



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: July 13, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

**RE: Background Information for 7/21/16 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 – June 16, 2016 Commission meeting- **ACTION ITEM with attachment**
  - B. Approval of July 2016 Financial Report - **ACTION ITEM with attachment**
  - C. Approval of Payment of Invoices - **ACTION ITEM with attachments (online)**
    - i. Keystone Waters, LLC – June 2016 Administrator Services
    - ii. Barr Engineering – June 2016 Engineering Services
    - iii. Amy Herbert – June 2016 Secretarial Services
    - iv. ACE Catering – July 2016 Meeting Refreshments
    - v. Wenck – June 2016 WOMP Monitoring
    - vi. Kennedy Graven – May Legal Services
    - vii. Metro Blooms – BCWMC Contribution to Harrison Neighborhood Project
    - viii. MMKR – 2015 Financial Audit
  - D. Approval of Reimbursement Request from City of New Hope for Northwood Lake Improvement Project – **ACTION ITEM with attachment (full documentation online)** – *Construction of the Northwood Lake Improvement Project has continued at a steady pace this year. This is the second reimbursement request from the City of New Hope and includes the bulk of the construction costs to date. I have reviewed the documentation and recommend approving the reimbursement request.*
  - E. Approval of Project at 2860 Evergreen Lane, Plymouth – **ACTION ITEM with attachment** – *The proposed project includes demolition of an existing single family home and construction of a new single family home on the 0.31 acre parcel. The project is located on the west shoreline of Medicine Lake in the Medicine Lake direct subwatershed. The entire parcel will be graded resulting in an increase of 342 square feet of impervious surface. The project is located within the Medicine Lake floodplain and will result in 180 cubic feet of fill within the floodplain and 180 cubic feet of compensatory storage at the site. Staff recommends approval of the proposed project.*
  - F. Set September 15, 2016 Public Hearing for 2017 Capital Improvement Projects – **ACTION ITEM no attachment** – *The Commission should hold a public hearing at its September meeting to receive public comments on the 2017 CIP projects – the Plymouth Creek Restoration Project and the Main Stem Bassett Creek Erosion Repair Project. The public hearing notice will be printed in the BCWMC official publication (Finance and Commerce) and in more locally relevant publications (Sun Post, Sun Current, and Minneapolis neighborhood publications).*
5. **BUSINESS**
  - A. Consider Proposal to Develop Feasibility Study for Dredging Bassett Creek Park Pond and Winnetka Pond (2018 CIP Project BCP-2) – **ACTION ITEM with attachment** – *At the May meeting, the Commission directed the Commission Engineer to submit a proposal for development of a feasibility study for dredging Bassett Creek Park Pond with an alternate to include a study of the feasibility of dredging Winnetka Pond. The Commission should review and consider the attached proposal.*

- B. Consider Metropolitan Council Stormwater Grant Awarded for Northside Neighborhood Engagement & Opportunities in Clean Water Initiatives (Harrison Neighborhood Project) – ACTION ITEM with attachments – *At the December 2015 meeting, the Commission agreed to submit a grant application to the Met Council on behalf of Metro Blooms for the Harrison Neighborhood Project. The BCWMC was recently awarded \$100,000 through that grant program. Before a grant agreement can be approved, a work plan for the project must be approved by Met Council staff. The draft work plan in 5Bi was developed by Metro Blooms for the Commission’s review and consideration. The grant agreement template from the Met Council is shown in 5Bii and has been reviewed by Commission Legal Counsel. Staff is seeking comments on the draft work plan and approval to execute a grant agreement with the Met Council upon Met Council’s approval of a work plan and to develop and execute a corresponding sub-grant agreement with Metro Blooms to implement the project per the agreement with Met Council. Becky Rice with Metro Blooms will attend the meeting to help answer questions.*
- i. Review Draft Project Work Plan from Metro Blooms
  - ii. Consider Entering Agreement with Metropolitan Council to Implement Project
  - iii. Consider Directing Staff to Develop and Execute a Sub-grant Agreement with Metro Blooms to Implement Project
- C. Review Draft Clean Water Fund Grant Application for Harrison Neighborhood Project –ACTION ITEM with attachment (Clean Water Fund RFP available online) – *At the June meeting, the Commission directed staff to work with Metro Blooms to develop a Clean Water Fund grant application for the Harrison Neighborhood Project. The attached draft application requests \$150,000 in grant funds from the “Community Partners” portion of the Clean Water Fund (separate from the Projects and Practices fund being considered for 5D below). Staff is seeking comments on the draft application and approval to submit the application on behalf of Metro Blooms. Applications are due August 8<sup>th</sup>.*
- D. Review Draft Clean Water Fund Grant Application for Plymouth Creek Restoration Project – ACTION ITEM with attachment (Clean Water Fund RFP available online) – *At the June meeting, the Commission directed staff to discuss the two 2017 stream restoration projects with BWSR staff, determine which project has a better chance of receiving grant funds, and draft a grant application for the appropriate project. After discussions with BWSR, staff began drafting the attached grant application for the Plymouth Creek Restoration Project due to its impact on Medicine Lake and the Medicine Lake TMDL. This is a working document that still needs some additions and refinement. Staff is seeking comments on the draft application, including input on the grant request amount (currently proposed at \$400,000), and approval to complete the application and submit to BWSR. Applications are due Aug. 8<sup>th</sup>.*
- E. Consider Approval of Recommendations from Technical Advisory Committee on Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features – ACTION ITEM with attachment – *At their May meeting, the Commission discussed the TAC recommendations contained in the TAC’s [May 11, 2016 memo “Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features.”](#) Of the eight recommendations in the memo, the Commission accepted recommendations 2 – 6, but requested that the TAC come back to the Commission with more information and/or revised language for recommendations 1, 7, and 8. The TAC discussed these recommendations and provides the attached revised recommendations for the Commission’s consideration.*
- F. Consider Education Committee Recommendation to Approve Contract with Lawn Chair Gardner for BCWMC Educational Display Upgrades and Monthly Article Writing – ACTION ITEM with attachment – *At the April meeting, the Commission approved the [2016 Education & Outreach Work Plan and Budget](#). The Committee noted that \$7,000 was remaining in the budget as “unallocated” and that they would consider various projects over the course of the year including updates to the event display and other outreach efforts. At the Education Committee meeting on July 12<sup>th</sup>, Commissioner Black (the only committee member in attendance) and I discussed outreach ideas with Dawn Pape, an independent contractor (doing business as the Lawn Chair Gardner). The attached contract and proposal from Ms. Pape is recommended for approval for the development of 3 new educational displays and five articles for*

local news outlets and city newsletters. Ms. Pape is a local author and graphic designer with a Masters in Environmental Education. She founded the Blue Thumb-Planting for Clean Water program and has experience with many watershed organizations. She will attend the meeting to review her proposal.

- G. Receive Update on XP-SWMM Phase II Project – **INFORMATION ITEM with attachment** – The Commission Engineer provided the attached update on the activities and budget for the XP-SWMM Phase II hydrological modeling project. The project is approximately 2/3 complete and remains on-time and on budget.

## 6. COMMUNICATIONS

- A. Administrator's Report – **INFORMATION ITEM with attachment**  
i. Watershed Tour Recap and Handout – (tour handout available online)  
B. Chair  
C. Commissioners  
D. TAC Members  
E. Committees  
i. APM/AIS Committee – **INFORMATION ITEM no attachment**  
F. Legal Counsel  
G. Engineer  
i. North Branch Bassett Cr. Channel Maintenance Project Plans – **INFO ITEM no attachment**

## 7. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>  
B. Grant Tracking Summary and Spreadsheet  
C. Four Seasons Mall Redevelopment Letter of Support and Preliminary Project Plans  
D. West Metro Water Alliance "Water Links" Summer Newsletter  
<https://content.govdelivery.com/accounts/MNHENNE/bulletins/1523191>  
E. MWMO's "Water Wednesdays" Workshop Series (June 8, July 13, Aug 10):  
<http://mwmo.org/blog/introducing-water-wednesdays-new-summer-workshop-series/>  
F. Clean Water Summit September 22<sup>nd</sup>, Minnesota Landscape Arboretum, Register at  
<http://www.arboretum.umn.edu/2016cleanwatersummit.aspx>  
G. Water Resources Conference, October 18 – 19, St. Paul RiverCentre, <http://www.wrc.umn.edu/news-events/waterconf>  
H. WCA Notice of Decision, Plymouth Commons, Plymouth  
I. WCA Notice of Decision - Vrieze Property, Plymouth  
J. WCA Notice of Decision - St. Barnabas Lutheran Church, Plymouth  
K. WCA Notice of Application and Delineation Report – South Shore Drive, Medicine Lake  
L. Channel 12 News Story on Golden Valley Residents Improving Creekside Habitat:  
<http://twelve.tv/news/newsitem.aspx?newsid=324&newsitemid=30907>

## 8. ADJOURNMENT

### Upcoming Meetings & Events

- BCWMC Budget Committee Meeting: Monday August 8<sup>th</sup>, 12:00 – 2:00, Managers Conference Room, Golden Valley City Hall
- BCWMC APM/AIS Committee Meeting: Tuesday August 16<sup>th</sup>, 8:30 – 10:00 a.m., Medicine Lake Room, Plymouth City Hall
- BCWMC Regular Meeting: Thursday August 18<sup>th</sup>, 8:30 a.m., Council Conf Rm, Golden Valley City Hall
- Clean Water Summit: Thursday September 22<sup>nd</sup>, 9:00 – 4:30; Minnesota Landscape Arboretum; register at <http://www.arboretum.umn.edu/2016cleanwatersummit.aspx>.
- Water Resources Conference, October 18 – 19, St. Paul RiverCentre, <http://www.wrc.umn.edu/news-events/waterconf>