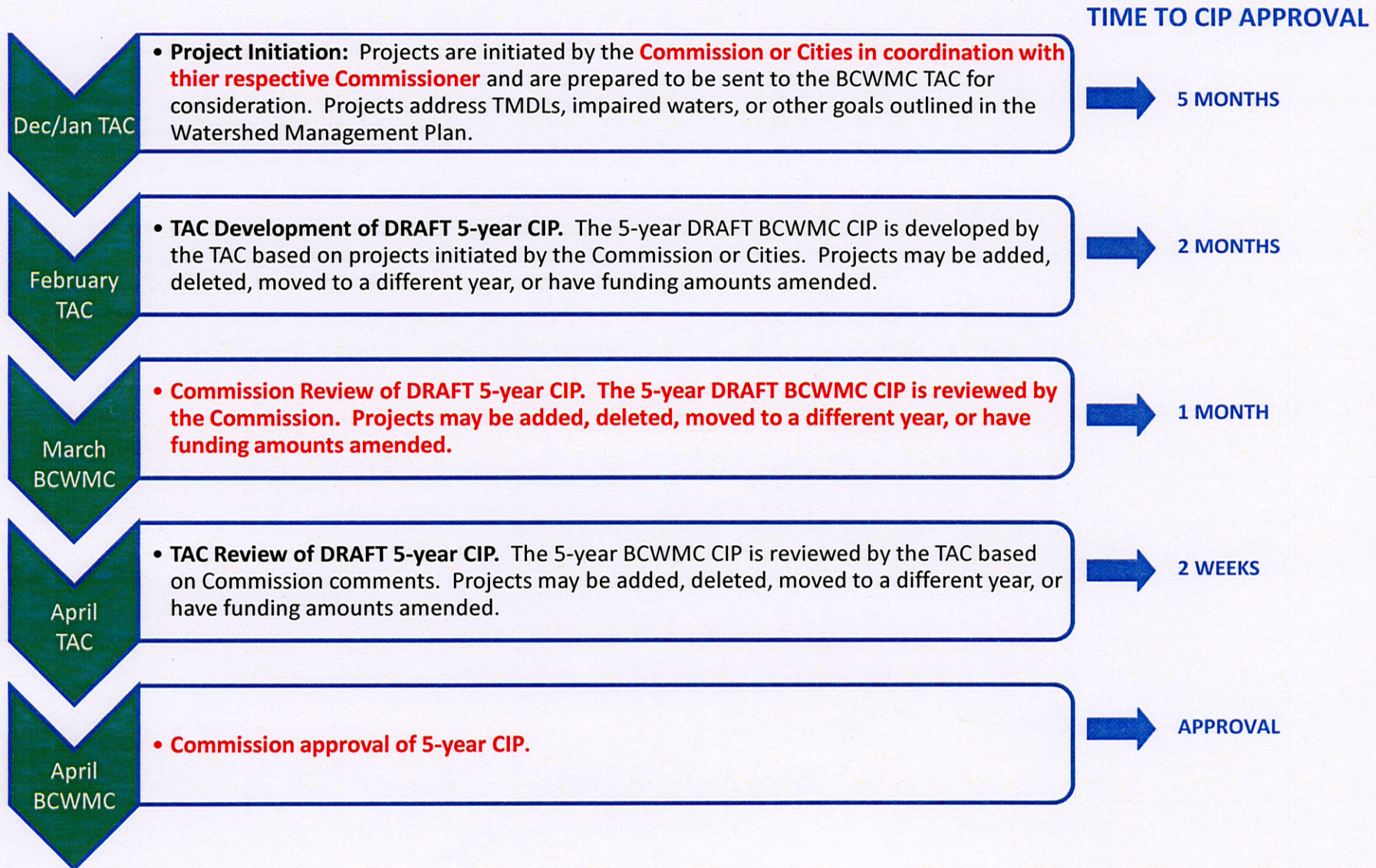
² Required in addition to base fee

³ Non-BCWMC approved BMPs per Section 6.0 of *Requirements for Improvements and Development Proposals* document

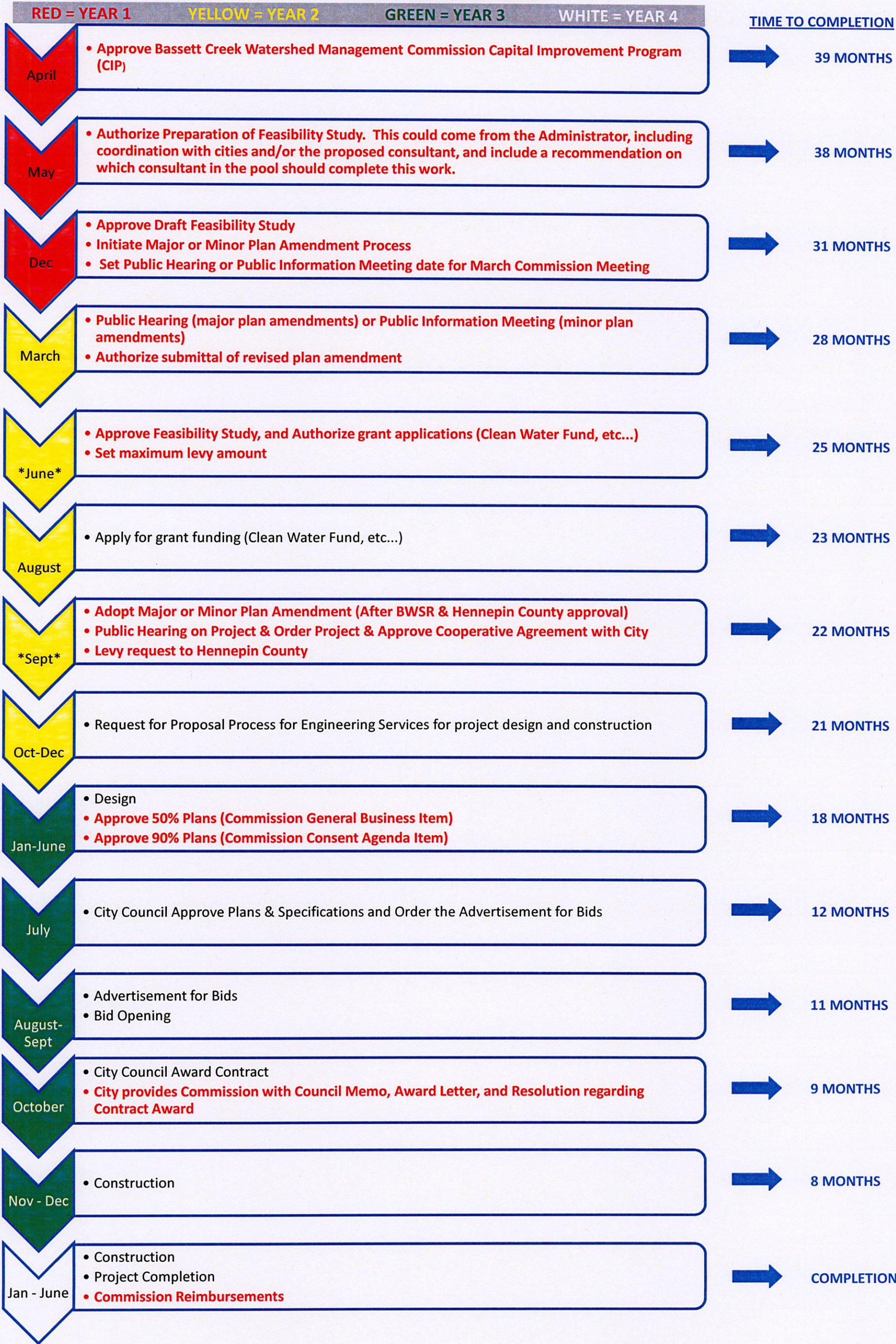
⁴ Include check for total project review fees or other fees with application form. Check should be payable to Bassett Creek Watershed Management Commission.

⁵ Will be billed at actual cost

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION CAPITAL IMPROVEMENT PROGRAM (CIP) FLOW CHART



BASSETT CREEK WATERSHED MANAGEMENT COMMISSION
PROJECT TIMELINE



Indicates Commission action required



Item 6Ai.
BCWMC 8-15-13

Bassett Creek Watershed Management Commission

Next Generation Plan Steering Committee

4:30 pm to 6:00 pm

July 22, 2013

Golden Valley City Hall Council Conference Room

In attendance: Committee Members: Ginny Black, Jeannine Clancy, Ted Hoschal, Linda Loomis (Committee Chair) and David Tobelmann
Professional Consultants: Karen Chandler and Greg Williams; Barr Engineering
Absent: Jim de Lambert, Lisa Goddard, Justin Riss, Wayne Sicora, and Michael Welch

Agenda Item	Discussion	Action
	The meeting was called to order at 4:30	
1. Approval of Agenda	Hearing no objection the agenda was approved as presented	No further action
2. Approve minutes of prior meetings.	Minutes of the July 1, 2013 meeting, April 22, 2013 meeting, January 28, 2013 meeting, January 7, 2013 meeting, November 2012 meeting, and October 2012 meeting were approved in one motion.	No further action
3. Review Goal Workshop results:	<p>The committee went through the goals one by one with the following comments and recommendations:</p> <ul style="list-style-type: none">• <u>Goal #1</u>: All agreed to the rewording.• <u>Goal #2</u>: David has a question about non-point source pollution. It was decided to see if there was a definition of this term and refer to that definition. Karen and Gregg thought it might be in the MS4 permits or state statute.• <u>Goal #3</u>: It was decided to split this into two separate goals; one specifying habitat protection and refer to habitat opnly in the BCWMC watershed. A new one will be added that shall stipulate that recreational opportunities and aesthetics will be considered in the design and planning of BCWMC projects.• <u>Goal #4</u>: The words "from developed areas" will be left out of the goals. Differentiation of developed, redeveloped and undeveloped will be addressed in the policies.• <u>Goals #5, 6 and 7</u>: It was determined these goals were satisfactory as presented.• <u>Goal #8</u>: There was discussion as to whether or not this goal was necessary as it may be provided for in the JPA	Staff will update goals and bring to commission for approval

	<p>and State Law. It was decided to be left in as is.</p> <ul style="list-style-type: none"> • <u>Goal #9</u>: It was agreed that erosion and sedimentation is naturally occurring and BCWMC efforts should be directed to managing erosion and sedimentation that is a result of land development. This goal will be reworded to reflect such. • <u>Goal #10</u>: Was added back in to reflect that the BCWMC will protect the public health, safety and welfare. • <u>Goals 11, 12, 13 & 14</u>: Were accepted as reworded. • <u>Goal #15</u>: This goal has been set aside until staff (either Karen or Laura) has an opportunity to speak with Joel Settles from Hennepin County regarding the counties policies for ditches. • <u>Goals 15, 16, 17, 18 & 19</u>: Accepted as reworded. • <u>Goal #20</u>: this is a goal that everyone agreed should be addressed, however no one was satisfied with the wording and will continue to consider wording of the goal. • <u>Goal #21</u>: This goal will become a policy as per the commission's direction at the July 18th workshop. <p>Table 2 has not yet been updated to reflect the changes the commission directed at the July 18th workshop. It will be updated in the near future.</p>	
4. Determine next steps:	<p>Next steps will be:</p> <ul style="list-style-type: none"> • Begin to draft policies based on established goals 	
5. Development and creation of policies:	<p>Consulting Engineers will begin to draft policies for review by commission and others.</p> <ul style="list-style-type: none"> • What will be the process for review of policies? • When will TAC review policies? <ul style="list-style-type: none"> ○ Concurrently, at separate meetings, other? • Is commission comfortable with steering committee reviewing policies before the commission? Or should the process be similar to the goal process – where the commission walked through the policies to derive intent and then the staff amended and presented to the steering committee? 	Commission must determine procedures for review of policies and set dates for additional work sessions.
6. Date and Time for next meeting:	4:30 pm August 19, Golden Valley City Hall	
	The meeting was adjourned at 6:00pm.	



Bassett Creek Watershed Management Commission

Next Generation Plan Steering Committee

DRAFT Meeting Notes

4:30 p.m ~ Monday July 29, 2013
Golden Valley City Hall

Attendees: Committee Chair Linda Loomis; Commission Chair Ginny Black; Commissioners Ted Hoshal and Administrator Laura Jester; Greg Williams, Barr Engineering; TAC members Derek Asche and Jeff Oliver

1. Call Meeting to Order
The meeting was called to order by Chair Loomis at 4:30 p.m.
2. Brief Recap of Plan Organization Discussion from April 2013 Plan Steering Committee Meeting

Williams reminded the group that at their meeting in April, they discussed possible formats for the Watershed Management Plan including leaving the format the same as the current Plan or formatting the Plan by subwatershed. At the time, no consensus was reached.

Williams indicated Barr was beginning to draft sections of the Plan and needed a format and general table of contents (TOC) developed at this point. He noted it would be much easier to decide on a format now rather than reformatting the entire document at a later date.

3. Presentation and Discussion of Examples of Plan Organization Styles

Williams presented the tables of contents (and whole Plan documents) of several watershed organizations including the current BCWMC Plan, Black Dog WMO, Valley Branch WD, and Ramsey-Washington WD.

He noted the current BCWMC Plan is organized by issue. Oliver and Asche indicated this format worked well for them although Asche wondered if the Plan should be formatted to reflect the list of required Plan elements in State Statute. The group noted the pros and cons of the current Plan's organization. Pros: 1) each "issue chapter" includes background information about that issue including data, the reasons that issue exists in the watershed, and the goals and policies to address that issue; 2) easy to follow if you're interested in a certain issue; 3) would probably follow the Summit topics nicely. Cons: 1) information on specific lakes is buried low in the hierarchy of topics; 2) differing Plan structures among various watersheds within one city make it cumbersome for that city to update its local water management Plan.

Commissioner Black noted that many items could be referenced in the Plan rather than explicitly existing in the document including land and water resource inventory information and information on regulatory agencies. She also wondered how TMDL information is being incorporated into the Plan. She indicated the preference for more graphs and figures rather than text.

The pros and cons of the other Plans' structures were discussed as well. The Ramsey Washington and Valley Branch Plans are organized by subwatershed. Pros = the ability to point someone directly to information on a particular water resource. Cons = duplication among subwatershed chapters, data in each subwatershed plan is outdated within a few years.

There was discussion about different waterbodies in the Bassett Creek watershed and which type (or level) of waterbody (ponds vs. wetlands vs. small lakes vs. large lakes) should receive associated discussion, policies, monitoring, etc. within the Plan. Expectations for the conditions of some waterbodies should be considered. There was discussion about identifying uses of the waterbody including wildlife use, stormwater retention, aesthetics, swimming, boating, etc. Some waterbodies will require strategies and policies and others may not. There was consensus that only 6 or 7 waterbodies in the watershed should be considered "significant," "strategic," or of "regional use." Future meetings will tackle this issue further.

There was discussion regarding the public's use of the Plan document. Some indicated the Plan is not utilized by the public. It's possible a fact sheet per "significant" waterbody could be developed to help relay pertinent information to the public. There was discussion about improved interaction of the public with the Commission website and electronic Plan including mapping features – although that would likely require additional funding.

There was consensus to keep the Plan organization/structure the same as the current Plan – with one chapter per issue. There was a suggestion to add pertinent lines from the Implementation Plan into each chapter than cross referencing.

4. Consider Steps and Schedule for Policy Review by Steering Committee, Commission and TAC

The group decided to ask the Commission at their August meeting about how and when the Commission would like to review and discuss draft policies now that the goals are finalized. The Plan Steering Committee could draft policies and strategies for the Commission and TAC to review at future meetings or workshops (similar to the goals development). It was decided that whenever the TAC was involved with review and providing input of information for the Plan, the state review agencies and other stakeholders would be invited and encouraged to attend as well.

5. Adjourn and Next Meeting

The Committee adjourned at 6:00 p.m. The next Committee meeting will be held Monday August 19 at 4:30 p.m. at Golden Valley City Hall.

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 6Aii. Approval of 2014 Watershed Management Plan Goals
Date: August 15, 2013
Project: 23270051.34 PLAN 009

6Aii. Approval of Draft 2014 Watershed Management Plan Goals

Recommendations:

1. Approve the draft goals proposed for the 2014 Watershed Management Plan.

Background

The draft goals for the 2014 Watershed Management Plan (Plan) were developed according to the following process:

- July 1, 2013 – the Plan Steering Committee reviewed the current (2004 Plan) goals and notable goals from other watershed management organizations (WMOs). The Plan Steering Committee revised existing goals, created new goals, and eliminated goals no longer applicable. The Plan Steering Committee directed the Commission Engineer to revise those goals not discussed during the meeting.
- July 18, 2013 – the Commission held a workshop, which included Technical Advisory Committee (TAC) members, state review agencies and other stakeholders to discuss and revise the draft goals. The Commission directed the Commission Engineer to perform word-smithing not completed during the workshop.
- July 22, 2013 – the Plan Steering Committee reviewed the draft goals as revised based on discussion from the July 18, 2013 workshop and performed final edits prior to submission for Commission approval.

Draft 2014 Plan Goals

- Manage the surface water resources of the watershed to meet or exceed state standards and BCWMC water quality goals for wetlands, lakes, and streams.
- Improve the quality of stormwater runoff reaching the Mississippi River by reducing nonpoint source pollution.
- Protect and enhance fish and wildlife habitat in the BCWMC.

- Consider aesthetics and recreational opportunities within the watershed when completing BCWMC projects.
- Reduce stormwater runoff volume for the purposes of improving water quality.
- Reduce flooding along the Bassett Creek trunk system.
- Protect human life, property, and surface water systems that could be damaged by flood events.
- Reduce stormwater runoff rates and volumes to minimize flood problems, flood damages, and the future costs of stormwater management systems.
- Provide leadership and assist member cities with coordination of intercommunity stormwater runoff issues.
- Notwithstanding that which occurs from natural processes, minimize erosion and sedimentation to protect the BCWMC's water resources and health, safety and welfare.
- Maintain or improve shoreland integrity and implement stream restoration measures to maintain or enhance ecological functions as well as human health, safety, and welfare.
- Increase the quality and quantity of wetlands in the BCWMC.
- Protect the quantity and quality of groundwater resources.
- Manage public ditches in a manner that recognizes their current use as urban drainage systems.
- Raise awareness of the BCWMC's existence and its role in protecting and improving water quality, minimizing flooding, and preserving the watershed's ecological functions and aesthetics.
- Strengthen public confidence in the BCWMC's expertise and enable meaningful public participation in the planning process and ongoing projects conducted by the BCWMC.
- Raise awareness of the impact that individuals, businesses, and organizations have upon water resources and motivate these audiences to change personal/corporate behavior that has a negative impact on the watershed.
- Minimize the spread and manage the adverse impacts of harmful aquatic invasive species.
- Develop a greater understanding of climate change and its impact on water resources, including stormwater infrastructure capacity and flooding, and develop strategies to appropriately manage future impacts.

	A	E	F	G	H	I	J	K	L
1	2014 Operating Budget								
2	Bassett Creek Watershed Management Commission - Preliminary Approval June 20, 2013								
3	Item	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2014 Budget		
4	ENGINEERING & MONITORING								
5	Technical Services	119,832	127,840	120,000	97,715	120,000	120,000		
6	Development/Project Reviews (funded by permit fees)	53,128	50,971	60,000	49,972	60,000	65,000	(1)	
7	Commission and TAC Meetings	12,316	9,919	14,250	8,284	14,250	16,000	(2)	
8	Surveys and Studies	17,899	21,411	10,000	7,024	10,000	20,000	(3)	
9	Water Quality / Monitoring	24,489	29,957	20,000	19,686	40,000	45,000	(4)	
10	Water Quantity	8,264	8,532	11,000	9,671	11,000	11,000		
11	Inspections								
12	Watershed Inspections	7,183	4,827	7,000	7,569	7,000	1,000		
13	Annual Flood Control Project Inspections	9,372	2,291	9,000	9,317	15,000	20,000	(5)	
14	Municipal Plan Review	7,927	0	2,000	0	2,000	2,000	(6)	
15	Watershed Outlet Monitoring Program (WOMP)	6,818	9,106	10,000	5,710	17,000	17,000	(7)	
16	Subtotal Engineering & Monitoring	\$267,228	\$264,854	\$263,250	\$214,948	\$296,250	\$317,000		
17	PLANNING								
18	Watershed-wide XP-SWMM Model			70,000	69,509	0	0		
19	Watershed-wide P8 Water Quality Model			135,000	125,031	0	0		
20	Next Generation Plan Development			40,000	23,959	40,000	40,000	(8)	
21	Subtotal Planning	\$0	\$0	\$245,000	\$218,499	\$40,000	\$40,000		
22	ADMINISTRATION								
23	Administrator	30,297	24,099	50,000	4,662	50,000	60,000		
24	Legal	17,331	16,953	18,500	16,197	18,500	18,500		
25	Financial Management	3,054	3,100	3,045	3,000	3,045	3,045		
26	Audit, Insurance & Bond	13,328	12,771	15,225	12,927	15,225	15,500		
27	Meeting Catering Expenses	4,609	3,940	2,750	2,735	2,750	3,000		
28	Admin Services (Recording Secretary+Printing+Postage)	42,578	39,303	40,000	32,784	40,000	35,800	(9)	
29	Subtotal Administration	\$111,197	\$100,166	\$129,520	\$72,305	\$129,520	\$135,845		
30	OUTREACH & EDUCATION								
31	Publications / Annual Report	5,169	2,410	2,000	2,449	2,000	2,000		
32	Website	1,031	214	2,500	120	2,500	2,000		
33	Demonstration/Education Grants	3,140	0	0	0	0	0		
34	Watershed Education Partnerships	16,150	19,055	13,000	11,030	15,000	15,500	(10)	
35	Education and Public Outreach	2,911	0	5,775	3,316	14,775	15,000	(11)	
36	Public Communications	692	1,443	3,000	1,609	3,000	3,000		
37	Subtotal Outreach & Education	\$29,093	\$23,122	\$26,275	\$18,524	\$37,275	\$37,500		
38	MAINTENANCE FUNDS								
39	Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000	25,000	25,000	(12)	
40	Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000	25,000	25,000	(13)	
41	Subtotal Maintenance Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		
42	TMDL WORK								
43	TMDL Studies	10,000	-				0		
44	TMDL Implementation Reporting, incl. P8 Model Updates	0	-	10,000	10,000	10,000	20,000	(14)	
45	Subtotal TMDL Studies	\$10,000	\$0	\$10,000	10,000	\$10,000	\$20,000		
46	GRAND TOTAL	\$467,518	\$438,142	\$724,045	\$584,276	\$563,045	\$600,345		
47									
48	2013 Financial Information - Operating Budget			2014 Revenue and Budget Balance Detail					
49	Audited fiscal year fund balance at January 31, 2013	331,935				Estimated fund balance as of January 31, 2014	331,935	(15)	
50	Expected income from assessments in 2013	515,045				Expected income from CIP Administrative Funds	25,000	(16)	
51	Transfer from Long-term Maintenance Fund for XP SWMM Mo	0				Expected income from assessments in 2014	490,345	(17)	
52	Transfer from Long-term Maintenance Fund for P8 Model*	0				Expected income from project review fees	60,000	(18)	
53	Expected interest income in 2013	0				Transfer from Long-term Maint Fund for Flood Control	20,000		
54	Expected income from project review fees	48,000				Income from WOMP reimbursement	5,000		
55	Estimated funds available for fiscal year 2013	894,980				Transfer from Long-term Maintenance Fund for XP SWMM M	0		
56						Transfer from Long-term Maintenance Fund for P8 Model*	0		
57	Estimated expenditures for fiscal year 2013	563,045				Expected interest income in 2014	0		
58	Estimated fund balance as of January 31, 2014	331,935				Estimated funds available for fiscal year 2014	932,280		
59						Estimated expenditures for fiscal year 2014	600,345		
60						Estimated fund balance as of January 31, 2015	331,935		
61									
62	2013 Budget			Proposed 2014 Budget					
63	2013 Capital Projects	1,000,000				Proposed 2014 Capital Projects (project costs)	1,000,000		
64	2013 Operating Budget	563,045				Proposed 2014 Operating Budget	600,345		
65	Total 2013 Budget	1,563,045				Proposed total 2014 Budget	1,600,345		
66	2013 Assessments and Fees			2014 Assessments and Fees					
67	2013 Operating Budget	563,045				2014 Proposed Assessments	490,345		
68	Estimated 2013 permit fees (80% of permit expenditures)	48,000				Estimated 2014 review fees	60,000		

	A	E	F	G	H	I	J	K
70	NOTES							
71	(1) Partially funded by project review fees.							
72	(2) Includes attendance at BCWMC meetings, TAC meetings and (in 2014) Next Generation Plan Steering Committee meetings. 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings							
73	(3) For Commission-directed studies, surveys and XP-SWMM model use and revision							
74	(4) Detailed monitoring for Twin and Sweeney Lakes. Budget also includes other water quality-related tasks that arise.							
75	(5) 2014 budget Includes inspection of double box culvert (performed once every 5 years), and assumes City of Minneapolis will assist with access.							
76	(6) Assumed budget to address municipal and adjacent WMO plan amendments.							
77	(7) Reimbursed \$5,000 from Met Council. \$17,000 includes \$11,000 for Wenck or similar contractor + \$6,000 for Barr's data management and analyses							
78	(8) Total estimated budget = \$95,485; \$23,960 spent in 2012, and the remainder (\$71,525) budgeted for 2013 and 2014; includes costs for Commission Engineer to develop the Plan sections and expenses stemming from the public input process							
79	(9) Includes \$32,400 for recording secretary and \$3,400 for printing and postage (average of \$283/mo)							
80	(10) Includes CAMP (\$5,000), River Watch (\$2,000), Metro WaterShed Partners (\$3,500), Blue Thumb (\$2,000), Metro Blooms (\$3,000)							
81	(11) Includes \$5,250 for event space, display materials and maintenance, WQ survey & quiz, seed packets, watershed coloring book and coloring contest,							
82	Watershed fold-out map - printing, and educational articles + \$9,750 for West Metro Watershed Alliance administration and programs							
83	(12) Will be transferred to Channel Maintenance Fund							
84	(13) Will be transferred to Long-Term Maintenance Fund							
85	(14) Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.							
86	(15) Income from 2.5% administrative portion taken from levy for CIP projects							
87	(16) Lower than 2013 assessments by \$25,000							
88	(17) Project review fees help cover the costs of the project review program							
89	(18) Transfer from Long term Maintenance Fund to pay for all flood control project inspections shown in Line 13.							

**Bassett Creek Watershed Management Commission
2014 Proposed Assessment**

	Community	For Taxes Payable in 2013 Net Tax Capacity *	2013 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	Average Percent	2012 Assessment \$461,045	2013 Assessment \$515,016	2014 Proposed Assessment \$490,345
54	Crystal	\$6,392,836	5.31	1,264	5.09	5.20	\$24,941	\$27,424	\$25,504
28	Golden Valley	\$28,334,293	23.56	6,615	26.63	25.09	\$115,080	\$129,126	\$123,033
79	Medicine Lake	\$743,280	0.62	199	0.80	0.71	\$3,484	\$3,909	\$3,479
1	Minneapolis	\$7,984,657	6.64	1,690	6.80	6.72	\$32,661	\$35,236	\$32,953
34	Minnetonka	\$8,079,544	6.72	1,108	4.46	5.59	\$24,920	\$28,464	\$27,402
86	New Hope	\$6,929,451	5.76	1,252	5.04	5.40	\$25,533	\$27,648	\$26,479
40	Plymouth	\$54,117,769	44.99	11,618	46.77	45.88	\$209,101	\$235,310	\$224,959
44	Robbinsdale	\$2,128,605	1.77	345	1.39	1.58	\$8,022	\$8,479	\$7,743
46	St. Louis Park	\$5,578,665	4.64	752	3.03	3.83	\$17,303	\$19,420	\$18,792
	TOTAL	\$120,289,100	100.00	24,843	100.00	100.00	\$461,045	\$515,045	\$490,345



Bassett Creek Watershed Management Commission

MEMO

Date: August 6, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Since the July Commission meeting, I worked to get caught up after some vacation time and to continue coordinating various meetings, activities, and issues including correspondence and coordination for the following:

- Coordinating and meeting with resident and Golden Valley staff re: public access to Sweeney Lake
- Assisting with development of 7/29 TAC meeting materials; attending meeting; writing TAC recommendations memo and sending it out for review
- Assisting with the development of the 7/29 Plan Steering Committee meeting; attending meeting; writing minutes
- Scheduling initial Dispute Resolution Committee meeting
- Rescheduling Watershed Tour
- Scheduling Administrative Services Committee meeting
- Wirth Lake de-listing information/process
- Meeting with MPCA, DNR, Commission Engineer and Golden Valley staff re: Schaper Pond project pre-permit application meeting
- Revoked appointment of Commissioner Hoshal by City of Medicine Lake
- Sending official notice of September 19th Public Hearing

The following table provides detail on my activities July 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. LeFevere, T. Hoshal, Chair Black, D. Asche, developers, state agencies Request updates and additions to website, general filing Correspondence with Steve McComas for fish survey proposal, resident regarding access to Sweeney Lake, etc.
Administration – Meeting attendance: 7-29-13 TAC Meeting
Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agendas and materials for BCWMC meeting, TAC meeting; review meeting minutes for follow up tasks; find dates for dispute resolution committee meeting
Administration – Document review and development: Review invoices, XP-SWMM draft memo for TAC
Administration - Watershed Management Plan Development: Develop Plan Steering Committee Meeting agenda and minutes 7-1-13 and 7-29-13 Attend Plan Steering Committee Meetings

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

- Re-coordinate the Watershed Tour
- Assist with preparations for the August 19th Next Generation Plan Steering Committee meeting
- Set and coordinate Administrative Services Committee Meeting
- Set and attend pre-application meeting on Schaper Pond
- Work to post pertinent Watershed Plan Development materials online
- Continue to gather and post materials for new Commissioners
- Begin gathering information on existing water monitoring projects/programs in the watershed for use in the development of the Watershed Plan
- 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

In August, I will be on a family vacation in Colorado but will have frequent access to email and phone August 17 – 25. I will respond to email and phone as needed and as I'm able.