



Bassett Creek Watershed Management Commission

MEMO

Date: March 7, 2016
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

CIP Projects (more resources at <http://www.bassettcreekwmo.org/projects.>)

2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P) (See agenda item 5J): The draft feasibility study for this project was presented at the February meeting. The study was approved pending some minor edits. The final feasibility study is not available online at <http://www.bassettcreekwmo.org/index.php?CID=284> and will be used to request 2017 levy funds from Hennepin County later this year. In September, the Commission is expected to hold a public hearing on the project, order the project, and enter an agreement with the City of Plymouth to design and construct the project.

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M): The feasibility study for this project is underway by the Commission. ([Feasibility study proposal](#) was approved at the October meeting.) The Commission Engineer is beginning the technical portions of the study. Resident input is being sought in a variety of ways. A postcard was mailed to all households in both Bryn Mawr and Harrison neighborhoods in November. Also in November, Commissioner Black and I talked with residents at the Harrison Art Festival. I presented information about the project at both the Bryn Mawr and Harrison Neighborhood Association Board meetings in December and I'm scheduled to present the project to the Redevelopment Oversight Committee on February 16th. The Phase II Environmental Investigation work plan was approved by the MPCA and field work for that investigation is complete.

2013 Four Season Area Water Quality Project (NL-2): No change since November 2015 report. The City of Plymouth has been looking at different options for this area including the original stream restoration, using only rock to stabilize the channel, and a flocculation facility. The City received comments on these options at a public meeting in January. Currently, the City is waiting for the Four Seasons Mall property to redevelop with hopes of building treatment into a redevelopment project.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): No change since last month's report. The Commission approved 90% plans at their February 2015 meeting. The City's consultant (Barr Engineering) completed contract documents for the project May 21st, the bid advertisement publication date. The city council awarded the contract on July 7th to Sunram Construction. The pre-construction meeting was held July 30th. Mobilization began on November 11 and construction began on November 24. On December 10, the baffle was installed and fully deployed, and the contractor demobilized from the site for the season. In spring 2016, the contractor will perform final clean-up and any needed site restoration to ensure turf establishment.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): No change since July 2015 report. At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum

treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. City staff reports no complaints or comments from residents since the treatment and also reports consistently clear water since the last actual reading on May 20th.

2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7) (See agenda items 5G and 5H): At this meeting the Commission will receive a final report for this project along with the final reimbursement request. NewLook Contracting, the contractor for this project, completed the final punch list and other work including temporary stabilization of the disturbed areas and the utility work. The native vegetation is coming in nicely and will remain the responsibility of the contractor for two years following the final completion date.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The 90% design plans were approved by the Commission at their June 2015 meeting. The project is being constructed in two phases, each under separate contract. Phase one includes stream bank shaping, placement of field stone rock and 12-inch bio-logs, and repair of storm sewer outlets. The first phase of the project began November 23, 2015. The initial stabilization work in Areas A, B, C, D and E wrapped up February 26, with the exception of relocating the trail away from the stream in Area E. The contractor will return in the spring to complete the work in Area E, and perform final grading and restoration in all areas of the project.

Phase two includes the establishment of native vegetation along the stream which will commence this spring and continue over two additional growing seasons to ensure proper establishment. The bid opening for phase two, native vegetation establishment is March 16, 2016. It is anticipated that the total contract amount for both phase one and phase two will be within the Watershed's overall project budget.

2016 Northwood Lake Improvement Project, New Hope (NL-1): At the August meeting, the Commission entered an agreement with the City of New Hope to design and construct the project and a sub-grantee agreement to carry out the majority of tasks in the Clean Water Partnership (CWP) grant work plan. 50% and 90% design plans were approved by the Commission at the September and November 2015 meetings, respectively. The project received two State grants totaling \$700,000. At the February 2016 meeting, the Commission agreed to amend the agreement with the City of New Hope to increase the overall project budget due to high construction bids and to allocate a percentage of grant funding to offset city costs. The project is expected to be constructed later this year.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): No change in this item since January 2016 report. At the August meeting, the Commission entered an agreement with the City of Golden Valley to design and construct the project. At the September meeting, the Commission granted conditional approval of the 50% design plans for the project and authorized the City to proceed with final plans and contract documents. 90% design plans were presented and approved at the November Commission meeting. The final plans and specs are being prepared currently. The project will be let with the Douglas Drive project, expected in early March. Construction of the pond will likely occur in 2017.

Other Projects

Chloride Trainings/Education: I have been working to learn more about how the Commission can help reduce the amount of chloride in waterbodies. I have met with other watersheds, MPCA staff and Fortin Consulting about training opportunities for road authorities and commercial deicer applicators and ways to improve the State's

database of certified professionals. I will also participate on a technical stakeholder committee for a permeable paver research project being conducted by the University of Minnesota. Their first meeting is March 14th.

Hennepin County Natural Resources Partnership: This group met on February 23rd and received presentation from several Met Council staff on their various monitoring programs (including WOMP, CAMP, etc.) and monitoring results.

MPRB Ecological System Plan: This project is now on hold until approximately late winter to allow the MPRB staff to concentrate on a different major comprehensive planning effort.

Non-Point Education for Municipal Officials (NEMO) Workshops: Two of the three workshops were held in 2015 (Lake Minnetonka on July 23rd and a winter maintenance workshop on October 7th.) In order to fulfill the 2015 contract, the U of M Extension's NEMO Program will hold individual programs for select cities in the west metro. Currently, staff is working to bring a NEMO workshop to the St. Louis Park City Council.

New Commissioner Materials: Posting of materials to the website were completed earlier this year and are available at: <http://www.bassettcreekwmo.org/CommissionOrientation/CommissionOrientationHomepage.htm>.

Records Retention/Management and Data Practices: At the direction of the Administrative Services Committee, I updated the Commission's Records Retention Schedule and asked legal counsel to review and recommend any changes needed. Additionally, a Data Practices Procedure was drafted for the Commission by our legal counsel. The Commission will review these documents at a future meeting. Also, I continue to work on records management including locating all official records, determining what records should be disposed of or sent to the State Archives, how paper records can be digitized, and how and where to store our electronic records. I will be researching and gathering input on different options for records management and storage over the course of the year.

Organizational Efficiencies: At the direction of the Administrative Services Committee I will be drafting an organizational chart and have been discussing practices and procedures with TAC members, Commission staff, and Commissioners to ensure the proper and efficient use of staff's time and to streamline communications where needed.