



# Bassett Creek Watershed Management Commission

Regular Meeting  
Thursday, July 21, 2016  
8:30 – 11:00 a.m.

Council Conference Room, Golden Valley City Hall, Golden Valley, MN

## AGENDA

### 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 - June 16, 2016 Commission Meeting
- B. Approval of July 2016 Financial Report
- C. Approval of Payment of Invoices
  - 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
- E. Approval of Project at 2860 Evergreen Lane, Plymouth
- F. Set September 15, 2016 Public Hearing for 2017 Capital Improvement Projects

### 5. BUSINESS

- A. Consider Proposal to Develop Feasibility Study for Dredging Bassett Creek Park Pond and Winnetka Pond (2018 CIP Project BCP-2)
- B. Consider Metropolitan Council Stormwater Grant Awarded for Northside Neighborhood Engagement & Opportunities in Clean Water Initiatives (Harrison Neighborhood Project)
  - 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
- D. Review Draft Clean Water Fund Grant Application for Plymouth Creek Restoration Project
- E. Consider Approval of Recommendations from Technical Advisory Committee on Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features
- F. Consider Education Committee Recommendation to Approve Contract with Lawn Chair Gardner for BCWMC Educational Display Upgrades and Monthly Article Writing
- G. Receive Update on XP-SWMM Phase II Project

### 6. COMMUNICATIONS

- A. Administrator's Report
  - i. Watershed Tour Recap and Handout
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
  - i. APM/AIS Committee
- F. Legal Counsel
- G. Engineer
  - i. North Branch Bassett Creek Channel Maintenance Project Plans

## 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 Conference Room, 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>

### Future Commission Agenda Items list

- Address Organizational Efficiencies
- Finalize Commission policies (fiscal, data practices, records retention, roles and responsibilities, etc.)
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides



## 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  
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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  
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## Bassett Creek Watershed Management Commission

### DRAFT Minutes of Regular Meeting

June 16, 2016

Golden Valley City Hall, 8:30 a.m.

#### Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Plymouth	Commissioner Ginny Black
Golden Valley	Commissioner Stacy Hoschka, Secretary/Treasurer	Robbinsdale	Alternate Commissioner Michael Scanlan
Medicine Lake	Commissioner Clint Carlson	St. Louis Park	Commissioner Jim de Lambert, Chair
Minneapolis	Alternate Commissioner Lisa Goddard	Administrator	Laura Jester
Minnetonka	<i>Absent</i>	Attorney	Kyle Hartnett, Kennedy & Graven
New Hope	Alternate Commissioner Pat Crough	Engineer	Karen Chandler, Barr Engineering

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

Ben Scharenbroich, TAC, City of Plymouth	Bob Paschke, TAC, City of New Hope
Erick Francis, TAC, City of St. Louis Park	Liz Stout, TAC, City of Minneapolis
Jeff Oliver, TAC, City of Golden Valley	Jane McDonald Black, Alternate Commissioner, Golden Valley
Richard McCoy, TAC, City of Robbinsdale	Dave Tobelmann, Alternate Commissioner, Plymouth
Tom Dietrich, TAC, City of Minnetonka	

### 1. CALL TO ORDER AND ROLL CALL

On Thursday, June 16, 2016, at 8:34 a.m. in the Council Conference Room at Golden Valley City Hall (7800 Golden Valley Rd.), Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. [The city of Minnetonka was absent from roll call].

### 2. CITIZEN FORUM ON NON-AGENDA ITEMS

No comments.

### 3. AGENDA

**MOTION:** Commissioner Mueller moved to approve the agenda. Alt. Commissioner Goddard seconded the motion. Upon a vote, the motion carried 8-0. [The city of Minnetonka was absent from the vote.]

#### 4. CONSENT AGENDA

**MOTION:** Commissioner Black moved to approve the consent agenda. Alt. Commissioner Mueller seconded the motion. Upon a vote, the motion carried 8-0. [The city of Minnetonka was absent from the vote.]

[The following items were approved as part of the consent agenda: the May 19, 2016, Commission Meeting Minutes, the June 2016 Financial Report, the payment of invoices, the Theodore Wirth Welcome Center Utilities Plan.]

The general and construction account balances reported in the May 2016 Financial Report are as follows:

Checking Account Balance	\$678,522.75
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$678,522.75</b>
<b>TOTAL CASH &amp; INVESTMENTS ON-HAND (6/8//16)</b>	<b>\$3,210,961.71</b>
CIP Projects Levied – Budget Remaining	(\$4,312,906.12)
Closed Projects Remaining Balance	(\$1,101,944.41)
2011-2015 Anticipated Tax Levy Revenue	\$10,213.74
2016 Anticipated Tax Levy Revenue	\$1,222,000.00
Anticipated Closed Project Balance	(\$130,269.33)

#### 5. BUSINESS

##### A. Consider Conditional Approval of Southwest Light Rail Transit (LRT) Project Plans and Extension of Approval Expiration Date

Commission Engineer Chandler provided an overview of the portion of the proposed Southwest LRT within the Bassett Creek watershed. She indicated the linear project has three distinct segments spanning two miles within the watershed. She reminded Commissioners of their action in March allowing a connection to the Bassett Creek tunnel for stormwater management. She indicated that the Engineer's review of the proposed plans being considered today include many comments because the consultants were not available to answer questions (they have been laid off due to lack of funding and inaction by the State legislature). Engineer Chandler also indicated that Commission approval of project plans expire after two years, however, the SWLRT is requesting an extension of that date to December 2020 when the project is slated to be complete and service to begin. She also noted the project plans are still under review by the Federal Transit Authority.

Engineer Chandler went on to describe some of the issues currently in the plans including inconsistency among different pieces of information submitted for review and that the current plans do not meet Commission requirements for rate control and water quality (MIDS) in one of the segments. She reported that MIDS may be difficult to meet in this segment due to contaminated soils, high ground water, and limited space. However, she noted the SWLRT has not requested a variance from those requirements. She noted that the Commission could

grant conditional approval today and that the final review and approval would happen administratively (unless a variance is requested which would come back before the Commission). However, she recommended that due to so many unanswered questions with the plans, that the Commission direct staff to send comments to SWLRT and bring revised plans back to a future Commission meeting.

There was discussion about the Commission's options and obligations at this point and the ramifications of different possible actions. There were questions about whether or not the application was complete and how inaction today would affect the project timeline.

**MOTION:** Commissioner Black moved to direct staff to submit comments to the project proposer and to bring revised project plans to the Commission at a future meeting at which time the Commission will also consider extending the approval expiration date. Commissioner Hoschka seconded the motion. Upon a vote the motion carried unanimously. [City of Minnetonka was absent from the vote.]

## **B. Receive Update on Main Stem Bassett Creek Erosion Repair Project (2017CR-M)**

Administrator Jester noted that the meeting materials include a grant application submitted by the Commission and the City of Minneapolis to Hennepin County to cover the cost of developing a Response Action Plan (RAP) that will outline the specific approach to managing contaminated soil during the Main Stem Erosion Repair Project. She noted that no money will actually come to the Commission with this grant, but that Barr Engineering would be paid directly by the County. She noted that the RAP must be developed in order to apply for additional clean up funds through the County's Environmental Response Fund in the future. Administrator Jester reviewed the timeline for that future grant application. There were no questions from the Commission.

[Alt. Commissioner McDonald Black arrives.]

## **C. Receive Update on Metro Blooms' Harrison Neighborhood Project**

Administrator Jester reported that Metro Blooms is preparing for the boulevard bio-swale installations around the entire block containing Redeemer Lutheran Church on Glenwood Avenue and that the work will happen July 5-15 with the Conservation Corps Youth Outdoors crews and with Step Up interns based at Redeemer Lutheran. She indicated the Minneapolis Park and Recreation Board's forestry team is removing all ash trees on the block and deep grinding all stumps prior to the project start date and that the Redeemer Block Party is scheduled for August 17<sup>th</sup> and typically draws 800 residents. She noted Metro Blooms will participate in the block party as it will be an opportunity to engage the neighborhood and showcase the bio-swale installations.

Administrator Jester further noted that Metro Blooms continues to seek grant funding for the originally envisioned Harrison Neighborhood project to install BMPs in alleyways and to engage neighborhood youth. She indicated the \$200,000 grant proposal submitted to the Met Council by the Commission on Metro Blooms' behalf is likely to be funded at \$100,000. There were no questions from the Commission.

## **D. Consider Applying for Clean Water Fund Grants for 2017 Projects and Harrison Neighborhood Project**

Administrator Jester reported that the request for proposals for the 2017 Clean Water Fund grants from the MN Board of Water and Soil Resources (BWSR) would be out soon and applications will be due in early August. She indicated the Commission could apply for funding from the "projects and practices" portion of the grant for one or both of the 2017 CIP projects (Plymouth Creek Restoration Project and Main Stem Erosion Repair Project) and that Metro Blooms is requesting the Commission apply for funding on their behalf (as they are not eligible to apply) for the Harrison Neighborhood project. There was discussion about how the stream projects would rank and how much staff time is involved with applying for the grants and then managing grants if awarded. Alt. Commissioner Goddard asked about where in the Harrison Neighborhood the BMPs would be installed as half the neighborhood is in the Mississippi WMO. Administrator Jester said she didn't know the answer, BMP locations

had not been determined but that was a good thing to consider. Administrator Jester noted the grant application for the Harrison Neighborhood Project would be developed by Metro Blooms and they would also perform the bulk of the reporting. She noted the grant application could include funding for Commission staff time in coordination and reporting as well.

There was consensus that staff should discuss the two stream projects and the Harrison project with BWSR staff to get a sense of how the different projects would rank and that the Commission should probably apply for funding for one of the stream projects and the Harrison project and bring draft applications to the July Commission meeting.

#### **E. Receive Update on Plans for Watershed Tour**

Administrator Jester reported that almost 30 people had registered for the tour and she reviewed the tour stops and presenters. There were no questions from the Commission.

### **7. COMMUNICATIONS**

#### **A. Administrator's Report**

Administrator Jester reported that the APM/AIS Committee will hold their first meeting on June 28<sup>th</sup> at 8:30 a.m. and that the TAC will also meet on June 28<sup>th</sup>, at 1:30 p.m. – both meetings at Golden Valley City Hall. She also reported the Budget Committee will meet on August 8<sup>th</sup> and that all meetings are included on the online calendar. She further noted the Clean Water Summit in September and reported that she registered the Commission as an endorsing organization. She noted that Commissioners that wished to attend the conference could be reimbursed for the registration fee. Finally, she noted she had done a cursory review and provided comments to the City of Minneapolis on their Stormwater Management Program annual report.

Within the Administrator's report, there was a question about the status of the Four Seasons Mall Project. Engineer Chandler reported that plans for demolition of the mall were recently approved administratively by the Commission. However, it was unclear what type of future project was planned for the site and whether or not additional water quality improvements would be incorporated there.

#### **B. Chair**

Chair de Lambert noted that registration is open for the Water Resources Conference in October. He indicated that he always finds it to be a good conference and reminded Commissioners that they can be reimbursed for the registration fee.

**C. Commissioners** - No comments

**D. TAC Members** – No comments

**E. Committees** - No comments

**F. Legal Counsel** – No comments

#### **G. Engineer**

Engineer Chandler asked the Commission if in the future, projects that propose only temporary floodplain impacts should come to a Commission meeting or if they could be approved administratively. After some questions and discussion, she indicated it was probably more complicated and took the question off the table.



**7. INFORMATION ONLY** (Available at <http://www.bassettcreekwmo.org/document/meeting-materials-minu/meeting-materials/bcwmc-monthly-meeting> )

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. Clean Water Summit September 22<sup>nd</sup>, Minnesota Landscape Arboretum, Register at <http://www.arboretum.umn.edu/2016cleanwatersummit.aspx>
- D. MWMO's "Water Wednesdays" Workshop Series (June 8, July 13, Aug 10): <http://mwmo.org/blog/introducing-water-wednesdays-new-summer-workshop-series/>
- E. WCA Notice of Application, Plymouth Commons, Plymouth
- F. WCA Notice of Application, Vrieze Property, Plymouth
- G. WCA Notice of Application, St. Barnabas Lutheran Church, Plymouth

**8. ADJOURNMENT** - Chair de Lambert adjourned the meeting at 9:43 a.m.

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Signature/Title

Date

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Signature/Title

Date

Bassett Creek Watershed Management Commission General Account  
General Fund (Administration) Financial Report  
Fiscal Year: February 1, 2016 through January 31, 2017  
MEETING DATE: July 21, 2016

Item 4B.  
BCWMC 7-21-16

(UNAUDITED)

<b>BEGINNING BALANCE</b>	<b>8-Jun-16</b>			<b>678,522.75</b>
<b>ADD:</b>				
	<b>General Fund Revenue:</b>			
	Interest less Bank Fees		(12.15)	
	Permits:			
	Luther Company	BCWMC 2016-24	2,200.00	
	Erin Daugherty	BCWMC 2016-23	600.00	
	Reimbursed Construction Costs		970,506.43	
		<b>Total Revenue and Transfers In</b>		<b>973,294.28</b>
<b>DEDUCT:</b>				
	<b>Checks:</b>			
	2870 Barr Engineering	June Engineering	58,597.59	
	2871 Kennedy & Graven	May Legal	835.80	
	2872 Keystone Waters LLC	June Administrator	5,150.00	
	2873 Wenck Associates	June Outlet Monitoring	1,547.73	
	2874 Metro Blooms	Harrison Neighborhood Pr	4,000.00	
	2875 MMKR	Audit - final billing	3,700.00	
	2876 D'Amico Catering	July Meeting	146.23	
	2877 Amy Herbert LLC	June Secretarial	341.00	
	2878 City of New Hope	Northwoods Pond	953,886.93	
		<b>Total Checks</b>		<b>1,028,205.28</b>
<b>ENDING BALANCE</b>	<b>12-Jul-16</b>			<b>623,611.75</b>

Bassett Creek Watershed Management Commission General Account

General Fund (Administration) Financial Report

(UNAUDITED)

Fiscal Year: February 1, 2016 through January 31, 2017

MEETING DATE: July 21, 2016

	2016 / 2017 BUDGET	CURRENT MONTH	YTD 2016 / 2017	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS TO CITIES	490,345	0.00	490,344.00	1.00
PROJECT REVIEW FEES	60,000	2,800.00	33,700.00	26,300.00
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
TRANSFERS FROM LONG TERM FUND & CIP	27,055	0.00	0.00	27,055.00
<b>REVENUE TOTAL</b>	<b>582,400</b>	<b>2,800.00</b>	<b>528,544.00</b>	<b>53,856.00</b>
<b>EXPENDITURES</b>				
<b>ENGINEERING &amp; MONITORING</b>				
TECHNICAL SERVICES	120,000	10,200.50	52,789.22	67,210.78
DEV/PROJECT REVIEWS	65,000	11,405.00	50,964.12	14,035.88
NON-FEE/PRELIM REVIEWS	15,000	3,155.50	21,741.44	(6,741.44)
COMMISSION AND TAC MEETINGS	13,000	970.50	7,622.50	5,377.50
SURVEYS & STUDIES	25,000	9,238.34	14,547.34	10,452.66
WATER QUALITY/MONITORING	76,000	959.54	20,503.31	55,496.69
SHORELAND HABITAT MONITORING	6,000	0.00	1,157.00	4,843.00
WATER QUANTITY	11,500	1,303.86	3,371.96	8,128.04
WATERSHED INSPECTIONS -EROSION CONTROL	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	0.00	10,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
WOMP	17,000	1,727.73	7,137.26	9,862.74
<b>ENGINEERING &amp; MONITORING TOTAL</b>	<b>361,500</b>	<b>38,960.97</b>	<b>179,834.15</b>	<b>181,665.85</b>
<b>ADMINISTRATION</b>				
ADMINISTRATOR	62,000	5,150.00	24,601.49	37,398.51
LEGAL COSTS	18,500	835.80	4,380.12	14,119.88
AUDIT, INSURANCE & BONDING	15,500	3,700.00	14,493.00	1,007.00
FINANCIAL MANAGEMENT	3,200	0.00	77.60	3,122.40
DIGITIZE HISTORIC PAPER FILES	5,000	1,663.00	1,663.00	3,337.00
MEETING EXPENSES	2,200	146.23	854.85	1,345.15
ADMINISTRATIVE SERVICES	25,000	384.85	7,084.39	17,915.61
<b>ADMINISTRATION TOTAL</b>	<b>131,400</b>	<b>11,879.88</b>	<b>53,154.45</b>	<b>78,245.55</b>
<b>OUTREACH &amp; EDUCATION</b>				
PUBLICATIONS/ANNUAL REPORT	2,500	0.00	1,246.50	1,253.50
WEBSITE	3,500	65.00	1,007.03	2,492.97
PUBLIC COMMUNICATIONS	2,500	0.00	0.00	2,500.00
EDUCATION AND PUBLIC OUTREACH	22,500	4,000.00	17,406.03	5,093.97
WATERSHED EDUCATION PARTNERSHIPS	15,500	0.00	3,500.00	12,000.00
<b>OUTREACH &amp; EDUCATION TOTAL</b>	<b>46,500</b>	<b>4,065.00</b>	<b>23,159.56</b>	<b>23,340.44</b>
<b>MAINTENANCE FUNDS</b>				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
<b>MAINTENANCE FUNDS TOTAL</b>	<b>50,000</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>
<b>TMDL WORK</b>				
TMDL IMPLEMENTATION REPORTING	20,000	2,793.00	16,110.00	3,890.00
<b>TMDL WORK TOTAL</b>	<b>20,000</b>	<b>2,793.00</b>	<b>16,110.00</b>	<b>3,890.00</b>
<b>TOTAL EXPENSES</b>	<b>609,400</b>	<b>57,698.85</b>	<b>272,258.16</b>	<b>337,141.84</b>

**BCWMC Construction Account**
**Fiscal Year: February 1, 2015 through January 31, 2016**
**(UNAUDITED)**
**July 2016 Financial Report**

Cash Balance 6/8/16			
Cash		2,218,961.71	
	Total Cash		2,218,961.71
Ally Bk Midvale Utah C/D (9/25/2017 1.25%)		248,000.00	
Capital One Bk-McLean VA C/D (9/25/2017 1.15%)		248,000.00	
Capital One Bk-Glen Allen VA C/D (9/25/2017 1.15%)		248,000.00	
Key Bk Natl Assn Ohio C/D (10/02/2017 1.15%)		248,000.00	
	Total Investments		992,000.00
	<b>Total Cash &amp; Investments</b>		<b>3,210,961.71</b>
Add:			
Interest Revenue (Bank Charges)		(59.14)	
Hennepin County - 1st 1/2 taxes		624,072.31	
	<b>Total Revenue</b>		<b>624,013.17</b>
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(953,886.93)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(1,854.50)	
	<b>Total Current Expenses</b>		<b>(955,741.43)</b>
	<b>Total Cash &amp; Investments On Hand</b>	<b>07/12/16</b>	<b>2,879,233.45</b>
Total Cash & Investments On Hand		2,879,233.45	
CIP Projects Levied - Budget Remaining - TABLE A		(3,359,019.19)	
<b>Closed Projects Remaining Balance</b>		<b>(479,785.74)</b>	
2011 - 2015 Anticipated Tax Levy Revenue - TABLE C		6,710.47	
2016 Anticipated Tax Levy Revenue - TABLE C		601,430.96	
<b>Anticipated Closed Project Balance</b>		<b>128,355.69</b>	
Proposed & Future CIP Project Amount to be Levied - TABLE B		0.00	

**TABLE A - CIP PROJECTS LEVIED**

	Approved Budget	Current Expenses	2016 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	11,589.50	184,410.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	0.00	0.00	127,501.84	862,498.16
<b>2014</b>					
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	0.00	213,668.55	303,263.45	308,736.55
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	0.00	230,401.91	250,000.00	0.00
Twin Lake Alum Treatment Project (TW-2)	163,000.00	0.00	66,812.17	91,037.82	71,962.18
<b>2015</b>			0.00	0.00	
Main Stem 10th to Duluth (CR2015)	1,503,000.00	0.00	0.00	105,042.00	1,397,958.00
<b>2016</b>			0.00	0.00	
Honeywell Pond Expansion (BC-4)	810,930.00	0.00	0.00	13,904.48	797,025.52
Northwood Lake Pond (NL-1)	822,140.00	953,886.93	985,769.53	1,085,711.72	(263,571.72)
	<b>5,347,070.00</b>	<b>953,886.93</b>	<b>1,496,652.16</b>	<b>1,988,050.81</b>	<b>3,359,019.19</b>

Grant Funds Received
-------------------------

275,000.00

**TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED**

	Approved Budget - To Be Levied	Current Expenses	2016 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
<b>2017</b>					
Main Stem Cedar Lk Rd to Dupont (2017 CR-M)		1,854.50	62,418.50	105,090.38	(105,090.38)
Plymouth Creek Restoration (CR-P)		0.00	13,229.00	62,641.13	(62,641.13)
2017 Project Totals	0.00	1,854.50	75,647.50	167,731.51	(167,731.51)
<b>2019</b>					
Bryn Mawr Meadows (BC-5)	0.00	0.00	0.00	5,282.80	(5,282.80)
2019 Project Totals	0.00	0.00	0.00	5,282.80	(5,282.80)
Total Proposed & Future CIP Projects to be Levied	0.00	1,854.50	75,647.50	173,014.31	(173,014.31)

**BCWMC Construction Account**

Fiscal Year: February 1, 2015 through January 31, 2016

(UNAUDITED)

**July 2016 Financial Report****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
2016 Tax Levy	1,222,000.00		1,222,000.00	620,569.04	620,569.04	620,569.04	601,430.96	1,222,000.00
2015 Tax Levy	1,000,000.00	4,784.98	1,004,784.98	3,042.85	3,042.85	1,001,880.34	2,904.64	1,000,000.00
2014 Tax Levy	895,000.00	(5,147.27)	889,852.73	118.97	118.97	887,820.38	2,032.35	895,000.00
2013 Tax Levy	986,000.00	(8,746.67)	977,253.33	32.61	32.61	976,135.00	1,118.33	986,000.00
2012 Tax Levy	762,010.00	(7,283.60)	754,726.40	75.30	75.30	754,187.05	539.35	762,010.00
2011 Tax Levy	863,268.83	(12,453.26)	850,815.57	233.54	233.54	850,699.77	115.80	862,400.00
				<u>624,072.31</u>			<u>608,141.43</u>	

**OTHER PROJECTS:**

	Approved Budget	Current Expenses / (Revenue)	2016 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
<b>TMDL Studies</b>					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
TOTAL TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
<b>Flood Control Long-Term</b>					
Flood Control Long-Term Maintenance	648,373.00	14,765.00	67,421.50	221,197.17	427,175.83
Less: State of MN - DNR Grants			(13,838.00)	(13,838.00)	
	648,373.00	14,765.00	53,583.50	207,359.17	427,175.83
<b>Annual Flood Control Projects:</b>					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
<b>Annual Water Quality</b>					
Channel Maintenance Fund	325,000.00	0.00	0.00	121,242.95	203,757.05
Total Other Projects	1,608,373.00	14,765.00	53,583.50	436,367.27	1,158,167.73

Cash Balance 6/8/16

1,084,269.68

Add:

Transfer from GF

0.00

Less:

Current (Expenses)/Revenue

(14,765.00)

Ending Cash Balance

07/12/16

1,069,504.68



7/13/2016

	CIP Projects Levied								
	Total	2013	2013	2014	2014	2014	2015	2016	2016
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
Original Budget Added to Budget	5,347,070	196,000	990,000	612,000	250,000	163,000	1,503,000	810,930	822,140
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									
Feb 2009 - Jan 2010									
Feb 2010 - Jan 2011	602.00		602.00						
Feb 2011 - Jan 2012	49,194.86	1,476.00	8,086.37	39,632.49					
Feb 2012 - Jan 2013	71,301.89	2,964.05	61,940.82	4,572.97	152.80	1,671.25			
Feb 2013 - Jan 2014	78,112.38	6,511.95	31,006.30	19,079.54	6,477.29	13,678.55	1,358.75		
Feb 2014 - Jan 2015	70,123.05			26,309.90	12,968.00	8,443.85	9,820.60	7,461.95	5,118.75
Feb 2015-Jan 2016	221,426.97		25,866.35			432.00	93,862.65	6,442.53	94,823.44
Feb 2016-Jan 2017	1,496,652.16			213,668.55	230,401.91	66,812.17			985,769.53
Total Expenditures:	1,988,050.81	11,589.50	127,501.84	303,263.45	250,000.00	91,037.82	105,042.00	13,904.48	1,085,711.72
Project Balance	3,359,019.19	184,410.50	862,498.16	308,736.55		71,962.18	1,397,958.00	797,025.52	(263,571.72)
	Total	2013	2013	2014	2014	2014	2015	2016	2016
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
Project Totals By Vendor									
Barr Engineering	184,734.21	6,338.95	28,670.54	75,251.50	13,089.74	15,712.00	15,825.00	13,108.48	16,738.00
Kennedy & Graven	11,384.60	1,200.55	2,471.95	993.40	1,038.35	1,058.65	2,223.75	796.00	1,601.95
City of Golden Valley	572,875.88			213,668.55	230,401.91	66,812.17	61,993.25		
City of Minneapolis									
City of Plymouth	75,759.35		75,759.35						
City of New Hope	1,067,371.77								1,067,371.77
MPCA									
Blue Water Science	3,900.00					3,900.00			
S E H									
Misc									
2.5% Admin Transfer	72,025.00	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00	25,000.00		
Transfer to General Fund									
Total Expenditures	1,988,050.81	11,589.50	127,501.84	303,263.45	250,000.00	91,037.82	105,042.00	13,904.48	1,085,711.72
	Total	2013	2013	2014	2014	2014	2015	2016	2016
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
Levy/Grant Details									
2009/2010 Levy									
2010/2011 Levy									
2011/2012 Levy									
2012/2013 Levy	986,000	162,000	824,000						
2013/2014 Levy	895,000			534,000	218,800	142,200			
2014/2015 Levy	1,000,000						1,000,000		
2015-2016 Levy	1,222,000							810,930	411,070
Construction Fund Balance	703,000	34,000	166,000				503,000		
BWSR Grant- BCWMO	400,000								400,000
MPCA Grant-CWPGGrant	75,000								75,000
DNR Grants-LT Maint									
Total Levy/Grants	5,281,000	196,000	990,000	534,000	218,800	142,200	1,503,000	810,930	886,070
BWSR Grants Received									200,000
MPCA Grant-CWP (Total \$300,000)									75,000.00

# Bassett Creek Construction Project Details

# Bassett Creek Construction Project Details

Proposed & Future CIP Projects (to be Levied)					Other Projects						
Original Budget Added to Budget	Total	2017	2017	2019	DNR Grant From GF	Total					Totals - All Projects
	Proposed & Future CIP Projects (to be Levied)	Main Stem- Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)	Bryn Mawr Meadows		Other Projects	TMDL Studies	Flood Control Emergency Maint	Flood Control Long- Term Maint	Channel Maint	
						1,278,373.00 (250,000.00) 13,838.00 330,000.00	105,000.00	500,000.00	748,373.00 (250,000.00) 13,838.00 150,000.00	175,000.00	6,625,443.00 (250,000.00) 13,838.00 330,000.00
Expenditures:											
Feb 2004 - Jan 2005						6,949.19			3,954.44	2,994.75	637.50
Feb 2005 - Jan 2006						10,249.09	637.20		9,611.89		6,949.19
Feb 2006 - Jan 2007						23,486.95	23,486.95				10,249.09
Feb 2007 - Jan 2008						70,413.47	31,590.12				23,486.95
Feb 2008 - Jan 2009						31,868.63	31,868.63			38,823.35	70,413.47
Feb 2009 - Jan 2010						15,005.25	15,005.25				31,868.63
Feb 2010 - Jan 2011						168.00	168.00				15,607.25
Feb 2011 - Jan 2012						21,094.00	3,194.00			17,900.00	49,362.86
Feb 2012 - Jan 2013						6,732.00	1,815.00				92,395.89
Feb 2013 - Jan 2014						59,459.65			4,917.00		84,844.38
Feb 2014 - Jan 2015	5,282.80			5,282.80		137,357.54			24,712.15	34,747.50	134,865.50
Feb 2015-Jan 2016	92,084.01	42,671.88	49,412.13			67,421.50			110,580.19	26,777.35	450,868.52
Feb 2016-Jan 2017	75,647.50	62,418.50	13,229.00						67,421.50		1,639,721.16
Total Expenditures:	173,014.31	105,090.38	62,641.13	5,282.80		450,205.27	107,765.15		221,197.17	121,242.95	2,611,270.39
Project Balance	(173,014.31)	(105,090.38)	(62,641.13)	(5,282.80)		1,172,005.73	27,234.85	500,000.00	441,013.83	203,757.05	4,358,010.61
											Totals - All Projects
Project Totals By Vendor	Total	2017	2017	2019	DNR Grant From GF	Total					
	Proposed & Future CIP Projects (to be Levied)	Main Stem- Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)	Bryn Mawr Meadows		Other Projects	TMDL Studies	Flood Control Emergency Maint	Flood Control Long- Term Maint	Channel Maint	
Barr Engineering	171,889.31	103,965.38	62,641.13	5,282.80		297,394.26	104,888.70		192,505.56		654,017.78
Kennedy & Graven						2,648.25	1,164.30		1,099.35	384.60	14,032.85
City of Golden Valley						55,287.50				55,287.50	628,163.38
City of Minneapolis						26,747.50				26,747.50	26,747.50
City of Plymouth						38,823.35				38,823.35	114,582.70
City of New Hope											1,067,371.77
MPCA	1,125.00	1,125.00									1,125.00
Blue Water Science											3,900.00
S E H						3,992.26			3,992.26		3,992.26
Misc						1,712.15	1,712.15				1,712.15
2.5% Admin Transfer											72,025.00
Transfer to General Fund						23,600.00			23,600.00		23,600.00
Total Expenditures	173,014.31	105,090.38	62,641.13	5,282.80		450,205.27	107,765.15		221,197.17	121,242.95	2,611,270.39
											Totals - All Projects
Levy/Grant Details	Total	2017	2017	2019	DNR Grant From GF	Total					
	Proposed & Future CIP Projects (to be Levied)	Main Stem- Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)	Bryn Mawr Meadows		Other Projects	TMDL Studies	Flood Control Emergency Maint	Flood Control Long- Term Maint	Channel Maint	
2009/2010 Levy											
2010/2011 Levy					2010/2011	60,000.00	10,000		25,000	25,000	60,000
2011/2012 Levy					2011/2012	60,000.00	10,000		25,000	25,000	60,000
2012/2013 Levy					2012/2013	60,000.00	10,000		25,000	25,000	1,046,000
2013/2014 Levy					2013/2014	50,000.00			25,000	25,000	945,000
2014/2015 Levy					2014/2015	50,000.00			25,000	25,000	1,050,000
2015-2016 Levy											
Construction Fund Balance					2015/2016	50,000.00			25,000	25,000	753,000
BWSR Grant- BCWMO											400,000
MPCA Grant-CWPGGrant											
DNR Grants-LT Maint					DNR Grant	13,838.00			13,838		
Total Levy/Grants						343,838.00	30,000		163,838	150,000	4,314,000



Stantec Consulting Services Inc.  
2335 Highway 36 West  
St. Paul MN 55113  
Tel: (651) 636-4600  
Fax: (651) 636-1311

Item 4D.  
BCWMC 7-21-16  
Full documentation online

July 11, 2016  
File: 193802816

Attention: Laura Jester  
Keystone Waters, LLC  
BCWMC Administrator  
16145 Hillcrest Lane  
Eden Prairie, MN 55346

Reference: Northwood Lake Improvements – Reimbursement Request #2  
City Project No.: 938, 967, 974

Dear Laura,

Per the terms of the Cooperative Agreement for the 2016 Northwood Lake Improvements Project, the City of New Hope is requesting reimbursement for expenses incurred during the preparation of the design plans, construction management, and construction of the project. The total reimbursement for engineering services and constructions costs is **\$953,886.93**, and detailed breakdowns are provided below with additional backup information attached.

#### Engineering Services

The request for reimbursement for engineering is \$71,872.08, which accounts for 100% of the Design engineering and approximately 50% of the construction services expected. The summary breakdown of these costs per Concept A and C design concepts is shown in the table below:

Period Ending	Invoice No.	BCWMC Related Amount	Concept A (89%)	Concept C (11%)
1/29/2016	1019288	\$15,205.42	\$13,532.82	\$1,672.60
2/26/2016	1026618	\$3,606.12	\$3,209.45	\$396.67
4/1/2016	1047560	\$23,723.11	\$21,113.57	\$2,609.54
4/29/2016	1055542	\$29,337.43	\$26,110.31	\$3,227.12
Total Amount		\$71,872.08	\$63,966.15	\$7,905.93

#### Construction Costs

The request for reimbursement of construction costs is \$882,014.85, which accounts for three contractor requests for payment. The summary breakdown of these costs per is shown per the objectives identified in the grants awarded as shown on the following page.



July 11, 2016  
Ms. Laura Jester  
Page 2 of 2

Reference: Northwood Lake Improvements – Reimbursement Request **#2**

Construction Cost Category		Amount to Date	5% Retainage Held	Total Amount Paid to Date
Objective 2				
A)	Construction costs - storm sewer redirect, treatment structure install <sup>3</sup>	\$144,800.99	\$7,240.05	\$137,560.94
B)	Construction costs - underground storage tank <sup>4</sup>	\$470,492.33	\$23,524.62	\$446,967.72
C)	Construction costs - water re-use piping and pumphouse <sup>5</sup>	\$8,354.15	\$417.71	\$7,936.45
D)	Construction costs - raingardens & curbcut <sup>6</sup>	\$21,065.31	\$1,053.27	\$20,012.05
Objective 3				
A)	Construction costs - pond construction <sup>7</sup>	\$283,723.89	\$14,186.19	\$269,537.70
Total Amount		\$928,436.68	\$46,421.83	\$882,014.85

#### Construction Status

The construction reimbursement request reflects Northdale Construction Company completing a majority of the storm sewer redirection on Boone Avenue as well as the underground storage tank construction. Work has just begun for the water re-use piping and rain garden construction. The pond construction and storm sewer installation at Jordan Avenue North is near completion.

Enclosed please find the attached invoices from Stantec, proof of payment from the City, and the contractor requests for payment.

If you have any questions or require further information please call me at (651)604-4808.

Sincerely,

STANTEC

Christopher W. Long, P.E.

Attachments: Stantec Invoices; Proof of Payment by New Hope; Pay Request No. 1-3; Detailed Project Coding for Construction Costs

Cc: Bob Paschke, Bernie Weber, Shawn Markham – New Hope; Kellie Schlegel, Ann Dienhart, Adam Martinson – Stantec.



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 4E – 2860 Evergreen Lane – Plymouth  
BCWMC July 21, 2016 Meeting Agenda  
**Date:** July 14, 2016  
**Project:** 23270051 2016 2089

### 4E 2860 Evergreen Lane – Plymouth BCWMC 2016-23

#### Summary:

**Proposed Work:** Replace existing single family home with a new home

**Basis for Commission Review:** Work within the floodplain

**Impervious Surface Area:** Increase 342 sq. ft.

**Recommendation:** Conditional approval

#### General Background & Comments

The proposed project includes demolition of an existing single family home and construction of a new single family home at 2860 Evergreen Lane. The project is located along the west shoreline of Medicine Lake in the Medicine Lake direct subwatershed. The project parcel is 0.31 acres. The entire parcel will be graded resulting in an increase of 342 square feet of impervious surface from 2550 to 2893 square feet.

#### Floodplain

The project is located within the Medicine Lake floodplain (elevation 890.3). Site grading will result in 180 cubic feet of fill within the floodplain and 180 cubic feet of compensatory storage at the site.

#### Wetlands

The City of Plymouth is the LGU for administering the Minnesota Wetland Conservation Act of 1991.

#### Stormwater Management

Under existing and proposed conditions the site drains east toward Medicine Lake.

#### Water Quality Management

There is currently no constructed water quality treatment provided on the site. Because the project is creating and/or reconstructing less than one acre of impervious surface, no water quality treatment is required on-site.



**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 4E – 2860 Evergreen Lane – Plymouth  
**Date:** July 14, 2016  
**Page:** 2  
**Project:** 23270051 2016 2089

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## **Erosion and Sediment Control**

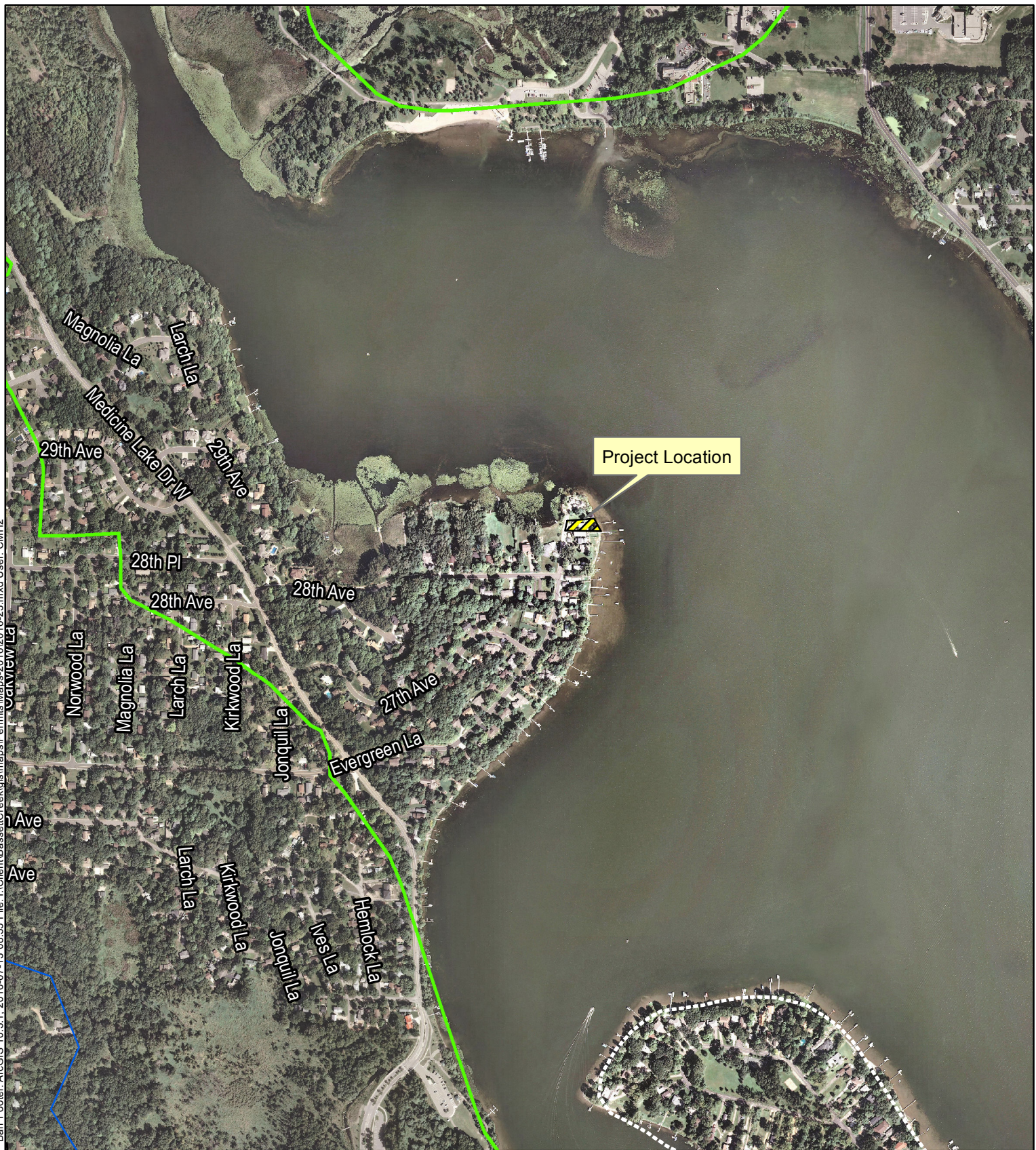
Although single family homes are exempt from the BCWMC erosion control review, an erosion control plan was provided. Proposed temporary erosion control features include silt fence and a rock construction entrance.

## **Recommendation**

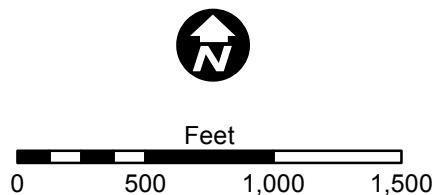
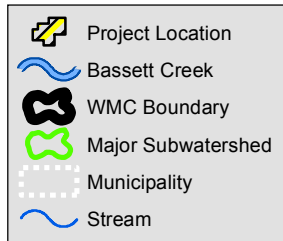
Approval of the submitted plan.



Barr Footer: ArcGIS 10.3.1, 2016-07-13 08:55 File: I:\Client\BassettCreek\gis\maps\Permits\Maps-2016\2016-23.mxd User: CMH2



Imagery Source: Aerial Express (2009)



**LOCATION MAP**  
**APPLICATION 2016-23**  
**2860 Evergreen Lane**  
**Plymouth, MN**





## Memorandum

To: Bassett Creek Watershed Management Commission  
From: Barr Engineering Company  
Subject: Item 5A – Consider Approval of Proposal to Prepare Feasibility Study for Bassett Creek Park Pond and Winnetka Pond Dredging Project (2018 CIP Project BCP-2)  
BCWMC July 21, 2016 Meeting Agenda  
Date: July 13, 2016

### Item 5A. Consider Approval of Proposal to Prepare Feasibility Study for Bassett Creek Park Pond and Winnetka Pond Dredging Project (2018 CIP Project BCP-2)

#### Recommendations:

1. Consider approving the scope of work and \$60,000 budget presented in this memorandum and direct the Engineer to complete the feasibility study for the Bassett Creek Park Pond and Winnetka Pond Dredging Project (BCP-2), to be constructed in 2018.
2. Direct the Engineer to consult with the U.S. Army Corps of Engineers (USACE) to determine whether the Resources Management Plan Pre-application Consultation Protocols may apply for this project.
3. Direct the Engineer to prepare a feasibility study that complies with the requirements of the USACE and BCWMC criteria.

#### Background

The proposed Bassett Creek Park Pond dredging project is in the Bassett Creek Watershed Management Commission's (BCWMC) current CIP (Table 5-3) as project BCP-2, with a cost and schedule "to be determined." At its March 17 meeting, the Commission approved the 5-year (working) CIP, which included project BCP-2, scheduled to be constructed in 2018. At its May 19 meeting, the Commission approved adding the Winnetka Pond dredging project to the feasibility study. Both ponds are in the City of Crystal, and are Minnesota Department of Natural Resources (MDNR) public waters—Bassett Creek Park Pond is MDNR #27064600P and Winnetka Pond is MDNR #27062900P. Figure 1 shows the location of the ponds.

The proposed projects will remove sediment that has collected in the main channel of the North Branch of Bassett Creek within Bassett Creek Park Pond and Winnetka Pond. The project will improve water quality downstream by trapping sediment in the pond, thus minimizing sediment passing downstream to Bassett Creek.

To: Bassett Creek Watershed Management Commission  
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Dredging of a portion of Bassett Creek Park Pond (along the North Branch) was previously performed during 1995 by the US Army Corps of Engineers (USACE), as part of the Bassett Creek Flood Control Project. Based on drawings provided by the City of Crystal, it appears that Winnetka Pond was constructed by the developer of Winnetka Village Apartments around 1968.

As is required for BCWMC CIP Projects, a feasibility study must be completed prior to BCWMC holding a hearing and ordering the project. The feasibility study will estimate the amount of material to be dredged, identify sediment contamination issues, discuss methods for dredging the material from the ponds and disposing of the dredged material, review the permitting requirements, and develop a concept plan and cost estimate for the project.

This project is consistent with the goals (Section 4.1) and policies (Sections 4.2.1 and 4.2.10) in the 2015 – 2025 BCWMC Watershed Management Plan. The City of Crystal requested completion of the Bassett Creek Park Pond project in 2018. The Winnetka Pond dredging project, if found necessary and feasible, could occur in a later year.

The BCWMC completed a Resource Management Plan (RMP) in 2009 through which the USACE and the BCWMC agreed on a series of steps, work items, deliverables (called “protocols”) that must be accomplished and submitted to complete the RMP process and USACE review/approval process. Although these pond dredging projects were not included in the RMP, the USACE has allowed the RMP protocols to be applied to other projects not specifically included in the RMP. With the completion of the protocols, we expect the USACE application process to move more quickly than it would otherwise. Most of the protocols must be addressed as part of the feasibility study, in addition to the usual tasks that would be performed as part of a feasibility study under the criteria adopted by the BCWMC in October 2013. In general, the protocols require compliance with Section 106 of the National Historic Preservation Act, compliance with Section 404 of the Clean Water Act, and Clean Water Act Section 401 Water Quality Certification. Compliance with Section 106 typically requires a cultural resources inventory. However, in the case of dredging an already-constructed pond, the prior disturbances should preclude the need for a cultural resources inventory. Therefore, the proposed work scope does not include performing the inventory. The feasibility study will follow/include the other applicable RMP protocols.

In addition to the RMP protocols and BCWMC feasibility study criteria, sediment sampling will be conducted following the Minnesota Pollution Control Agency’s (MPCA) “Managing Stormwater Sediment Best Management Practice Guidance” (June 2015).

## Content and Scope of Feasibility Study

The feasibility study will address and include the feasibility study criteria adopted by the BCWMC in October 2013:

- Analysis of multiple alternatives with the context of Commission objectives, including the following for each alternative:

- Pros and cons analysis
  - Cost estimate for construction and a “30-year cost”
  - Analysis of life expectancy
  - Summarize each alternative for the Commission to judge its merits
  - Cost estimate for annualized cost per pound of pollutant removal
- Evaluation of new and/or innovative approaches
- Identification of permitting requirements

As noted earlier, most of the RMP protocols must be addressed as part of the feasibility study. In addition to the tasks above, the feasibility study will include the identification of wetland impacts to meet the RMP pre-application protocols.

In addition to the RMP protocols and specific criteria adopted by the BCMWC, it is important to gather stakeholder input. The BCWMC Engineer will work with the BCWMC Administrator, and City of Crystal staff to identify the most-effective means to gather input from the public and other affected stakeholders. The project impacts are limited to a relatively small area, so we expect fewer concerns will be raised than with other proposed construction projects (e.g., stream restoration projects).

This feasibility study will address the following pond extents (Figure 1):

- 1) Bassett Creek Park Pond – This project location is included in the BCWMC’s current CIP (Table 5-3) and the 5-year (working) CIP, as BCP-2. The project description in the 5-year CIP covered the portion of the pond that was part of the BCWMC Flood Control Project. With the Commission’s May 19<sup>th</sup> approval to add the Winnetka Pond dredging project to this feasibility study, the City staff recommended expanding the scope of this project to include all of Bassett Creek Park Pond, as indicated on Figure 2.
- 2) Winnetka Pond – This project location is not specifically included in the BCWMC’s current CIP (Table 5-3). As shown on Figure 3, this pond is divided into two parts by a driveway/access; the two parts are identified as Winnetka Pond East and Winnetka Pond West on Figure 3.

For Bassett Creek Park Pond, we have preliminary information to show that a significant amount of sediment has accumulated in the pond, so we assume that all of the work scope components will be completed. However, for Winnetka Pond, we have no information regarding the amount of sediment accumulation in the pond. *Therefore, if the field investigation shows minimal sediment accumulation in Winnetka Pond East or Winnetka Pond West we will not proceed further with the feasibility study work on that portion of the pond.*

Below is a summary of the feasibility study work scope components for this project:



## 1) Project Meetings

- a) Project kick-off meeting with BCWMC staff, commissioners and Crystal staff and preparation of meeting notes.
- b) Meeting with BCWMC staff, City staff, USACE and MN DNR to discuss concept alternatives and review permit requirements for project, and prepare meeting minutes to confirm regulatory agencies' discussion results.

## 2) Field Investigations

- a) Bathymetric surveys – we will complete a bathymetric survey for each pond. The survey results, along with the sediment sampling information (see below), will be used to help obtain an accurate estimate of the volume of sediment to be removed.
- b) Wetland delineations – we will perform a wetland delineation around the pond perimeter of each pond. Barr will perform a field wetland delineation in accordance with the Routine Level 2 procedures specified in the U.S. Army Corps of Engineers 1987 Wetland Delineation Manual ("1987 Manual", USACE, 1987), the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (USACE, 2010), and the 2013 Guidance for Submittal of Wetland Delineation Reports to the USACE and WCA LGUs in MN. Wetland boundaries will be identified/flagged and recorded using a GPS unit with sub-meter accuracy. We will prepare a wetland delineation report that includes the wetland type classifications and descriptions of the delineated wetlands, a brief description of the proposed project, general environmental information, and a discussion of regulations and the administering authorities. The report will also include wetland data forms, precipitation analysis, and site photographs. Barr also will obtain a Wetland Type and Boundary Approval from the Local Government Unit (LGU). Our cost estimate does not include a wetland functions and values assessment (i.e., a Minnesota Rapid Assessment Method, or MNRAM, analysis).
- c) Sediment sampling – sediment sampling will be conducted to determine if the accumulated sediment is contaminated, thus restricting the use of the dredged material, and to estimate the location of the natural pond bottom.

The sediment sampling will follow the Minnesota Pollution Control Agency's (MPCA) "Managing Stormwater Sediment Best Management Practice Guidance" (June 2015). In accordance with the document, the following number of samples will be collected and analyzed in each pond:

- Bassett Creek Park Pond – 4 sediment samples, each created from a composite of 5 coring locations, based on its approximate size of 10 acres (for ponds larger than 4 acres in size, the MPCA guidance describes methods for creating 4 composite samples from a total of 20 coring locations spread across the pond).

- Winnetka Pond East – 3 sediment samples collected from 3 coring locations, based on its approximate size of 3 acres (for ponds smaller than 4 acres, the MPCA guidance requires collection of one sediment core and sample for each acre of pond surface area).
- Winnetka Pond West – 2 sediment samples collected from 2 coring locations, based on its approximate size of 1.4 acres (for ponds smaller than 4 acres, the MPCA guidance requires collection of one sediment core and sample for each acre of pond surface area).

At a minimum, sediment samples will be analyzed for the baseline parameters described in the MPCA guidance document: polycyclic aromatic hydrocarbons, arsenic, and copper. We will review the ponds' watersheds with the City to determine if additional analysis is warranted (e.g., all RCRA metals, PCBs, and diesel-range organics). The cost estimate includes the cost of these possible additional analyses. We will develop a memo summarizing the sediment sampling results and compare contaminant levels to MPCA Soil Reference Values to determine if the material could be used as Unregulated Fill, or if the material will require landfill disposal if excavated.

Assuming the ponds are wetlands, sediment removal must be limited to accumulated material. Some information regarding accumulated material is available for Bassett Creek Park Pond, but no field information is available about Winnetka Pond. In addition to the bathymetric survey information, we will examine the field logs of the sediment cores to help us estimate the location of the natural pond bottom, based on a change in the sediment core material. In addition to the sediment cores taken for laboratory analysis, additional sediment probing and/or coring in the ponds will be conducted to delineate the natural pond bottom. These additional samples will not be analyzed for contaminants.

The sediment probe/core information, combined with the bathymetric surveys and construction plans, will be used to estimate the extent and volume of accumulated sediment in the ponds.

### 3) Evaluation and Concept Plans

- a) Estimate extent and volume of accumulated sediment in the ponds, based on review of the bathymetric surveys and sediment probe/core information.
- b) Develop concept plans for accumulated sediment removal, including alternate methods for removing and dewatering the material, as appropriate.
- c) Identify permitting requirements, based on wetland delineations, and meeting with MDNR and USACE staff.
- d) Use P8 model to estimate pollutant removal as a result of the project.
- e) Develop cost estimates for the project, including a "30-year cost," analysis of life expectancy, and annualized cost per pound of pollutant removal.

To: Bassett Creek Watershed Management Commission  
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#### 4) Discuss project impacts with public

- a) Coordinate with BCWMC Administrator and City staff to determine best means to gather public input, such as mailings, newspaper articles, open houses, etc. Primary group for public discussions will be the nearby residents. The budget for this task includes time to prepare for and attend up to two public meetings (one for Bassett Creek Park Pond and one for Winnetka Pond, if included in the study), and it is assumed that meeting coordination, expenses, and set-up will be largely completed by the BCWMC Administrator with assistance from the City.
- b) Assist with public involvement process as necessary.

#### 5) Feasibility Report

- a) Prepare draft report for review by City staff and BCWMC staff/interested commissioners; revise report based upon review comments.
- b) Present draft feasibility study findings at BCWMC meeting.
- c) Prepare final report for approval at BCWMC meeting and use at future project hearing.

### Cost Estimate

Our cost estimate for the scope of work outlined above divides the cost into two parts:

- 1) Base cost for Bassett Creek Park Pond dredging feasibility study
- 2) Additional costs to add Winnetka Pond dredging to the feasibility study

**Table 1. Bassett Creek Park Pond and Winnetka Pond Dredging Feasibility Study Costs**

Tasks	Base Cost for Bassett Creek Park Pond	Additional Cost for Winnetka Pond	Estimated Total for Bassett Creek Park Pond and Winnetka Pond
1) Project Meetings	2,800	\$700	\$3,500
2) Field Investigations	14,700	\$19,200	\$33,900
3) Evaluation and Concept Plans	5,700	\$2,800	\$8,500
4) Discuss project impacts with public	2,000	\$1,100	\$3,100
5) Feasibility Report	7,000	\$4,000	\$11,000
<b>Total</b>	<b>32,200</b>	<b>\$27,800</b>	<b>\$60,000</b>

### Schedule

We will complete the tasks and milestones outlined in the scope of work on the following schedule.

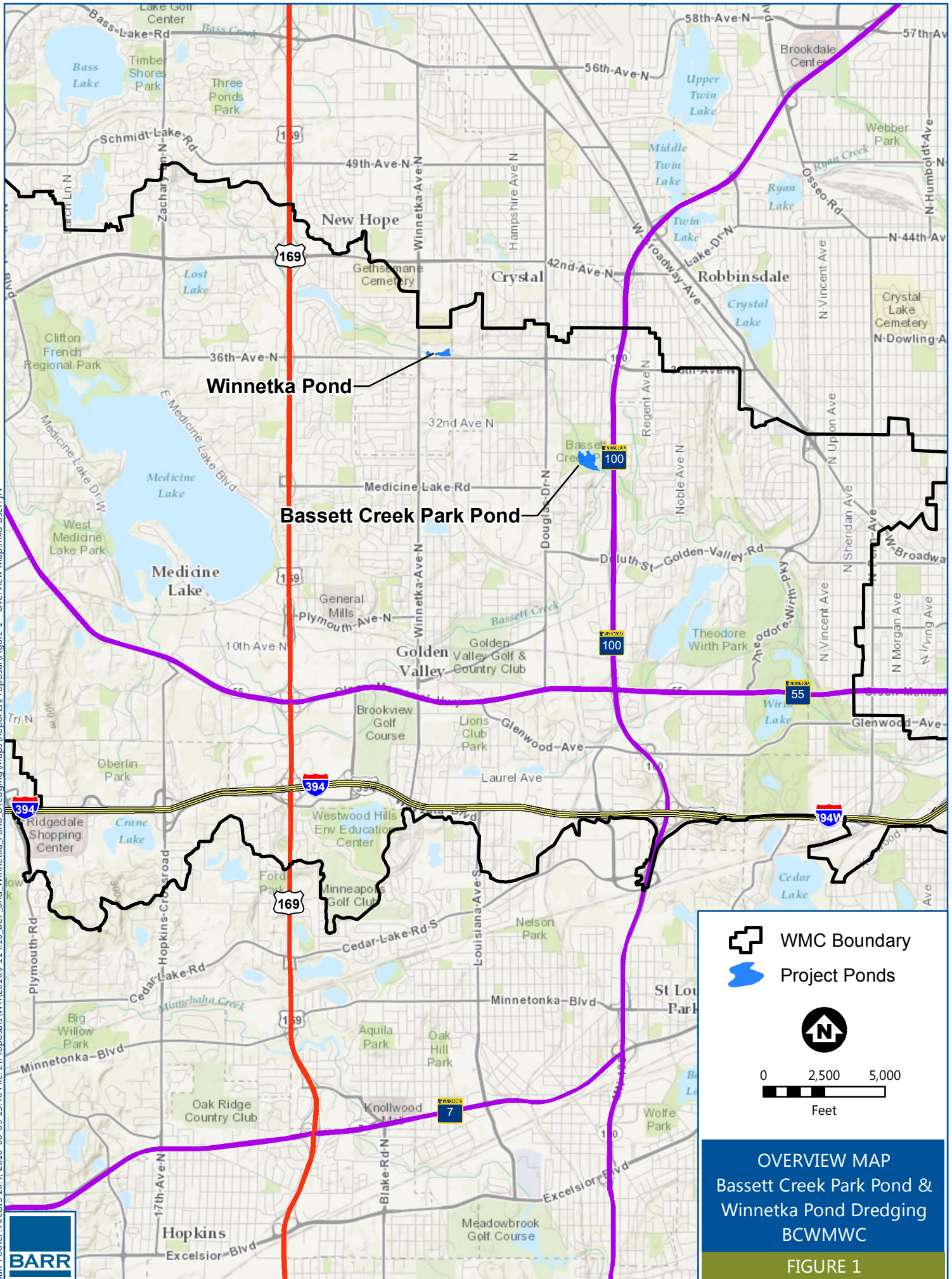
Tasks and milestones	Estimated Schedule
Kick-off meeting with BCWMC and City of Crystal staff	August 2016
Bathymetric surveys	August/September 2016
Wetland delineations	August/September 2016
Sediment sampling	August/September 2016
Meeting with BCWMC, City, USACE, and MN DNR	September/October 2016

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<b>Develop concept alternatives and cost estimates</b>	November/December 2016
<b>Public meetings</b>	January 2017
<b>Submit draft feasibility report for City and BCWMC staff review</b>	March 10, 2017
<b>City and BCWMC staff complete review</b>	March 24, 2017
<b>Submit draft feasibility report for BCWMC review at Commission meeting</b>	April 12, 2017
<b>BCWMC completes review at Commission meeting</b>	April 20, 2017
<b>Submit final feasibility report for BCWMC review at Commission meeting</b>	May 10, 2017
<b>Final Feasibility Report – BCWMC approval at Commission meeting</b>	May 18, 2017





WMC Boundary  
Project Ponds



0 2,500 5,000  
Feet

OVERVIEW MAP  
Bassett Creek Park Pond &  
Winnetka Pond Dredging  
BCWMWC

FIGURE 1











LOCATION MAP  
Winnetka Pond  
BCWMWC  
FIGURE 3



**Legal Name of Project Sponsor:** Bassett Creek Watershed Management Commission  
**Designated Project Representative:** Laura Jester, Administrator  
**Contact Information:** c/o 16145 Hillcrest Lane, Eden Prairie MN 55346  
 laura.jester@keystonewaters.com; 952-270-1990

**Project Title:** Northside Neighborhood Engagement & Opportunities in Clean Water Initiatives

**Total Project Cost:** \$190,850  
**Grant Request Amount:** \$100,000

**Goal 1:** Improve water quality in Bassett Creek by engaging community members to install and maintain boulevard bioswales in collaboration with the Minneapolis Park and Recreation Board's Emerald Ash Borer tree replacement program.

<b>Objective 1:</b> Work with the HNA to identify 5- 6 target blocks within the Harrison Neighborhood based on interest in participation, opportunity for runoff capture, and timing of ash tree removal. Boulevard projects are in conjunction with the MPRB and will follow removal of ash trees. This innovative partnership demonstrates a new model for the MPRB and the City of Minneapolis. Harrison residents will be actively engaged to plan and participate in a community clean water initiative that extends beyond the project period and leverages additional funding for clean water initiatives in North Minneapolis. The project will encourage practices that span multiple properties and create "treatment trains" for overflow during peak rain events. Potential and completed projects will be modeled by Metro Blooms in WinSLAMM.			\$24,840 (includes project management)
Activity	Unit	Start	Completion
Identity block captains	5-10	Sept 2016	Sept 2017
Notify MPRB for tree marking/stump removal	50-70 trees	Sept 2016	Dec 2017
Excavate and Plant Boulevards	50 – 70 boulevard bioswales	Sept 2016	Aug 2018
MPRB replants Blvd trees	50 – 70 trees	Apr 2017	May 2019
<b>Objective 2:</b> Establish and implement an equitable framework to evaluate change in the knowledge, attitudes and practices of project participants that provides measurable outcomes and guides the future replication of the project. Evaluation protocol are developed and implemented that equitably involves all partners in the research process and recognizes the unique strengths each brings. Results will allow us to adapt and share effective project framework.			\$5,500
Activity	Unit	Start	Completion
Establish & administer pre-test framework		Aug 2016	Dec 2016
Final evaluation			Aug 2018

**Goal 2:** Provide opportunities for neighborhood youth to access job training and career pathways in green infrastructure

<b>Objective 1:</b> Contract with youth and young adults in outdoor jobs programs for installations. Connect with current underutilized business contractors and develop new local connections to perform contract work. Neighborhood youth outdoor	\$35,310
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crews (15-25 youth per season) will work alongside Metro Blooms and HNA staff through a place-based, experiential learning framework to install and conduct maintenance of native plantings in boulevards. Youth will recognize and experience the impact of their work on the environment and their community. Local contractors will learn new skills and opportunities in green infrastructure.			
<b>Activity</b>	<b>Unit</b>	<b>Start</b>	<b>Completion</b>
Contract/Schedule youth outdoor jobs programs to complete boulevard excavation and planting	15 -50 neighborhood youth	Sept 2016	Aug 2018
Purchase/install turf alternatives in boulevard bioswales	100-300 Grasses, sedges, low grow forbs per property and or seed mixes,	Sept 2016	Aug 2018
Contract with local landscape contractor(s) for excavation assist.	1-2 local contractors	Sept 2016	Aug 2018
<b>Objective 2:</b> Develop a Stormwater and Sustainable Landscape Inspections and Maintenance Training Program for youth and young adults in outdoor jobs programs which can be implemented as an on-the-job training program.			\$25,000
<b>Activity</b>	<b>Unit</b>	<b>Start</b>	<b>Completion</b>
Development and pilot implementation of maintenance training program	5 segments	Sept 2016	Aug 2018
Revisions and publications		Sept 2017	Aug 2018

<b>Project Tasks (2016 – 2018)</b>	<b>Est. Budget</b>
Project Management and Engagement	\$24,840
Job Training + Maintenance & Inspections Development and Pilot Implementation	\$25,000
Landscape Contractor and Landscape Supply	\$35,310
Landscape Design Services	\$9,000
Monitoring and Evaluation	\$5,500
Local Travel	\$350
<b>TOTAL GRANT</b>	<b>\$100,000</b>
<b>Matching Funds</b>	<b>Amount</b>
Committed Funds	
Bassett Creek Watershed Management Commission	\$4,000
Blue Cross Blue Shield Center for Prevention	\$20,000
Conservation Corps MN Youth Outdoors crew	\$5,250
Logic PD (corporate sponsor, in-kind labor and cash)	\$600
Pending Funds	
Conservation Corps of MN - Clean Water Trust Funds	\$11,000
Hennepin County Environmental Services	\$50,000
<b>TOTAL Committed and Pending Matching Funds</b>	<b>\$190,850</b>



## METROPOLITAN COUNCIL STORMWATER GRANT

<b>GRANTEE:</b>		<b>GRANT NO.</b>
<b>PROJECT:</b>		
<b>GRANT PERIOD:</b>		
<b>COUNCIL ACTION:</b>		
<b>ESTIMATED PROJECT AMOUNT: \$</b>		
<b>MAXIMUM GRANT AMOUNT: \$</b>	<b>GRANTEE MATCH: \$</b>	

### GRANT AGREEMENT

**THIS AGREEMENT** is made and entered into by and between the Metropolitan Council (“the Council”) and Grantee named above.

### RECITALS

1. The Council is authorized by Minnesota Statutes section 473.505 to enter into agreements with other government bodies and spend funds to implement total watershed management. This includes the authority to make grants to other government bodies to implement total watershed management.

2. The Metropolitan Council authorized its staff to enter into total watershed management grant agreements with various local units of government for installation of storm water best management practices that can be used as demonstrations of innovative storm water management practices for the region.

3. Grantee has expressed an interest in installing, maintaining and monitoring effectiveness of the storm water best management practices.

4. Grantee represents that it has the technical capability and is duly qualified to implement such best management practice and perform all services described in this grant agreement to the satisfaction of the Council.

**NOW, THEREFORE**, the Council and Grantee agree as follows:

### Section 1. Definitions

**1.01** “Project” means the entire work effort necessary to complete the Work Plan, including all obligations of Grantee under this agreement.

**1.02** “Work Plan” means the means the items of work identified in Exhibit A to this Agreement.

## **Section 2. Grant Amount, Match, Grant Period and Reimbursement Procedures.**

**2.01 Estimated Project Amount.** The total estimated cost of the Project is the sum of the Maximum Grant Amount and Grantee match on page 1 of this agreement.

**2.02 Maximum Grant Amount.** The Council agrees to make available to Grantee during the grant period a grant of up to Maximum Grant Amount identified on page 1. This amount is granted for the purpose of reimbursing Grantee for a portion of the eligible costs of performing the Project.

In no event will the Council's obligations exceed the lesser of the following:

- A. The Maximum Grant Amount; or
- B. 75% of the total Project expenditures.

The Council will bear no responsibility for cost overruns incurred by Grantee in performance of the Project.

**2.03 Grantee Match.** Grantee must provide at least a 25% local match against the Maximum Grant Amount. If the final expenses for the Project are less than the Estimated Project Amount, then the local match will be reduced to 25% of the final Project amount. If the final expenses for the Project exceed the Estimated Project Amount, Grantee is responsible for providing the funds to cover the final costs and expenses. The local match may be cash or an in-kind match.

**2.04 Grant Period.** The grant begins on the date that this Agreement is fully executed and expires on the earlier of [DATE] or until Grantee satisfactorily fulfills all of its obligations this agreement. After that date, all grant funds that Grantee has not spent revert to the Council.

## **Section 3. Performance of the Project**

**3.01 Use of Funds.** Grantee must use the proceeds of this grant only for the eligible costs of the Project as described in this Agreement.

**3.02 Eligible Costs.** Only the costs specified in this section are eligible for reimbursement out of the grant proceeds. Exhibit B to this Agreement provides the budget for the Project. Grantee may only use the grant funds to pay eligible line item costs in Exhibit B or for costs incurred in preparing the Work Plan in Exhibit A. If the actual cost of a line item in Exhibit B exceeds the budgeted amount by more than 10%, Grantee must notify the Council and Grantee may not use grant funds to pay for the portion that exceeds the budgeted amount by more than 10%.

Grantee may use grant and matching funds for direct staff costs for Work Plan activities. Grantee may use Grant and matching funds to purchase or lease equipment, machinery, supplies, or other personal property necessary for the grant project. The Grantee will comply with the personal property management requirements in Section 3.04 of this agreement.

If Council determines that Grantee made an unauthorized or undocumented use of grant proceeds, the Council may make a demand for repayment and Grantee must promptly repay such amounts to the Council.

**3.03 Administration, Supervision and Contractors.** Grantee is responsible for the administration, supervision, management, and oversight of the Project. Grantee may employ any professional services and contractors it deems reasonable and necessary to complete the Project.

In employing professional services and contractors, the Council encourages Grantee to solicit and include businesses that participate in the Metropolitan Council Underutilized Business Program ("MCUB"). A list of these firms is available on the Council's website.

**3.04 Personal Property Management.** Title to all personal property acquired with grant and matching funds remains with Grantee. Grantee must take reasonable measures to protect and defend its title interest and shall keep the personal property free and clear of any liens, encumbrances, or other claims. Grantee must maintain property records that include, at a minimum, a description of the property, a serial or other identification number, the acquisition date and cost, and the location, use, and condition of the property. In the final report required by section 5.02, Grantee must include a list of all personal property acquired with grant and matching funds that was not used in performance of the Project. At the end of the Grant Period, Grantee agrees to transfer title to all personal property that is not incorporated into the Project and was acquired in whole or in part with grant funds to the Council, at the Council's option, at no charge. The Council reserves the right to direct appropriate disposition of all personal property, acquired in whole or in part with grant funds, which has not been expended in performance of the grant project.

During the Grant Period, Grantee bears the risk of loss of, damage to, or destruction of any personal property acquired with grant or matching funds. No such loss, damage, or destruction will relieve Grantee of its obligations under this agreement. Grantee will maintain personal property acquired with grant or matching funds in good operating order. If, during the Grant Period, any project personal property is not used in performing the project, whether by planned withdrawal, misuse, or casualty loss, Grantee must immediately notify the Council's Authorized Representative. Unless otherwise approved by the Council's Authorized Representative, Grantee must remit to the Council a proportional amount of the fair market value of any items that are not used, calculated on the basis of the proportion of Council grant funds used to acquire the items.

#### **Section 4. Accounting, Record, and Audit Requirements**

**4.01 Accounting and Record-keeping.** Grantee will establish and maintain a separate account for the Project and maintain accurate and complete books, records, documents, and other evidence of the costs and expenses of implementing this agreement to the extent and in such detail that will accurately reflect the total cost of the Project and all net costs, direct and indirect, of labor, materials, equipment, supplies, services, and other costs and expenses. Grantee must use generally accepted accounting principles. Grantee must retain these records for at least 6 years after the end of the Grant Period.

**4.02 Audit.** The accounts and records of Grantee related to this agreement may be audited in the same manner as other accounts and records of Grantee and may be audited and inspected on Grantee's premises or otherwise by individuals designated or authorized by the Council at any time following reasonable notification during the Grant Period and for a period of six years thereafter. Under Minnesota Statutes section 16C.05, subdivision 5, Grantee's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State, its representatives, the State Auditor, and the Legislative Auditor for a minimum of 6 years from the end of this agreement. Grantee will make available at all reasonable times and before and during the period of records retention proper facilities for examination and audit.

## **Section 5. Reimbursement, Reporting and Monitoring.**

**5.01 Reimbursement Request/Quarterly Progress Reports.** To receive Reimbursement under this agreement, Grantee must submit a Reimbursement Request/Quarterly Report. The Council must receive from Grantee Reimbursement Request/Quarterly Report within 30 days after the end of each calendar quarter. In the Reimbursement Request/Quarterly Report, Grantee must provide a detailed summary of completed work activities and project expenditures, including a comparison of actual activities and expenditures against planned activities and projected expenditures, and any MCUB inclusion efforts under Section 3.03. Grantee must provide sufficient documentation of grant eligible expenditures and any other information the Council's staff reasonably requests. Grantee must submit a Quarterly Report as outlined in this section even if Grantee is not submitting a Reimbursement Request.

The Council will make the final determination whether the expenditures are eligible for reimbursement under this agreement and verify the total amount requested from the Council. Reimbursement of any cost is not a waiver by the Council of any Grantee noncompliance with this agreement.

The Council will reimburse all eligible grant expenditures not in excess of the total amount of grant amount under this agreement within 60 days after receiving satisfactory documentation from Grantee. Grantee's documentation is subject to review and acceptance or rejection by the Council. The Council will be deemed to have accepted Grantee's documentation if the Council does not reject it in writing within 21 days of receipt.

The Council will not award any reimbursements for work done outside of the Grant Period.

**5.02 Final Report.** Within 60 days after the expiration of the Grant Period, the Council must receive from Grantee for Council review and approval a final report in a format determined by the Council, detailing total Project receipts and expenditures, summarizing all Project activity, describing any MCUB inclusion efforts under Section 3.03, and containing a certification by Grantee's chief financial officer that all grant funds were expended in accordance with this agreement. The final report must include a list of project personal property as required by paragraph 3.04. The final report must also describe how the Project furthers Total Watershed Management as that term is defined under Minnesota Statutes Section 473.505. This Agreement remains in effect until the Council approves the Final Report.

**5.03 Other Monitoring Activities.** To assist the Council in monitoring compliance with the grant agreement, Grantee agrees to attend meetings as requested by Council staff and to permit site visits by Council staff, during business hours, upon reasonable notice.

## **Section 6. General Conditions**

**6.01 Compliance with Law.** Grantee will comply with all applicable state and federal laws. Further, Grantee agrees that it is Grantee's obligation and responsibility, and not the Council's, to comply with all other laws, regulations, and rules relating to activities undertaken in performing the Project.

**6.02 Maximum Use of Other Funds.** If Grantee at any time receives funding or reimbursement from another source for amounts charged by Grantee against this grant, such funds charged against this grant shall be immediately refunded to the Council upon discovery of the duplicate funding or reimbursement.

**6.03 Liability.** Each party is responsible for its own acts and the results thereof to the extent authorized by law and a party is not responsible for the acts of the other party and the results thereof. Council and grantee's liability are governed by the Minnesota Municipal Tort Claims Act, Minnesota Statutes chapter 466, and other applicable law. Notwithstanding this provision, to the fullest extent permitted by law, Grantee will defend, hold harmless, and indemnify the Council and its members, employees, and agents from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, arising out of or resulting from clean-up, removal, and disposal of contaminants related to the Project. This includes, without limitation, any claims asserted under the Minnesota Environmental Response and Liability Act (MERLA), Minnesota Statutes chapter 115B, the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, 42 U.S.C. sections 9601 *et seq.*, and the federal Resource Conservation and Recovery Act of 1976 (RCRA) as amended, 42 U.S.C. sections 6901 *et seq.* This obligation will not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and Grantee. Grantee's obligation to indemnify the Council as stated in this paragraph shall not be construed as a waiver on the part of either Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes chapter 466, or other applicable state or federal law.

**6.04 Changes in the Project.** If Grantee, for any reason, determines that the Project or any portion of it should not be undertaken, or that there should be a change in the scope or costs of an portion of the Project, Grantee must immediately submit to the Council a statement describing the situation and giving the reasons for Grantee's determination. Grantee may, simultaneously with the submission of the statement or within a reasonable time thereafter, recommend alternative projects, activities, uses, expenditures, or allocations of grant funds.

If the Council determines that Grantee's recommendations may be immediately approved, Grantee and the Council may execute a written amendment to this agreement as provided in section 6.05.

If the Council determines that Grantee's recommendations may not be immediately approved, Grantee and the Council may execute a written amendment to this agreement as provided in section only after appropriate authorizations by the Council and Grantee.

**6.05 Amendments.** The terms of this agreement may be changed by mutual agreement of the parties. Changes will be effective only upon execution of a written amendment signed by authorized representatives of the Council and Grantee.

**6.06 Equal Opportunity; Affirmative Action.** Grantee will comply with all applicable laws, rules, and regulations relating to nondiscrimination and affirmative action in public purchase, involvement, and use. In particular, Grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, national origin, marital status, disability, status with regard to public assistance, membership or activity in a local civil rights commission, or age, and to take affirmative action to insure that applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training. In addition, Grantee must include affirmative action and equal employment provisions in any written contract entered into after the date of execution of this agreement which involves the provision of work or services which will be paid for in whole or in part out of the grant proceeds.

**6.07 Permits, Bonds, and Approvals.** Grantee is responsible for obtaining and complying with all applicable local, state, and federal licenses, permits, bonds, approvals, inspections, and authorizations necessary for the Project.

**6.08 Termination for Cause.** This agreement may be terminated by the Council for cause at any time with 7 days' written notice to Grantee. Cause means a material breach of this agreement and any supplemental agreements or amendments to this agreement. If the Council terminates the agreement for cause, it may require Grantee to repay the grant funds in full or in a portion determined by the Council. Nothing in this section limits the Council's legal remedies to recover grant funds.

**6.09 Termination for Convenience.** Either party may terminate this grant agreement at any time by giving the other party written notice of termination at least 30 days before the effective date of the termination. On termination, the Council will compensate Grantee on a pro



rata basis for work plan activities that were satisfactorily performed in accordance with this agreement.

**6.10 Intellectual Property.** Grantee agrees that the results of the grant project, the reports submitted, and any new information or technology that are developed with the assistance of this grant are in the public domain and may not be copyrighted, patented, trademarked or designated as trade secret.

**6.11 Government Data Practices.** Grantee and Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, as it applies to all data provided by the Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either Grantee or the Council. If Grantee receives a request to release the data referred to in this section, Grantee must promptly notify the Council.

**6.12 Promotional Materials.** Grantee will submit to the Council a copy of any promotional information regarding the grant project disseminated by Grantee during the Grant Period. Grantee will acknowledge the grant assistance made by the Council in any promotional materials, reports, and publications relating to the grant project.

**6.13 Jurisdiction and Venue.** Venue for all legal proceedings arising out of this grant agreement, or breach of this grant agreement, will in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**6.14 Authorized Representatives.**

The Council's Authorized Representative is:

[NAME]

[TITLE]

GRANTEE'S Authorized Representative is:

[NAME]

[TITLE]

All written communication under this agreement must be sent electronically or by United States Mail to the Authorized Representative. Either party may change its Authorized Representative by notifying the other party in writing. To the extent possible, communications between the parties concerning this agreement will be directed through the authorized representatives.

**6.15 Survival.** Sections 4.01, 4.02, 6.03, 6.10, 6.12, and 6.13 of this Agreement, and the rights, duties and obligations of the Council and Grantee created in those Sections, survive termination or expiration of this Agreement.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

**METROPOLITAN COUNCIL**

By: \_\_\_\_\_

Weston Kooistra  
Regional Administrator

Date: \_\_\_\_\_

**GRANTEE**

The Grantee certifies that the appropriate persons have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions and ordinances.

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

### **Work Plan**

**EXHIBIT B**  
**Project Budget**

## **DRAFT**

# **Clean Water Fund – Community Partners Grant Application**

**Fiscal Agent:** Bassett Creek Watershed Management Commission

**Did your organization receive CWF dollars in 2014, 2015, and/or 2016? If less than 50% of the total grant amount awarded in these years have been spent, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional CWF grant dollars.**

The Bassett Creek Watershed Management Commission (BCWMC) received CWF grant dollars in 2016 for the Northwood Lake Improvement Project. In August 2015, the BCWMC entered an agreement with the City of New Hope to design and construct the project. The City used its consulting engineering firm, Stantec, to design the project and the BCWMC approved final design plans in November 2015. The city awarded a construction contract to Northdale Construction Company in February 2016 and construction started in March and is continuing. A grant reimbursement request will be submitted to the BWSR by the end of 2016 once appropriate invoices and documentation is gathered.

### **Clarity of Application**

**Describe how your organization will utilize the requested funds to engage citizens into taking action in managing their local resources. How will successful completion of this project lead to future projects or community partner involvement (15 points)?**

In partnership with Metro Blooms, Harrison Neighborhood Association (HNA), Metropolitan Council, and neighborhood businesses and institutions, this project emphasizes community resilience strategies through engagement and stormwater management. This project focuses on the Harrison Neighborhood in Near North Minneapolis. We plan to work with HNA's Glenwood Revitalization Team to address local water quality issues related to urban runoff pollution by identifying and engaging a minimum of six businesses, community organizations, and/or non-profits along Glenwood Avenue to install stormwater best management practices (BMPs). Our emphasis is on place-based neighborhood engagement and green infrastructure, which directly responds to concerns raised by community members related to environmental justice.

The Glenwood Revitalization Team will reach out to potential property owners to schedule a one-hour site consultation with one of Metro Blooms' designers. At the consultation, property owners learn about stormwater management, the environmental, aesthetic, and economic benefits, and what could be done on their property. Past experience teaches us that educational workshops targeted at commercial property owners are not effective, so we utilize site consultations as our primary means for education. The Landscape Designer uses information from the consultation to create a stormwater management plan and design for each property, detailing type(s) of BMP proposed, runoff and pollutant capture, and example projects. Proposed projects may include raingardens, bioswales, permeable pavement, and runoff conveyance. Underground infiltration and tree trenches likely will not be possible due to their expense. Project implementation is subcontracted and overseen by Metro Blooms' Landscape Architect. Property owners commit to a financial contribution and to maintain their project for at

least 10 years. In addition, we'll assist property owners with stormwater credit applications to the City of Minneapolis. A successful credit application could save businesses hundreds to thousands of dollars a year and serves as another incentive to maintain practices.

In 2016, a demonstration boulevard bioswale project was installed at Redeemer Lutheran Church at Glenwood & Logan Avenue North. The demonstration has generated a lot of interest in stormwater management and native habitat in the neighborhood. We'll have an exhibit at Redeemer's Annual Block Party on August 17th (800 attendees expected) with information about the project and to identify potential business and institutional sites for this project.

In addition to the boulevard bioswales at Redeemer, very few stormwater management practices exist within the Harrison Neighborhood. Metro Blooms' 2013 survey of business owners in south Minneapolis revealed that even in a community with many stormwater BMPs, very few business owners are aware of them and how they function. The proposed project provides an opportunity to leverage funding from multiple sources to implement demonstration sites throughout the Harrison Neighborhood. By increasing sense of place, improving water quality, and increasing business interaction and leadership, these projects have direct and immediate benefits for private properties, the community, and Bassett Creek. Local businesses in Harrison have built a strong community of investment and possibility. Through the pilot and utilization of a collaborative model among agencies serving the Harrison Community, we are able to engage and employ these businesses to continue building their community by protecting their local water body.

**Who will be the primary audience(s) for your proposed program (5 points)?**

With one of the largest Laotian populations in Minnesota, and a demographic of 45% African-American and 65% people of color, Harrison is a study in the inter sectional outcomes of racial inequity. In Harrison, 41% of households have an income below the federal poverty line. There is a great need for locally-based community investment. HNA recognizes that racial disparities are linked to a lack of access by communities of color to the policy decisions that affect us. As part of their mission, they aim to establish a vibrant and functioning gardening, environmental, and food justice community, resulting in neighborhood voices that positively change the distribution of green space and healthy resources. This unique program facilitates participation in a project that impacts community safety, beautifies the neighborhood, and creates a tool for the neighborhood to restore its environmental function and livability one property at a time.

**How will this CWF project benefit the general public? Describe the water resource benefits from a local and state perspective (20 points).**

Harrison Neighborhood lies within the Bassett Creek & Mississippi River watersheds. By increasing sense of place, improving water quality, and increasing business interaction and leadership, these projects have direct and immediate benefits for private properties, the community, Bassett Creek, and the Mississippi River. Our focus is on properties bordering Glenwood Avenue. This highly urbanized corridor is a focal point of the community. Proposed practices capture stormwater, improve the look of the neighborhood, encourage pedestrian traffic, create habitat, and enable neighborhood organizations and businesses to play a role in building a resilient community. Bio-infiltration practices reduce runoff volume, sediment, and nutrients. In addition to volume reduction, permeable pavement projects reduce the need for salt use during the winter, thereby reducing chlorides (with permeable pavement there is little, if

any, ice build-up during winter months; on warmer days it allows for water infiltration rather than re-freezing on the surface).

This project builds on a broader project in Harrison to engage neighborhood residents to learn about, install, and maintain green infrastructure projects. Metro Blooms' Lake Nokomis Neighbors for Clean Water Project, funded by the Clean Water Fund, has resulted in the community-led installation of 9 Blooming Alleys, with another 3-6 planned for 2017. We've seen how this program, also based on the community-led transformation of an underutilized public space, has led to improved walkability, use by pedestrians, more community gatherings, and stronger social connection among neighbors. We anticipate similar results from the proposed project. In addition to businesses, non-profits, and institutions, we are utilizing funding from the Metropolitan Council to engage property owners on 5 blocks in the neighborhood to install 'Blooming Boulevards' in conjunction with the Minneapolis Parks & Recreation Board's Emerald Ash Borer Tree Replacement Plan. Participation means agreeing to have their ash tree removed right away, their boulevard shaped into a swale and planted with low-growing, low-maintenance native plants, and to maintain their boulevard plantings.

The 2016 demonstration was installed in partnership with Step Up interns at Redeemer Lutheran Church, a summer youth Conservation Corps crew, and the Mississippi River Green Team (program of the MPRB). These youth implemented the demonstration at Redeemer Lutheran Church. In addition, youth participated in 30-minute lessons each day led by industry professionals on topics such as stormwater management, urban forestry, environmental justice, plant identification and maintenance as a pilot for an experiential, place-based education program. We plan to continue these partnerships and education programming during the planning, installation, and maintenance of the proposed projects.

## **Relationship to Plan**

**Identify the specific water management plan reference by plan organization, plan title, section and page number. If applicable, also identify specific supporting plans such as a TMDL Implementation Plan, a WRAPS document, or Clean Water Partnership Diagnostic Study. In addition to plan language, provide a brief description regarding how the activities in this application relate to the plan reference (s) (30 points).**

The main stem of Bassett Creek is included on the Minnesota Pollution Control Agency's (MPCA) Impaired Waters list for aquatic life (excess chlorides) and aquatic recreation (fecal coliform). This area is also included in the 2014 MPCA Upper Mississippi River Bacteria TMDL & Protection Plan and the 2016 Upper Mississippi Bacteria TMDL Implementation Plan.

### **Upper Mississippi Bacteria TMDL Implementation Plan**

"In the case of the Bassett Creek Subwatershed, pets are identified as the most likely bacteria source. High priority implementation actions include the installation of biofiltration/filtration BMPs where feasible." - Bassett Creek Subwatershed, pg. 172-173

- Proposed projects focus on the installation of biofiltration practices that would directly address the bacteria TMDL for the Mississippi River.

Bassett Creek Watershed Management Plan - adopted by Bassett Creek Watershed Management Commission (BCWMC) in September 2015.

The main stem of Bassett Creek, which creates the southern boundary of Harrison, is a BCWMC Priority 1 stream. Classification as such is relevant to monitoring, application of water quality standards, and eligibility for water quality improvement projects. - Surface Water Resources, pg. 2-23

- Bassett Creek's designation as Priority 1 stream is a primary reason for the implementation of this project and our focus on the Harrison Neighborhood, which partially drains to the main stem of Bassett Creek. Proposed activities directly impact water quality in this stream and help achieve water quality improvement goals.

Plan goals include: "improving the quality of stormwater runoff reaching the Mississippi River by reducing nonpoint source pollution," "reduce stormwater runoff volume for the purposes of improving water quality," and "raise awareness of the impact individuals, businesses, and organizations have upon water resources and motivate these audiences to change behaviors that have a negative impact on the watershed." - BCWMC Vision & Purpose, pg. 1-3

- Project focus is on community education, engagement, and widespread behavior change through the installation and promotion of highly visible demonstration sites.

"The BCWMC seeks collaborative groups and partners to help achieve the goals set out in the plan. Some of the partners include Metro Blooms...Metropolitan Council...and Hennepin County." - Appendix B, pg. 1

"BCWMC will partner with Metro Blooms and Blue Thumb to provide workshops and trainings, raingarden installations, native gardens, buffers, etc." - Appendix B, pg. 2

- Project is implemented in partnership with Metro Blooms, the Metropolitan Council & Hennepin County.

## **Proposal's Impact**

### **Describe how your organization will ensure long-term assurance of public benefit?**

Proposed projects are designed with input from City of Minneapolis Public Works staff to ensure compliance with stormwater credit requirements. Pending award of a stormwater credit to the properties following installation of practices, the City's stormwater permitting department will monitor and evaluate the projects annually. If a property is not in compliance with the requirements of the stormwater credit, the credit will be revoked. Since the credit provides a lucrative financial incentive for property owners to participate in this project, it's in the owners' interest to maintain practices.

### **What specific criteria will your organization use to evaluate projects?**

In working with the Glenwood Revitalization Team, our goal is for 80% of projects to be on Glenwood Avenue in order to meet community revitalization goals and install projects that provide multiple community benefits.

In addition, we'll use Bassett Creek water quality standards as determined by the MPCA to evaluate projects. Current standards are 100 ug/L phosphorus, 30 mg/L TSS, and 230 mg/L chlorides. In addition, a 79% reduction of bacteria (primarily from pet waste) is necessary to meet standards in the Bassett Creek watershed. Chloride monitoring regularly reveals concentrations over the MPCA standards. Proposed projects reduce phosphorus, chloride, and



bacteria concentrations. These reductions will be modeled using WinSLAMM upon completion of projects.

In addition, we also measure success and impact in the following ways:

- Number of property owners engaged in site consultations
- Number of property owners that move forward with an installation
- Number of new property owners, in addition to those funded by the grant, that express interest in a project following installation and promotion of demonstration sites
- For installation projects we utilize WinSLAMM modeling software to determine: stormwater runoff volume reduction,, % impervious surface treated, # participants, project budget and partners.

### **What is the proposed impact of this proposed program?**

Near North Minneapolis has experienced a history of disinvestment and environmental injustice. This project brings much-needed funding to an underserved, diverse community. This project provides economic and social benefits to the Harrison and Near North neighborhoods of Minneapolis. HNA is committed to creating a prosperous and peaceful community that equitably benefits all of Harrison neighborhood's diverse racial, cultural, and economic groups and this project enables them to do that, by engaging business that otherwise would not be able to afford the implementation of stormwater management features that also beautify the neighborhood. This project is dedicated to ensuring that the expanding community of gardeners and engaged citizens are active participants in helping to restore the ecological function of the neighborhood in a way that ensures environmental justice goals are advanced, and that opportunities created for youth and young adult jobs are available to neighborhood youth and young adults who are prepared for success.

### **How will your organization measure project outcomes?**

Project outcomes are measured in relation to Harrison's community revitalization goals and the MPCA water quality standards for Bassett Creek as detailed previously. By working with HNA we're able to ensure the project is in alignment with their community goals for the neighborhood, such as increasing tree cover, improving safety, and encouraging sound economic development along Glenwood Avenue.

Water quality outcomes are measured through use of WinSLAMM modeling software. To measure community impact we'll work with HNA to promote projects at neighborhood art crawls, block parties, and community events. These events could be hosted at participating project sites to display and promote stormwater BMPs. We'll keep track of number of people engaged and any new project opportunities that arise through promotions.

### **LGU Capacity**

**Briefly describe the organizational capacity and staff qualifications that will ensure the success of this project.**

With proper oversight and through an appropriate contract, the BCWMC intends to contract with Metro Blooms to manage and implement this project. Metro Blooms will lead engagement,

design, and installation activities. Metro Blooms designers (licensed Landscape Architect and graduate Masters of Landscape Architecture) have ample experience and expertise designing and implementing projects of this scope and scale. Through partnerships with the McKnight Foundation and City of Minneapolis Great Streets program they've worked with more than 30 businesses over the last 3 years to educate property owners, design stormwater BMPs, and in many cases manage the installation of recommended practices. In addition, experienced project management staff have overseen the successful implementation of more than 20 neighborhood-scale stormwater management installation projects ranging from 5-150 participants.

Another key partner in the project is the Harrison Neighborhood Association (HNA). The HNA is dedicated to supporting and creating pathways for economic development, environmental justice, leadership, and collective problem solving led by people of color and those most impacted by disparities. They accomplish this by working with residents to ensure leadership in a holistic community that is resistant to displacement, environmental racism, climate change, and perpetual exploitation of the Earth. The Glenwood Revitalization Team acts as a steering committee for development in the Harrison Neighborhood, with a specific focus on economic development along Glenwood Avenue. HNA partners on project development and outreach/education.

**The Constitutional Amendment requires that Amendment funding not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.**

Funding for the proposed project does not substitute traditional state funding. The project supplements spending by the Metropolitan Council, Center for Prevention at Blue Cross Blue Shield Minnesota, and Bassett Creek Watershed Management Commission.

BCWMC Community Partners Application Budget - Harrison Neighborhood Project				
Activity	Total Cost	CWF Request	Matching Funds	Potential Match Source
Engagement & Outreach: Engagement of a minimum of 6 business/institutional/non-profit properties (80% along Glenwood); promotion following installation, signage development	\$10,000.00	\$5,000.00	\$5,000.00	BCWMC/Harrison Neighborhood Association (in-kind)
Technical Assistance: Site consultations, stormwater management plans, designs, construction management and oversight for participating properties, stormwater credit applications, WinSLAMM modeling	\$20,000.00	\$8,000.00	\$12,000.00	Property Owners/Hennepin County Natural Resource Grant
Project Management & Administration: Coordination, scheduling, reporting, invoicing, communications, & travel	\$6,000.00	\$6,000.00	\$ -	
Installation: Contractor fees, plant material, mulch, soil/sod disposal, erosion control, landscape supplies (i.e. permeable pavers), signage	\$181,000.00	\$131,000.00	\$50,000.00	Hennepin County Natural Resource Grant/MWMO Mississippi River Green Team
<b>Totals</b>	<b>\$217,000.00</b>	<b>\$150,000.00</b>	<b>\$67,000.00</b>	

## **Working DRAFT**

### **Clean Water Fund - Projects and Practices Grant Application**

**What organization will serve as the Fiscal Agent for this grant?**

Bassett Creek Watershed Management Commission

**Did your organization receive competitive CWF grant dollars in FY 2014, FY 2015 and/or FY 2016? If less than 50% of the total grant amount awarded from FY 2014, FY 2015 and FY 2016 grants have been spent, please explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.**

The Bassett Creek Watershed Management Commission (BCWMC) received CWF grant dollars in FY2016 for the Northwood Lake Improvement Project. In August 2015, the BCWMC entered an agreement with the City of New Hope to design and construct the project. The City used its consulting engineering firm, Stantec, to design the project and the BCWMC approved final design plans in November 2015. The city awarded a construction contract to Northdale Construction Company in February 2016 and construction started in March and is continuing. A grant reimbursement request will be submitted to the BWSR by the end of 2016 once appropriate invoices and documentation is gathered.

**Water Resource of Concern: Identify the water resource of concern the proposed project is targeting.**

The Plymouth Creek Restoration Project will improve water quality in Plymouth Creek and Medicine Lake, the creek's primary receiving water. Additionally, the Main Stem of Bassett Creek flows out of Medicine Lake and may also realize improvements from the project. Medicine Lake is impaired for nutrients, a TMDL was approved in 2011. Both Plymouth Creek and Medicine Lake are high priority waterbodies for the BCWMC and Medicine Lake is a regionally significant waterbody offering recreational opportunities and providing important fish and wildlife habitat.

**Project Abstract: (scored in combination with Question #1) Succinctly describe what you are trying to achieve and how you intend to achieve those results, including the type and quantity of projects and/or practices included in the application budget and anticipated outcomes.**

The Plymouth Creek Restoration Project will stabilize and restore streambanks along both sides of Plymouth Creek for a total of 2,800 feet including 1,700 feet within Plymouth Creek Park (including through an active disc golf course) and 1,100 feet between Fernbrook Lane and Annapolis Lane in the City of Plymouth. A feasibility study completed in March 2016 estimated the project will reduce total phosphorus and sediment loading to the creek by 52.2 and 90,800 lbs per year, respectively. The study identified three reaches and 21 areas where stabilization and restoration is needed. Techniques proposed to be used include re-meandering the stream channel; restoring the vegetative buffer; re-connecting the stream with its floodplain; installing a variety of stream stabilization measures, including riprap, root wads and toe wood, vegetated reinforced soil stabilization (VRSS), rock or log vanes, and stone toe protection; and removing large woody debris. Many of these techniques including vegetation establishment and log or rock vanes will also improve in-stream and near stream habitat along Plymouth Creek. Finally, educational signage in Plymouth Creek Park will inform residents and disc golf players about the project and its goals along with information on general water quality and best practices.

**Project Description: 1. (5 points) A) What nonpoint pollution concerns will be the focus of this action(s)? B) Describe the public benefits of this action(s) to the water resource of concern from a local and state perspective. C) Describe how the resource of concern aligns with at least one of the statewide priorities referenced in the “Projects and Practices” section of the RFP.**

The project will reduce total phosphorus and suspended sediment in Plymouth Creek and Medicine Lake stemming from streambank erosion. Streambank erosion is a common source of pollution, particularly in developed landscapes where flows in streams are considered “flashy” and can easily scour unprotected and disturbed streambanks. The public will benefit from pollution reduction and restoration of these waterbodies because the improvements in water quality, aesthetics, and fish and wildlife habitat enhance recreation opportunities and overall enjoyment of these waters. This project is aligned with the statewide priority to restore and protect water resources for public use and public health.

**Relationship to Plan: 2a. (15 points) Describe why the water resource of concern was identified in the plan as a priority resource. For the proposed project, identify the specific water management plan reference by plan organization (if different from the applicant), plan title, section, and page number. In addition to the plan citation, provide a brief narrative description that explains: whether this application fully or partially accomplishes the referenced activity, the estimated scale of impact that the activity in the plan has on the problem identified and the estimated scale of impact of the proposed project.**

The BCWMC went through a rigorous process to identify and prioritize its waterbodies during the development of its 2015 Watershed Management Plan. The BCWMC identified 14 priority waterbodies and divided these priority waterbodies into four classes. Priority 1 streams include MDNR public waters watercourses within the BCWMC, including Plymouth Creek. Waterbodies identified as MDNR public waters lakes and at least 10 acres in size were classified as Priority 1 or 2 lakes. Priority lakes with public access or adjacent to public land were classified as Priority 1 lakes, while those without public access or adjacent public land were classified as Priority 2 lakes. Priority 1 and 2 lakes were further subdivided based on whether they are classified as “deep” or “shallow” by the MPCA, as deep and shallow lakes are subject to different nutrient water quality standards. Medicine Lake is classified as a Priority 1, deep lake. The BCWMC adopted water quality standards for priority lakes and streams that are consistent with MPCA water quality standards published in Minnesota Rules 7050.

The proposed project is identified as “2017CR-P” and is included in the Capital Improvement Program (CIP) in the 2015 Bassett Creek Watershed Management Plan, Section 5, Table 5-3, page 5-31.

The proposed project fully accomplishes the referenced CIP project. The BCWMC CIP was developed to address pollutant sources throughout the watershed including a continuation of stream restoration projects from the 2004 Bassett Creek Watershed Management Plan. In total, the BCWMC has restored XX miles of streambanks in the watershed to date, including XX along Plymouth Creek downstream from the proposed project. *[Discuss what percentage of the creek will be restored after this project and if any other restoration on Plymouth Creek is needed.]*

In addition to the Bassett Creek Watershed Management Plan, the proposed project is included in the 2010 Medicine Lake TMDL Implementation Plan. Other projects in the Implementation Plan that have been completed by the BCWMC include XX.

**Relationship to Plan: 2b. Provide web links to all referenced plans.**

BCWMC 2015 Watershed Management Plan, Section 5: Implementation

[http://www.bassettcreekwmo.org/application/files/5914/4676/6436/BCWMC\\_Section\\_5.pdf](http://www.bassettcreekwmo.org/application/files/5914/4676/6436/BCWMC_Section_5.pdf)

Medicine Lake Excess Nutrients Total Maximum Daily Load Implementation Plan

<https://www.pca.state.mn.us/sites/default/files/wq-iw8-19c.pdf>

**Targeting: 3. (18 points) Describe the methods used to identify, inventory, and target the most critical pollution sources or threats (root cause) done to date and describe any additional efforts that will be completed prior to installing projects or practices.**

*[Include information from previous creek inventory and how Plymouth Creek restoration is included.]*

For the proposed project, the [Feasibility Report for the Plymouth Creek Restoration Project](#) was completed in March 2016 by the BCWMC Engineers with Barr Engineering Co. The study included an investigation of the surrounding landuse, stream characteristics, and historic channel alignment. Additionally, a geomorphic assessment, Phase I Environmental Assessment, and analysis of wetland impacts were completed. To estimate pollution reductions, the existing stream bank erosion rate (in units of feet per year) for each stabilization site was estimated based on a field assessment method known as the Bank Assessment for Non-Point Source Consequences of Sediment (BANCS) model.

**Targeting: 4. (7 points) A) How does this application advance an overall groundwater, watershed protection, and/or restoration strategy implemented by your organization and your partners? Listing in a plan does not necessarily constitute an overall strategy. B) Describe activities other than those funded by this application that you and other partners have or will implement that affect the water resource of concern including but not limited to: other financial assistance or incentive programs, easements, regulatory enforcement, or community engagement activities that are indirectly related to this proposal.**

This project is part of a watershed wide strategy to improve and protect lakes, streams, and wetlands by reducing pollution from nonpoint sources, addressing water quality impairments, improving habitat, reducing flooding, and engaging residents and businesses. The BCWMC's 2015 Watershed Management Plans lays out goals and policies and a Capital Improvement Program that includes this project.

The BCWMC implements a robust Capital Improvement Program (CIP) through a strong partnership with its member cities. Each year, the BCWMC reviews the list of CIP projects for the upcoming five years and adjusts as needed according to opportunity and project readiness. The feasibility of the project slated for the following year is studied and the BCWMC certifies a tax levy through Hennepin County under Minnesota Statutes Section 103B.251 for the project. The BCWMC then orders the project and enters an agreement with the city where the project is located to design and construct the project.

In addition to the proposed project, the BCWMC has implemented the following projects that address the Plymouth Creek and/or Medicine Lake.

- [Plymouth Creek Channel Restoration Project Medicine Lake to 26<sup>th</sup> Ave.](#)
- West Medicine Lake Ponds *[need more information here]*



Additionally, the BCWMC has allocated funding for a future CIP project in the area of Lakeview Park in Golden Valley intended to improve water quality in Medicine Lake.

**Measureable Outcomes: 5. (10 points) A) What pollutant(s) of concern (For groundwater: bacteria, untreated sewage, nitrate, pesticides, etc.; For surface water: dissolved phosphorus, nitrogen, sediment, etc.) does this project specifically address? B) Has there been a pollutant reduction goal set in relation to that pollutant of concern or the water resource of concern that is the subject of this application? C) If so, what is that goal and what process was used to set this goal? If no pollutant reduction goal has been set, describe the water quality trends or other management goals that have been established. D) For protection projects, indicate measurable outputs such as acres of protected land, number of potential contaminant sources removed or managed, etc.**

This project addresses total phosphorus and suspended sediments in Plymouth Creek and Medicine Lake and in further downstream waters including Bassett Creek and the Mississippi River.

The 2011 Medicine Lake Excess Nutrients Total Maximum Daily Load Study set a watershed total phosphorus reduction goal (wasteload allocation) of 28% or 1,287 lbs per year. This project is estimated to remove 52.2 lbs per year of total phosphorus.

**Measureable Outcomes: 6. (15 points) A) Describe how this project directly addresses the water resource of concern or potential pollution sources and how much effect the project will have on the root cause of the most critical pollution problems or threats. B) What is the annual reduction in pollutant(s) that will be achieved or avoided for the water resource of concern after this project is completed?**

This project will stabilize and restore streambanks on Plymouth Creek which will reduce the amount of total phosphorus and suspended solids entering the creek and Medicine Lake. Streambank restoration projects are a common way to reduce pollution in waterbodies. Streambank restoration on Plymouth Creek is specifically listed in the Medicine Lake TMDL as an effective pollution reducing method.

This project is estimated to reduce total phosphorus loadings by 52.2 lbs per year. Earlier BCWMC projects aimed at reducing total phosphorus loads to Medicine Lake including a Plymouth Creek restoration project downstream from the current proposed site, and ponds installed in West Medicine Lake Park reduced total phosphorus loads to the lake by an estimated XX.

**Measureable Outcomes: 7. (10 points) Will the overall project have additional specific secondary benefits, including but not limited to measured or estimated hydrologic benefits, enhancement of aquatic and terrestrial wildlife species, drinking water protection, enhancement of pollinator populations, or protection of rare and/or native species? If so, specifically describe, or quantify if possible, what those benefits will be.**

In addition to reducing pollution, the Plymouth Creek Restoration Project will improve in-stream and near stream habitat. Rock vanes, log vanes, and toe wood will add structure into the streambed and streambanks, improving habitats for macroinvertebrates and other aquatic life. The project will include the establishment of native vegetation along streambanks, including flowering plants where sunlight is available, that will benefit pollinators, birds and other wildlife. Where active erosion is minimal at some locations in the project area, the project will prevent erosion by installing preemptive measures to protect existing stream banks.

**Cost Effectiveness: 8. (5 points) Describe why the proposed project(s) is considered to be the most cost effective and reasonable means to attain water quality improvement or protection benefits. Consider such factors as, but not limited to BMP effectiveness, timing, site feasibility, practicality, and public acceptance. If any, what other alternatives were considered to achieve the same type and amount of benefit outlined in the proposed project?**

The BCWMC has implemented multiple projects in the Medicine Lake watershed aimed at reducing total phosphorus in the lake. The cost of this project is estimated at \$766,000 or \$1,000 per pound of phosphorus reduced. This amount is within the acceptable range for pollution removal costs of similar projects.

The restoration and stabilization techniques proposed in the feasibility study are well-tested and known to be effective in settings similar to the project area. The City of Plymouth has been engaged throughout the development of the feasibility study including the city's Parks Department and the Water Resources Department. Under an agreement with the BCWMC, the City is prepared to design and construct the project in late 2017/early 2018.

The BCWMC sought input from residents near and adjacent to the project area by holding a public open house in October 2015, before the feasibility study began. Residents from eight different properties attended the open house. No residents raised major concerns about the project. Residents were in support of restoration here in the project area, even if some trees are removed in the process.

The feasibility study for this project analyzed multiple stabilization/restoration techniques for each of the 21 sites within the project area. The most feasible and practical techniques were chosen for each site.

**Project Readiness: 9. (8 points) Describe steps and actions already taken to ensure that project implementation can begin soon after grant award including preliminary discussions with permitting authorities (if applicable) and the status of any state, federal or local permits that may be required for the project (Conditional use, NPDES, WCA, EAW, USACE, Public Waters, archeological surveys, etc.). Also describe any preliminary discussions with landowners/occupiers, status of agreements/contracts, contingency plans, and other project development activities to date that will ensure a smooth start to the project and minimize administrative or other critical delays.**

As described earlier, a feasibility study is complete for this project. Additionally, the BCWMC will certify to Hennepin County a 2017 tax levy for this project in accordance with Minnesota Statutes, Section 103B.251, Subd. 4 to provide the local match required to complete the project. *[update with results of Hennepin Co. Commissioners 7/19 meeting]*

Staff with permitting agencies including the U.S. Army Corps of Engineers (USACE), and the Minnesota Department of Natural Resources (MDNR) toured the project area in October 2015. The tour provided an opportunity to review the project site and discuss options, considering both ideal restoration scenarios and practical aspects of maintaining existing uses within Plymouth Creek Park. The USACE and MDNR expressed their preference for bioengineering techniques whenever possible. The City described the use and popularity of the disc golf course adjacent to the creek. The City noted it will consider realigning holes on the course to minimize disturbance along the creek or to temporarily close holes to help re-establish vegetation on the banks.

In September 2016, the BCWMC will hold a public hearing on the proposed project, order the project, and enter an agreement with the City of Plymouth to design and construct the project.

**Project Readiness: 10. (2 points) Newsletters, signs and press releases are standard communication tools. Beyond those basics, describe any additional project activities that would be added to the grant workplan aimed at engaging your local community on the need, benefits, and long term impacts of this project.**

In addition to newsletter article, signs, and press releases, the BCWMC will seek resident input on preliminary project design plans before project plans are finalized. A letter will be mailed to residents near and adjacent to the project (similar to the letter sent during the feasibility study) inviting them to an open house to provide input on the project. Additionally, flyers will be posted in an adjacent apartment complex and at several locations in the disc golf course inviting input on the project and at the open house. A webpage dedicated to the project has already been established (<http://www.bassettcreekwmo.org/index.php?cID=284>) and will be updated regularly. The project may also be featured during a future watershed tour and during presentations to groups on BCWMC projects.

**BBR: 11. (5 points) Did your organization submit a Biennial Budget Request (BBR) to BWSR in 2014?**

Yes, this project was included in the BCWMC 2014 BBR.

#### **BUDGET**

<b>Project Element</b>	<b>Grant Request</b>	<b>Match<sup>1</sup></b>	<b>Total Estimated Budget</b>
Project Design	\$100,000	\$44,000	\$144,000
Project Construction <sup>2</sup>	\$300,000	\$323,000	\$623,000
Project/Grant Administration	\$0	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$400,000</b>	<b>\$387,000</b>	<b>\$787,000</b>

<sup>1</sup> Match provided through watershed tax levied by Hennepin County on behalf of BCWMC + possible Opportunities Grant from Hennepin County

<sup>2</sup> Includes 30% construction contingency



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Technical Advisory Committee  
**Subject:** Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features  
**Date:** July 13, 2016

At their May 19, 2016 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 had questions regarding recommendations 1, 7 and 8. The Commission requested that the TAC come back to the Commission with more information about these recommendations and/or revised recommendations. The following paragraphs provide the recommendations as written in the TAC's May 11, 2016 memo, the Commission action/discussion from the May 19, 2016 meeting, additional information and TAC discussion, and the final TAC recommendation.

### Recommendation 1:

#### ***Original recommendation from May 11, 2016 TAC memo:***

1. Recommend the Commission continue an inspection and maintenance program for the FCP features. The current inspection and maintenance program (*note to Commission: this program is identified in the Bassett Creek Flood Control Project Operation and Maintenance Manual*) includes an annual inspection of all of the FCP features, except the double box culvert and the deep tunnel, an inspection at least every 5 years of the double box culvert and an inspection at least every 20 years of the deep tunnel. The TAC recommends that the Commission conduct more-frequent inspections of the deep tunnel – every 10 years or every 5 years, depending on the tunnel segment (e.g., 3<sup>rd</sup> Avenue tunnel could be inspected every 5 years if Minneapolis inspects the I-94 tunnel because access to the I-94 tunnel requires passing through the 3<sup>rd</sup> Avenue tunnel).

#### **Commission action/discussion – excerpt from May 19, 2016 meeting minutes:**

Commission Engineer Chandler noted (under recommendation 1), that the TAC recommends more frequent tunnel inspections. There was discussion about the frequency of the inspections and if the City of Minneapolis or the Commission would pay for additional inspections. It was noted the TAC didn't discuss funding of the inspections, which are currently a Commission expense. Administrator Jester wondered if the Commission could negotiate with the City to fund added inspections at the point at which the additional inspection is requested or planned. After discussion, this item was sent back to the TAC and/or staff to refine.

*Additional information and TAC discussion:*

The TAC reviewed the current inspection program and the recommended inspection program. Attached Table 1 shows the estimated 20-year costs following the current and recommended inspection frequencies. The Commission currently funds the FCP inspection costs through the Long Term Maintenance Fund. Over 20 years, the total added cost of new recommended tunnel inspections would be \$55,000, or \$2,750/year.

***Final TAC Recommendation (changes from original shown in underline/strikeout):***

1. Recommend the Commission continue an inspection and maintenance program for the FCP features. The current inspection and maintenance program (*note to Commission: this program is identified in the Bassett Creek Flood Control Project Operation and Maintenance Manual*) includes an annual inspection of all of the FCP features, except the double box culvert and the deep tunnel, an inspection at least every 5 years of the double box culvert and an inspection at least every 20 years of the deep tunnel.

The TAC recommends that the Commission conduct more-frequent inspections of the deep tunnel – every 10 years (2<sup>nd</sup> Street tunnel) or every 5 years (3<sup>rd</sup> Avenue tunnel, in conjunction with City of Minneapolis I-94 tunnel inspection – access to the I-94 tunnel requires passing through the 3<sup>rd</sup> Avenue tunnel) ~~depending on the tunnel segment (e.g., 3<sup>rd</sup> Avenue tunnel could be inspected every 5 years if Minneapolis inspects the I-94 tunnel because access to the I-94 tunnel requires passing through the 3<sup>rd</sup> Avenue tunnel).~~

The TAC recommends that the Commission continue fully funding the FCP inspections (including the recommended more-frequent tunnel inspections), unless the City of Minneapolis requests even more-frequent inspections or more complicated (more expensive) inspections beyond the currently used National Association of Sewer Service Companies' (NASSCO) assessment and certification program.

The TAC recommends the Commission continue funding the FCP inspection costs through the Long Term Maintenance Fund.

**Recommendation 7:**

***Original recommendation from May 11, 2016 TAC memo:***

7. Recommend the Commission require that the cities (or other road authority) where the FCP structures are located be responsible for maintenance, repair and replacement of road crossings, and their corresponding conveyance structures, that were installed as part of the FCP. If the BCWMC directs replacement or significant alteration of crossings as part of a project, then the BCWMC would be responsible for funding the replacement.

This recommendation clarifies BCWMC policy (#23) in the Plan, which states that these crossings will be “maintained” by the city where the structure is located. However, policy #23 does not address significant rehabilitation or replacement. This clarification also aligns with the intent of the original FCP—that the cities would be responsible for significant rehabilitation or replacement of road crossings that were installed as part of the FCP because they are primarily transportation-related.

*Commission action/discussion – excerpt from May 19, 2016 meeting minutes:*

There was discussion on recommendation 7 regarding who will maintain FCP components at road crossings. Mr. Asche wondered if current FCP agreements between the cities would need to be revised to incorporate the recommended policy requiring cities to maintain all FCP road crossings and their conveyance structures unless the Commission directed a reconstruction of a road crossing. After discussion, the Commission directed staff to investigate the recommendation's impact on existing agreements and to consider using a subcommittee that includes the Commission's Legal Counsel, Administrator, Engineer, and Minneapolis TAC and Commission members.

*Additional information and TAC discussion:*

The Commission's Legal Counsel reviewed the existing agreements and prepared comments. According to the Legal Counsel's review, no changes to the existing agreements will be required for the Commission to implement the TAC's recommended policy. The Commission's Legal Counsel's comments noted that ultimately, maintenance responsibilities for the FCP improvements remain with the cities, the Commission is simply setting out its policies for when it is willing to expend Commission funds to provide assistance. After discussion about BCWMC-directed replacement/alteration of crossings and the potential impact on BCWMC funds, the TAC recommended striking the sentence from the recommendation (i.e., delete "If the BCWMC directs replacement or significant alteration of crossings as part of a project, then the BCWMC would be responsible for funding the replacement.").

***Final TAC Recommendation (changes from original shown in underline/strikeout):***

7. Recommend the Commission require that the cities (or other road authority) where the FCP structures are located be responsible for maintenance, repair and replacement of road crossings, and their corresponding conveyance structures, that were installed as part of the FCP. ~~If the BCWMC directs replacement or significant alteration of crossings as part of a project, then the BCWMC would be responsible for funding the replacement.~~

This recommendation clarifies BCWMC policy (#23) in the Plan, which states that these crossings will be "maintained" by the city where the structure is located. However, policy #23 does not address significant rehabilitation or replacement. This clarification also aligns with the intent of the original FCP—that the cities would be responsible for significant rehabilitation or replacement of road crossings that were installed as part of the FCP because they are primarily transportation-related.

**Recommendation 8:**

***Original recommendation from May 11, 2016 TAC memo:***

8. The TAC offers the following recommendations regarding *routine* versus *major maintenance/repair* of the FCP features. The recommendations are intended to clarify BCWMC Plan policy #24, which states that routine maintenance and repair is the responsibility of the city where the FCP feature is located, and Plan policy #20, which states that funding of major repair and maintenance is a BCWMC responsibility. The TAC discussed whether the routine maintenance and repair activities listed in policy #24 are sufficient to demarcate between routine and major maintenance/repair.
  - o Recommend the Commission continue to require that cities be responsible for routine maintenance and repair of the FCP features (per Policy #24). Table 2 (*attached, named Table*

1 in May 11, 2016 TAC memo) shows the routine maintenance and repairs, as decided by the TAC.

- o Recommend the Commission reimburse cities (if requested) for maintenance and repairs that are over \$25,000, using funds from the Long-Term Maintenance Fund. The TAC also recommends that before receiving funding from the Long-Term Maintenance Fund, the cities must perform regular, routine maintenance (reporting of completed maintenance and repair actions would be required as part of Recommendation #1). This will help prevent the situation wherein the Commission pays for maintenance work over \$25,000 because the cities neglected routine maintenance for several years.
- o Recommend the Commission consider adding maintenance and repair projects that are more than \$100,000 to the BCWMC CIP. Table 3 (*attached*) provides examples of maintenance and repairs that are major or could be major.

Commission action/discussion – excerpt from May 19, 2016 meeting minutes:

There was discussion on recommendation 8 which aimed to clarify the meaning of the terms “routine” and “major” maintenance in policies 20 and 24 in the Watershed Management Plan. There was a question about whether past maintenance costs could inform future funding needs in order to plan for future costs. Engineer Chandler noted the TAC did not consider that question and agreed the spending and replacement levels of the Long Term Maintenance Fund should be analyzed. There was also concern, from Commissioner Welch, that dramatically expanding the use of the capital improvement program funds through an annual levy may become unsustainable. There were enough concerns among Commissioners about the future funding needs that staff and TAC were asked to provide further detail and bring a revised recommendation and/or more detail to a future Commission meeting.

Additional information and TAC discussion:

The TAC reviewed and discussed attached Table 2 below (Routine vs. Major Maintenance and Repair Items) and attached Table 3 (Summary of Annual/Periodic Operation and Maintenance Requirements & Costs) September 1, 2015 table. The TAC members were not aware of future maintenance, repair, and significant rehabilitation costs of FCP features in their respective cities, so it was difficult to estimate the potential short-term demand for reimbursement from the Long Term Maintenance fund. However, attached Table 3 below provides estimated costs for annual operation and maintenance, five year operation and maintenance, significant rehabilitation of structures, and replacement of structures. The TAC notes the high costs of these items and potential future financial liability to the Commission if the Commission approves/implements the TAC recommendations. As Table 3 shows, the five year operation and maintenance costs (in blue) over \$25,000 could be \$1,232,000; the significant rehabilitation of structures costs (in blue) could be from \$2,026,000 (without tunnel) to \$14,800,000 (including the tunnel); and the replacement of structures costs (in blue) could be from \$8,100,00 (without tunnel) to \$142,740,000 (including the tunnel).

The current balance of the Long Term Maintenance Fund is \$455,778.83, and the Commission currently budgets \$25,000 per year to add to the Long Term Maintenance Fund, but then subtracts the cost of the FCP inspections for that year, currently averaging \$18,650/year for 20 years. The Commission should have sufficient time to understand the demand on the Long Term

Maintenance Fund as a result of the new policy, through an annual review of the fund balances and upcoming reimbursement requests.

***Final TAC Recommendation (changes from original shown in underline/strikeout):***

8. The TAC offers the following recommendations regarding *routine* versus *major maintenance/repair* of the FCP features. The recommendations are intended to clarify BCWMC Plan policy #24, which states that routine maintenance and repair is the responsibility of the city where the FCP feature is located, and Plan policy #20, which states that funding of major repair and maintenance is a BCWMC responsibility. The TAC discussed whether the routine maintenance and repair activities listed in policy #24 are sufficient to demarcate between routine and major maintenance/repair.
  - Recommend the Commission continue to require that cities be responsible for routine maintenance and repair of the FCP features (per Policy #24). Table 2 (*attached, named Table 1 in May 11, 2016 TAC memo*) shows the routine maintenance and repairs, as decided by the TAC.
  - Recommend the Commission reimburse cities (if requested) for maintenance and repairs that are over \$25,000, using funds from the Long-Term Maintenance Fund. The TAC also recommends that before receiving funding from the Long-Term Maintenance Fund, the cities must perform regular, routine maintenance (reporting of completed maintenance and repair actions would be required as part of Recommendation #1). This will help prevent the situation wherein the Commission pays for maintenance work over \$25,000 because the cities neglected routine maintenance for several years. Cities are expected to inform the Commission in advance (e.g., two years) of their request for reimbursement.
  - Recommend the Commission consider adding maintenance and repair projects that are more than \$100,000 to the BCWMC CIP. Table 2 (*attached*) provides examples of maintenance and repairs that are major or could be major.



Table 1. Current and Recommended Flood Control Project Inspection Program

Item	Current/ Recommended Inspection Cycle	Cost/Inspection <sup>1</sup>	20-Year Cost <sup>1</sup> Current/Recommended
Annual inspection of the FCP features, except double box culvert and the deep tunnel	Annually	\$10,000	\$200,000/\$200,000
Double box culvert inspection (NASSCO) <sup>3</sup>	Every 5 years	\$32,000	\$128,000/\$128,000
Deep tunnel (2 <sup>nd</sup> St. & 3 <sup>rd</sup> Ave.) inspection (NAASCO) <sup>3</sup>	Every 20 years/ Every 10 years	\$45,000	\$45,000/\$90,000
Two additional 3 <sup>rd</sup> Ave deep tunnel inspections (NASSCO) <sup>3,4</sup>	Not Applicable/ Every 5 years	\$5,000	\$0/\$10,000 <sup>4</sup>
<b>Total<sup>2</sup></b>			<b>\$373,000/\$428,000</b>

<sup>1</sup> 2016 dollars

<sup>2</sup> Simple summation (annualized or present worth not calculated)

<sup>3</sup> Tunnel condition inspection based on pipeline assessment and certification program developed by the National Association of Sewer Service Companies (NASSCO)

<sup>4</sup> 3<sup>rd</sup> Avenue tunnel inspections assume two additional inspections that are combined with I-94 tunnel inspection (by Minneapolis); the I-94 tunnel inspection provides access to the 3<sup>rd</sup> Avenue tunnel, therefore does not require separate mobilization.

Table 2 Routine vs. Major Maintenance and Repair Items

Item # Routine vs. Major Maintenance and Repairs –as Recommended by TAC <sup>1</sup>	
<b>Routine</b>	
1	Vegetation: removal of trees, removal of brush, chemical treatment of stumps, control of noxious weeds, establish vegetation on bare areas.
2	Removal of debris: woody debris, riprap, trash from channel, inlets, culverts
3	Repair erosion; channels, inlet and outlet structures, culvert ends
4	Repair/replace riprap: on inlet and outlet ends of culverts, channels, banks
6	Remove sediment from channels, structures, culverts, etc.
10	Repair/maintain guard rails, hand rails and fencing: remove rust, prime and paint, repair damaged rails and posts, replace rusted-out sections, repair cables, replace posts, repair chain link fence
12	Repair concrete pipe: repair joints, tie-bolts, spalling, connection to culverts, breakage
13	Repair/replace catch basins, manholes, casting assemblies, grates
14	Repair/maintain debris barrier: removal of debris, repair cables, replace poles
15	Repair/maintain tunnel inlet trash rack: repair/replace trash rack rods, loose or broken, vandalized, bent
16	Street repairs: pavement, curb and gutter, cracks, depressions, settlement
<b>Major</b>	
5	Repair/replace gabion baskets
7	Remove sediment/dredge ponds, basins, etc.
17	Tunnel repairs: concrete and other repairs to the new Bassett Creek tunnel
<b>Could be major depending on extent</b>	
8	Repair scouring/undercutting at structures and culvert outlets
9	Repair concrete structures: cracking, spalling, breakage
11	Culverts/Bebo sections: joints, settlement, separation, concrete spalling, wing walls – movement and breakage

<sup>1</sup> Based on needed repairs identified during 2015 FCP inspection

Table 3 (Table 1 in September 2, 2015 memo to TAC)  
Summary of Annual/Periodic Operation and Maintenance Requirements & Costs  
Bassett Creek Flood Control Project, MN  
September 1, 2015

		BCWMC Responsibility <sup>(10)</sup>	Annual Operation & Maintenance			Five Year Operation & Maintenance		Significant Rehabilitation of Structure <sup>(6)</sup>	End of Design Life	
		City Responsibility <sup>(10)</sup>	Annual Inspection & Report <sup>(1)</sup>	Debris Removal <sup>(2)</sup>	Brushing & Tree Removal <sup>(3)</sup>	Five-Year Inspection & Report <sup>(4)</sup>	General Maintenance & Repairs <sup>(5)</sup>		Estimated Year of Replacement <sup>(7)</sup>	Replacement of Structure <sup>(9)</sup>
City Responsibility per TAC Recommendation 7										
Minneapolis										
A	Tunnel									
	1 Phase 1 - Second Street Tunnel (Mn/DOT)						\$439,100	\$5,030,400	2029	\$61,944,784
	2 Phase 2 - 3rd Avenue Tunnel (BCWMC)						\$150,900	\$1,728,400	2040	\$12,378,834
	3 Phase 3 - Double Box Conduit and Inlet Structure					\$13,900	\$524,600	\$6,010,500	2042	\$60,309,774
Minneapolis Subtotal:						\$13,900	\$1,114,600	\$12,769,300		\$134,633,400
Golden Valley										
B	Golden Valley Country Club Embankment		\$1,500	\$1,800	\$1,800		\$14,600	N.A	2031	N.A.
	Golden Valley Country Club Control Structure		\$1,500	\$1,800	\$1,800		\$14,600	\$491,521	2044	\$1,966,083
C	Hwy 55 Control Structure		\$1,500	\$1,800			\$14,600	\$115,295	2044	\$461,180
D	Wisconsin Avenue Control Structure		\$1,500	\$1,800			\$14,600	\$108,547	2037	\$434,189
E	Road Crossings									
	1 Regent Avenue		\$700	(8)			(8)	\$123,964	2031	\$495,854
	2 Noble Avenue		\$700	(8)			(8)	\$123,964	2031	\$495,854
	3 Westbrook Road		\$700	(8)			(8)	\$217,982	2043	\$871,929
Golden Valley Subtotal:			\$8,100	\$7,200	\$3,600		\$58,400	\$1,181,270		\$4,725,089
Crystal										
F	Edgewood Embankment and Control Structures		\$1,500	\$1,800	\$4,400		\$14,600	\$95,039	2031	\$380,155
G	Markwood Channel & Culverts		\$1,500	(8)			(8)	\$61,982	2031	\$247,927
H	Hwy 100 Control Structure & BC Park Pond		\$1,500	\$1,800	\$1,800		\$117,100	\$975,180	2031	\$3,900,720
I	Road Crossings									
	1 32nd Avenue		\$700	(8)			(8)	\$95,039	2031	\$380,155
	2 Brunswick Avenue		\$700	(8)			(8)	\$95,039	2031	\$380,155
	3 34th Avenue		\$700	(8)			(8)	\$95,039	2031	\$380,155
	4 Georgia Avenue		\$700	(8)			(8)	\$78,510	2031	\$314,041
	5 36th/Hampshire Avenue		\$700	(8)			(8)	\$157,021	2031	\$628,082
	6 Douglas Drive		\$700	(8)			(8)	\$108,547	2037	\$434,189
Crystal Subtotal:			\$8,800	\$3,500	\$6,100		\$131,700	\$1,761,393		\$7,045,580
Plymouth										
J	Medicine Lake Outlet Structure		\$1,500	\$1,800	\$1,800			\$115,879	2046	\$463,515
K	Plymouth Creek Fish Barrier		\$1,500	\$1,800	\$1,800			\$64,142	2037	\$256,566
Plymouth Subtotal:			\$1,500	\$1,800	\$1,800			\$180,020		\$720,081
Total Bassett Creek Flood Control Project Costs			\$18,400	\$12,500	\$11,500	\$13,900	\$1,304,700	\$15,900,000		\$147,120,000
								\$14,800,000		\$142,740,000
								\$1,100,000		\$4,380,000

(1)

Inspection & report; Inspection at tunnel only includes inlet structure and approach channel

(2)

BCMWC Responsible for Maintenance. Work assumed to be performed by City ~~and reimbursed by BCWMC~~.

(3)

BCMWC Responsible for Maintenance. Work assumed to be performed by City ~~and reimbursed by BCWMC~~.

(4)

Five year inspection required for above-water portion of Bassett Creek Tunnel

(5)

General Maintenance includes: sediment removal, erosion repair, riprap replacement, sod & vegetation and other misc. maintenance items.  
Does not include gate at Wisconsin Ave. (Note: Bassett Creek Park Pond is assumed to be dredged every 10 years at cost of \$230,000 assuming a type 1 material and \$500,000 for a type 2 material that requires disposal in a landfill)  
Lowering the middle pool (if approved by Corps, Coast Guard, DNR etc.) could decrease dewatering costs up to \$45,000.

(6)

Includes all items in 1-year and 5-year O & M repairs plus void fill in Minneapolis tunnels, partial structure demo and replacement, Wisconsin Avenue gate upgrades for construction costs in 2014.  
(assume one repair project per project feature in addition to 5-yr maintenance)

(7)

Assumes a 50 year life of project

(8)

Assumes City shall be responsible for maintenance of all road crossings and the Markwood channel modificatons and storm sewer components.

(9)

Cost includes total replacement of structure at the end of design life assuming 3% inflation and construction technology, means, and methods remain as they are today (2014).

(10)

**5.1.1.3 Management of the BCWMC Trunk System and Flood Control Project**  
...The BCWMC will finance major maintenance and repair of water level control and conveyance structures that were part of the original BCWMC Flood Control Project on the same basis as the original project. Ne  
road crossings of the creek that were installed as part of the project will be maintained by the city wherethe structure is located. Member cities are responsible for routine maintenance and repair of BCWN  
Flood Control Project structures located within each city; this includes the removal of debris, brush, and trees. The BCWMC will work with member cities to determine responsibilities for major rehabilitation ar  
replacement of the BCWMC Flood Control Project features and establish the associated funding mechanisms (see policy 22, Section 4.2.2).

## **EDUCATION AND OUTREACH SERVICES AGREEMENT**

THIS EDUCATION AND OUTREACH SERVICES AGREEMENT (“Agreement”) made and entered into by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the “Commission”), and Dawn Pape, doing business as the Lawn Chair Gardener, 5901 Birchwood Street, Shoreview, MN 55126 (the “Contractor”).

1. **SERVICES.** Contractor will perform the services outlined in the proposal dated July 12, 2016, which is incorporated herein by reference, including development of three educational event displays and writing of four articles for local publications. The terms and conditions of this Agreement shall be controlling over any conflicting term or condition contained within the July 12, 2016 proposal.

2. **COMPENSATION.** Contractor will be paid for services at the rate of \$40 per hour.

Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including printing, materials, and travel (at the current IRS rate for privately owned automobiles). Travel outside of the Minneapolis/St. Paul metropolitan area and overnight accommodations must have the prior approval of the Commission. Meeting and meal expenses (other than meetings of the Commission or its committees) must have the prior approval of the Commission.

3. **PAYMENT.** Contractor will submit monthly invoices for services providing detailed time records of services provided and time spent, and shall provide receipts for eligible reimbursable expenses that are not reimbursed by the Commission through its consultants or otherwise.

Invoices and records, together with supporting information, shall be submitted in a form acceptable to the Commission. The Commission will pay invoices within 45 days of receipt thereof. Invoices received by the first Thursday of the month will ordinarily be authorized for payment at that month’s regular meeting.

4. **TERM AND TERMINATION.** This Agreement shall be effective as of the date of the last party to execute it and it shall continue in effect until January 31, 2017. This Agreement may be terminated by either party at any time, and for any reason, on 35 days’ written notice of termination.
5. **SUBSTITUTION AND ASSIGNMENT.** Services provided by Contractor will generally be performed by Dawn Pape. Upon approval by the Commission, the Contractor may substitute other persons to perform the services set forth in this Agreement. No assignment of this Agreement shall be permitted without a prior written amendment signed by the Commission and the Contractor.

6. **AMENDMENTS.** This document, together with any attached exhibits, constitutes the entire agreement between the parties and no modifications of its terms shall be valid unless reduced to writing and signed by both parties.
7. **INDEPENDENT CONTRACTOR.** The Contractor (including the Contractor's employees, if any) is not an employee of the Commission. Contractor will act as independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the Commission. Contractor shall not be considered an employee of the Commission for any purpose including, but not limited to: income tax withholding; workers' compensation; unemployment compensation; FICA taxes; liability for torts; and eligibility for benefits.

Contractor will not be provided with a place of business and will retain control over the manner and means of the services provided as an independent contractor. Contractor will provide, at Contractor's expense, necessary office space, transportation, computer capability, an internet email address, a recording device for Commission meetings and incidental office supplies.

8. **DATA PRACTICES AND RECORDS.** All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing services under this Agreement shall be the exclusive property of the Commission. All such records shall be maintained with the records of the Commission and in accordance with the instructions of the Commission. The Contractor will comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Commission will provide such advice and legal services as are necessary to comply with such laws and regulations as they relate to the data maintained by the Commission.
9. **COMPLIANCE WITH LAWS.** Contractor shall comply with all applicable federal, state and local laws, regulations or ordinances in performance of Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices.
10. **AUDIT.** The Contractor agrees that the Commission, the State Auditor, or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, and records that are relevant to and involve transactions relating to this Agreement.
11. **HOLD HARMLESS.** Contractor shall defend, indemnify and hold harmless the Commission, its member cities and their elected officials, officers, employees, agents, and representatives, from and against any and all claims, costs, losses, expenses, demands, actions or causes of action, including reasonable attorneys' fees and other costs

and expenses of litigation that may arise out of this Agreement for services provided by Contractor hereunder.

12. **APPLICABLE LAW.** The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.
13. **NO AGENCY.** Contractor is an independent contractor and shall not be considered to be the agent or servant of the Commission for any purpose and shall have no authority to enter into any contracts, create any obligations, or make any warranties or representations on behalf of the Commission.
14. **NOTICES.** Any notice or demand, authorized or required under this Agreement shall be in writing and shall be sent by certified mail to the other party as follows:

To the Contractor: Dawn Pape  
Lawn Chair Gardner  
5901 Birchwood Street  
Shoreview, MN 55126

To the Commission: Chairman  
Bassett Creek Watershed Management Commission  
City of Golden Valley City Hall  
7800 Golden Valley Road  
Golden Valley, MN 55427

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date of the last party to execute it.

### **CONTRACTOR**

By: \_\_\_\_\_  
Dawn Pape (Lawn Chair Gardener)      Date

**BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION**

By: \_\_\_\_\_  
Jim de Lambert, Chair Date

By: \_\_\_\_\_  
Stacy Hoschka, Secretary Date

## Outreach Proposal

Prepared by:  
DawnPape  
Lawn Chair Gardener



Prepared For:  
Bassett Creek Watershed Management Commission

July 13, 2016

1. COVER LETTER
2. DESCRIPTION OF EDUCATION & OUTREACH ACTIVITIES
3. ASSESSMENT/IMPLEMENTATION
4. OVERVIEW OF POTENTIAL OUTREACH SERVICES FOR BCWMC
5. BILLING
6. TERMS AND AGREEMENT
7. ACCEPTANCE
8. APPLICABLE LAW





## 1. COVER LETTER

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Dear Bassett Creek Watershed Management Commission,

Thank you for considering Lawn Chair Gardener for some of your educational and outreach needs. I'm glad we had the opportunity to discuss BCWMC's needs for displays for fairs and city halls that draw people in and monthly newspaper columns and city newsletter articles.

If you have any questions, please don't hesitate to get in touch. My contact information is below.

Thank you,

DawnPape

Lawn Chair Gardener

dawn@lawnchairgardener.com

651-485-5171

## 2. DESCRIPTION OF ACTIVITIES

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### Displays

Develop displays to be used at fairs and booths that are designed to draw people in. The displays will incorporate Community-Based Social Marketing techniques that aim at not only educating, but changing people's behaviors.

### Monthly Newspaper and Newsletter Articles

Write monthly columns for local newspapers (Sun-Current, Sun Post, Sun Sailor, Lakeshore Weekly News) and neighborhood newspapers in Minneapolis. In addition, I will make the pieces available for other Minneapolis newspapers to get BCWMC's name in the public eye: The Bridge, The Circle, City Pages, Downtown Journal, Hill and Lake Press, Longfellow/Nokomis Messenger, North News, Northeaster, Skyway News, Southside Pride, Southwest Journal, Spokesman/Recorder, Star Tribune.

## 3. ASSESSMENT/IMPLEMENTATION

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### Outreach with Displays

BCWMC has expressed interest in developing seasonal displays to engage the public at fairs and city halls. The displays about planting for clean water may be able to coordinate with WMWA's outreach efforts so both organizations can pool resources and budgets.



### **Make it Fun!**

1. Create a light, easy to set up, free-standing, educational, seasonal banners with face cutouts entertaining and educating people about planting for clean water (Spring and Summer), raking up leaves (Fall) and deicing methods that won't negatively impact area waters (Winter).

Example of what planting for clean water face cutout banner could be like:

“What's your reason for pledging to plant for pollinators and clean water?”

The visitors could choose their reason by sticking their face through the corresponding hole. For example, “to protect pollinators” could be written near the cutouts of a bee and a butterfly; “to keep water clean” would be by the cutout of someone jumping off a dock; “for the future” could have children's bodies with cutout faces (so parents could look ridiculous), etc. The banner will have #pledge2plant and the website on it of course to track social media sharing. Of course, some people might just gravitate toward the cutout character they like best, but that's OK too.

2. Develop a bean bag toss with pictures that reinforce the importance of planting for pollinators and clean water. As people play, they can chat about what the icons mean.

### **Make it Public—People Will Be More Likely to Follow Through**

In coordination with the WMWA “Pledge to Plant” campaign, pledgers could be encouraged to raise their right hand or put their hand over their heart and read the pledge to plant pledge (to be written) that will posted nearby. When pledgers are finished making their oral and written pledge, they could ring a bell that will turn heads cause people to hoot and holler a bit to celebrate that we are one more pledge closer to a brighter, cleaner future. This will attract other fair-goer's attention and cause them to stop by and see what all the celebration is about. Behind the pledger, there will be a banner in the background, and, of course, people will be encouraged to have their pals take pictures of them making the pledge and to share it on social media using the hashtag on the banner. Pledgers could also put a dot on the BCWMC map where their planting will be.

### **Make It a Destination; Ask for People's Input—Show Them BCWMC Values Their Input**

1. What is often the most scarce resource at expos? Seating. Depending on if there's room at the fair (ask for a larger exhibit space?) have a few small folding chairs for people to meet other like-minded pledgers and to peruse the info. about how to pledge to plant or to talk to watershed volunteers about various topics. Post questions for people to think about or provide their opinions about on a chalkboard, ribbons or other means. Most people like to be heard.

2. Hand out cookies, candy or glasses of (clean) water from a water pitcher or cooler. [I would not recommend handing out bottles of water since many people might criticize the bottles. Many people know that the water used to produce the bottle is about five times the volume of the water in the bottle, not to mention the pollution and mining water from areas of the globe that can least afford to have water extracted...]

### **Make It Interesting**

Have planters (or pictures) of turf alternatives and signage to show visitors there are easier and more water and pollinator friendly approaches to lawns. Show innovative and eye-catching examples of how to handle stormwater runoff on residential properties.



## **Incorporating Community-Based Social Marketing to Foster Sustainable Behavior Change Into Displays**

None of us can say we behave 100% environmentally friendly 100% of the time. There are many issues that factor in to the decisions we make on a daily basis.

Community-based social marketing draws heavily on research in social psychology, which indicates that initiatives to promote behavior change are often most effective when they are carried out at the community level and involve direct contact with people—such as talking directly to people at events. The emergence of community-based social marketing can be traced to a growing understanding that programs that rely heavily or exclusively on media advertising can be effective in creating public awareness and understanding of issues related to sustainability, but are limited in their ability to foster behavior change.

### **1. Select Behaviors to Develop Displays Around**

- A. planting for clean water—pledge to plant campaign
- B. limiting use of deicers
- C. understanding connections between daily actions/choices and water quality in their community
- D. “streets to streams” concept: where storm drains go and how everything is connected; common pollutants (that people might not think of as pollutants): leaves, grass clippings, dog droppings, deicers...

### **2. Identify Barriers & Benefits**

Contrary to logic, information is not enough to change people’s behaviors. We need to identify barriers and the benefits people see (not from the watershed district perspective). Exhibits, booths, and festivals provide a great forum to have one-on-one conversations with people about what barriers they have to the behaviors listed above.

After we identify people’s barriers, we can work to help solve these problems on the spot by directing them to resources on the BCWMC’s website, BlueThumb.org website, etc.

## **Future Community-Based Social Marketing Steps for Consideration**

### **3. Developing Strategies**

*The data that is collected about what is stopping people from performing the desired behaviors (such as sweeping up grass clippings, etc.) can be used to help BCWMC develop future strategies to bring about desired actions. For example, if we identify that people don’t know at what temperature to apply various deicers, a sticker that adheres to resident’s snow shovels could be developed so people could have that information handy. Other strategies include gaining commitments, building community support and social norms, social diffusion/setting an example, giving people timely prompts so they remember to act, creating effective messages, incentives/disincentives, convenience/making it easy to act.*

### **4. Conducting a Pilot**

*In future years and after a strategy is developed, BCWMC may consider piloting the strategy to make sure it is providing desired outcomes before making a larger investment.*

### **5. Broad-Scale Implementation**



#### 4. Overview of Potential Outreach Services for BCWMC Provided by Lawn Chair Gardener for August 1- January 31, 2017

Event / Display Development		
Description of Activity	Estimated Hours (at \$40/hr.)	Estimated Cost (Not to Exceed)
Develop 3 seasonal displays with BCWMC	5-10	\$200-\$400
Design display	20-30	\$800-\$1200/display
Investigate display options, coordinate manufacturing/printing of display(s)	5-10	\$200-\$400/display
Display printing/manufacturing		typically around \$300, but to be determined by type of display to be made
Mileage reimbursement for in-person meetings		IRS rate of \$0.54/mile
		<b>Not to exceed \$2000/display for development &amp; design</b> (including approximately for purchasing the display \$300)

Newspaper Columns/Newsletter Articles		
Description of Activity	Estimated Hours (at \$40/hr.)	Estimated Cost (Not to Exceed)
Write five (August-January) montly articles to send to local newspapers and cities for newsletters. Suggestions for topics are welcome.	5 hrs. (researching topic, writing two versions for newspaper and newsletters, sending to newspapers and cities)	\$200 x 5 = \$1,000



**5. BILLING**

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Lawn Chair Gardener collects half of the payment after the first month of work (August 1, 2016) and the other half upon completion (December 31, 2016). billing cycle.

**6. TERMS AND AGREEMENT**

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Prior to a contractual agreement, elements of this proposal may be amended to better fit BCWMC’s needs.

**7. ACCEPTANCE**

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Your signature below indicates acceptance of this proposal and entrance into a contractual agreement with Lawn Chair Gardener beginning on the signature date below:

**8. APPLICABLE LAW**

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This contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of Minnesota and subject to the exclusive jurisdiction of the federal and state courts located in Hennepin County, Minnesota.

IN WITNESS WHEREOF, each of the Parties has executed this contract, both parties by its duly authorized officer, as of the day and year set forth below.

Approved by: \_\_\_\_\_

Name BCWMC Representative

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Name of Lawn Chair Gardener Representative

Date: \_\_\_\_\_

## Memorandum

To: Bassett Creek Watershed Management Commission  
From: Barr Engineering Company  
Subject: Item 5G –Receive Update on XP-SWMM Phase 2 Project  
BCWMC July 21, 2016 Meeting Agenda  
Date: July 13, 2016  
Project: 23/27-0051 2015

### 5G Receive Update on XP-SWMM Phase 2 Project

#### Recommendations

- Information only

#### Status Update on Work for the XP-SWMM Model (Phase 2)

The following items summarize the status of the work completed to date on the development of the BCWMC XP-SWMM Phase 2 model. The 2015 scope focused on the development and calibration of the XP-SWMM models for the Medicine Lake and Plymouth Creek (including Parkers Lake) watersheds. This work was complete in January 2016.

The 2016 scope focuses on the development and calibration of the XP-SWMM models for portions of the watershed downstream of Medicine Lake, including: the North Branch of Bassett Creek, the Bassett Creek Main Stem from Medicine Lake to the confluence with the North Branch, and the Bassett Creek Main Stem downstream of the confluence with the North Branch (including the Sweeney branch). A portion (\$93,000) of the 2016 work is being funded by a DNR Flood Reduction grant. The remainder of this memo summarizes the status of the work being completed in fiscal year 2016 (through January 2017), including a budget status table at the end of the memo.

As noted in item 3 below, we requested information from city staff to fill in data gaps for the model. City staff gathered and transmitted important data to us for use in the model's development. We acknowledge and thank city staff for the (sometimes significant) number of hours they spent on this task. Without this assistance from city staff, the BCWMC's project costs would have been higher.

- 1. Subdivision of watersheds: Task nearly complete.** We subdivided the North Branch of Bassett Creek and Bassett Creek Main Stem subwatersheds based on the existing BCWMC P8 model subwatersheds. We made minor revisions to subwatershed divides in a few locations within the XP-SWMM model to better address the needs of hydrologic and hydraulic modeling and to reflect any new data obtained during this process (e.g. storm sewer information, as-built drawings, topography). For the portion of the watershed within the City of Minneapolis, we are coordinating with the City of Minneapolis' North Minneapolis XP-SWMM modeling project that is also underway. We will be utilizing the subwatershed information developed for the North Minneapolis modeling project and recently reviewed

and approved by City of Minneapolis staff. The resolution of the North Minneapolis modeling is much more refined (e.g. watersheds to individual catch basins and catch basin clusters), so we will be merging subwatershed as appropriate based on storm sewer information and expected surface storage in the streets. Based on the new XP-SWMM watershed divides, there are 122 subwatersheds in the North Branch Bassett Creek model area and 364 subwatersheds in the Bassett Creek Main Stem model area (including Wirth and Sweeney Lake, from the outlet of Medicine Lake to the City of Minneapolis boundary). The final number of watersheds for Bassett Creek Main Stem model area will increase after the merging with the North Minneapolis watersheds.

2. **Developing revised watershed hydrology inputs: *Task nearly complete.*** We used the revised United States Department of Agriculture's (USDA) Soil Survey Geographic Database (SSURGO) soils data to develop infiltration parameters based on the assigned hydrologic soil groups. For unclassified soil types, we will assume C soils, which is the predominant hydrologic soil classifications in the Bassett Creek watershed. Most of these unclassified soil types are present in largely impervious areas, where little rainfall infiltrates and the runoff is driven by impervious land cover. Average subwatershed slopes were developed based on the Minnesota Department of Natural Resources (MnDNR) 2011 LiDAR dataset. The initial subwatershed widths (an input parameter used for XP-SWMM) were developed based on the subwatershed areas and the longest flowpaths through the subwatershed. We developed the subwatershed imperviousness, which is based on the 2011 University of Minnesota Twin Cities metro area imperviousness data set and 2010 Metropolitan Council land use information. Watershed inputs were developed for the majority of the watershed, with the exception of the subwatersheds within the City of Minneapolis. As mentioned above, we are in the process of merging subwatersheds developed and approved for the North Minneapolis modeling and once complete, we will develop the watershed hydrology inputs.
3. **Modeling of storm sewer & outlet structures: *Task nearly complete.*** We used storm sewer information obtained during BCWMC P8 model revisions, focusing on the data from the Cities of Golden Valley, New Hope, Crystal, Robbinsdale, St Louis Park, and Minneapolis in 2016. This storm sewer data will be included in the Phase 2 XP-SWMM model, and primarily includes storm sewer that convey flows between each of the modeled ponds. Based on the original storm sewer data from the cities (in GIS format), we developed a list of "data gaps" where data required for modeling was not available. If possible, we utilized BCWMC plan review information (as available) or made reasonable assumptions for missing storm sewer data based on available surrounding data. However, if this was not possible, we developed data requests specific to each city requesting they provide (or help provide) the additional required storm sewer or pond outlet data (e.g. record drawings, storm sewer data). The Cities of Golden Valley, New Hope, Crystal, Robbinsdale, and St Louis Park

provided information in response to our requests (as available) and we have complete storm sewer and conveyance data for these portions of the watershed. Again, for the portion of the watershed within the City of Minneapolis, we will be utilizing the pipe network and conveyance information developed for the North Minneapolis modeling project. This information has been reviewed by City of Minneapolis staff and they are in the process of responding to comments; however, the draft of the North Minneapolis XP-SWMM model should be complete in August 2016.

4. **Integrating detailed storage within the watershed: *Task nearly complete.*** Based on the final subwatershed divides, we developed the storage curves using the MnDNR 2011 LiDAR data for the portions of the watershed between the outlet of Medicine Lake and the City of Minneapolis. Once we complete the merging of the subwatersheds within the City of Minneapolis, we will develop the storage curves for those subwatersheds as well. For storage along the Bassett Creek channel, we will use the cross section information used in the current (Phase 1) XP-SWMM model; the Phase 1 cross-section information was developed using the 2011 MnDNR LiDAR data and the previous BCWMC HEC-2 model data.
5. **Ensuring consistent vertical datums: *Task complete.*** The majority of the Phase 1 XP-SWMM model was developed in NAVD88; however, portions of the model were in NGVD29. The BCWMC Phase 2 XP-SWMM model is being developed in NAVD88. The areas in NGVD29 in the Phase 1 model were converted to NAVD88, so the vertical datums will be consistent throughout the model. This included conversion of existing models for the DeCola Ponds, Wirth Lake, and Sweeney Lake watersheds from NGVD29 to NAVD88. We contacted the Cities of Golden Valley, Crystal, Robbinsdale, and New Hope to verify the vertical datum of the available information from the Cities. Additionally, the information being developed for the City of Minneapolis North Minneapolis model is in NGVD29 and will be converted to NAVD88 before it is imported into the BCWMC Phase 2 model.
6. **Incorporating Atlas 14 precipitation data: *Task underway.*** We are running the XP-SWMM models using the Atlas 14 precipitation depths and the “MN MSE3” storm distribution (replacement of “Type 2” storm distribution, developed by the Natural Resource Conservation Service (NRCS) and approved in early 2015) for the 100-year storm event. Through this process, we will capture any “lost water” associated with this event and ensure all water is routed appropriately in the model. Once the model is fully calibrated, we will rerun the model using the Atlas 14 100-year storm event to develop peak flood elevations and inundation mapping for the portion of the watershed downstream of Medicine Lake.
7. **Flow monitoring & model calibration: *Task underway.*** For the 2016 modeling effort, we will be calibrating the model at three locations within the watershed downstream of Medicine Lake. In 2015, we installed a flow monitoring station on the North Branch of



To: Bassett Creek Watershed Management Commission  
From: Barr Engineering Company  
Subject: Item 5G –Receive Update on XP-SWMM Phase 2 Project  
BCWMC July 21, 2016 Meeting Agenda  
Date: July 13, 2016  
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Bassett Creek at Douglas Drive and collected data from late-June 2015 to November 2015. This data will be used to calibrate the North Branch Bassett Creek model. We have also obtained elevation data at the Wisconsin Avenue control structure from the automated SCADA system from the City of Golden Valley. This data is available from September 2014 through May 2016 and will be used to calibrate the Bassett Creek Main Stem model from the outlet of Medicine Lake to the Wisconsin Avenue control structure. Finally, we have obtained the 2015 Watershed Outlet Monitoring Program (WOMP) flow data for the monitoring station upstream of the entrance to the tunnel. This data will be used to calibrate the portion of the model downstream of the Wisconsin Avenue control structure and the confluence with the North Branch.

Additionally, we have selected two calibration events (one smaller event and one larger event) and a validation event from 2015. We are processing the NEXRAD data and local precipitation gage data from these events to develop the spatially-varying precipitation inputs for the XP-SWMM model for calibration.

- 8. Develop a modeling methodology report: *Task underway.*** Work completed includes documentation of modeling assumptions and general methodology. A full report will be developed upon completion of the XP-SWMM model calibration.

Budget Update on Work for the XP-SWMM Model (Phase 2) – Work completed through July 1, 2016)

Task	Original Budget Amount	BCWMC Funds Spent To-Date	DNR Flood Reduction Grant Spent To-Date	Budget Remaining
<b>2015 Tasks</b>				
Plymouth Creek & Medicine Lake Direct Modeling, and North Branch Flow Monitoring	\$103,000.00	\$102,975.24	\$0	\$24.76
<b>2016 Tasks</b>				
North Branch & Main Stem Modeling, and Report on Modeling Methodology	\$158,000.00	\$ 53,583.50	\$13,838.00	\$90,578.50
<b>Project Total</b>	<b>\$261,000.00</b>	<b>\$156,558.74</b>	<b>\$13,838.00<sup>1</sup></b>	<b>\$90,578.50<sup>2</sup></b>

1 – Total DNR Flood Reduction Grant Awarded = \$93,000

2 – Does not include \$24.76 remaining from 2015, which was not carried over into 2016.



## Bassett Creek Watershed Management Commission

# MEMO

Date: July 13, 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 Item 5D):** The final feasibility study is now available online at <http://www.bassettcreekwmo.org/index.php?cID=284> and was used to request 2017 levy funds from Hennepin County. BCWMC staff and city staff will attend a Hennepin County Commission meeting on July 19<sup>th</sup> to answer any questions that may arise regarding this project and the levy request. 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 was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. Recently, an application was submitted to Hennepin County for funds to complete a Response Action Plan to address contaminated soils in the project area. BCWMC staff and city staff will attend a Hennepin County Commission meeting on July 19<sup>th</sup> to answer any questions that may arise regarding this project and the 2017 levy request. 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 Minneapolis to design and construct the project.

**2013 Four Season Area Water Quality Project (NL-2) (See Item 7C):** Since November 2015, the City of Plymouth has considered 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. Recently, a developer has proposed a redevelopment project for the site that includes several innovative stormwater management features for the site. The BCWMC submitted a letter of support to the City of Plymouth for their application to the Met Council for a Livable Communities Demonstration Account grant (see Item 7C).

**2014 Schaper Pond Diversion Project, Golden Valley (SL-3):** At this meeting, the Commission Engineer will verbally update the Commission on recent activities at the site. 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. This spring 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 20, 2015.

**2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR):** The restoration 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 in November 2015 and is wrapped up last month.

Phase two of the project includes the establishment of native vegetation along the stream, including grasses, wildflowers, shrubs, live stakes and fascines, and cordgrass plugs. Phase 2 work began last month (see photo) with seeding and the installation of an erosion control blanket. Phase two activities will continue over two additional growing seasons to ensure proper establishment.

On April 5, 2016, the Golden Valley City Council awarded the contract to the lowest responsible bidder, Applied Ecological Services for \$152,182.60, which was under the engineers estimate. It anticipated that the total contract amount for both Phase one and Phase two will be within the Watershed's overall project budget.



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**2016 Northwood Lake Improvement Project, New Hope (NL-1) (See Item 4D):** Construction on this project began this spring. Photos and construction progress are available at: <http://www.ci.new-hope.mn.us/departments/publicworks/2016infrastructure.shtml>

The construction reimbursement request in Item 4D reflects Northdale Construction Company completing a majority of the storm sewer redirection on Boone Avenue as well as the underground storage tank construction. Work has just begun for the water re-use piping and rain garden construction. The pond construction and storm sewer installation at Jordan Avenue North is near completion. In their June 15<sup>th</sup> update, the City of New Hope reports that:

The contractor has completed work on the lid for the underground storm water storage tank. The tank will be backfilled (covered with dirt) over the next two weeks. The contractor has completed storm water improvements inside Northwood Park and will begin water main installation this week. New pavement is expected to be installed on Boone Avenue and site work will continue in Northwood Park over the next two to three weeks.

**2016 Honeywell Pond Expansion Project, Golden Valley (BC-4):** At the August 2015 meeting, the Commission entered an agreement with the City of Golden Valley to design and construct the project. At the September 2015 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 bid opening for this project (in conjunction with the Douglas Drive Project) was held April 12<sup>th</sup>. The county will be awarding the contract in a few weeks. The project was within budget and the entire project will be starting in June, including pipe work for the CIP project. Pond expansion will likely occur this winter.

## Other Projects

**Education Tasks:** I continue to participate in the West Metro Water Alliance consortium at their monthly meetings, and to write and coordinate the WMWA “Water Links” newsletter articles (<http://www.hennepin.us/residents/environment/protecting-land-water#water-links>). Recently, WMWA began a large “Pledge to Plant” campaign to encourage homeowners and others landowners to plant native plants and buffers. The Education Committee recently met to review a proposal from Dawn Pape to upgrade BCWMC event display materials and write articles for submission to local papers and city newsletters (see Item 5F). Since the last meeting, I also coordinated and attended the BCWMC Watershed Tour.

**Hennepin County Natural Resources Partnership:** I attended the meeting of this group met on April 26<sup>th</sup> on the new buffer law and Hennepin County’s public GIS application. I was unable to attend the June meeting of this group due to a TCA meeting.

**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.