

## Bassett Creek Watershed Management Commission Meeting Agenda – December 20, 2012

### 1. CALL TO ORDER AND ROLL CALL 10:00 a.m. (Note start time)

#### A. Visioning Workshop

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** – *Consent Agenda items are considered routine and will be enacted by one motion. There is no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the Consent Agenda and placed on the regular Agenda.*

- A. Approval of November 14, 2012, meeting minutes
- B. Approval of December Financial Report
- C. Approval of Payment of Invoices
  - i. Kennedy & Graven – Legal Services through October 31, 2012
  - ii. Kennedy & Graven – Legal Services through November 30, 2012
  - iii. Barr Engineering Company – Engineering Services through November 30, 2012
  - iv. Amy Herbert – November Secretarial Services
  - v. D'amico ACE Catering – December Meeting Catering
  - vi. Shingle Creek Watershed – WMWA Admin Expenses through December 11, 2012
- D. Legal Counsel Communications
- E. BCWMC Education Committee Participation in Plymouth Yard & Garden Expo on April 12<sup>th</sup> and 13<sup>th</sup>, 2013 (\$60 booth fee)
- F. Resolution 12-10 approving reimbursement to the BCWMC 2.5% of the tax levy request to Hennepin Co. for collection in 2012 for admin expenses of the CIP projects and approving the transfer of those funds to the BCWMC's Administrative account.
- G. Resolution 12-11 approving the transfer of 2012 BCWMC funds from its Administrative account to its Erosion/Sediment account and Long-term Maintenance Account
- H. Terms of Engagement Agreement with MMKR for annual auditor services
- I. Channel Maintenance Fund Reimbursement Request from City of Golden Valley in amount of \$100,000 (funding request approved May 2012 by BCWMC)
- J. Turtle Lake Drainage Improvement: City of Plymouth
- K. 45<sup>th</sup> and Nathan Lane Drainage Improvement: City of Plymouth
- L. 2010 BWSR Grant Close-Out (Plymouth Creek/ Bassett Creek Restoration Project)

### 5. NEW BUSINESS

- A. 2014 CIP Update
- B. Authorization to Proceed with Feasibility Report for 2014 CIP Project in Golden Valley: Twin Lake Alum Treatment
- C. Discussion about Commissioner Findings from their Cities regarding proposed water governance changes
- D. TMDL Implementation Reporting
- E. 2012 Flood Control Projects

**6. OLD BUSINESS**

- A. Update on Contract Negotiations for Administrator Services
- B. Update on Next Generation Watershed Management Plan and Review of Draft Gaps Analysis
- C. Request from WMWA for Approval of Use of Administrative Funds for Education Initiative
- D. Authorize engineer to perform additional work on the Watershed-Wide Hydrologic and Hydraulic (XP SWMM) Modeling Study

**7. COMMUNICATIONS**

- A. Chair
- B. Commissioners
- C. Committees
- D. Engineer: Information Only: Grant Tracking Update

**8. ADJOURNMENT**

**Future Commission Agenda Items list**

- Construct policy/procedure for feasibility studies
- Develop a post-project assessment to evaluate whether it met the project's goals.
- Medicine Lake rip-rap issue over sewer pipe
- Presentation on the joint City of Minnetonka/ UMN community project on storm water management

**Future TAC Agenda Items List**

- At the May 17 meeting, the Commission discussed comparing the BCWMC thresholds for its water quality treatment standards with adjoining WMOs/WDs.
- Look into implementing “phosphorus-budgeting” in the watershed – allow “x” pounds of TP/acre.

## Bassett Creek Watershed Management Commission Minutes of the Meeting of November 14, 2012

### Commissioners and Staff Present:

Crystal	Alternate Commissioner Guy Mueller	Plymouth	Commissioner Ginny Black, Chair
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Vice Chair
Medicine Lake	Commissioner Ted Hoshal, Secretary	Counsel	Charlie LeFevere
Minneapolis	Commissioner Michael Welch	Engineer	Karen Chandler
Minnetonka	Commissioner Jacob Millner	Recorder	Amy Herbert
New Hope	Commissioner John Elder	<i>Note:</i>	<i>City of Robbinsdale was not represented</i>

### Technical Advisory Committee (TAC) Members and other Attendees Present:

Laura Adler, TAC, City of St. Louis Park	Linda Loomis, Golden Valley resident
Derek Asche, TAC, City of Plymouth	Richard McCoy, TAC, City of Robbinsdale
Christopher Gise, Golden Valley Resident	Jeff Oliver, TAC, City of Golden Valley
Dave Hanson, Alternate Commissioner, City of Golden Valley	Liz Stout, TAC, City of Minnetonka

### 1. CALL TO ORDER AND ROLL CALL

On Wednesday, November 14, 2012, at 11:32 a.m., Chair Black called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken.

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

Ms. Loomis mentioned that the City of Minnetonka and the University of Minnesota are partnering on a community project dealing with storm water management. She said that at some point in time the Commission may want a presentation about the project.

### 3. AGENDA

Chair Black said that staff recommends the Commission move agenda item 4G – permit review for 237 Peninsula Road: Medicine Lake – off of the Consent Agenda and on to the New Business agenda as item 5B. Commissioner Elder moved to approve the agenda as amended. Commissioner de Lambert seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minneapolis and Robbinsdale absent from vote].

#### 4. CONSENT AGENDA

Chair Black requested the addition of two invoices 4Cv – Reimbursement to the City of Golden Valley for 11/5/12 Administrative Services Committee meeting catering and 4Cvi – invoice from the Star Tribune for the November publication of the Administrator RFP. Commissioner Elder asked if the advertisement brought in additional applicants. Chair Black said she believes that it did but said that the Administrative Services Committee should take a look at it along with reviewing the RFP process.

Commissioner Elder moved to approve the Consent Agenda as amended. Commissioner Hoshal seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minneapolis and Robbinsdale absent from vote]. [The following items were approved as part of the Consent Agenda: the October BCWMC meeting minutes, the November Financial Report, payment of the invoices, Legal Counsel Communications, approval for staff to solicit letters for interest proposals for professional services, and authorization of staff to review and respond to revised preliminary Hennepin County Flood Insurance Maps.]

The general and construction account balances reported in the November 2012 Financial Report are as follows:

Checking Account Balance	\$541,274.42
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$541,274.42</b>
<b>TOTAL ON-HAND CONSTRUCTION CASH &amp; INVESTMENTS (11/07/12)</b>	<b>\$2,755,646.47</b>
CIP Projects Levied – Budget Remaining	(\$2,682,579.79)
Closed Projects Remaining Balance	\$73,066.68
2012 Anticipated Tax Levy Revenue	\$381,652.69
Anticipated Closed Project Balance	\$454,719.37

#### 5. NEW BUSINESS

- A. **West Metro Water Alliance (WMWA) Financial Request.** Commissioner Hoshal reported that WMWA would like to bring on an educator at a cost of approximately \$4,000 and also would like to carry over money budgeted for WMWA for 2012 into the 2013 budget year. Mr. LeFevere explained that the current Joint Powers Agreement with WMWA only covers routine administrative services. He said that WMWA's proposal is to hire one or two teachers to identify watershed education curriculum and to survey teachers about watershed education curriculum needs. He said that down the road



WMWA may propose developing an elementary-age watershed education program based on their findings. He said he thinks that WMWA is asking for approval to use the already-approved WMWA administrative services funds from the BCWMC and the other alliance members for this purpose. Chair Black asked who would oversee it. Mr. LeFevere said that Shingle Creek would be the legal entity. He said that if WMWA gets approval on this use of the funding, which is not an additional request of funds but instead is a request on how to use the already budgeted administrative services funds, then Shingle Creek would enter into a services agreement with the one or two teachers do to the specified work. The Commission discussed the WMWA's 2012 budget and funds remaining in that budget. In order to clarify the requested action of the Commission, Commissioner Hoshal read aloud the request from WMWA as detailed on the November 1, 2012, memo from Wenck's Diane Spector as included in the meeting packet.

*[Commissioner Welch arrives]*

The Commission discussed the request and several concerns of commissioners about the request. Mr. de Lambert asked if the BCWMC's Education Committee has a recommendation. Commissioner Hoshal said that the Education Committee's recommendation is for the Commission to approve the WMWA request. Commissioner Hoshal moved to approve WMWA's request to use 2012 budgeted funds to contract with one or more educators as specified in the Wenck memo and to carry over BCWMC 2012 unspent WMWA funds into 2013. Commissioner de Lambert seconded the motion. There was discussion of the motion. Several more concerns were voiced about the need for such an education program and the ability of school districts to make space in their curriculum to fit in an extra unit on watershed education. Commissioner Elder said that there are so many questions unanswered that he would be uncomfortable voting on the motion. Commissioner Welch moved to table the motion. Commissioner Elder seconded the motion. The motion carried unanimously with eight votes in favor [City of Robbinsdale absent from vote].

Commissioner Hoshal said that he would get more detailed information about the request and bring it back to the Commission. Chair Black said that this item should be added to the future agenda list. Commissioner Welch commented that the idea behind WMWA has been to establish collaboration between water organizations. He said that these kinds of collaborative things should be strongly considered and elected officials should be made aware of such collaborations.

- B. 237 Peninsula Road: Medicine Lake. Ms. Chandler said that the proposed project, the construction of a garage, is in front of the Commission because it is located in the floodplain. She said that after the Engineer memo about the project went out to the Commission in the meeting packet, new project plans came in to the Commission showing that a greater amount of fill would be added to the floodplain compared to the amount indicated in the previously submitted plan. Ms. Chandler explained that the Commission Engineer has communicated to the applicant that additional compensatory storage needs to be provided. Commissioner Welch asked Ms. Chandler to look into the City of Medicine Lake's water quality requirements. Ms. Chandler said she would.

She said that the Commission Engineer recommends approval of the project contingent on the following conditions, which contains a different condition number 1 compared to the one listed in the memo because that condition has since been met:

1. The compensatory storage must be equal or greater to the amount of fill being added.
2. The 890.3-foot floodplain elevation should be included on the site plan.

**3. Updated plans must be provided to the Commission engineer for final approval.**

Commissioner Hoshal moved to approve the project contingent on the applicant meeting the three conditions as described by the Commission Engineer. Commissioner Welch seconded the motion. The motion carried unanimously with eight votes in favor [City of Robbinsdale absent from vote].

**6. OLD BUSINESS**

- A. Update on Search for Administrator.** Chair Black described the Administrative Services Committee interviews with the three selected candidates and said that the Committee recommends entering into contract negotiations with Laura Jester. Commissioner Elder moved to authorize the Commission to enter into contract negotiations with Laura Jester. Alternate Commissioner Mueller seconded the motion. The motion carried unanimously with eight votes in favor [City of Robbinsdale absent from vote].

Commissioner Welch said that he thinks the Committee should discuss with both Ms. Jester and the Mississippi Watershed Management Organization (MWMO) if there is a way to employ Ms. Jester through the MWMO instead of contracting directly with Ms. Jester for the Administrator services. He said that the Commission can itself take measures to reconfigure or it can get reconfigured such as through Hennepin County Commissioner Johnson's proposal to reorganize water organizations.

He moved that the Commission, during its contract negotiations with Laura Jester, include the option of the MWMO hiring Ms. Jester so she would work through the MWMO as the BCWMC's Administrator or include the option of the MWMO housing Ms. Jester. Commissioner Elder seconded the motion. The Commission had a discussion about the motion and Commissioner Welch's proposal. The motion carried with five votes in favor, one vote against (City of Golden Valley), one vote abstained (City of Crystal), and one vote against (City of Robbinsdale).

The Commission discussed what next steps to take. Chair Black recommended that the Administrative Services Committee work through Ms. Herbert to schedule a meeting.

Mr. LeFevere stated that he is also the legal counsel for the MWMO. He said that this is not a disqualifying conflict for assisting in drafting a contract but would be a conflict if either of the parties thinks it is a problem or objects.

- B. Next Generation Watershed Management Plan Update.** Plan Steering Committee Chair Linda Loomis reported that yesterday she sent out an e-mail to the Committee members with a draft gaps analysis, an agenda for next Monday's Committee meeting, and supporting materials. She asked the Committee members to come to the meeting with comments on the gaps analysis. She commented that the Commission didn't direct its Technical Advisory Committee (TAC) to review the draft gaps analysis so it is up to the Plan Steering Committee to do it.

Ms. Loomis said that the Committee is looking for the Commission to approve the first steps of the stakeholder input process and authorize the Committee to draft a letter to the member cities stating the Committee's request to set up one meeting with each city for its feedback.

Ms. Loomis said that the Committee is looking at a plan process kickoff date of February or March and so the meetings with the cities would likely be scheduled for March or April 2013. She said that the

Committee would like to contract with a writer to write, and get published prior to the city meetings, a few articles about the planning process as a way to raise interest in public participation. She noted that the Committee will be soliciting input from other stakeholder groups, identified by the Committee, through a series of small-group meetings. Ms. Loomis said that the Committee is looking for facilitators of those small group discussions and anyone interested in being a facilitator should let the Committee know.

Ms. Loomis said that the Committee would also like the Commission to approve the Committee setting up and utilizing a document-sharing site like Dropbox™ or Google Docs during the planning process. Ms. Loomis stated that additionally the Committee is requesting Commission approval of the Committee creating an online survey as part of the public input process. She said that in addition to the survey itself, the work would include the creation of a pop-up window on the Commission's Web site asking visitors if they would like to participate in the survey.

Chair Black stated that BWSR (Minnesota Board of Water and Soil Resources) wants to see the Commission's proposal for the public input process. She said that the Committee should put the information together and e-mail it to Brad Wozney of BWSR. Ms. Loomis said that the Committee isn't quite ready but at its next meeting it will discuss what should be pulled together.

Ms. Loomis provided more details about the proposed public input process and said that the Committee anticipates that the input process would wrap up in May and a report on the input would come in front of the Commission in June.

Chair Black said that the Committee is looking for a motion to approve a kickoff meeting in February or March, direct the Committee to contact the cities about setting up one meeting with each city, authorize the Committee to contract with the writer to create and get published press releases and articles in the local paper, direct the Committee to recruit facilitators, and authorize the Committee to create a document sharing site and to develop the online survey. Commissioner Welch volunteered to set up the Drop Box™ account and asked the Commission to include a Not to Exceed amount of \$500 for the contract with the writer. Commission Elder made the motion as requested by Chair Black and Commissioner Welch. Commissioner Hoshal seconded the motion. Commissioner Welch requested the friendly amendment of raising the Not to Exceed amount to \$1,000. Commissioners Elder and Hoshal agreed to the friendly amendment. The motion carried unanimously with eight votes in favor [City of Robbinsdale absent from vote].

*[Commissioner Elder departs the meeting.]*

## 7. COMMUNICATIONS

Chair:

1. Chair Black reported that the Commission is waiting to receive the contract with the Metropolitan Council before executing the contract with Wenck for the 2013 WOMP services. She said that the Wenck contract likely would be in front of the Commission at its next meeting.
2. Chair Black provided the details about the December 4<sup>th</sup> Water Governance Stakeholders Forum. She directed Ms. Herbert to public notice the forum.
3. Chair Black announced that BWSR has approved the extension of the grant for the 2011 grant for the Wirth Lake Outlet Modification project in Golden Valley.
4. Chair Black asked if the Commission has items for its December agenda or if the Commission

should cancel its December meeting. Ms. Chandler said that two cities have indicated that permit reviews will be coming in for the December meeting. The Commission decided to hold the meeting but to try to make it brief.

**Commissioners:**

1. Commissioner Hoshal brought up the idea of the Commission creating a position letter in response to Hennepin County Commissioner Johnson's water governance proposal. The Commission discussed the idea. The Commission decided that commissioners could gather feedback from their city and at the next Commission meeting provide the information and then the Commission can decide if it wants to proceed with something like a position paper.
2. Commissioner Hoshal reported on information that he received from the DNR (Department of Natural Resources) regarding the AMLAC interest in raising the Medicine Lake Dam. He asked if the Commission wanted to draft a letter to AMLAC recapping the information. The Commission decided that it had already provided a clear direction to AMLAC and didn't need to draft another letter. Several Commissioners voiced their appreciation to Commissioner Hoshal for his work on this issue and his skill at balancing his several different roles on the issue.
3. Commissioner Hoshal said that WMWA (West Metro Water Alliance) is looking for an MS4 contact list. Commissioner Welch said that the MS4 contacts should be available on the Minnesota Pollution Control Agency (MPCA) Web site.
4. Commissioner Hoshal announced that registration is open for the November 21<sup>st</sup> NEMO (Nonpoint Education for Municipal Officials) program.

**Committees:** No Committee Communications.

**Counsel Communications:** No Counsel Communications.

**Engineer Communications:** No Engineer Communications.

## 8. ADJOURNMENT

The meeting adjourned at 1:32 p.m.

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Chair

Date

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Amy Herbert, Recorder

Date

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Secretary

Date

# Bassett Creek Watershed Management Commission 2013 Administrative Calendar

<b><i>January 2013</i></b>	<b><i>February 2013</i></b>	<b><i>March 2013</i></b>	<b><i>April 2013</i></b>
<b>MEETING – JANUARY 17</b> <ul style="list-style-type: none"> <li>January 3 – TAC meeting, 1:30 p.m.</li> <li>January 31 - End of Fiscal Year</li> <li>Direct auditor to prepare audit report</li> <li>Terms end for Minneapolis, Minnetonka, and New Hope</li> <li>Resolution to appoint official depositories;</li> </ul>	<b>MEETING – FEBRUARY 21</b> <ul style="list-style-type: none"> <li>BCWMC Organizational meeting – elect officers; Discuss BCWMC mission and goals; Discuss 2013 Commission – TAC liaisons</li> <li>Assessment payments from member-cities due February 1</li> </ul>	<b>MEETING – MARCH 21</b>	<b>MEETING – APRIL 18</b> <ul style="list-style-type: none"> <li>April 12-13 – Plymouth Yard/Garden Expo</li> <li>Audit Report to State Auditor</li> </ul>
<b><i>May 2013</i></b>	<b><i>June 2013</i></b>	<b><i>July 2013</i></b>	<b><i>August 2013</i></b>
<b>MEETING – MAY 16</b>	<b>MEETING – JUNE 20</b>	<b>MEETING – JULY 17</b>	<b>MEETING – AUGUST 15</b>
<b><i>September 2013</i></b>	<b><i>October 2013</i></b>	<b><i>November 2013</i></b>	<b><i>December 2013</i></b>
<b>MEETING –SEPTEMBER 19</b>	<b>MEETING – OCTOBER 17</b>	<b>MEETING– Wednesday, NOVEMBER 20</b>	<b>MEETING – DECEMBER 19</b>

# Bassett Creek Watershed Management Commission 2012 Administrative Calendar

<b>January 2012</b>	<b>February 2012</b>	<b>March 2012</b>	<b>April 2012</b>
<b>MEETING – JANUARY 19</b> <ul style="list-style-type: none"> <li>January 5 – TAC meeting, 1:30 p.m.</li> <li>January 31 - End of Fiscal Year</li> <li>Direct auditor to prepare audit report</li> <li>Terms end for Crystal, Golden Valley, and Medicine Lake</li> <li>Resolution to appoint official depositories;</li> <li>Discuss CIP projects' admin expenses reimbursement</li> </ul>	<b>MEETING – FEBRUARY 16</b> <ul style="list-style-type: none"> <li>February 14 – Admin Cmtee meeting; 8:00 a.m.</li> <li>BCWMC Organizational meeting – elect officers; Discuss BCWMC mission and goals; Discuss 2011 Commission – TAC liaisons</li> <li>Assessment payments from member-cities due February 1</li> </ul>	<b>MEETING – MARCH 15</b> <ul style="list-style-type: none"> <li>March 7 – TAC mtg, 1:30 p.m.</li> <li>March 22 – Plymouth Env. Quality Fair</li> <li>March 29 – BCWMC Special Mtg – Next Generation Plan</li> </ul>	<b>MEETING – APRIL 19</b> <ul style="list-style-type: none"> <li>April 5 – TAC mtg, 1:30 p.m.</li> <li>April 13-14 – Plymouth Yard/Garden Expo</li> <li>Audit Report to State Auditor</li> </ul>
<b>May 2012</b>	<b>June 2012</b>	<b>July 2012</b>	<b>August 2012</b>
<b>MEETING – MAY 17</b> <ul style="list-style-type: none"> <li>Review Draft Budget; Final Annual Report presented for approval and submitted to BWSR and member cities</li> </ul>	<b>MEETING – JUNE 21</b> <ul style="list-style-type: none"> <li>Budget must be approved by Commission by July 1 to meet 30-day city review; Budget must be received by member cities by July 1 for 30-day review</li> </ul>	<b>MEETING / PUBLIC MEETING – JULY 19</b> <ul style="list-style-type: none"> <li>Public meeting on proposed minor plan amendment</li> <li>LMCIT annual invoice; Receive first half of ad valorem tax (early July);</li> </ul>	<b>MEETING – AUGUST 16</b> <ul style="list-style-type: none"> <li>August 6 – 45-day review period ends for BWSR to act on whether plan amendment is minor or not.</li> <li>August 21 – Minor Plan Amendment on Hennepin Co. Board mtg. agenda</li> </ul>
<b>September 2012</b>	<b>October 2012</b>	<b>November 2012</b>	<b>December 2012</b>
<b>PUBLIC MEETING / PUBLIC HEARING – SEPTEMBER 20</b> <ul style="list-style-type: none"> <li>September 6 – TAC meeting, 1:30 p.m.</li> <li>Public meeting continued from 7/19/12 on proposed minor plan amendment</li> <li>Public Hearing on NL-2: Four Seasons Mall Area Water Quality Project and on ML-8: Lakeview Park Pond Project</li> <li>Submit maximum levy ad valorem tax request to Hennepin County</li> </ul>	<b>MEETING – OCTOBER 18</b> <ul style="list-style-type: none"> <li>Prepare letters re: deadline to receive applications for the Channel Maintenance Fund during next year's construction season</li> <li>October 22 – Plan Steering Cmtee mtg; 4:30 p.m., Golden Valley City Hall</li> </ul>	<b>MEETING– WEDNESDAY, NOVEMBER 14</b> <ul style="list-style-type: none"> <li>November 5 – Admin Cmtee meeting; 4:00 p.m., Golden Valley City Hall</li> <li>November 19 – Plan Steering Cmtee mtg; 4:30 p.m., Golden Valley City Hall</li> </ul>	<b>MEETING – DECEMBER 20</b> <ul style="list-style-type: none"> <li>Prepare resolution to transfer 2012 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts.</li> </ul>



48.

<b>BEGINNING BALANCE</b>	<b>7-Nov-12</b>	<b>541,273.42</b>
<b>ADD:</b>		
<b>General Fund Revenue:</b>		
Interest (Bank Charges)	9.19	
2013-14 Assessments: (PREPAID)		
Robbinsdale	8,479.00	
Minneapolis	35,236.00	
Permits:		
ISD #284 BCWMC 2012-29	2,000.00	
City of Plymouth BCWMC 2012-27	1,000.00	
City of Plymouth BCWMC 2012-28	1,000.00	
Reimbursed Construction Costs	19,426.30	
		<b>67,150.49</b>
<b>DEDUCT:</b>		
<b>Checks:</b>		
2478 City of Golden Valley Administrator Ad	697.00	
2479 Barr Engineering Nov Engineering	55,535.77	
2480 D'Amico Catering Dec meeting	151.69	
2481 Amy Herbert Nov Secretarial	2,289.48	
2482 Kennedy & Graven Oct & Nov Legal	2,218.70	
2483 City of Golden Valley Channel Maint Reimb	17,900.00	
2484 Shingle Creek WMA WMWA Gen Exp	1,038.13	
		<b>79,830.77</b>
Outstanding from previous month:		
Meadowbrook School 2009 Exp-Grant	992.08	
		<b>79,830.77</b>
<b>ENDING BALANCE</b>	<b>12-Dec-12</b>	<b>528,593.14</b>

	2012/2013 BUDGET	CURRENT MONTH	YTD 2012/2013	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
INTEREST (BANK CHARGES)		9.19	58.65	
ASSESSMENTS	461,045	0.00	461,045.00	0.00
PERMIT REVENUE	48,000	4,000.00	36,600.00	11,400.00
REVENUE TOTAL	509,045	4,009.19	497,703.65	11,400.00
<b>EXPENDITURES</b>				
ENGINEERING				
ADMINISTRATION	120,000	6,068.00	77,699.30	42,300.70
PLAT REVIEW	60,000	6,886.00	42,158.89	17,841.11
COMMISSION MEETINGS	14,250	406.00	6,819.82	7,430.18
SURVEYS & STUDIES	10,000	0.00	2,048.50	7,951.50
WATER QUALITY/MONITORING	20,000	72.50	5,094.10	14,905.90
WATER QUANTITY	11,000	1,311.72	7,602.90	3,397.10
WATERSHED INSPECTIONS	7,000	4,055.90	11,624.53	(4,624.53)
ANNUAL FLOOD CONTROL INSPECTIONS	9,000	0.00	1,113.10	7,886.90
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
ENGINEERING TOTAL	253,250	18,800.12	154,161.14	99,088.86
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	70,000	5,892.50	51,668.43	18,331.57
WATERSHED-WIDE P8 WATER QUALITY MODEL	135,000	20,524.94	114,458.08	20,541.92
NEXT GENERATION PLAN	40,000	7,998.50	18,239.16	21,760.84
PLANNING TOTAL	245,000	34,415.94	184,365.67	60,634.33
ADMINISTRATOR	50,000	0.00	0.00	50,000.00
LEGAL COSTS	18,500	2,065.90	13,025.89	5,474.11
AUDIT, INSURANCE & BONDING	15,225	0.00	12,927.00	2,298.00
FINANCIAL MANAGEMENT	3,045	0.00	0.00	3,045.00
MEETING EXPENSES	2,750	151.69	2,568.99	181.01
SECRETARIAL SERVICES	40,000	2,448.19	26,468.47	13,531.53
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	2,449.50	(449.50)
WEBSITE	2,500	0.00	57.00	2,443.00
PUBLIC COMMUNICATIONS	3,000	697.00	2,306.12	693.88
WOMP	10,000	787.50	4,039.75	5,960.25
EDUCATION AND PUBLIC OUTREACH	5,775	1,038.13	8,256.48	(2,481.48)
WATERSHED EDUCATION PARTNERSHIPS	13,000	0.00	0.00	13,000.00
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
TMDL STUDIES (moved to CF)	10,000	0.00	0.00	10,000.00
GRAND TOTAL	724,045	60,404.47	410,626.01	313,418.99



Cash Balance 11/07/12			
Cash		1,751,915.19	
Investments:			
Federal National Mtg Assn - Purchased 4/23/12 - Due 4/23/2015 - .912%(callable 04/23/13 .25%)		1,003,731.28	
<b>Total Cash &amp; Investments</b>			2,755,646.47
Add:			
Interest Revenue (Bank Charges)		51.89	
Henn Cty - 2nd Half Property Taxes		370,714.97	
<b>Total Revenue</b>			370,766.86
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(726.50)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		0.00	
<b>Total Current Expenses</b>			(726.50)
<b>Total Cash &amp; Investments On Hand</b>	<b>12/12/12</b>		<b>3,125,686.83</b>
Total Cash & Investments On Hand		3,125,686.83	
CIP Projects Levied - Budget Remaining - TABLE A		(2,681,853.29)	
<b>Closed Projects Remaining Balance</b>		<b>443,833.54</b>	
2012 Anticipated Tax Levy Revenue - TABLE C		12,041.65	
<b>Anticipated Closed Project Balance</b>		<b>455,875.19</b>	
2013 Proposed & Future CIP Project Amount to be Levied - TABLE B		196,000.00	

**TABLE A - CIP PROJECTS LEVIED**

	Approved Budget	Current Expenses	2012 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Twin Lake-expected completion 2006	140,000.00	0.00	0.00	5,724.35	134,275.65
Plymouth Creek Channel Restoration (2010)	965,200.00	312.50	43,472.09	929,647.61	35,552.39
Main Stem Crystal to Regent (2010)	636,100.00	327.00	33,896.51	292,372.53	343,727.47
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	9,157.98	53,071.45	527,128.55
North Branch-Crystal (2011 CR-NB)	834,900.00	0.00	5,465.00	47,432.86	787,467.14
Plymouth Pond NB-07(NL-2)	0.00	0.00	61,940.82	70,629.19	(70,629.19)
Wirth Lake Outlet Modification (WTH-4)(2012)	180,000.00	87.00	1,645.00	26,874.34	153,125.66
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	0.00	4,220.95	77,588.92	778,411.08
Schaper Pond Enhancement Feasibility (SL-1)	37,000.00	0.00	4,572.97	44,205.46	(7,205.46)
	4,229,400.00	726.50	164,371.32	1,547,546.71	2,681,853.29

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

	Approved Budget - To Be Levied	Current Expenses	2012 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
<b>2013</b>					
Lakeview Park Pond (2013)	196,000.00	0.00	2,964.05	5,077.55	190,922.45
2013 Project Totals	196,000.00	0.00	2,964.05	5,077.55	190,922.45
Total Proposed & Future CIP Projects to be Levied	196,000.00	0.00	2,964.05	5,077.55	190,922.45

**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
2012 Tax Levy	762,010.00		762,010.00	369,611.04	749,968.35	749,968.35	12,041.65	762,010.00
2011 Tax Levy	863,268.83	(2,871.91)	860,396.92	452.60	3,142.12	854,088.63	6,308.29	862,400.00
2010 Tax Levy	935,298.91	(4,927.05)	930,371.86	98.01	(48.97)	926,955.66	3,416.20	935,000.00
2009 Tax Levy	800,841.30	(8,054.68)	792,786.62	400.14	481.07	792,624.00	162.62	800,000.00
2008 Tax Levy	908,128.08	(4,357.22)	903,770.86	122.19	109.87	903,655.87	114.99	907,250.00
2007 Tax Levy	190,601.74	(657.93)	189,943.81	30.99	7.93	189,947.08	(3.27)	190,000.00
				<b>370,714.97</b>			<b>22,040.48</b>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2012 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
<b>TMDL Studies</b>					
TMDL Studies	125,000.00	647.00	647.00	103,403.15	21,596.85
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
<b>TOTAL TMDL Studies</b>	<b>244,000.00</b>	<b>647.00</b>	<b>647.00</b>	<b>151,755.37</b>	<b>92,244.63</b>
<b>Annual Flood Control Projects:</b>					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	548,373.00	0.00	0.00	13,566.33	534,806.67
Sweeney Lake Outlet (2012 FC-1)	250,000.00	0.00	0.00	11,648.15	238,351.85
<b>Annual Water Quality</b>					
Channel Maintenance Fund	225,000.00	18,052.80	18,052.80	59,870.90	165,129.10
<b>Total Other Projects</b>	<b>1,767,373.00</b>	<b>18,699.80</b>	<b>18,699.80</b>	<b>236,840.75</b>	<b>1,530,532.25</b>

<b>Cash Balance 11/07/12</b>	<b>1,305,978.20</b>
Add:	
MPCA Grant-Sweeney Lk	0.00
Less:	
Current (Expenses)/Revenue	(18,699.80)
<b>Ending Cash Balance 12/12/12</b>	<b><u>1,287,278.40</u></b>

# Bassett Creek Construction Project Details

12/13/2012

	CIP Projects Levied						
	Total		2010	2010	2011	2011	2012
	CIP Projects Levied	Twin Lake	Plymouth Creek Channel Restoration (CR)	Main Stem Crystal to Regent (CR)	Wisc Ave (Duluth Str)-Crystal (GV)	North Branch - Crystal (CR-NB)	Wirth Lake Outlet Modification (WTH-4)
Original Budget	4,229,400	140,000	965,200	636,100	580,200	834,900	180,000
Expenditures:							
Feb 2004 - Jan 2005	1,983.50	1,983.50					
Feb 2005 - Jan 2006	1,716.70	1,716.70					
Feb 2006 - Jan 2007	375.70	375.70					
Feb 2007 - Jan 2008	36.00	36.00					
Feb 2008 - Jan 2009	20,954.25		20,954.25				
Feb 2009 - Jan 2010	22,501.45	1,612.45	9,319.95	11,569.05			
Feb 2010 - Jan 2011	114,036.63		30,887.00	11,590.80	34,803.97	31,522.86	2,910.00
Feb 2011 - Jan 2012	1,221,571.16		825,014.32	235,316.17	9,109.50	10,445.00	22,319.34
Feb 2012 - Jan 2013	164,371.32		43,472.09	33,896.51	9,157.98	5,465.00	1,645.00
Total Expenditures:	1,547,546.71	5,724.35	929,647.61	292,372.53	53,071.45	47,432.86	26,874.34
Project Balance	2,681,853.29	134,275.65	35,552.39	343,727.47	527,128.55	787,467.14	153,125.66

	Total		2010	2010	2011	2011	2011	2012
	CIP Projects Levied	Twin Lake	Plymouth Creek Channel Restoration (CR)	Main Stem Crystal to Regent (CR)	Wisc Ave (Duluth Str)-Crystal (GV)	North Branch - Crystal (CR-NB)	Plymouth Pond NB-07 (NL-2)	Wirth Lake Outlet Modification (WTH-4)
Project Totals By Vendor								
Barr Engineering	321,239.77	3,758.10	43,509.60	26,507.50	48,051.20	36,255.21	18,702.04	24,562.19
Kennedy & Graven	15,203.25	1,966.25	2,432.60	2,762.25	1,002.75	792.65	2,034.15	2,312.15
City of Golden Valley	255,131.83			255,131.83				
City of Plymouth	911,036.86		861,143.86				49,893.00	
Com of Trans								
S E H								
Misc								
2.5% Admin Transfer	44,935.00		22,561.55	7,970.95	4,017.50	10,385.00		
Total Expenditures	1,547,546.71	5,724.35	929,647.61	292,372.53	53,071.45	47,432.86	70,629.19	26,874.34

	Total		2010	2010	2011	2011	2011	2012
	CIP Projects Levied	Twin Lake	Plymouth Creek Channel Restoration (CR)	Main Stem Crystal to Regent (CR)	Wisc Ave (Duluth Str)-Crystal (GV)	North Branch - Crystal (CR-NB)	Plymouth Pond NB-07 (NL-2)	Wirth Lake Outlet Modification (WTH-4)
Levy/Grant Details								
2009/2010 Levy	935,000		902,462	32,538				
2010/2011 Levy	862,400			286,300	160,700	415,400		
2011/2012 Levy	775,000							175,000
Construction Fund Balance	904,000		62,738	2,262	419,500	419,500		
BWSR Grant- BCWMO	652,500		212,250	147,750				75,000
Total Levy/Grants	4,128,900		1,177,450	468,850	580,200	834,900		250,000
BWSR Grants Received			191,025	132,975				67,500

## Bassett Creek Construction Project Details

	2012		Proposed & Future CIP Projects (to be Levied)	
	Main Stem Irving Ave to GV Road (2012CR)	Schaper Pond Enhancement Feasibility (SL-1)	Total Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)
<b>Original Budget</b>	856,000	37,000	196,000	196,000
<b>Expenditures:</b>				
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	1,720.00			
Feb 2011 - Jan 2012	71,647.97	39,632.49	1,476.00	1,476.00
Feb 2012 - Jan 2013	4,220.95	4,572.97	2,964.05	2,964.05
<b>Total Expenditures:</b>	77,588.92	44,205.46	5,077.55	5,077.55
<b>Project Balance</b>	778,411.08	(7,205.46)	190,922.45	190,922.45

	2012		Total	
	Main Stem Irving Ave to GV Road (2012CR)	Schaper Pond Enhancement Feasibility (SL-1)	Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)
<b>Project Totals By Vendor</b>				
Barr Engineering	75,726.67	44,167.26	3,877.00	3,877.00
Kennedy & Graven	1,862.25	38.20	1,200.55	1,200.55
City of Golden Valley				
City of Plymouth				
Com of Trans				
S E H				
Misc				
2.5% Admin Transfer				
<b>Total Expenditures</b>	77,588.92	44,205.46	5,077.55	5,077.55

	2012		Total	
	Main Stem Irving Ave to GV Road (2012CR)	Schaper Pond Enhancement Feasibility (SL-1)	Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)
<b>Levy/Grant Details</b>				
2009/2010 Levy				
2010/2011 Levy				
2011/2012 Levy	600,000		196,000	196,000
Construction Fund Balance				
BWSR Grant- BCWMO	217,500			
<b>Total Levy/Grants</b>	817,500		196,000	196,000
<b>BWSR Grants Received</b>	108,750			

# Bassett Creek Construction Project Details

Other Projects							
Total					2012		Totals - All Projects
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance	
<b>Original Budget</b>	<b>1,717,373.00</b>	<b>125,000.00</b>	<b>119,000.00</b>	<b>500,000.00</b>	<b>773,373.00</b> (250,000.00)	<b>200,000.00</b>	<b>6,142,773.00</b>
MPCA Grant	<b>163,870.64</b>		163,870.64		<b>250,000.00</b>		163,870.64
From GF	<b>50,000.00</b>			25,000.00		25,000.00	50,000.00
<b>Expenditures:</b>							
Feb 2004 - Jan 2005							2,621.00
Feb 2005 - Jan 2006	<b>6,949.19</b>			3,954.44		2,994.75	8,665.89
Feb 2006 - Jan 2007	<b>10,249.09</b>	637.20		9,611.89			10,624.79
Feb 2007 - Jan 2008	<b>113,141.44</b>	23,486.95	89,654.49				113,177.44
Feb 2008 - Jan 2009	<b>117,455.33</b>	31,590.12	47,041.86			38,823.35	138,409.58
Feb 2009 - Jan 2010	<b>76,184.64</b>	31,868.63	44,316.01				98,686.09
Feb 2010 - Jan 2011	<b>45,375.25</b>	15,005.25	25,920.00		4,450.00		159,411.88
Feb 2011 - Jan 2012	<b>12,656.65</b>	168.00	5,290.50		7,198.15		1,235,703.81
Feb 2012 - Jan 2013	<b>18,699.80</b>	647.00				18,052.80	186,035.17
<b>Total Expenditures:</b>	<b>400,711.39</b>	<b>103,403.15</b>	<b>212,222.86</b>	<b>13,566.33</b>	<b>11,648.15</b>	<b>59,870.90</b>	<b>1,953,335.65</b>
<b>Project Balance</b>	<b>1,530,532.25</b>	<b>21,596.85</b>	<b>70,647.78</b>	<b>500,000.00</b>	<b>534,806.67</b>	<b>238,351.85</b>	<b>4,403,307.99</b>

Other Projects							
Total					2012		Totals - All Projects
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance	
<b>Project Totals By Vendor</b>							
Barr Engineering	<b>214,564.19</b>	99,879.70	94,948.17	9,549.32	10,187.00		539,680.96
Kennedy & Graven	<b>6,707.34</b>	1,811.30	2,902.59	24.75	1,461.15	507.55	23,111.14
City of Golden Valley	<b>20,540.00</b>					20,540.00	275,671.83
City of Plymouth	<b>38,823.35</b>					38,823.35	949,860.21
Com of Trans	<b>3,992.26</b>			3,992.26			3,992.26
S E H	<b>101,598.10</b>		101,598.10				101,598.10
Misc	<b>14,486.15</b>	1,712.15	12,774.00				14,486.15
2.5% Admin Transfer							44,935.00
<b>Total Expenditures</b>	<b>400,711.39</b>	<b>103,403.15</b>	<b>212,222.86</b>	<b>13,566.33</b>	<b>11,648.15</b>	<b>59,870.90</b>	<b>1,953,335.65</b>

Other Projects							
Total					2012		Totals - All Projects
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance	
<b>Levy/Grant Details</b>							
2009/2010 Levy	<b>163,870.64</b>		163,870.64				935,000
2010/2011 Levy	<b>50,000.00</b>			25,000		25,000	912,400
2011/2012 Levy							971,000
Construction Fund Balance							904,000
BWSR Grant- BCWMO							652,500
<b>Total Levy/Grants</b>	<b>213,870.64</b>		163,870.64	25,000		25,000	<b>4,374,900</b>
<b>BWSR Grants Received</b>							

## Kennedy & Graven, Chartered

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

(612) 337-9300

November 21, 2012  
Statement No. 111297

Bassett Creek Water Management  
Commission  
Sue Virnig  
7800 Golden Valley Road  
Golden Valley, MN 55427

Through October 31, 2012

BA295-00001	General	1,013.85
BA295-00039	Water Quality Improvement Project BC-7 (Golden Valley)	152.80

**Total Current Billing:** 1,166.65

I declare, under penalty of law, that this  
account, claim or demand is just and correct  
and that no part of it has been paid.



Signature of Claimant

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

October 31, 2012

BA295-00001 General

Through October 31, 2012

For All Legal Services As Follows:

			Hours	Amount
10/5/2012	CLL	Email updated bylaws to A. Herbert	0.20	38.20
10/10/2012	CLL	Exchange emails with G. Black and A. Herbert on agenda	0.35	66.85
10/15/2012	CLL	Review agenda materials	0.50	95.50
10/18/2012	CLL	Prepare for and attend commission meeting	3.60	687.60
10/23/2012	CLL	Phone call from A. Herbert regarding board or committee participation in meetings by telephone	0.10	19.10
10/30/2012	CLL	Phone call from and exchange emails with A. Herbert regarding open meeting law and data practices issue for administrator selection	0.30	57.30
10/30/2012	CLL	Exchange emails with A. Herbert on bylaws	0.20	38.20
<b>Total Services:</b>			<b>\$</b>	<b>1,002.75</b>

For All Disbursements As Follows:

10/18/2012	Charles L. LeFevre; Mileage expense	11.10
<b>Total Disbursements:</b>		<b>\$ 11.10</b>

**Total Services and Disbursements: \$ 1,013.85**



**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

October 31, 2012

BA295-00039 Water Quality Improvement Project BC-7 (Golden Valley)

Through October 31, 2012

For All Legal Services As Follows:

			Hours	Amount
10/5/2012	CLL	Revise agreement for feasibility report and email to J. Oliver	0.60	114.60
10/9/2012	CLL	Finalize contract on feasibility report; email to A. Herbert	0.20	38.20
		<b>Total Services:</b>	<b>\$</b>	<b>152.80</b>

**Total Services and Disbursements: \$ 152.80**

## Kennedy & Graven, Chartered

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

(612) 337-9300

December 6, 2012  
Statement No. 111578

Bassett Creek Water Management  
Commission  
Sue Virnig  
7800 Golden Valley Road  
Golden Valley, MN 55427

Through November 30, 2012

BA295-00001

General

1,052.05

**Total Current Billing:** 1,052.05

I declare, under penalty of law, that this  
account, claim or demand is just and correct  
and that no part of it has been paid.



Signature of Claimant

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

November 30, 2012

BA295-00001 General

Through November 30, 2012

For All Legal Services As Follows:

			Hours	Amount
11/3/2012	CLL	Review draft minutes; email to A. Herbert	0.30	57.30
11/6/2012	CLL	Exchange emails with A. Herbert on agenda	0.10	19.10
11/12/2012	CLL	Review agenda materials	0.45	85.95
11/14/2012	CLL	Attend commission meeting; email contract to G. Black	2.90	553.90
11/28/2012	CLL	Review draft agreement for executive director; email to G. Black regarding same	0.65	124.15
11/29/2012	CLL	Revise agreement and message to L. Jester regarding insurance	0.30	57.30
11/30/2012	CLL	Locate insurance information and email to L. Jester regarding same	0.40	76.40
11/30/2012	CLL	Review agenda and minutes	0.35	66.85
<b>Total Services:</b>			<b>\$</b>	<b>1,040.95</b>

For All Disbursements As Follows:

11/14/2012	Charles L. LeFevre; Mileage expense	11.10
<b>Total Disbursements:</b>		<b>\$ 11.10</b>

**Total Services and Disbursements: \$ 1,052.05**



Bassett Creek WMO  
7800 Golden Valley Road  
Golden Valley, MN 55427

Page # 1  
Invoice # 23270051-2012-10  
Project # 23/27-0051  
Client # 59  
December 7, 2012

Invoice of Account with  
BARR ENGINEERING COMPANY

For professional services during the period of  
October 27, 2012 through November 30, 2012

**ENGINEERING**

TECHNICAL SERVICES

Calls/emails to or from the Commissioners, recording administrator, watershed communities, developers in the watershed, and interested citizens; coordination with recording administrator regarding post-meeting tasks; communications with Minneapolis staff regarding CIP reporting; communications with Chair Black regarding review of CIP projects; internal coordination and communications with Golden Valley staff regarding 2014 CIP projects.

Leonard J. Kremer, Principal Engineer/Scientist	
1.8 hours @ \$160.00 per hour .....	\$ 288.00
James P. Herbert, Principal Engineer/Scientist	
1.5 hours @ \$145.00 per hour .....	\$ 217.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
9.3 hours @ \$145.00 per hour .....	\$ 1,348.50
Technicians/Administrative .....	\$ 243.50
<i>Subtotal, Technical Services.....</i>	<i>\$ 2,097.50</i>

PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; reviewed DNR permit application for Plymouth project and prepared comments to DNR; phone call with BKBM regarding proposed development in St. Louis Park; preliminary review of Golden Valley maintenance plan along Bassett Creek, phone call from Anderson Johnson Associates regarding BCWMC requirements; phone call with SRF regarding proposed plans.

James P. Herbert, Principal Engineer/Scientist	
5.4 hours @ \$145.00 per hour .....	\$ 783.00
<i>Subtotal, Preliminary Site Review/Correspondence .....</i>	<i>\$ 783.00</i>

#### MONTHLY MEETING PREPARATION

Reviewed draft BCWMC meeting minutes, agenda and packet materials and discussed comments with recording administrator; communications with chair and recording administrator; internal meetings and coordination with recording administrator regarding agenda, to-do list and meeting packet for November 2012 meeting; prepared memorandum regarding FEMA map review for November Commission meeting.

Leonard J. Kremer, Principal Engineer/Scientist	
0.8 hours @ \$160.00 per hour .....	\$ 128.00
James P. Herbert, Principal Engineer/Scientist	
11.0 hours @ \$145.00 per hour .....	\$ 1,595.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
8.8 hours @ \$145.00 per hour .....	\$ 1,276.00
<i>Subtotal, Monthly Meeting Preparation.....</i>	<i>\$ 2,999.00</i>

#### CHANNEL MAINTENANCE FUND

Communications with city staff regarding process for project reimbursement; review project agreement.

Karen L. Chandler, Engineer/Scientist/Specialist III	
1.3 hours @ \$145.00 per hour .....	\$ 188.50
<i>Subtotal, Channel Maintenance Fund.....</i>	<i>\$ 188.50</i>

<i>Subtotal Technical Services .....</i>	<i>\$ 6,068.00</i>
--	--------------------

#### PLAT REVIEW

Note: Projects in **Bold** have provided review fees to offset review costs. Projects not in Bold are either in a preliminary stage or do not require application fee.

#### Gateway Assisted Living

Telephone conversations and emails with city staff and applicant; reviewed grading, drainage and erosion control plan; prepared letter of recommendation to City of St. Louis Park.

James P. Herbert, Principal Engineer/Scientist	
3.0 hours @ \$145.00 per hour .....	\$ 435.00
<i>Subtotal, Gateway Assisted Living.....</i>	<i>\$ 435.00</i>

#### Boone Avenue Convenience Center and Retail

Several telephone conversations and emails with city staff and applicant; reviewed historical water quality and flood control submittals; reviewed grading, drainage and erosion control plan for site surcharge and prepared letter of recommendation; reviewed revised site surcharge plan and prepared letter of approval; reviewed grading, drainage and erosion control plan for entire development and prepared letter of recommendation to City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
5.3 hours @ \$145.00 per hour .....	\$ 768.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
10.9 hours @ \$100.00 per hour.....	\$ 1,090.00
Technicians/Administrative.....	\$ 37.50
<i>Subtotal, Boone Avenue Convenience Ctr and Retail .....</i>	<i>\$ 1,896.00</i>

### **237 Peninsula Road**

Several telephone conversations and emails with city building official and applicant; reviewed grading, drainage and erosion control plan and prepared memorandum for the BCWMC meeting; prepared email to Chair Black and Commissioner Hoshal regarding project status prior to the meeting; reviewed revised drawings and prepared letter of recommendation; reviewed revised drawings and prepared additional comments; reviewed revised drawings and prepared letter of approval to City of Medicine Lake.

James P. Herbert, Principal Engineer/Scientist	
13.9 hours @ \$145.00 per hour .....	\$ 2,015.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
2.7 hours @ \$145.00 per hour .....	\$ 391.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
6.7 hours @ \$100.00 per hour.....	\$ 670.00
Technicians/Administrative.....	\$ 60.00
<i>Subtotal, 237 Peninsula Road.....</i>	<i>\$ 3,114.50</i>

### **Turtle Lake Drainage Improvement**

Telephone conversation with applicant; preliminary review of site plan.

James P. Herbert, Principal Engineer/Scientist	
1.0 hours @ \$145.00 per hour .....	\$ 145.00
Technicians/Administrative.....	\$ 60.00
<i>Subtotal, Turtle Lake Drainage Improvement .....</i>	<i>\$ 205.00</i>

### **45<sup>th</sup> & Nathan Lane Drainage Improvement**

Telephone conversation with applicant; preliminary review of site plan.

James P. Herbert, Principal Engineer/Scientist	
0.9 hours @ \$145.00 per hour .....	\$ 130.50
Technicians/Administrative.....	\$ 60.00
<i>Subtotal, 45<sup>th</sup> &amp; Nathan Lane Drainage Improvement .....</i>	<i>\$ 190.50</i>

### **Sunset Hill Elementary 2013 Bldg Add'n and Renovation**

Telephone conversations and emails with city staff and applicant; preliminary review of grading, drainage and erosion control plan.

James P. Herbert, Principal Engineer/Scientist		
0.6 hours @ \$145.00 per hour .....	\$	87.00
Rita W. Weaver, Engineer/Scientist/Specialist II		
3.2 hours @ \$100.00 per hour.....	\$	320.00
Technicians/Administrative.....	\$	45.00
<i>Subtotal, Sunset Hill Elementary 2013 Bldg Add'n.....</i>	<i>\$</i>	<i>452.00</i>

#### Eliot Park Apartments

Telephone conversations and emails with city staff and applicant; preliminary review of grading, drainage and erosion control plan; prepared preliminary comments to applicant and City of St. Louis Park.

James P. Herbert, Principal Engineer/Scientist		
0.9 hours @ \$145.00 per hour .....	\$	130.50
Rita W. Weaver, Engineer/Scientist/Specialist II		
4.1 hours @ \$100.00 per hour.....	\$	410.00
Technicians/Administrative.....	\$	52.50
<i>Subtotal, Eliot Park Apartments .....</i>	<i>\$</i>	<i>371.00</i>
<b><i>Subtotal Plat Review .....</i></b>	<b><i>\$</i></b>	<b><i>6,886.00</i></b>

#### COMMISSION AND TAC MEETINGS

Attended November 14, 2012 Commission meeting.

Karen L. Chandler, Engineer/Scientist/Specialist III		
2.8 hours @ \$145.00 per hour.....	\$	406.00
<i>Subtotal, Commission Meetings.....</i>	<i>\$</i>	<i>406.00</i>

#### WATER QUALITY MONITORING

Coordinated with Plymouth staff regarding industrial discharge to public water (follow-up from City staff indicated facility had the appropriate NPDES discharge permit).

James P. Herbert, Principal Engineer/Scientist		
0.5 hours @ \$145.00 per hour .....	\$	72.50
<i>Subtotal, Water Quality Monitoring .....</i>	<i>\$</i>	<i>72.50</i>

#### WATER QUANTITY

Measured and reviewed lake level elevations as part of the lake-gauging program.



Technicians/Administrative.....	\$	1,147.50
Expenses (Mileage/2WD vehicle) .....	\$	164.22
<i>Subtotal, Water Quantity.....</i>	<i>\$</i>	<i>1,311.72</i>

#### FLOOD CONTROL PROJECT INSPECTION

Coordination with City staff, reviewed historical inspection reports; performed 2012 annual flood control structure inspections; communications regarding DNR dam safety inspection of Medicine Lake dam.

James P. Herbert, Principal Engineer/Scientist		
2.7 hours @ \$145.00 per hour .....	\$	391.50
Patrick E. Brockamp, Engineer/Scientist/Specialist I		
15.5 hours @ \$70.00 per hour .....	\$	1,085.00
Technicians/Administrative.....	\$	2,530.00
Expenses (Mileage).....	\$	49.40
<i>Subtotal, Watershed Inspection .....</i>	<i>\$</i>	<i>4,055.90</i>

**TOTAL ENGINEERING.....\$ 18,800.12**

#### **SECRETARIAL SERVICES**

##### SECRETARIAL SERVICES EXPENSES

Administrative expenses requested by Amy Herbert including: copies, color copies for meeting packet; postage.

Technicians/Administrative.....	\$	37.50
Expenses (B&W/color copies/postage/Cisco Webex) .....	\$	121.21

**TOTAL SECRETARIAL SERVICES EXPENSES .....\$ 158.71**

#### **PLANNING**

##### WATERSHED-WIDE XP-SWMM MODEL

Performed pond volume calculations; updated watershed inputs and device routing; revised watershed divides and identified wetlands and Plymouth outlets; prepared memo for October Commission meeting regarding project status; QA/QC; performed modeling updates along Plymouth Creek and created maps; reviewed landlocked watersheds; prepared profiles and tables of flood elevations; prepared time of concentration calculations and performed model run; merged overall model with previously developed Sweeney Lake model; imported Decola ponds and NB-3A watershed model into overall XP-SWMM model; reviewed storage for wetland nodes ML8 and ML9; model calibration.

Rita W. Weaver, Engineer/Scientist/Specialist II	
17.7 hours @ \$100.00 per hour .....	\$ 1,770.00
Amy R. Meulebroeck, Engineer/Scientist/Specialist I	
0.6 hours @ \$80.00 per hour .....	\$ 48.00
Ross S. Mullen, Engineer/Scientist/Specialist I	
36.4 hours @ \$65.00 per hour .....	\$ 2,366.00
Technicians/Administrative .....	\$ 1,589.50
Expenses (Color plotter) .....	\$ 119.00
<i>Subtotal, Watershed-wide XP-SWMM Model .....</i>	<i>\$ 5,892.50</i>

#### WATERSHED-WIDE P8 WATER QUALITY MODEL

Reviewed bench marks and established field control; reviewed available pond information; prepared for and performed pond surveys; determined pond data for Plymouth Creek ponds; downloaded and organized photographs; performed calculations for P8 model; combined several subwatershed models, prepared Plymouth Creek model; P8 model mapping; updated Plymouth Creek Figure / Table to include wetlands; QA/QC review of P8 model.

Gregory J. Wilson, Engineer/Scientist/Specialist III	
9.5 hours @ \$140.00 per hour .....	\$ 1,330.00
Margaret R. Rattei, Engineer/Scientist/Specialist II	
3.7 hours @ \$115.00 per hour .....	\$ 425.50
Christopher J. Bonick, Engineer/Scientist/Specialist II	
6.5 hours @ \$105.00 per hour .....	\$ 682.50
Kelly A. Wild, Engineer/Scientist/Specialist I	
1.3 hours @ \$65.00 per hour .....	\$ 84.50
Technicians/Administrative .....	\$ 15,805.50
Expenses (Digital camera/mileage/2WD vehicle/canoe/GPS system/ Survey set) .....	\$ 2,196.94
<i>Subtotal, Watershed-wide P8 Water Quality Model .....</i>	<i>\$ 20,524.94</i>

#### NEXT GENERATION PLAN

##### General

Communications with Linda Loomis regarding October meeting notes and needed Commission actions; reviewed/edited October Steering Committee meeting notes and list of ideas; phone conversation with Commissioner Sicora regarding planning process; prepared revised Gantt chart/schedule for planning process and provided to Commissioner Sicora; reviewed website sharing options; communications with Linda Loomis regarding committee meeting agenda; prepared for and attended 11/19 Steering Committee meeting.

Karen L. Chandler, Engineer/Scientist/Specialist III	
14.3 hours @ \$145.00 per hour .....	\$ 2,073.50
<i>Subtotal, General .....</i>	<i>\$ 2,073.50</i>

#### Gaps Analysis

Reviewed WMO standards, developed outline and prepared draft of gaps document; reviewed TAC-identified issues for gaps document; collected information for gaps analysis; prepared gaps analysis and began formatting the document into "call/response" table; brainstormed ideas for format; finalized draft of gaps analysis; internal meeting regarding gaps analysis results.

Karen L. Chandler, Engineer/Scientist/Specialist III	
13.7 hours @ \$145.00 per hour .....	\$ 1,986.50
Sterling G. Williams, Engineer/Scientist/Specialist II	
36.0 hours @ \$95.00 per hour .....	\$ 3,420.00
Technicians/Administrative.....	\$ 518.50
<i>Subtotal, Gaps Analysis.....</i>	<i>\$ 5,925.00</i>
<i>Subtotal, Next Generation Plan.....</i>	<i>\$ 7,998.50</i>

**TOTAL PLANNING .....\$ 34,415.94**

<b>ANNUAL REPORT</b>
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**TOTAL ANNUAL REPORT .....\$ 0.00**

<b>WATERSHED OUTLET MONITORING PROGRAM (WOMP)</b>
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Coordination regarding flow measurement at WOMP site; downloaded Sontek flow files and added notes; reviewed and updated rating curve; changed station phone # in Loggernet and test station connection.

Christopher J. Bonick, Engineer/Scientist/Specialist II	
7.5 hours @ \$105.00 per hour .....	\$ 787.50
<i>Subtotal, Watershed Outlet Monitoring Program.....</i>	<i>\$ 787.50</i>
<b>TOTAL WOMP.....</b>	<b>\$ 787.50</b>

<b>CAPITAL IMPROVEMENT PROJECTS (Funded through tax levy)</b>
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#### PLYMOUTH CREEK RESTORATION PROJECT (2010 CR)

Performed data entry and summarized costs for BWSR grant reporting.

Jeffrey D. Weiss, Engineer/Scientist/Specialist II	
0.5 hours @ \$100.00 per hour.....	\$ 50.00
Michael B. McKinney, Engineer/Scientist/Specialist I	
3.5 hours @ \$75.00 per hour.....	\$ 262.50
<i>Subtotal, Plymouth Crk Restoration Project.....</i>	<i>\$ 312.50</i>

CRYSTAL-REGENT AVENUE (2010 CR)

BWSR grant reporting: performed grant information review and documentation; internal meeting and communications with BWSR; performed grant closeout and reporting requirements.

Karen L. Chandler, Engineer/Scientist/Specialist III	
0.1 hours @ \$145.00 per hour .....	\$ 14.50
Jeffrey D. Weiss, Engineer/Scientist/Specialist II	
0.5 hours @ \$100.00 per hour .....	\$ 50.00
Michael B. McKinney, Engineer/Scientist/Specialist I	
3.5 hours @ \$75.00 per hour.....	\$ 262.50
<i>Subtotal, Crystal-Regent Avenue .....</i>	<i>\$ 327.00</i>

WIRTH LAKE OUTLET MODIFICATION (WTH-4)

Communications with Golden Valley city staff regarding project reimbursement and BWSR staff regarding status of grant extension request

Karen L. Chandler, Engineer/Scientist/Specialist III	
0.6 hours @ \$145.00 per hour .....	\$ 87.00
<i>Subtotal, Wirth Lake Outlet Modification .....</i>	<i>\$ 87.00</i>

**TOTAL CAPITAL IMP PROJECTS (Tax Levy) ..... \$ 726.50**

<b>CAPITAL IMPROVEMENT PROJECTS (Funded through Flood Control Project Long-term Maintenance Funds)</b>
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<b>TOTAL CAPITAL IMPROVEMENT PROJECTS (Maintenance Funds) .....</b>	<b>\$ 0.00</b>
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<b>TMDL STUDIES</b>
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TMDL IMPLEMENTATION

Responded to questions about MS4 permitting, TMDL and wasteload allocation (WLA) reporting requirements; coordination with Plymouth staff regarding TMDL implementation reporting.

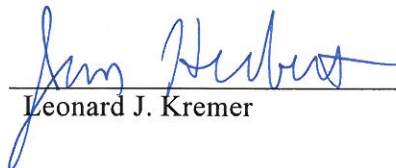
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.6 hours @ \$145.00 per hour .....	\$ 87.00
Gregory J. Wilson, Engineer/Scientist/Specialist III	
4.0 hours @ \$140.00 per hour .....	\$ 560.00
<i>Subtotal, TMDL Implementation .....</i>	<i>\$ 647.00</i>

**TOTAL TMDL STUDIES..... \$ 647.00**

<b>SUMMARY TOTALS</b>
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<b>Total Engineering .....</b>	<b>\$ 18,800.12</b>
<b>Total Secretarial Services Expenses .....</b>	<b>\$ 158.71</b>
<b>Total Planning .....</b>	<b>\$ 34,415.94</b>
<b>Total Annual Report .....</b>	<b>\$ 00.0</b>
<b>Total WOMP .....</b>	<b>\$ 787.50</b>
<b>Total Capital Improvement Projects (Tax Levy) .....</b>	<b>\$ 726.50</b>
<b>Total Capital Improvement Projects (Maintenance Funds) .....</b>	<b>\$ 0.00</b>
<b>Total TMDL Studies .....</b>	<b>\$ <u>647.00</u></b>
<b>TOTAL PAYABLE .....</b>	<b>\$ 55,535.77</b>

Barr declares under the penalties of law  
that this account, claim or demand is just  
and that no part of it has been paid.

  
\_\_\_\_\_  
Leonard J. Kremer

## Amy Herbert · Virtual Administrator Services

[bcra@barr.com](mailto:bcra@barr.com) · 952-832-2652

December 9, 2012

Bassett Creek Watershed Management Commission (BCWMC)  
Attn: Sue Virnig, Deputy Treasurer  
7800 Golden Valley Road  
Golden Valley, MN 55427

*For contracted services November 1, 2012, through November 30, 2012*

### **Administrative Services to BCWMC**

- Organized the November 14<sup>th</sup> BCWMC packet materials for copying; copied and assembled meeting packets, delivered packets to Barr Engineering mail room for weighing, adding postage, and mailing; posted meeting materials online and e-mailed link to the Commission and TAC.
- Maintained BCWMC files; Communicated with BCWMC attorney, engineers, Deputy Treasurer, Chair, commissioners, and committee members.
- Organized BCWMC monthly invoices; Distributed invoice payments.
- Prepared the November meeting minutes; Prepared the meeting notes from the November 19<sup>th</sup> Plan Steering Committee meetings; Sent out meeting notice for the 12/20 Visioning Workshop; Created meeting notices and coordinated meeting room reservation for the November meetings of the Plan Steering Committee and Administrative Services Committee.

35.5 hours @ \$57.00 per hour ..... \$2,023.50

### **BCWMC Meetings**

Set up and attended the November 14<sup>th</sup> BCWMC meeting (coordinated room reservations, ordered/ received catering, coordinated agenda, recorded meeting)

4.5 hours @ \$57.00 per hour ..... \$256.50

### **CIP Administrative Services**

0.00 hour @ \$57.00 per hour ..... \$0.00

**Web Site**

Updated roster

0.0 hour @ \$57.00 per hour..... \$0.00

**Expenses**

No November Expenses ..... \$0

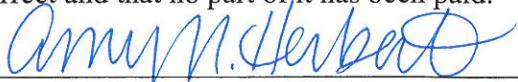
**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for

November 14<sup>th</sup> BCWMC meeting (17.08 miles x 0.555 = \$9.48) \$9.48

Subtotal Administrative Services	\$2,289.48
Subtotal CIP Administrative Services	\$0.00
<b>Total Current Billing:</b>	<b>\$2,289.48</b>

I declare, under penalty of law, that this  
account, claim or demand is just and  
correct and that no part of it has been paid.



---

Signature of Claimant



# ACE Drop-Off Catering

# Invoice

VB Box 132  
PO Box 9202  
Minneapolis, MN 55480-9202  
612/238-4016 ahoffer@damico.com

INVOICE #

54253

## SHIP TO

Golden Valley City Hall-2nd fl Conf  
7800 Golden Valley Road 11:30 Serve Time  
Site Contact: Judy N 763/593-3991  
PO#23270512008300  
952/832-2652 FAX: 832-2601

## BILL TO

Barr Engineering  
Amy Herbert  
4700 W 77th Street  
Edina, MN 55435-4803

P.O. NUMBER	TERMS		DELIVERY DATE	DAY	PPL	DELIVERY TIME
	Due on receipt		12/20/2012	Thursday	16	11 AM (10:45-12:15)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
	Quote # 1- with discounts Drop Off - Driver Sets Up Disposable Buffet and Leaves. Monthly Client Year End Discounts Due to Budget.		
12	ACE Holiday Appetizer Buffet	10.95	131.40T
12	Homemade Swedish Meatballs - 2 Per Person	0.00	0.00T
1	Warm Swedish Meatballs (30 Pieces) - Add to above	0.00	0.00T
12	Thai Chicken Kabobs with Extra Sauce on the Side - 2 Per Person	0.00	0.00T
12	Angel Hair Pasta Cakes with Spicy Tomato Sauce on the Side - 1 Per Person	0.00	0.00T
12	Antipasto Platter with Assorted Cheeses, Meats & Marinated Vegetable Salad and Flatbreads	0.00	0.00T
12	Roast Beef & Scallion Roulades, Smoked Turkey & Roasted Red Pepper Roulades and Veggie Roulades on a Separate Tray - 2 Per Person	0.00	0.00T
12	Roasted Red Pepper Hummus, Lemon Dill Hummus, Vegetable Sticks, Grilled Pita Wedges and Whole Wheat Crackers	0.00	0.00T
12	Seasonal Fresh Fruit	0.00	0.00T
	No Dessert or Beverage	0.00	0.00T
1.5	Full Disposable Chafer - No Charge (12.00 each)	0.00	0.00T
	Subtotal		131.40
	Delivery Charge	10.00	10.00T
	Metro Sales Tax	7.275%	10.29

Disposable Papergoods & Serving Pieces Included

**Total**

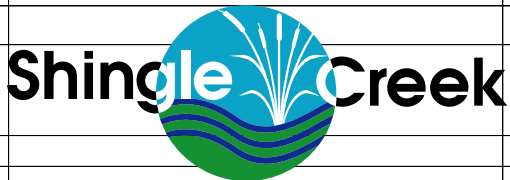
**\$151.69**

\*\*\*Delivery charges do not include any tip or gratuity to the driver. They are used to defer the additional expense of vehicles, insurance, packaging and other items associated with making a delivery. Please make checks payable to "D'Amico Catering".

Reference the invoice # and delivery date on your check, unless paid by credit card.

Thank you for your business.

Agreed to by (customer)\_\_\_\_\_



3235 Fernbrook Lane Plymouth  
MN 55447

Bassett Creek Watershed Management Commission

Elm Creek Watershed Management Commission

Shingle Creek Watershed Management Commission

West Mississippi Watershed Management Commission

Pioneer-Sarah Creek Watershed Management Comm

11-Dec-12

Re: 2012 WMWA General Expense

Date	Description	Rate	Hours	Amount	Total	Partner Share to Date
	Balance forward				3,753.05	
3/7/2012	ROA - S Creek #5646				(750.61)	750.61
3/15/2012	ROA - Elm Creek #2512				(750.61)	750.61
3/15/2012	ROA - PSC #1259				(750.61)	750.61
3/15/2012	ROA - West Miss #4533				(750.61)	750.61
3/28/2012	ROA - Bassett Creek #2426				(750.61)	750.61
	Balance				0.00	
	Balance Forward				5,467.61	
10/10/2012	ROA - S Creek #5687				(1,198.41)	1,949.02
10/16/2012	ROA - Elm Creek #2546				(1,198.41)	1,949.02
10/16/2012	ROA - West Miss #4570				(1,198.41)	1,949.02
10/18/2012	ROA - PSC #1274				(673.98)	1,424.59
10/19/2012	ROA - Bassett Creek #2468				(1,198.41)	1,949.02
	Balance				(0.01)	
12/11/2012	Administrative	50.00	1.25	62.50		
	Administrative	55.00	10.80	594.00		
	Administrative	60.00	10.55	633.00		
	Administrative - Water Links	55.00	2.25	123.75		
	Admin-offsite WMWA, WS Partners, NEMO	65.00	34.37	2,234.05		
	Copies	0.12	1,191.00	142.92		
	Color Copies	0.25	849.00	212.25		
	Supplies	1.00	76.72	76.72		
	Postage	1.25		-	4,079.19	815.84
	Administrative - Educator	50.00	4.93	246.50		
	Administrative - Educator	55.00	4.97	273.35		
	Administrative - Educator	60.00	9.86	591.60	1,111.45	222.29
	Balance				5,190.64	
	Total Amount Due					1,038.13


# RESOLUTION NO. 12-10

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE REIMBURSEMENT TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION 2.5% OF THE TAX LEVY REQUEST TO HENNEPIN COUNTY FOR COLLECTION IN 2012, FOR ADMINISTRATIVE EXPENSES FOR CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS AND APPROVING THE TRANSFER OF THE FUNDS FROM THE CIP ACCOUNT TO THE ADMINISTRATIVE ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park that:

1. The Bassett Creek Watershed Management Commission (BCWMC) will be reimbursed \$19,050.25, which is 2.5% of the BCWMC's September 2011 tax request in the amount of \$762,010 to Hennepin County for collection in 2012, for administrative expenses for Capital Improvement Projects.
2. The Bassett Creek Watershed Management Commission directs its Deputy Treasurer to transfer the reimbursed funds from the Commission's CIP Account to its Administrative Account.

Attest:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

The motion for adoption of the foregoing resolution was seconded by Member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_ and the following voted against the same \_\_\_\_\_ whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 12-11

A RESOLUTION APPROVING THE TRANSFER OF BASSETT CREEK  
WATERSHED MANAGEMENT COMMISSION FUNDS FROM THE  
ADMINISTRATIVE ACCOUNT TO THE EROSION/SEDIMENT (CHANNEL  
MAINTENANCE) ACCOUNT AND LONG-TERM MAINTENANCE ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission  
that:

1. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Erosion/Sediment (Channel Maintenance) account.
2. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Long-Term Maintenance account.

---

Chair

Date

Attest:

---

Secretary

Date

PRINCIPALS

Thomas M. Montague, CPA  
 Thomas A. Karnowski, CPA  
 Paul A. Radosevich, CPA  
 William J. Lauer, CPA  
 James H. Eichten, CPA  
 Aaron J. Nielsen, CPA  
 Victoria L. Holinka, CPA

December 4, 2012

To the Board of Commissioners of the  
 Bassett Creek Watershed Management Commission  
 City of Golden Valley  
 7800 Golden Valley Road  
 Golden Valley, MN 55427

Dear Board of Commissioners:

We are pleased to confirm our understanding of the services we are to provide for the Bassett Creek Watershed Management Commission (the Commission) for the year ended January 31, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the Commission's basic financial statements as of and for the year ended January 31, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The Management's Discussion and Analysis is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited.

We will perform the required State Legal Compliance Audit conducted in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statute § 6.65, and will include such tests of the accounting records and other procedures we consider necessary to enable us to conclude that, for the items tested, the Commission has complied with the material terms and conditions of applicable legal provisions.

Our services will not include an audit in accordance with the Single Audit Act Amendments of 1996 and the U.S. Office of Management and Budget Circular A-133, which would only be required if the Commission expended \$500,000 or more in federal assistance funds during the year. If the Commission is required to have a Single Audit of federal assistance funds, this engagement letter would need to be modified.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Telephone: 952-545-0124 • Telefax: 952-545-0569 • www.mmkrcpa.com

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Commission and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be, and should not be, used by anyone other than these specified parties. If during our audit we become aware that the Commission is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, to help ensure that appropriate goals and objectives are met. You are also responsible for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Commission and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America.



Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Commission from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Commission involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Commission received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures – Internal Controls**

Our audit will include obtaining an understanding of the Commission and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Commission's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, typing all cash or other confirmations we request, and locating any invoices selected by us for testing, will be discussed and coordinated with you.

We will provide copies of our reports to the Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a regulatory agency pursuant to authority given to it by law or regulation. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of MMKR personnel. Furthermore, upon request, we may provide photocopies of selected audit documentation to the regulatory agency. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

William J. Lauer, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services will be based on the actual time spent at our standard hourly rates. We will also bill you for travel and other out-of-pocket costs such as report production, typing, and postage. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. Unless additional work is requested, or circumstances require additional work, we estimate the basic audit fees to be \$9,450.

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If we find that additional audit procedures are required, or if additional services are requested by the Commission, those services will be billed at our standard hourly rates. Additional audit procedures may be required for certain accounting issues or events such as new accounting or auditing standards, due to turnover of key accounting personnel, or if there is an indication of misappropriation or misuse of public funds.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

If you intend to publish or otherwise reproduce the financial statements, and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.



William J. Lauer, CPA  
Principal

WJL:kch

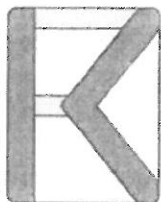
Response:

This letter correctly sets forth the understanding of the Bassett Creek Watershed Management Commission.

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

Title: \_\_\_\_\_

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



## KERBER, ROSE & ASSOCIATES, S.C.

*Certified Public Accountants*

4211 N. Lightning Drive, Suite A • Appleton, WI 54913  
(920) 993-0105 • Fax (920) 993-0116  
(888) 725-5277

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### System Review Report

To the Principals of Malloy, Montague, Karnowski, Radosevich and Co., P.A.  
and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (the firm) in effect for the year ended May 31, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and an audit of an employee benefit plan.

In our opinion, the system of quality control for the accounting and auditing practice of Malloy, Montague, Karnowski, Radosevich and Co., P.A. in effect for the year ended May 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Malloy, Montague, Karnowski, Radosevich and Co., P.A. has received a peer review rating of *pass*.

*Kerber, Rose & Associates, S.C.*  
KERBER, ROSE & ASSOCIATES, S.C.  
September 23, 2010



December 4, 2012

Ginny Black, Chair  
Bassett Creek Watershed Management Commission  
c/o City of Plymouth  
3400 Plymouth Boulevard  
Plymouth, MN 55447

Subject: Request for Reimbursement  
Channel Maintenance – 2012 Project

Dear Chair Black:

Enclosed you will find documentation for design and construction expenses for the Channel Maintenance – 2012 Project approved by the Commission on May 17, 2012. According to the agreement between the City and BCWMC, a total of \$100,000 is available for reimbursement for this project. A portion of the project is being constructed by the City under City contract and a portion is being constructed by a private contractor under separate agreements between the City and two property owners. The property owners received BCWMC approval for their projects in October 2012. The City is facilitating the reimbursement process for the property owners.

This reimbursement request is for work completed by the property owners on portions of the Main Stem of Bassett Creek adjacent to 5919 and 5929 St. Croix Avenue. According to the agreements between the City and the property owners, the property owners are eligible for reimbursement of up to 50% of the construction costs of their projects (including the BCWMC application fee of \$300).

The City is therefore requesting reimbursement of \$17,900 from its Channel Maintenance funds, per the terms of the Agreement for Channel Maintenance – 2012. The following items are attached to this letter for reference:

1. Agreement for Channel Maintenance – 2012 (BCWMC and City)
2. Agreements for Streambank Stabilization (City and property owners)
3. BCWMC Project Approvals
4. Project Invoices
5. Lien Waivers
6. Construction Record Drawings and Photos

Ginny Black, Chair  
December 4, 2012  
Page 2

Reimbursement to the City should be sent to my attention at:

Eric Eckman, Public Works Specialist  
City of Golden Valley  
Public Works Department  
7800 Golden Valley Road  
Golden Valley, MN 55427

Thank you again for your support on this project. If you have any questions regarding the submission, please contact me at 763.593.8084.

Sincerely,

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

Eric Eckman  
Public Works Specialist

Enclosures

C: Jeannine Clancy, Director of Public Works  
Jeff Oliver, PE, City Engineer  
Sue Virnig, Finance Director  
Amy Herbert, BCWMC Recording Administrator, w/encl.



## Bassett Creek Recording Administrator

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**From:** Jim Herbert  
**Sent:** Thursday, December 13, 2012 10:36 AM  
**To:** Bassett Creek Recording Administrator  
**Cc:** Karen Chandler; 'Eckman, Eric' (EEckman@goldenvalleymn.gov); Oliver, Jeff (JOliver@goldenvalleymn.gov); Clancy, Jeannine (JClancy@goldenvalleymn.gov); 'Ginny Black' (ginny.black@q.com)  
**Subject:** Channel Maintenance Fund Reimbursement: 5919 & 5929 St. Croix Ave. Golden Valley  
**Attachments:** S3Ecopy45212121308390.pdf.pdf

Amy:

The BCWMC received the December 4, 2012 letter and supporting documentation from the City of Golden Valley requesting reimbursement of \$17,900 from the BCWMC for the referenced projects. The projects were authorized by the BCWMC based on the *Agreement For Channel Maintenance – 2012 City of Golden Valley* executed May 11, 2012. In accordance to the October 17, 2012 Memorandum to the BCWMC Technical Advisory Committee, Golden Valley has been allocated channel maintenance funds in the amount noted below. **We have reviewed the supporting documents provided by the City and recommend payment of \$17,900 in accordance to the referenced letter.**

Channel Maintenance Fund Summary (Golden Valley)

Golden Valley Allocated Channel Maintenance Funds (October 17, 2012 Memo):	\$146,970.00
Previous Reimbursement from BCWMC (October 17, 2012 Memo):	(\$2,640.00)
Current BCWMC Reimbursement Request (project authorized by May 11, 2012 agreement):	<u>(\$17,900.00)</u>
Balance (including December 4, 2012 request)	
\$126,430.00	

Jim Herbert, PE

Vice President  
 Senior Civil Engineer  
 Minneapolis office: 952.832.2784  
 cell: 612.834.1060  
[jherbert@barr.com](mailto:jherbert@barr.com)  
[www.barr.com](http://www.barr.com)

resourceful. naturally.



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 4J –Turtle Lake Drainage Improvement – Plymouth  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 12, 2012  
**Project:** 23270051 2012 251

### 4J. Turtle Lake Drainage Improvements: Plymouth

#### Summary

**Proposed Work:** Channel Excavation

**Basis for Commission Review:** Excavation within Floodplain

**Change in Impervious Surface:** None

**Recommendation:** Conditional Approval

#### **General Background & Comments**

A request was received for review of channel excavation upstream of Turtle Lake in the City of Plymouth. BCWMC review of the above-referenced project is required due to excavation in the Turtle Lake floodplain. A DNR permit application was also provided for review. The channel excavation will improve the drainage to the wetland northeast of the lake. A damaged culvert under a park trail will also be replaced as part of this project, but culvert invert elevations will remain the same as existing conditions.

The project will result in no change in impervious area. BCWMC review of erosion and sediment control is required for this project because the area to be graded exceeds 10,000 square feet.

#### **Floodplain**

The 100-year floodplain of Turtle Lake is 964 feet, and the normal water level of Turtle Lake is 962.9 ft. Approximately 1,200 linear feet of channel will be excavated, of which 650 linear feet will include excavation below the 100-year flood elevation of Turtle Lake. The typical channel section will have a four foot bottom width and 3:1 side slopes. The estimated total excavation volume is 3,225 cubic yards.

#### **Stormwater Management**

The proposed work will not change stormwater drainage; the entire area is within the Turtle Lake floodplain or drains directly to Turtle Lake.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 4J – Turtle Lake Drainage Improvements: Plymouth  
**Date:** December 12, 2012  
**Page:** 2  
**Project:** 23270051 2012 251

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## **Water Quality Management**

The only impervious surface within the project area is the park trail. Runoff from the trail currently drains untreated to the existing channel and under proposed conditions will drain untreated to the proposed channel.

## **Erosion and Sediment Control**

Erosion control measures include 165 feet of silt fence along the southern edge of the area to be excavated and 115 feet of silt curtain at the downstream end of the excavated area.

## **Recommendation**

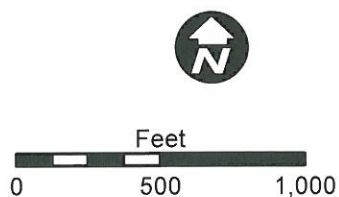
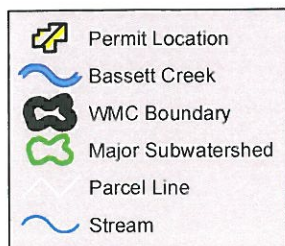
Conditional approval based on the following comments:

1. The following erosion control comments should be added to the plans:
  - Soils tracked from the site by motor vehicles must be cleaned daily from paved roadway surfaces.
2. The following restoration comments should be added to the plans:
  - All exposed areas must be stabilized as soon as possible, but in no case later than 14 days after the construction activity has been temporarily or permanently ceased.
  - Temporary or permanent mulch must be uniformly applied by mechanical or hydraulic means and stabilized by disc-anchoring or use of hydraulic soil stabilizers.
3. If temporary cover is to be used, provide a temporary vegetative cover consisting of a suitable, fast-growing, dense grass-seed mix spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond the present growing season, two-thirds of the seed mix shall be composed of perennial grasses.
4. Specify a permanent vegetation cover consisting of sod, a suitable grass-seed mixture, or a combination thereof. Seeded areas shall be either mulched or covered by fibrous blankets to protect seeds and limit erosion.
5. Updated plans must be provided to the Commission engineer for final approval.





Imagery Source: Bing Maps for ArcGIS (2010)



**LOCATION MAP**  
**APPLICATION 2012-27**  
**Turtle Lake Drainage Improvements**  
**Channel Excavation in Floodplain**  
**Plymouth, MN**



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 4K –45<sup>th</sup> Avenue and Nathan Lane Drainage Improvements – Plymouth  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 12, 2012  
**Project:** 23270051 2012 252

### 4K. 45<sup>th</sup> Ave. & Nathan Lane Drainage Improvements: Plymouth

#### Summary

**Proposed Work:** Channel Excavation

**Basis for Commission Review:** Excavation within Floodplain

**Change in Impervious Surface:** None

**Recommendation:** Conditional Approval

#### **General Background & Comments**

A request was received for review of channel excavation upstream of a pond at the southeast corner of the intersection of 45<sup>th</sup> Avenue North and Nathan Lane North in the City of Plymouth. A DNR permit application was also provided for review. The pond is located within the North Branch of Bassett Creek. BCWMC review of the above-referenced project is required due to excavation in the North Branch of Bassett Creek floodplain. The channel excavation will improve the drainage to the pond to reduce flood risk to the surrounding properties.

The project will result in no change in impervious area. BCWMC review of erosion and sediment control is required for this project because the area to be graded exceeds 10,000 square feet.

#### **Floodplain**

The 100-year floodplain of the North Branch of Bassett Creek at this location is 898.5 feet. Eight channel sections will be excavated between the pond and the inlet and outlet structures. A total of approximately 1,500 linear feet of channel will be excavated below the 100-year flood elevation of the creek. The typical channel section will have a four foot bottom width and side slopes ranging from 3:1 to 1:1. The estimated total excavation volume is 2,800 cubic yards.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 4K – 45<sup>th</sup> Ave and Nathan Lane Drainage Improvements: Plymouth  
**Date:** December 12, 2012  
**Page:** 2  
**Project:** 23270051 2012 252

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## **Stormwater Management**

The proposed work will not change stormwater drainage; the entire area is within the North Branch of Bassett Creek floodplain.

## **Water Quality Management**

There is no impervious surface within the project area. The entire area drains untreated to the North Branch of Bassett Creek.

## **Erosion and Sediment Control**

Erosion control measures include riprap placement at each flared end section that discharges into the pond.

## **Recommendation**

Conditional approval based on the following comments:

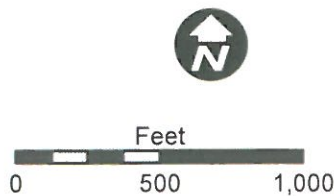
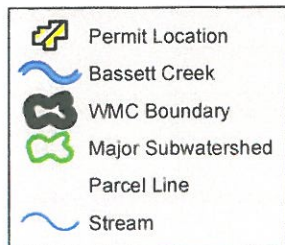
1. The location of temporary erosion control features (silt fence, flotation silt curtain, etc.) must be included on the drawings.
2. The following erosion control comment should be added to the plans:
  - Soils tracked from the site by motor vehicles must be cleaned daily from paved roadway surfaces.
3. The following restoration comments should be added to the plans:
  - All exposed areas must be stabilized as soon as possible, but in no case later than 14 days after the construction activity has been temporarily or permanently ceased.
  - Temporary or permanent mulch must be uniformly applied by mechanical or hydraulic means and stabilized by disc-anchoring or use of hydraulic soil stabilizers.
4. The City should add drop manholes (or extend and lower the elevation of the existing outlet pipes) at each pond inlet to discharge at or below the normal water elevation of the pond to minimize erosion potential.
5. If temporary cover is to be used, provide a temporary vegetative cover consisting of a suitable, fast-growing, dense grass-seed mix spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond the present growing season, two-thirds of the seed mix shall be composed of perennial grasses.
6. Specify a permanent vegetation cover consisting of sod, a suitable grass-seed mixture, or a combination thereof. Seeded areas shall be either mulched or covered by fibrous blankets to protect seeds and limit erosion.
7. Updated plans must be provided to the Commission engineer for final approval.



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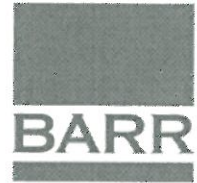


Imagery Source: Bing Maps for ArcGIS (2010)



**LOCATION MAP**  
**APPLICATION 2012-28**  
**45th Ave and Nathan Ln Drainage Improvements**  
**Channel Excavation in Floodplain**  
**Plymouth, MN**





## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 4L – Authorize Final Closeout Work for 2010 BWSR Clean Water Fund Grant  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 12, 2012  
**Project:** 23270051 2012 615 and 23270051 2012 620

### 4L. Authorize Final Closeout Work for 2010 BWSR Clean Water Fund Grant

#### Recommendations:

- a. Authorize Chair Black to sign the Final Financial Form for the 2010 BWSR Clean Water Fund grant and authorize Barr to send the signed form to BWSR.

#### Background

The BCWMC was awarded a 2010 Clean Water Fund (CWF) grant from BWSR to be applied toward the 2010 Plymouth Creek (Medicine Lake to 26<sup>th</sup> Ave) and Bassett Creek (Crystal border to Regent Ave) stream stabilization projects. BWSR awarded the BCWMC \$360,000 through this grant. The total budget for the two projects was \$1,601,300, so the BWSR CWF grant represented approximately 22% of the total budgeted project cost. The remaining 78% of the budget is classified as “local match” to be paid by the grantee.

After applying for the BWSR CWF grant, the Cities of Plymouth and Golden Valley were awarded a BWSR “Directed” CWF grant through Hennepin County worth \$290,000, representing approximately 18% of the budgeted project cost. The remaining 60% (\$951,300) of the project budget was raised by BCMWC through an ad valorem tax.

Upon Commission staff completion of a work plan, BWSR and BCWMC executed a grant agreement, and BWSR issued an initial grant payment of \$324,000, equal to 90% of the total grant amount. The original grant had a December 31, 2011 expiration date. In December 2011, BWSR approved a grant extension; the grant agreement now expires on December 31, 2012.

During project design and construction, Commission staff completed semi-annual reporting requirements to provide updates on project progress and expenditures, as required by BWSR. Now that both projects are complete and BCWMC has made final reimbursements to the Cities of Golden Valley and Plymouth,

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 4L – Authorize Final Closeout Work for 2010 BWSR Clean Water Fund Grant  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 12, 2012  
**Page:** 2  
**Project:** 23270051 2012 615 and 23270051 2012 620

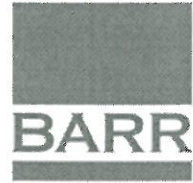
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Commission staff is in the process of completing final reporting to BWSR prior to the December 31, 2012 grant agreement expiration date. We also expect to soon receive a Final Financial Report from BWSR. The Final Financial Report requires an authorized BCWMC signature for BWSR to release the final 10% of the grant (\$36,000). This report must be signed prior to the December 31, 2012 grant agreement expiration date. Therefore, staff recommends that the Commission authorize its Chair to sign the Final Financial Form, and authorize its Engineer to send the signed form to BWSR.

The following table provides a summary of total project budgets and expenditures as reported to BWSR.

**Table 1. 2010 CWF Grant Project Budget and Expenditures**

Funding Source		Amount Budgeted	Percentage of Initial Budget	Amount Spent	Percentage of Amount Spent	Amount Remaining
BWSR CWF Grant		\$360,000	22.5%	\$360,000	25.9%	\$0
Local Match	Directed CWF Grant (Henn Co)	\$290,000	18.1%	\$290,000	20.9%	\$0
	Ad valorem tax	\$951,300	59.4%	\$738,217	53.2%	\$235,948
Total Budget		\$1,601,300	100%	\$1,388,217	100%	



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5A–2014 CIP Update  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 13, 2012  
**Project:** 23270051 2012 003

## 5A. 2014 CIP Update

### Recommendations:

- a. Review and discuss schedule.

### Background

At their April 19, 2012 meeting, the Commission approved the following projects for inclusion in the BCWMC's 2014 CIP:

1. Schaper Pond diversion project, Golden Valley (BCWMC project SL-3). This project is immediately upstream of Sweeney Lake and is per the recommendation in the 2012 feasibility study (Feasibility Report for the Schaper Pond Improvement Project). This project is intended to remove an estimated 81 – 156 pounds of phosphorus during the June through September period each year. This amount of phosphorus removal would go a long way towards reaching the Sweeney Lake TMDL phosphorus removal requirements of 99 pounds during the June through September period.  
  
Estimated cost: \$550,000.
2. Briarwood/Dawnview water quality project, Golden Valley (BCWMC project BC-7). This project in the Main Stem watershed is located just east of T.H. 100, near the intersection of Scott Av N and Dawnview Terrace and is per the recommendations in the 2000 study Bassett Creek Main Stem Watershed Management Plan. The 2000 study assumed construction of a water quality treatment pond that would treat runoff from a 63-acre residential watershed and remove 14 pounds of phosphorus per year. However, the TAC recommended that the proposed type of project not yet be limited to a "wet" pond, as a different type of water quality treatment project besides a pond may be more appropriate at the site.  
  
Estimated cost: \$200,000.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5A-2014 CIP Update  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 13, 2012  
**Page:** 2  
**Project:** 23270051 2012 003

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3. Twin Lake in-lake alum treatment, Golden Valley (BCWMC project TW-2). This project would reduce internal phosphorus loading of Twin Lake by treating bottom sediments with alum. The one-time treatment is anticipated to reduce the internal phosphorus load by 242 pounds per year and is expected to last for at least 10 years. Twin Lake is located directly east of Sweeney Lake and is partially within Theodore Wirth Regional Park.

Estimated cost: \$100,000.

The Twin Lake in-lake alum treatment project will likely require a major plan amendment because the project is not included in either Table 12-2 (10-year CIP projects) or Table 12-3 (potential future CIP projects) of the BCWMC's 2004 Watershed Management Plan. The Schaper Pond diversion project would require at least a minor plan amendment, as would the Briarwood/Dawnview water quality project. To simplify the overall process, all three projects are recommended to be included in one (major) plan amendment request to BWSR.

The major plan amendment process requires more time than the minor plan amendment process. Based on the major plan amendment process, the Commission's process and Hennepin County's process, Commission staff developed the likely schedule for these projects so they can be ordered by the Commission at their September 2013 meeting (see schedule on following page). If this schedule cannot be met for one or more of the projects, then the project(s) may need to be delayed a year (to 2015).

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5A–2014 CIP Update  
 BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 13, 2012  
**Page:** 3  
**Project:** 23270051 2012 003

Date	Milestone
February 21, 2013	At regular meeting, the BCWMC: <ul style="list-style-type: none"> <li>Hears the results of the draft feasibility studies for the Twin Lake and Briarwood/Dawnview projects</li> <li>Authorizes submittal of major plan amendment to BWSR for the three projects</li> </ul>
By March 1	BCWMC staff submits major plan amendment for review
March 1 – May 2	60-day review period for major plan amendment
April 18	At regular meeting, the BCWMC: <ul style="list-style-type: none"> <li>Directs staff to provide notices for June 20 public hearing on plan amendment (requires 45-day notice)</li> </ul>
May 2 – May 9	BCWMC staff drafts proposed responses to comments (if any).
May 16	At regular meeting, the BCWMC: <ul style="list-style-type: none"> <li>Reviews comments and recommended responses (if any)</li> <li>Approves issuance of responses (if applicable)</li> <li>Hears results of the final (revised) feasibility studies</li> </ul>
June 10	Latest date to issue response to comments
June 20	At regular meeting, the BCWMC: <ul style="list-style-type: none"> <li>Conducts public hearing on plan amendment (hearing must be no sooner than 14 days after end of 60-day review period and at least 10 days after issuance of the response to comments).</li> <li>Sets maximum levy request for the three projects and authorizes staff to provide maximum levy amount to Hennepin County Environmental Services staff.</li> <li>Directs staff to submit revised plan amendment and related documents to BWSR for final review and approval, pending Hennepin County approval of amendment</li> </ul>
July 11(?)	Hennepin County approves major plan amendment at County Board meeting.
July 12(?)	BCWMC staff submits revised major plan amendment for review
July 18	At regular meeting, the BCWMC: <ul style="list-style-type: none"> <li>Directs staff to provide notices for September 19 public hearing to order projects (requires 45-day notice)</li> </ul>
Early August	BWSR metro subcommittee meeting to consider plan amendment and BCWMC responses to comments, and develop recommendation to full BWSR Board. (BCWMC attendance not likely needed at the committee meeting.)
August 28	Full BWSR board meeting to review recommendations from BWSR metro subcommittee and approve the plan amendment.
September 19	At regular meeting, the BCWMC: <ul style="list-style-type: none"> <li>Adopts major plan amendment</li> <li>Holds public hearing to order projects (45–day notice required per JPA)</li> <li>Orders projects (resolution)</li> <li>Certifies levy to Hennepin County</li> <li>Approves cooperative agreements for project.</li> </ul>





7800 Golden Valley Road  
Golden Valley, MN 55427

December 12, 2012

Ms. Ginny Black, Chair  
Bassett Creek Watershed Management Commission  
c/o Plymouth City Hall  
3400 Plymouth Blvd  
Plymouth, MN 55447

Subject: 2014 Capital Improvement Project: Twin Lake Alum Treatment

Dear Ms. Black:

As you are aware, the Bassett Creek Watershed Management Commission (BCWMC) Capital Improvement Plan (CIP) includes an alum treatment of Twin Lake in 2014. Twin Lake is located within the City of Golden Valley; therefore the City will be responsible for the implementation of this project. During recent discussions with Golden Valley, the Commission's engineer at Barr Engineering, and the Commission's Attorney, it was determined that a feasibility report is needed for the Twin Lake Alum Treatment project.

You may also recall that Barr Engineering has completed several studies of Twin Lake that lead up to the alum treatment being included in the CIP. In order to complete the feasibility report in a timely and cost effective manner, the City of Golden Valley is requesting that the BCWMC retain the services of Barr Engineering to complete the Twin Lake feasibility report. This request is consistent with the recommendation of the Commission's Attorney.

Please feel free to call me at 763.593.8034, if you have any questions regarding this matter.

Sincerely,

Jeff Oliver, PE  
City Engineer

C: Jeannine Clancy, Director of Public Works  
Karen Chandler, Barr Engineering  
Amy Herbert, BCWMC Recording Secretary



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5E –2012 Flood Control Project Inspection  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 12, 2012  
**Project:** 23270051 2012 252

## 5E. 2012 Flood Control Project Inspection

### Recommended/requested Commission actions:

- Accept the report and direct Engineer to provide copies of inspection reports to communities, MnDNR and Corps of Engineers regarding results of inspection and recommended action.

### Background

In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection is required to review the condition of the flood control features. The inspection program covers the flood control project features completed by the BCWMC between 1974 and 1996. The objective of the inspection program is to identify and address erosion, settlement, sedimentation, and structural issues. Barr performed the annual flood control project inspection on October 30-31, and November 5, 2012. Golden Valley staff assisted with the inspection for features located in Golden Valley. Attached is the December 12, 2012 inspection report.





Barr Engineering Company  
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## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Bassett Creek 2012 Flood Control Project Inspection  
**Date:** December 12, 2012  
**Project:** 23/27 0051.33 2012 065

In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection is required to review the condition of the flood control features. The flood control project was turned over to the local sponsor during 2002. Therefore, inspection of the flood control features was initialized during the fall of 2002, which was the first formal inspection by the BCWMC. Except as noted, annual inspections have been performed during 2002-2012. Inspections were not performed during 2003 and 2011 due to BCWMC budget considerations. Some of the municipalities have performed independent inspections of several of the structures. The BCWMC is responsible for maintaining the structures and the municipalities are responsible for general debris removal. Following are the comments and recommendations regarding the 2012 inspection:

### Plymouth Features

**Inspection Date: October 30, 2012**

**Personnel: Jake Burggraff & Patrick Brockamp (Barr)**

#### **1. Plymouth Creek Fish Barrier (Constructed 1987)**

- a. The water flow over the weir structure was about one inch in depth.
- b. The overall condition of the structure was satisfactory and appeared similar to the previous inspection (the concrete appeared to be in good condition).
- c. There are a few small cracks in the downstream portion of the left wing wall. No change from previous inspection notes.
- d. The expansion joint in the middle of the right abutment wall appears to be consistent to last few years and the gap was measured at approximately  $\frac{3}{4}$  inch.
- e. Both sides of downstream banks were stabilized with new granite riprap a couple of years ago and since the last inspection in 2010 riprap toe protection has been added at the end of the control structure forming a pool in the structure downstream apron.
- f. Sediment has continued to accumulated upstream of the structure. The upstream pool is filling with sediment and has formed a delta/island with vegetation growing on it. The island is forcing the creek current to the west (right) bank and starting some erosion along the west bank.
- g. Rust was noted on railings.
- h. Some riprap on the west (right) creek bank just downstream of the structure is sliding down the slope.

Note: references to "right" and "left" are with respect to facing downstream.

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Recommended Action:

- Monitor width of joint opening during future inspection.
- Remove accumulation of sediment from upstream pool.

**2. Medicine Lake Outlet Structure (Constructed 1996)**

- a. The overall condition of the structure appeared satisfactory. The concrete appeared to be in good condition with no major cracks.
- b. There was no water flowing over the weir at the time of the inspection.
- c. Extra inspection was completed to check for any signs of seepage or leakage from around the structure and no signs could be found.
- d. The channel between the lake and the weir was complete dry and the lake staff gauge read 1.46.
- e. The new South Shore Drive Bridge was built over the creek during 2010. There was a lot of riprap installed under the new bridge with a small pool formed by a riprap weir on the downstream side of the bridge. The hydraulics should be checked to make sure that the riprap weir is not restricting flow and that the proper volume can be passed under the bridge.
- f. Geotextile fabric flap referenced and submerged during previous inspections was observed as a lapped joint in 2008. In 2009 more of the filter fabric was exposed than in the previous year. The fabric joint could not be found during this year's inspection, the channel had silt and leave accumulated on the bottom.
- g. The structure was also reviewed on April 9, 2012 and on August 24, 2012, as previously reported to the BCWMC. In addition the MnDNR staff reviewed the structure on October 4, 2012 as part of its inspection program.

Recommended Action:

- Power wash the concrete (simulated rock) outlet structure and check the colorization; re-stain the concrete (simulated rock), if necessary, to the original rock colors.
- The hydraulics should be checked after the BCWMC XP-SWMM model has been completed to make sure that the riprap weir is not restricting flow and that the proper volume can be passed under the bridge.

**Golden Valley Features**

**Inspection Date: November 5, 2012**

**Personnel: Jake Burggraff, Patrick Brockamp (Barr), & Eric Eckman (City of Golden Valley)**

**1. Wisconsin Avenue Control Structure (Constructed 1987)**

- a. The overall condition of the structure appeared to be satisfactory.
- b. The culverts appear to have settled approximately 3-4 inches directly under Wisconsin Avenue (water is deeper in the middle). This comment was noted in previous inspections and no noticeable change has occurred since 2005 inspection.
- c. The portion of the gabion baskets that were below water have deteriorated and baskets are not intact; riprap has fallen out of the baskets at some locations (the deterioration has increased over the years and since the 2002 inspection).
- d. A small sediment delta has been forming on the south side (right) of the upstream end of the structure as noted in previous inspections.

Note: references to "right" and "left" are with respect to facing downstream.

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- e. The flood gate was in the down-position at the time of the inspection; the gate has some rust forming along the bottom of the gate.
- f. Trees were removed by the City on the downstream end of the box culvert.

Recommended Action:

- Monitor gabion baskets and potential erosion during future inspections.
- Sand, prime and paint lower portion of gate and other steel members, as necessary.
- Remove trees or brush growing near structures that may impede flows or be in conflict with concrete wing walls.
- City staff indicated that creek bank stabilization plans will be prepared for the section of creek just downstream of the Wisconsin Avenue.

**2. Golden Valley Country Club – Includes Box Culvert, Overflow Weir, D/S Channel (Constructed 1994)**

- a. The channel appeared to be in satisfactory condition with no change as stated in previous inspections. The riprap is in place along the channel and there was no erosion noted on either bank. Some riprap had collected in the channel bottom. Weeds and grass have grown in the riprap in the lower part of the channel. No debris, trees or brush have accumulated in the channel.
- b. The box culvert structure appears to be satisfactory. No debris was found around the structure to obstruct the flow.
- c. The handrails at each end of the box culvert appeared to be in very good condition.
- d. There is a very small delta forming downstream of the box culvert on the north side (left) of the downstream pool, as noted in previous inspections.
- e. The overflow weir (earth berm) appeared in good condition. The turf grass was in good condition and there was complete coverage of the overflow weir with manicured fairway turf.

Recommended Action:

- None

**3. Westbrook Road Crossing (Constructed 1993)**

- a. The overall condition of the structure appeared satisfactory.
- b. As noted in previous inspections small hairline cracks were observed along the top of most sections of the Bebo arch culvert. The crack had extended across the entire section (pre-cast section) width. The cracks appeared to be about 2-ft. off center of the structure (no change since 2002). The cracks were also painted and marked by Mn/DOT bridge inspectors since the last BCWMC inspection in 2010.
- c. Spalled concrete (approx. 4 inch x 4 inch) noted at top of wing wall section at downstream right (east) side; there has been no change to the top of the wing wall since the 2007 inspection.
- d. Storm sewer pipe entering Bebo from left (west) side has exposed rebar and could use some mortar around the pipe to form a better seal to the Bebo. No change since last inspection.
- e. Westbrook Road was resurfaced in 2010 and since that inspection three minor cracks have appeared in the bituminous road surface. They run across the road and parallel and directly over the Bebo culvert.

Note: references to “right” and “left” are with respect to facing downstream.

Recommended Action:

- Monitor cracks in the Bebo arch sections and the road surface during future inspections.
- Place mortar at exposed rebar around storm sewer inlet.

**4. Regent Avenue Crossing (Constructed 1981-1984)**

- a. The overall condition of the structure is satisfactory.
- b. Approximately 1.5 ft. of very soft silt/sediment has accumulated in the bottom of the culvert at the upstream end.
- c. Some scour/erosion was observed around the end of the left downstream bank as was noted in the last five years erosion was also observed at the upstream right side wing wall, as noted last year. Riprap is gone and filter fabric is now exposed at the erosion on the south side (right) upstream end of the culvert.
- d. Top of upstream left/north wing wall has minor spalling with a long end section joint as noted in previous inspections.
- e. Diagonal hairline crack near top of upstream left wing wall as noted in previous inspections.
- f. Large maple tree undercut at upstream left bank, as noted in 2008 inspection.

Recommended Action:

- Monitor erosion of bank at downstream of left wing wall and consider repair of bank with riprap.
- Repair erosion at upstream right wing wall by adding new fabric/filter and riprap on creek bank.
- Remove trees or brush growing near structures that may impede flows or be in conflict with concrete wing walls.

**5. Noble Avenue Crossing (Constructed 1981-1984)**

- a. The overall condition of the structure appeared satisfactory.
- b. Hairline cracks were noted along the top of the Bebo arch culvert. Most Bebo pre-cast sections had 2-4 hairline cracks across each section. Most cracks were either down the center or spaced 2 ft. off from center. (Same comment noted in past inspections since 2002). During 2012 inspection in some of the culvert sections near the downstream end and along the cracks approximately two feet either side of center of crown noted in previous inspections some spalling has occurred exposing some plastic joint material. The cement paste covering the plastic joint material is now starting to separate exposing the plastic.
- c. Downstream right wing wall tilted in (toward creek) 1-1/8-inch. Measurement increased by 1/8 inch since 2008 inspection.
- d. The depth from the Bebo arch culvert crown to the creek bottom was measured this year at each end of the culvert. The measurements were 10.12 feet upstream side and 7.72 feet downstream side. The measurements in 2010 were 10.15 feet upstream side and 7.96 feet downstream side.
- e. Spalled concrete noted at top of the left downstream wing wall and cracks nearby as noted in previous inspections. Some of the cracking appears to be expanding.

Note: references to "right" and "left" are with respect to facing downstream.



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- f. Erosion noted along outside edge of the upstream right wing wall. Filter fabric is exposed. Creek is entering the Bebo arch culvert at an angle. Additional riprap may minimize erosion.
- g. Storm sewer pipe on the north side entering the Bebo arch under the road has exposed rebar and should be patched with mortar. This has been noted in previous inspections since 2002.
- h. The hand rails are in good condition, except for a small amount of rust on the bottom of the rails.
- i. 4 to 5 hairline cracks were noted on downstream right wing wall section nearest roadway; no change from previous inspection.

**Recommended Action:**

- Monitor cracks, spalling and scour during future inspections, especially at the downstream left wing wall.
- Exposed rebar at the end of RCP storm sewer should be patched with mortar (this work should be done during a dry condition when the water level would be lower).
- Repair erosion at upstream wing wall by adding some more riprap.
- Monitor cracks in crown exposing plastic expansion material to see if spalling is from weathering or movement of the Bebo sections.
- Remove trees or brush growing near structures that may impede flows or be in conflict with concrete wing walls.

**Golden Valley/Minneapolis Features**

**Inspection Date: October 31, 2012**

**Personnel: Jake Burggraff & Patrick Brockamp (Barr)**

**1. Highway 55 Control Structure (Constructed 1987)**

- a. The overall condition of the structure appeared satisfactory.
- b. There is some erosion around both the east and west sides of the structure from water flowing down along the sides of the structure that runs off of the bituminous path from above the structure as noted in 2007 inspection. The east side is more noticeable than the west side. Riprap and filter fabric could be placed on both sides.
- c. There is a small hairline crack in the left wall of the inlet structure. The crack is positioned in the middle of the wall extending full height, this crack has been noted in previous inspections and there is no apparent change.
- d. Steel cable guard rail between trail and structure is loose and has fallen to the ground.

**Recommended Action:**

- Monitor cracks and erosion during future inspections
- Consider adding riprap and filter to each side of the structure, same comment since 2010. (not urgent)
- Remove any trees or brush growing near structures that may impede flows or be in conflict with concrete wing walls.
- Repair loose/broken steel cable guard rail.

Note: references to "right" and "left" are with respect to facing downstream.

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## **Crystal Features**

**Inspection Date: October 31, 2012**

**Personnel: Jake Burggraff & Patrick Brockamp (Barr)**

### **1. 36th Ave. & Hampshire Ave. Crossing/Markwood 8 ft. x 6 ft. Box Culverts (Constructed 1981-1984)**

- a. The overall condition of the structure appeared satisfactory.
- b. Riprap was in the box culverts as noted in previous inspections; most of the riprap was located in the upstream end of the left (north) box culvert. The amount of riprap in the box culverts has decreased since the last inspection in 2010; the riprap has flushed through the culverts.
- c. The crack located in the right/top of the south culvert noted in previous inspections has not changed.
- d. On both culverts, the fifth joint from the downstream end had a 2 ½ inch gap - no change from previous inspections.
- e. The RCP drainage pipe that was noted first in the 2004 inspection ties directly into the left (north) box. No mortar exists on the inside of the connection and exposed wire is visible (no change since 2004).
- f. On the downstream end of the box culverts trees are growing between the culverts.
- g. Catch basins on north side of 36<sup>th</sup> Ave. at Jersey have loose bolts on curb boxes. The curb boxes are sloped in different directions due to some settlement or movement.

#### **Recommended Action:**

- Monitor cracks and joint gaps during future inspections.
- Remove riprap and debris from inside culvert and replace at upstream inlet.
- Patch exposed end of RCP drain with mortar.
- Cut trees growing between the box culverts or that may impede flows or be in conflict with concrete wing walls on downstream and upstream ends of the culverts. Stumps should be treated with herbicide. The MnDNR recommends Garlon 3A for treatment of vegetation removed near streams or wetlands. Care should be taken to apply the herbicide to the cut sump surface area only right after cutting the vegetation.
- Straighten and align curb boxes, tighten bolts.

### **2. Markwood Open Channel (Constructed 1981-1984)**

- a. Channel banks have become vegetated with trees and brush as noted in previous inspections. The trees are becoming large now and the brush thick; most of the brush is Buckthorn. The bottom of the channel is mostly free of vegetation, there was one large tree that was eroded away from the bank and is now sitting in the middle of the channel.
- b. Behind 7002 36<sup>th</sup> Ave N. and 6926 36<sup>th</sup> Ave. N there is erosion on the south bank of the channel. This erosion has expanded some since the last inspection.
- c. Erosion on the south bank behind 6917 36<sup>th</sup> Ave is causing a lattice fence to become unstable and lean towards the channel. The lattice fence has almost fallen over; it is being held up by trees and brush.

Note: references to "right" and "left" are with respect to facing downstream.

- d. There were other spots along the channel where there is slight erosion in the channel banks.

Recommended Action:

- All trees, limbs, and brush that may impede high flows should be removed from the channel and banks.
- The tree that has slid down into the center of the channel be removed.
- Erosion on the banks should continue to be monitored.

**3. Markwood Channel Gabion Section (Constructed 1981-1984)**

- a. There are trees growing through the north side (left) gabion structure banks near Louisiana Ave. N. that will tear apart the wire baskets if they grow larger. The resident on the south side (right) keeps the brush and trees cut out of the baskets.

Recommended Action:

- All trees and brush should be cut and removed from the gabions; the stumps should be treated with herbicide to prevent re-sprouting. Gabions will be damaged if the trees continue to grow. The MnDNR recommends Garlon 3A for treatment of vegetation removed near streams or wetlands. Care should be taken to apply the herbicide to the cut sump surface area only right after cutting the vegetation.

**4. Markwood D/S Overflow (Constructed 1981-1984)**

- a. Some of the sediment and brush that was noted in previous inspections has been removed upstream of the overflow inlet.

Recommended Action:

- None.

**5. Markwood 8 ft. x 4 ft. Box Culvert (Constructed 1981-1984)**

- a. The downstream side of the box culvert is undermined approximately 4 ft. in the middle of the box. This section should continue to be monitored, and repaired when other features along this reach are maintained or if undermining extends further.

Recommended Action:

- Continue to monitor the erosion under the box culvert outlet during future inspections. Repair when other features along reach are maintained or if undermining increases.

**6. Georgia Ave. Crossing (Constructed 1981-1984)**

- a. The overall condition of the two culverts is satisfactory; however some maintenance may be required to preserve structural integrity.

Note: references to "right" and "left" are with respect to facing downstream.



- b. Sediment has accumulated on the south side (right) of the creek bank directly in front of the south culvert thus directing the majority of the base flows into the northern culvert. This was first noted in the 2008 inspection.
- c. The casting assembly on the manhole over the north culvert on the east side of Georgia is off-set on the concrete opening of the manhole top exposing soil when observed from below. The manhole is in the boulevard area and the soil around it appears to be stable and should be checked in the future. This was first noted in the 2007 inspection.
- d. Two large trees are growing on the upstream side between the culvert inlets. First noted in 2009 inspection. These trees should be removed.
- e. As noted in previous inspections, the upstream culvert flares have settled slightly and there is some under cutting of the flared sections. No soil remains between the culverts from the upstream side to approximately 4 feet downstream of the upstream edge. During this year's inspection it was noticed that the culvert end sections are shifting-rotating and are relying on the tie rods to hold them together and in place.
- f. The downstream culvert flares are undercut over 4 feet and the first sections are supported only by the tie rods.
- g. The banks on the down stream end on each side of the culvert flares have also eroded as noted since the 2005 inspection. The south bank continues to show the most erosion. The north bank has an old abandon concrete sewer exposed and failing.

#### Recommended Action

- Repair undermined flared end sections on upstream end of culverts.
- Repair undermined flared end sections on downstream end by backfilling, grouting, etc. and protecting with riprap and filter fabric.
- Repair south (right) creek bank erosion, very steep and may be best repaired with a VRSS or riprap slope.
- Remove old concrete pipe in downstream north bank of creek.
- Remove the two trees from upstream end of culverts and treat the stumps with herbicide to prevent re-sprouting. The MnDNR recommends Garlon 3A for treatment of vegetation removed near streams or wetlands. Care should be taken to apply the herbicide to the cut sump surface area only right after cutting the vegetation.

#### **7. Edgewood Embankment (Constructed 1981-1984)**

- a. The overall condition of the feature appeared satisfactory.
- b. There is a small amount of erosion on the upstream end, north side (left) of the culvert through the embankment
- c. There is no visible settlement along the embankment
- d. The trees on the west side of the berm that have been referenced in previous inspections are now 6 to 8 inches in diameter.
- e. The creek banks approximately 200 feet downstream of the outlet structure are eroded on each side of the creek and are about 6 feet vertical and are in very poor condition as were noted during previous inspections.

#### Recommended Action

Note: references to "right" and "left" are with respect to facing downstream.

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- Repair eroded creek banks between the Edgewood Embankment and Douglas Dr. by removing trees, vegetation and buckthorn and regrading and stabilizing banks (these repairs are included as part of the North Branch of Bassett Creek Restoration Project).
- Remove trees along embankment, as necessary.

#### **8. Douglas Drive (Constructed 1981-1984)**

- a. The overall condition of the structure appeared satisfactory.
- b. Erosion noted on upstream right bank south side, continues to increase between Douglas Dr. and the Edgewood Embankment.
- c. Erosion on north (left) side of the downstream end of the box culvert under Douglas.

##### **Recommended Action**

- Monitor upstream end of culvert, repair eroded creek banks between the Edgewood Embankment and Douglas Dr. by removing trees, vegetation and buckthorn and regrading and stabilizing banks (these repairs are included as part of the North Branch of Bassett Creek Restoration Project).

#### **9. 34th Ave. Crossing (Constructed 1981-1984)**

- a. The overall condition of the structure is satisfactory.
- b. Some erosion on the upstream east side bank as noted in previous inspections. This erosion is increasing a little more each year.
- c. Tree roots are exposed along the bank on either side for approximately 200 feet upstream from the crossing culvert. A sanitary sewer manhole is exposed in the middle of the creek as noted in previous inspections.
- d. There is about six to eight inches of sediment in the bottom of the pipe, slightly more than previous inspections. This may be caused by riprap that has accumulated in front of the pipe on the downstream end.
- e. The tie rods are rusty and flaking near the center section of the culvert, as noted in previous inspections.
- f. Handrails are rusted and need paint.
- g. Road guardrail cables are broken and hanging loose on the south and north side of the road.
- h. Sanitary sewer manhole exposed on west (right) creek bank downstream of culvert end; there is an sanitary sewer connection pipe that is exposed in the west (right) bank.

##### **Recommended Action**

- Repair bank erosion and remove riprap and debris from in front of the outlet end of the culvert (these repairs are included as part of the North Branch of Bassett Creek Restoration Project).
- Sand, prime and paint handrails, as necessary.
- Repair broken guardrail cables.
- Monitor sanitary sewer manholes and private connection making sure there are no leakage problems.

Note: references to “right” and “left” are with respect to facing downstream.

#### **10. Brunswick Crossing (Constructed 1981-1984)**

- a. The overall condition of the structure appeared satisfactory, but there is a problem with the joints opening up and broken tie rods.
- b. There are still rocks missing from the bottom gabion on the north side adjacent the home as noted in previous inspections. The gabion appears to be settling as indicated by the repairs added to the top of the gabions. Noted sloughing of gabion baskets and potential issues with neighbor's fence. Comparing photos from year to year shows some additional settlement from 2008 to 2012. There appears to be no foundation for the gabion wall with a majority of rocks missing from the bottom row of the gabions. This condition is deteriorating and could lead to a collapse of the creek bank.
- c. Drive and fence settling towards creek at 3224 Brunswick. Still very noticeable in 2012.
- d. A tree has fallen across the creek in front of the culverts.
- e. On the south culvert, the fourth pipe joint from the downstream side has two broken ties and had been re-grouted by the City. The joint appears to be moving and is now about a 3-inch opening, with a gap between the pipe joint and the new grout. There is little change with the several other broken culvert tie-rods along each culvert as noted in previous inspections, with joint offsets up to 3/4 inch. Grout that was placed to fill the separating joints is starting to detach due to joint movement.
- f. The wide gap in the pavement noted during the previous inspection was repaired and seal coated prior to the 2008 inspection. There doesn't appear to be anymore movement with the crack in the pavement since it was sealed in 2008.
- g. A sediment delta is still forming on the downstream end of the culverts.
- h. The downstream banks on each side of the creek between Brunswick and 32<sup>nd</sup> Avenue are eroded vertically 4 to 6 feet high exposing soil and tree roots. This section of the creek is in very poor condition.
- i. Small debris pile between two culverts on the upstream end.

#### **Recommended Action**

- Monitor concrete pipe joints condition during future inspections.
- Repair pipe ties.
- Continue to monitor crack in pavement.
- Replace gabions before they fail or cause damage to resident's driveway and fence; remove accumulated sediment at downstream end of culverts to keep creek aligned with culverts and away from the rock gabion wall; repair the Bassett Creek channel between Brunswick Ave. Crossing and 32<sup>nd</sup> Ave. (these repairs are included as part of the North Branch of Bassett Creek Restoration Project).

#### **11. 32nd Ave. Crossing (Constructed 1981-1984)**

- a. The overall condition of the structure appeared satisfactory.
- b. There is debris across the front of the upstream end of the culverts, logs, branches, and debris that needs to be cleaned up. This is an ongoing problem at this structure because of the condition of the creek channel between Brunswick and 32<sup>nd</sup> Ave.
- c. Extensive erosion observed along the creek banks between Brunswick and 32<sup>nd</sup> Avenue with exposed vertical banks 4 – 6 feet high, exposing root masses and allowing trees to fall into the creek that becomes lodged in-front of the culverts.

Note: references to "right" and "left" are with respect to facing downstream.

- d. The accumulation of sediment in the lower downstream end of the culverts is increasing, prior inspections approximated 6 inches of sediment accumulated in the lower downstream ends of the two culverts, 12 inches was measured during this year's inspection.
- e. Handrails are rusty and need painting as noted in previous inspections. The railing on the downstream end on the west (right) side is loose because soil has been eroded away from the concrete that holds the fence posts in place.
- f. The upstream banks on each side of the creek between Brunswick and 32<sup>nd</sup> Avenue are eroded vertically 4 to 6 feet high exposing soil and tree roots. This section of the creek is in very poor condition.

Recommended Action

- Remove trees, sediment and debris from the end of culverts and along the creek bank; stabilize the stream banks between Brunswick and 32<sup>nd</sup> Ave. to prevent possible problems with woody debris in the future (these repairs are included as part of the North Branch of Bassett Creek Restoration Project).
- Remove accumulated sediment downstream of culvert.
- Sand, prime and paint culvert hand rails, as necessary.

**12. Bassett Creek Park Pond and Outlet (Constructed 1995)**

- a. The overall condition of the outlet pipes appears satisfactory. There are some small boulders, woody debris, sticks, and branches in the pond outlet flared end sections.
- b. The creek has been stabilized and new riprap was observed along the reach where the pond outlet culvert discharges to Bassett Creek.
- c. There is a large amount of sediment that has accumulated in the northwest corner of the pond where the creek enters. This has been noted in previous inspections; small trees, brush and vegetation is now growing in these areas on the sediment deltas.
- d. The western half of the pond appears shallow and forming a channel that conveys sediment through the pond.

Recommended Action

- Survey existing pond bottom so it can be compared to the original design to determine the amount of accumulated sediment and consider future maintenance dredging project.

**13. Detention Pond and Outlet**

- a. The overall condition of the outlet structure appears satisfactory.
- b. Brush has been removed from around the outlet structure.

Recommended Action

- None

Note: references to "right" and "left" are with respect to facing downstream.

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### **Crystal/Golden Valley Features**

**Inspection Date: October 30, 2012**

**Personnel: Jake Burggraff & Patrick Brockamp (Barr)**

#### **1. HWY 100 Double Box Culverts.**

- a. The control inlet structure condition appeared satisfactory.
- b. The creek channel upstream of the structure has been improved with new channel section, riprap banks, and rock riffles.
- c. The large cracks and transition joint damage as noted in previous inspections were repaired by Mn/DOT in 2007. The repairs still remain in good shape with just a few hairline cracks observed and should continue to be monitored.
- d. As noted in previous inspections sediment has accumulated in the northern (left) box culvert. The sediment is approximately 12 to 18 inches deep. In previous years the sediment had collected downstream of the right angled bend in the northern culvert and is now progressing further upstream in the culvert up to the Mn/DOT storm sewer connection.
- e. The outlet portion of the structure appeared in satisfactory condition some of the pea rock in between the box culvert sections has washed away.
- f. Sediment delta forming in creek about 60 feet downstream of culverts in previous inspection has been removed.
- g. The chain link fencing on the top of the inlet structure still needs some repairs as noted in previous inspections.

#### **Recommended Action:**

- Monitor accumulated silt in northeasterly (left) box culvert and consider removal in future.
- Replace fill and riprap between box culvert end sections.
- Repair chain link fencing along top of inlet structure.

### **Minneapolis Features**

**Inspection Date: October 31, 2012**

**Personnel: Jake Burggraff & Patrick Brockamp (Barr)**

#### **1. Inlet Structure**

- a. The overall condition of the inlet structure appeared satisfactory
- b. The overall condition of the fence and railing appeared satisfactory.
- c. Minor cracks were noted in the concrete, especially where handrail posts were embedded. Some spalling was noted on the back of the south wing wall as were indicated in previous inspections.
- d. A new access gate has been installed in the school board property fence adjacent to the inlet structure allowing for easier access to clean the structure.
- e. Woody debris, from previous removal operations, was accumulated on top of the structure.
- f. About 3 to 4 feet of woody debris, leaves, and trash has accumulated on the inlet grate.
- g. The creek channel was not observed during the 2012 inspection due to high water level from the debris build-up in front of the inlet structure.

Note: references to "right" and "left" are with respect to facing downstream.

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- h. A new bridge has been constructed just upstream of the inlet structure, crews were just finishing approaches to bridge during the time of inspection.

Recommended Action:

- Remove accumulated debris from the trash rack.
- Remove woody debris pile from top of structure.

**2. Debris Barrier**

- a. The debris barrier had a small amount of debris on the south (right) side of the barrier.

Recommended Action:

- Monitor accumulated debris on barrier and clean when necessary.

Note: references to “right” and “left” are with respect to facing downstream.



**Plan Steering Committee****Notes from the November 19, 2012, Meeting*****Present:***

Linda Loomis (Committee Chair), Karen Chandler, Greg Williams, Jeannine Clancy, Justin Riss, Derek Asche, Ted Hoshal, Wayne Sicora, Ginny Black

**Discussion and Business*****1. Update on Gap Analysis:***

Karen Chandler introduced the gaps analysis document and went through it with the group. Ms. Chandler brought up the topic of the draft MS4 permit and the difference between its requirements and the requirements of the Commission and the cities. Mr. Asche said that he thinks that the MPCA's (Minnesota Pollution Control Agency) MS4 permit is going to drive requirements for development and redevelopment. He said that he would like to see consistency between the requirements set by the MPCA for the cities and the standards set by the watershed.

Ms. Clancy said that in response to the gaps analysis she is looking for more information from the watershed, such as a checklist. Ms. Chandler said that this analysis is looking at the issues at a broader, higher level and hasn't been drilled down to that level yet. She said that the drilling down will occur during the planning down process and the gaps analysis was to help the Commission identify where it will need to focus its attention. Ms. Clancy said that she thought that the Commission's path with this planning process was to start with the second generation plan and review the requirements contained in it and then the gaps analysis was to identify any gaps in the plan that should be addressed in this 2014 plan. She said she doesn't see where the gaps analysis shows what the plan does not address and what needs to be done to get the plan to meet the requirements.

The Committee discussed making some revisions to the Gaps Analysis. Mr. Sicora suggested structuring the gaps analysis findings as a table with three columns: one listing how the plan is currently set up, one comparing the plan to other documents and guidance that is out there, and one listing what direction is recommended as to how to address the gaps/ where in the plan they would be addressed. Ms. Clancy noted that the issue of flood control is important to the City of Golden Valley and the City will be watching how the Commission addresses the issue in its 2014 plan.

The Committee discussed issues submitted by commissioners. The Committee noted that one of the issues that could be analyzed is whether or not the Joint Powers Agreement needs to be reviewed.

***2. Review Committee Structure/ Scope of Work***

The Committee reviewed the schedule. Mr. Sicora commented that at one point the task numbers on the project schedule correlated with a description of the task and requested that the practice be continued on the revised versions of the schedule. He also mentioned that the public input process meetings could be added to the schedule.

***3. Discuss Public Outreach Component –WAVE (Watershed Visioning Exercise)***

The Committee discussed creating a vision statement. Ms. Clancy commented that she thinks that there are some differences between what the TAC and the Commission thinks are the most important issues facing the watershed. She suggested that a conversation between the TAC and the Commission take place so that a



unified approach can be developed. Mr. Sicora suggested that an exercise to develop a vision take place in a 20-minute exercise before a Commission meeting. Ms. Clancy said that she thinks the Commission should set aside an hour before one of its meetings and make sure its members know about it and come prepared to provide input. Mr. Sicora brought up the idea of starting the vision meeting by doing the watershed game. The Committee agreed to the idea of having a visioning workshop prior to the Commission meeting and opening the meeting with the watershed game. Ms. Loomis said that she would write up an invitation for Ms. Herbert to send out.

***a. Conduct preliminary work identifying stakeholder groups***

***i. Identify attached list***

The group added to the list the associations of Northwood Lake and Parkers Lake. Ms. Clancy asked if Rice Lake has a lake association but no one knew.

***ii. Develop letter to identified groups***

Ms. Loomis suggested that the letter go to the mayor of each city and a copy of the letter go to the city manager and the BCWMC TAC members for each city.

***b. Identifying media channels to use***

***i. Review list developed by Commissioner Hoshal***

Mr. Hoshal provided an update. Ms. Loomis distributed the draft schedule/ content list created by Michael Welch for the contract writer and asked that Committee members provide feedback to Mr. Welch.

***c. Discuss development of online survey***

***i. Decide if survey narrative is desired/ Determine narrative for survey***

***ii. Review attached Golden Valley survey***

Ms. Chandler and Ms. Loomis had brought examples of online surveys for the Committee to review. Mr. Sicora volunteered to find an example and to bring it for Committee review.

***4. Determine what the Committee will recommend to the Commission at its next meeting and determine what approvals are needed***

The Committee authorized Ms. Chandler to make revisions to the gaps analysis, the Gantt chart, and the narrative accompanying the chart.

***5. Schedule Next Committee Meetings***

- December 20<sup>th</sup> Visioning Workshop, prior to Commission's 11:30 a.m. meeting
- Following meeting will be January 7, 2013, at 4:30 p.m.

***6. Adjourn***

***Next Steps – identified at this meeting***

- Create announcement for Visioning Workshop and work with Ms. Herbert to coordinate the workshop and distribute the announcement
- Send compiled list of media sources to the member-cities' communications managers and ask for feedback/ to identify missing resources
- Send letters to City Managers/ cc TAC members
- Update Gaps Analysis with three-column table
- Review at next Committee meeting online survey information being collected by Wayne Sicora / information from Brad Wozney being collected by Ginny Black
- Provide feedback to Michael Welch on the schedule and content for the contract writer

***Next Steps – identified at October 22, 2012, meeting***

- Update gaps analysis with issues identified at this meeting and issues submitted BCWMC members;
- Review gaps analysis;
- Find Envision Golden Valley's online survey/ results;
- Discuss at November 19<sup>th</sup> Committee meeting the Envision Golden Valley's survey/ results;
- Contact writer to ask about contracting with Commission to create an article about the Planning process, public input process, and dates/ meetings – the article would need to be written, reviewed by the Committee, and published prior to the kick-off meeting;
- Investigate survey formats;
- Consider who has survey skills;
- Research and report on findings about Committee communication tools such as Drop Box and Web sites;
- Find out deadlines of cities' newsletters/ word and space requirements;
- Organize communication plan;
- Ask BCWMC members if they are interested in being volunteer facilitators;
- Ask cities to publish in their newsletters a request for volunteer facilitators; ask cities to publish in their newsletters the article about the Plan process;
- Post on BCWMC's Web site a request for volunteer facilitators; publish request in local newspapers;
- Ask cities (City Manager/ City Councils) to identify input groups;
- Collect contact information about neighborhood groups;
- Plan kick-off meeting;
- Send to cities a communication about the Plan Revision process; and,

- Finalize media list being compiled by Ted Hoshal.

***Next Steps identified at September 24, 2012, meeting***

- Review the gaps analysis when it is ready in November.
- Meet Monday, October 22<sup>nd</sup> at 4:30 p.m. and meetings will from now on be held at Golden Valley City Hall unless Ms. Clancy cannot attend. If she cannot attend then Brookview Golf Course will be the meeting location.
- Discuss public outreach component/ Conduct preliminary work identifying stakeholder groups and identifying what media channels to use.
- Figure out how many public meetings will be held and who will be involved, and when training will occur for the facilitators. *Ms. Clancy suggested identifying the different neighborhood communications channels.*
- Put together a scope of work. *Ms. Clancy asked if the Gantt Chart serves as a scope of work. Ms. Chandler said that the Committee hasn't ever really reviewed it or approved it or forwarded it to the Commission as a recommendation.*
- Prepare what the Committee will say/ recommend to the Commission at the next Commission meeting.
- Each Committee member jot down his or her ideas of what the revised plan needs to address.
- Consider creating subcommittees such as a public process subcommittee.
- Review the Gantt chart.

## Memorandum

**To:** Bassett Creek Watershed Management Commission and its Committees

**From:** Linda Loomis, Chair, Next Generation Plan Steering Committee

**Date:** November 29, 2012

**Re:** Invitation to Participate in December 20<sup>th</sup> Visioning Workshop - part of the BCWMC's Next Generation Plan Process

We need your input! You are invited to participate in a workshop to develop a Vision for the Bassett Creek Watershed Management Organization's Next Generation of its Watershed Plan. The workshop will take place on Thursday, December 20<sup>th</sup> at 10:00 a.m., immediately prior to the next regular meeting of the Bassett Creek Watershed Management Commission. The workshop will begin at 10:00 a.m. and will be held at in the Council Chambers at Golden Valley City Hall. Even if you are not planning to attend the commission meeting that I hope you will consider attending the Visioning session.

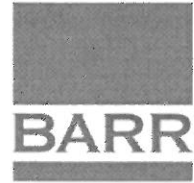
The purpose of the meeting is to develop a shared Vision for the Watershed. We will spend the first 45 minutes playing the Watershed Game, which will be led by trained facilitators from Northland NEMO (Nonpoint Education for Municipal Officials). The second portion of the workshop will be spent brain-storming a vision for the Bassett Creek Watershed. It is the hope of the Next Generation Steering Committee to be able to have a Vision Statement ready to be adopted no later than the January meeting of the Commission.

Many of you have dedicated a significant amount of time over many years with the Watershed - your participation is important; your input is invaluable. I hope you will be able to attend and look forward to seeing you.

Linda Loomis

Chairperson

Next Generation Plan Steering Committee



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 6B—Next Generation Watershed Management Plan: Review of Draft Gaps Analysis  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 13, 2012  
**Project:** 23270051.33 2012

### 6B. Next Generation Watershed Management Plan: Review of Draft Gaps Analysis

#### Recommendations:

1. Review and discuss the draft gaps analysis document and direct engineer to prepare final document based on comments/discussion at Commission meeting.

#### Background

At their September 20 meeting, the Commission authorized the engineer to prepare a “gaps analysis” to guide development of the new Plan. The attached document is the result of that analysis. It identifies new issues and existing topics from the 2004 Plan that may warrant updating in light of new data, priorities, or regulations.

At their November 19 meeting, the Next Generation Plan Steering Committee reviewed the first draft of the gaps analysis document. Staff revised the document, based on the comments heard at the Steering Committee meeting. The revised document is attached.

Staff recommends that the Commission direct its Engineer to revise the draft gaps analysis document based on comments heard at the December Commission. The resultant final document would then be distributed to the Commission.



## Memorandum

**To:** BCWMC Next Generation Plan Steering Committee  
**From:** Karen Chandler and Greg Williams  
**Subject:** DRAFT Gaps Analysis Document (Revised)  
**Date:** December 13, 2012  
**Project:** 23/27-0051.33-2012-404  
**c:** BCWMC Commission

This document, referred to as the Gaps Analysis, includes a list of issues and/or topic areas and subsequent discussion of those issues/topic areas as they relate to the existing 2004 Bassett Creek Watershed Management Commission (BCWMC) Watershed Management Plan (2004 Plan). The Gaps Analysis will guide development of the new Plan by identifying new issues and existing topics from the 2004 Plan that may warrant updating in light of new data, priorities, or regulations. The issues discussed in the Gaps Analysis generally follow the organization of the 2004 Plan, although additional issues not discussed in the 2004 Plan are also included.

## Source Documents Reviewed

Several regulatory and BCWMC documents were used to identify issues and potential gaps. Publicly available documents used in this analysis include:

- Minnesota Pollution Control Agency (MPCA) *Draft 2012 MS4 Permit*
- MPCA *Minnesota Stormwater Manual* (2008)
- MPCA National Pollution Discharge Elimination System (NPDES) Construction Stormwater Permit (2008)
- MPCA Minimal Impact Design Standards (MIDS)
  - Memoranda published from 2010 through 2012
- Watershed District and Watershed Management Organization documents
  - BCWMC *Watershed Management Plan* (2004 Plan) (2004)
  - BCWMC *Requirements for Improvements and Development Proposals* (Requirements document) (2008)
  - Shingle Creek Watershed Management Commission *Rules and Standards* (2009)

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- Elm Creek Watershed Management Commission *Watershed Management Plan – Appendix F – Standards* (2008)
  - Minnehaha Creek Watershed District (MCWD) *Regulatory Rules* (2011)
- MPCA Total Maximum Daily Load (TMDL) studies and implementation plans for:
  - Sweeney Lake (2011)
  - Wirth Lake (2010)
  - Medicine Lake (2011)
- National Oceanographic and Atmospheric Administration (NOAA) Rainfall Atlas 14 – Draft (known as the TP-40 update) (October 2012)

Additional information solicited by the BCWMC and used to identify potential gaps includes:

- Comments in response to the BCWMC's notice of Watershed Management Plan update (June 2012) from:
  - Minnesota Board of Soil and Water Resources (BWSR) (letter dated 8/26/2012)
  - Minnesota Department of Natural Resources (MDNR) (letter dated 8/31/2012)
  - Metropolitan Council (letter dated 7/10/2012)
  - Three Rivers Park District (letter dated 9/4/2012)
- Issues identified by the Technical Advisory Committee (TAC) and summarized in a memorandum dated February 8, 2012
- Comments/suggestions solicited from the BCWMC Commissioners and heard at the September 24, 2012 and October 22, 2012 Steering Committee meetings.

## **Analysis of Gaps by Topic Area**

This Gaps Analysis is organized according to the topic areas of the 2004 Plan. Topic areas within this document include Water Quality, Flooding and Rate Control, Erosion and Sediment Control, Stream and Lake Management, Wetland Management, Groundwater, Public Ditches, Public Education and Involvement, and Administration and Implementation. The Stream and Lake Management section of this document approximates the Stream Restoration section of the 2004 Plan, but includes stream and lake management topics not addressed within the 2004 Plan. While issues addressed in this document are categorized into one of the preceding sections, many of the issues have implications for other topic areas.

### **1.0 Water Quality**

Section 4.0 of the 2004 Plan discusses water quality topics in the Bassett Creek watershed, including BCWMC goals and policies, management plans for key waterbodies, and the capital improvement plan

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(CIP) for water quality projects. The policies in this section address waterbody classification, monitoring, and project implementation. This section also references Level I water quality treatment standards and non-degradation standards for redevelopment, which are described in section 6.0 of the BCWMC *Requirements for Improvements and Development Proposals* (Requirements document). Level I standards and non-degradation standards for redevelopment are applicable to projects triggering BCWMC review; Level I standards include design criteria for BCWMC-approved BMPs.

Current Status	Identified Gap	Possible Outcome
<p><b><u>Level I Standards</u></b></p> <p>The BCWMC's Level I standards (Policy 4.2.2.4-A) are based on Nationwide Urban Runoff Program (NURP) design criteria. These standards are similar to member cities and surrounding WMOs. The water quality attained using Level I standards is based on comparison of post-project site conditions with and without BMPs. The BCWMC's non-degradation policy requires no increase in TP for redevelopment projects that result in increased impervious area.</p>	<p>The BCWMC's policy is not as stringent as the MPCA draft MS4 permit with respect to new development or redevelopment. The MPCA draft MS4 permit requires no net increase in total phosphorus (TP), total suspended solids (TSS), and volume; a reduction is required for redevelopment projects (regardless of the change in impervious area). The MPCA's draft MS4 permit requirements consider comparison of pre-project and post-project conditions, unlike Level I standards.</p>	<p>The TAC cited the importance of establishing quantifiable goals and methods to achieve them, especially with respect to water quality (see Attachment A). The BCWMC may use the planning process to consider changes to its water quality standards for new development and redevelopment, possibly to more closely align them with the MPCA draft MS4 permit. This change would likely require much discussion and therefore a higher level of effort. Changes to the BCWMC water quality standards would require changes to the Plan policy and Requirements document.</p>

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Current Status	Identified Gap	Possible Outcome
<p><b><u>Approved BMPs</u></b></p> <p>The Requirements document includes a list of approved BMPs that meet Level I standards. Other BMPs may be used with the approval of the Commission.</p>	<p>This list does not explicitly consider “green infrastructure” BMPs such as green roofs, rainwater harvesting and reuse, etc., listed in the MPCA draft MS4 Permit and described in the MPCA’s MIDS documentation. MIDS documents provide additional detail regarding BCWMC-approved BMPs that is not present in the Requirements document (e.g., vegetated versus unvegetated infiltration basins).</p>	<p>The BCWMC may consider expanding its list of acceptable BMPs, or citing the MPCA draft MS4 permit and/or MIDS. Revisions to BCWMC water quality standards (see above) may affect this gap. Such changes may require a moderate level of effort from city/BCWMC staff to define the list. Adding BMPs would require revision to the Requirements document, but may not require changes in Plan policies.</p>
<p><b><u>Infiltration</u></b></p> <p>The 2004 Plan and Requirements document include infiltration as an approved BMP for stormwater management. However, neither document <u>requires</u> infiltration or prioritizes infiltration as a preferred method for improving water quality or reducing stormwater volume. When infiltration methods are used, the BCWMC’s Level I standards require infiltration of the first 0.5 inches of runoff from impervious surfaces.</p>	<p>The MPCA draft MS4 Permit requires permittees to develop stormwater management programs that prioritize “green infrastructure” techniques, including infiltration. MIDS recommends infiltration of the first 1.1 inches of runoff from impervious surfaces (greater than the BCWMC’s 0.5 inches). Minnetonka, St. Louis Park, and Plymouth require infiltration (or other retention) as a means of volume control, and the cities of Crystal, Golden Valley, and Minneapolis encourage infiltration. The MDNR comment letter recommends that the BCWMC evaluate the need for infiltration/abstraction standards.</p>	<p>The BCWMC may use the planning process to determine the level to which infiltration should be required. Encouraging infiltration represents a smaller level of effort, but will require changes to the Plan and Requirements document. Developing and implementing a quantitative infiltration requirement (e.g., 1.1 inches) will require more discussion and a greater level of effort. The TAC identified "encouraging responsible infiltration" as a key role of the BCWMC, but expressed mixed opinions on whether the BCWMC should establish an infiltration or abstraction requirement to address water quality (see Attachment A).</p>

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Current Status	Identified Gap	Possible Outcome
<p><b><u>Redevelopment</u></b></p> <p>The 2004 Plan includes a redevelopment policy (Policy 4.2.2.4-A) that cites the importance of maximizing the amount of stormwater treatment obtained at the time of development, to avoid costly retrofitting in the future.</p>	<p>The BWSR and MDNR comment letters emphasize the importance of maximizing redevelopment and retrofit opportunities, as well as reduced imperviousness, in order to improve water quality. Because the Bassett Creek watershed is near full development, most opportunities to improve water quality will be through redevelopment projects. The 2004 Plan policy only applies to redevelopment projects that increase impervious area, potentially missing opportunities.</p>	<p>The planning process will allow the BCWMC to identify ways to find and take advantage of redevelopment opportunities, including land use plans and TMDL implementation plans. The BCWMC may consider funding additional treatment provided by redevelopment projects (e.g., performance beyond city standards or X-percent reduction below existing conditions). This will require a moderate to high level of effort, depending on the extent of policy changes (e.g., regarding funding methods).</p>
<p><b><u>TMDLs</u></b></p> <p>The 2004 Plan includes policies regarding general BCWMC participation in TMDL studies, but is vague regarding the roles and responsibilities the BCWMC will assume.</p>	<p>Since the development of the 2004 Plan, TMDLs have been approved for Sweeney Lake, Wirth Lake, and Medicine Lake, with specific roles and responsibilities assigned to the BCWMC. There is also the potential for increased watershed monitoring (e.g., watershed loading to Medicine Lake) stemming from these TMDLs. Future TMDLs will include Northwood Lake and Bassett Creek. Three Rivers Park District identified the Medicine Lake TMDL implementation plan as a priority for the BCWMC in its comment letter. The TAC cited a need for more clarity regarding how water quality issues are being addressed (e.g., TMDLs) and identification of the responsible party or program (see Attachment A).</p>	<p>The Plan will need to be revised to reflect the BCWMC's current roles in existing TMDLs and position the BCWMC for future roles. The planning process is an opportunity for the BCWMC to clarify responsible parties for non-TMDL water quality issues. Inclusion of existing roles in the Plan will require a moderate level of effort; greater discussion (and therefore a higher level of effort) will be required to define roles related to future TMDLs and non-TMDL water quality issues.</p>



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Current Status	Identified Gap	Possible Outcome
<p><b><u>Water Quality Project Maintenance</u></b></p> <p>The 2004 Plan provides limited detail regarding the BCWMC's maintenance responsibility for water quality projects. The BCWMC uses the Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund ("Channel Maintenance Fund") to finance the portion of a stream project that provides BCWMC benefits (including water quality); this definition has limited applicability (see also Flooding and Rate Control).</p>	<p>There is lack of understanding regarding the breakdown of maintenance responsibilities between the BCWMC and member cities for water quality projects.</p>	<p>The TAC recommends that the planning process address maintenance responsibilities for water quality management facilities constructed as part of the BCWMC CIP. This will require much discussion regarding policy and funding, and is therefore a high level of effort.</p>
<p><b><u>Water Quality Monitoring</u></b></p> <p>The 2004 Plan states that the BCWMC will coordinate with others to monitor water quality within the watershed.</p>	<p>There may be missed opportunities to enhance monitoring, education, or other water quality-related programs. In addition, there may be duplication of effort between multiple parties.</p>	<p>The TAC recommends that the BCWMC explore water quality programs and partnerships that build on the existing schedule of rotating monitoring efforts (see Attachment A). As part of the planning process, the BCWMC may develop a list of ongoing monitoring and other water quality programs (by BCWMC and others) to evaluate or prioritize coordination efforts. Generating this list will require a moderate level of effort. Developing coordination will require greater discussion and a high level of effort.</p>

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## 2.0 Flooding and Rate Control

Section 5.0 of the 2004 Plan addresses flooding and rate control within the watershed, but focuses on the Bassett Creek trunk system (defined in the 2004 Plan). This section includes description of past flooding, the Bassett Creek Flood Control Project, and other flood mitigation projects. The 2004 Plan includes policies regarding floodplain management, as well as policies specifically related to the Bassett Creek Flood Control Project. Section 5.0 of the BCWMC Requirements document includes floodplain regulations applicable to development within the Bassett Creek watershed.

Current Status	Identified Gap	Possible Outcome
<p><b><u>Atlas 14 (TP-40 Update)</u></b></p> <p>The 2004 Plan references storm events based on recurrence interval (e.g., 10-year event); these are commonly referred to as “design storms”. Table 3.2 lists TP-40 precipitation totals. Section 5.3.1 describes past flooding events with reference to TP-40 recurrence intervals. Several policies in Sections 5.2.2.1 and 5.2.2.2 related to flood protection refer to the 100-year event.</p>	<p>The draft rainfall Atlas 14 (the TP-40 update) includes updated precipitation frequency estimates for Midwestern states, including Minnesota. Although still preliminary, the results include increases in storm event precipitation totals for some storm event. For example, at the Minneapolis-St. Paul Airport, 100-yr 24-hour storm event increases from 6.0 to 7.9 inches. Member city and BCWMC stormwater management policies reference storm events that may be outdated. These changes may affect:</p> <ul style="list-style-type: none"> <li>- Member city rate controls and other standards</li> <li>- Stormwater infrastructure design criteria</li> <li>- BCWMC policies related to the BCWMC Flood Control Project, trunk system, and floodplain management</li> <li>- Floodplain delineation (FEMA and BCWMC)</li> </ul>	<p>The planning process is an opportunity for the BCWMC to determine how it wishes to address changes to precipitation totals presented in Atlas 14. This will require a high level of effort, as the changes have broad (and potentially costly) implications to both the BCWMC and member cities. Incorporation of Atlas 14 will require updates to Plan text and tables, and possibly revised Plan policies. The BCWMC’s consideration of rate control requirements (see Rate Control gap) may also be affected by changes in rainfall amounts.</p>

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Current Status	Identified Gap	Possible Outcome
<p><b><u>Rate Control</u></b></p> <p>The 2004 Plan specifies that member cities must require “rate control in conformance with the flood control project system” (Policy 5.2.2.2-E).</p>	<p>The existing rate control requirement is vague and has limited scope. The Shingle Creek WMC, Elm Creek WMC, and Minnehaha Creek Watershed District limit post-development runoff rates to pre-project conditions for storm events of specific return intervals. Crystal, Medicine Lake, Minnetonka, and Plymouth require no increase in 2-yr, 10-yr, and 100-yr flow rates (Minneapolis requires no increase in rate from the 5-yr and 100-yr storm events). The TAC recommends that the BCWMC consider strengthening or quantifying policies regarding rate and volume control.</p>	<p>The planning process is an opportunity for the BCWMC to develop quantitative rate control requirements, if desired. Such requirements would necessitate edits to policies in the Plan and the Requirements document. This would require a high level of effort if Atlas 14 results are to be considered in the rate controls (see Atlas 14 / TP-40 Update gap).</p>
<p><b><u>Flood Protection</u></b></p> <p>The 2004 Plan cites flood protection as a goal of the BCWMC (Section 5.2.1). The TAC feels that modification to the existing flood control project is not a high priority, and that current methods are working.</p>	<p>The TAC recommends that the BCWMC monitor opportunities to incorporate flood control objectives into other projects (see Attachment A).</p>	<p>The BCWMC may consider policies encouraging the consideration or incorporation of flood control objectives into all projects. This would likely require a moderate level of effort and result in changes to the Plan policies.</p>
<p><b><u>Flood Elevations</u></b></p> <p>The 2004 Plan includes 100-year flood elevations for many locations within the Bassett Creek watershed (Table 5-3).</p>	<p>Differences exist between BCWMC-determined 100-yr flood elevations and Federal Emergency Management Agency (FEMA) 100-yr flood elevations. The TAC recommends the BCWMC continue to monitor differences between BCWMC and FEMA 100-yr flood elevations (see Attachment A).</p>	<p>The BCWMC may consider policies to specify how conflicts between FEMA and BCWMC flood levels will be identified and resolved. This would likely require a moderate level of effort and result in changes to the Plan policies.</p>

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### 3.0 Erosion and Sediment Control

Section 6.0 of the 2004 Plan focuses on erosion and sediment control and includes applicable BCWMC policies. The BCWMC reviews projects for compliance with erosion and sediment control standards. Requirements for developers are included in Section 7.0 of the BCWMC Requirements document and reference the MPCA's NPDES Construction Stormwater Permit and *Protecting Water Quality in Urban Areas* (superceded by the Minnesota Stormwater Manual).

Current Status	Identified Gap	Possible Outcome
<p><b><u>NPDES Construction Stormwater Permit</u></b></p> <p>The Requirements document references the current NPDES Construction Stormwater Permit (MPCA, 2008)</p>	<p>The current NPDES Construction Stormwater Permit is scheduled to be updated in 2013 and will likely include new monitoring requirements consistent with federal regulations (more information pending December 17 MPCA informational meeting). This schedule, if it lags, may make it difficult to align the new BCWMC Plan with the permit changes, if desired.</p>	<p>The BCWMC may revise language in the Plan and Requirements document to generally require compliance with the NPDES Construction Stormwater Permit with limited specificity. This will require a moderate level of effort.</p>
<p><b><u>Erosion Control Thresholds</u></b></p> <p>BCWMC sediment and erosion control standards are triggered by greater than 200 cubic yards of cut or fill or disturbed area greater 10,000 square feet.</p>	<p>Member city thresholds for sediment and erosion control standards are similar to or more stringent than the BCWMC. Similar triggers provide potential opportunity for coordinating inspection efforts with member cities.</p>	<p>The planning process is an opportunity for the BCWMC to revise its erosion and sediment control triggers, if desired. This will require a high level of effort and will require revisions to the Plan policies and Requirements document.</p>
<p><b><u>Sediment Deltas</u></b></p> <p>The 2004 Plan includes policies describing the use of the Channel Maintenance Fund, which includes removal of accumulated sediment within the trunk system. However, the Plan but does not address sediment accumulation in lakes.</p>	<p>Sediment deltas have accumulated in lakes within the Bassett Creek watershed. Roles, responsibilities and funding sources for addressing sediment accumulation are not defined.</p>	<p>The TAC recommends that the planning process address roles, responsibilities and funding sources for removing these sediment deltas (see Attachment A). This will require a moderate level of effort and will include revisions to Plan policies.</p>

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Current Status	Identified Gap	Possible Outcome
<b><u>Erosion Control Inspections</u></b>  Member cities and the BCWMC both perform erosion control inspections of development projects.	This process provides BCWMC oversight and helps maintain consistency among all members, but may represent a duplication of effort.	The TAC recommends that the planning process review the purpose and responsibilities for conducting erosion control inspections (see Attachment A). This will require a high level of effort and will include revisions to Plan policies.

## 4.0 Stream and Lake Management

Section 7.0 of the 2004 Plan addresses stream restoration and includes policies regarding the establishment and use of a Creek and Streambank Trunk System Maintenance, Repair, and Sediment Removal Fund (“Channel Maintenance Fund”). The 2004 Plan and later member city inventories identify areas of bank erosion and sedimentation within Bassett Creek. Other policies emphasize the preservation of habitat and aesthetics. Requirements for streambank erosion and streambed degradation control measures are listed in Section 8.0 of the BCWMC Requirements document. Elements of lake management not directly associated with water quality or flooding are not addressed in the 2004 Plan.

Current Status	Identified Gap	Possible Outcome
<b><u>Stream Restoration</u></b> <b><u>Prioritization Factors</u></b>  The 2004 Plan includes factors for prioritization of stream restoration projects, such as severity of erosion, stability of the site, quantity and quality of affected resources, cost, water quality benefits, and input from member cities.	The MDNR comment letter suggests specific prioritization factors representing a more holistic, ecological approach, including (but not limited to): extent to which the project addresses a systemic problem, breadth of benefits (e.g., habitat, water quality, and channel evolution), location within the watershed, and potential for controversy.	The planning process is an opportunity for the BCWMC to reassess factors for prioritization of stream restoration projects. This will require a moderate level of effort and may result in changes to Plan policies.



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Current Status	Identified Gap	Possible Outcome
<p><b><u>Stream Stabilization Methods</u></b></p> <p>The 2004 Plan does not require or encourage specific methods for stream stabilization.</p>	<p>The MNDR comment letter discourages the use of “highly-engineered, hard-control solutions” for stream stabilization (e.g., riprap, checkdams) in favor of methods that promote natural functions and reduce maintenance requirements (MDNR draft restoration guidelines are available from Nick Proulx).</p>	<p>The planning process is an opportunity for the BCWMC to encourage natural methods for stream restoration. This will likely require a moderate level of effort and may require changes in Plan policy.</p>
<p><b><u>Aquatic Invasive Species (AIS)</u></b></p> <p>The 2004 Plan does not address AIS. The role of the BCWMC in AIS management is limited to curlyleaf pondweed control.</p>	<p>The MDNR comment letter identifies aquatic invasive species (AIS) as a significant threat to Minnesota’s lakes and rivers. The Three Rivers Park District comment letter also cites this issue. The Association of Medicine Lake Area Citizens (AMLAC) has also requested BCWMC support of AIS management efforts. The role of the BCWMC in addressing AIS is not well defined.</p>	<p>The planning process provides an opportunity for the BCWMC to define its role with respect to AIS. Roles of the BCWMC could include:</p> <ul style="list-style-type: none"> <li>- Continued monitoring of waterbodies</li> <li>- Public education and outreach</li> <li>- Financial sponsorship of other groups’ efforts</li> <li>- Management of AIS to preserve or improve recreational uses</li> <li>- Capital projects incorporating AIS control or prevention elements</li> </ul> <p>This will require a high level of effort and may require changes to Plan policies.</p>
<p><b><u>Rare and Endangered Species</u></b></p> <p>Section 3.7 of the 2004 Plan generally describes rare and endangered species within the Bassett Creek watershed.</p>	<p>Protection of rare and endangered species is not addressed within the policies of the 2004 Plan. The MDNR comment letter recommends including goals and policies to address how these resources will be protected.</p>	<p>The planning process is an opportunity for the BCWMC to define policies aimed at the protection of rare and endangered species. This will likely require a moderate level of effort.</p>

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## 5.0 Wetland Management

Section 8.0 of the 2004 Plan describes wetland management in the Bassett Creek watershed. Member cities act as the local governmental units (LGUs) responsible for administering the wetland conservation act (WCA) with the exceptions of Medicine Lake, Robbinsdale, and St. Louis Park; for those communities, the BCWMC acts as the LGU. The BCWMC Requirements document does not explicitly include requirements for wetlands other than requiring compliance with WCA and “other wetland regulations” (e.g., member city standards).

Current Status	Identified Gap	Possible Outcome
<b><u>Buffer Widths</u></b>  The 2004 Plan does not include a minimum wetland buffer policy or requirement. The 2004 Plan requires member cities to include a buffer policy in local water management plans.	The Shingle Creek WMC, Elm Creek WMC, and MCWD have created buffer policies for wetlands. In some cases, specific buffer widths are defined for individual waterbodies. Buffer widths vary amongst the BCWMC member cities.	The planning process is an opportunity for the BCWMC to evaluate support for, and the benefits of, a watershed-wide buffer policy for wetlands and other resources (e.g., lakes and Bassett Creek) (see Attachment A). This will require a moderate amount of effort and changes to Plan policies and the Requirements document.
<b><u>Wetland Regulation</u></b>  Section 8.0 of the 2004 Plan describes BCWMC’s role in wetland management. The BCWMC acts as the LGU for administering WCA in three member cities.	The TAC identified concerns regarding the adequacy of existing regulatory controls and programs.	The TAC recommends that the planning process evaluate the BCWMC’s role regarding wetland issues (see Attachment A). Reassessment of BCWMC’s role will require a moderate level of effort, and may require changes to Plan policies.

## 6.0 Groundwater

Section 9.0 of the 2004 Plan addresses groundwater issues in the Bassett Creek watershed. The policies in this section require the use of liners or other engineering controls to prohibit undesirable infiltration from detention ponds, but otherwise avoid being prescriptive. The BCWMC reviews all MDNR groundwater appropriation permits within the BCWMC. The BCWMC Requirements document indirectly addresses groundwater protection via design criteria for water quality BMPs.

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Current Status	Identified Gap	Possible Outcome
<p><b><u>Groundwater Management Role</u></b></p> <p>The 2004 Plan encourages actions by member cities, Hennepin County, and state agencies, but assigns few roles to the BCWMC regarding groundwater management. The 2004 Plan describes the role of other agencies in limited detail.</p>	<p>The BWSR comment letter identifies groundwater as a subject of increasing concern. The BCWMC's role in groundwater management is vague.</p>	<p>The planning process presents an opportunity for the BCWMC to assess and define its role in groundwater management, especially as related to the interaction of groundwater and surface water resources. Roles for the BCWMC could include:</p> <ul style="list-style-type: none"> <li>- Groundwater level monitoring</li> <li>- Cooperation and coordination with other regulatory entities (e.g., Hennepin County)</li> <li>- Establishing requirements through policies.</li> </ul> <p>The TAC recommends that the planning process review the Hennepin County Groundwater Plan for implications to existing or potential future BCWMC policies (see Attachment A). Assessment of the BCWMC's groundwater management role will require a high level of effort and may require changes to Plan policies.</p>
<p><b><u>Groundwater Protection/MIDS</u></b></p> <p>Section 9.0 of the 2004 Plan contains information about state agency roles pertaining to groundwater protection, including the MPCA.</p>	<p>The recent MPCA's Minimal Impact Design Standards (MIDS) project includes information regarding the protection of groundwater resources as related to infiltration practices. This information is not included in the Plan or Requirements document.</p>	<p>The planning process is an opportunity to incorporate (or reference) site considerations and decision-making tools for groundwater protection developed as part of the MIDS project. This will require a moderate level of effort and may require changes to the Plan policies and Requirements document.</p>

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Current Status	Identified Gap	Possible Outcome
<b><u>Minnesota Department of Health (MDH) Guidance</u></b>  Section 9.3 of the 2004 Plan references the MDH's Wellhead Protection Program.	The MDH addresses groundwater protection through administration of the Wellhead Protection Program, which requires public water suppliers who obtain water from wells to prepare and enforce wellhead protection plans (WHPPs). The MDH provides a guidance document <i>Evaluation Proposed Stormwater Infiltration Projects in Vulnerable Wellhead Protection Areas</i> (2007); this document is not referenced by the BCWMC Plan.	The planning process provides an opportunity for the BCWMC to evaluate or incorporate MDH guidance regarding groundwater protection and infiltration. This will require a moderate level of effort and may result in changes to Plan policies and the Requirements document (see above Groundwater Protection/MIDS gap and Infiltration gap in Section 1.0).

## 7.0 Public Ditches

Section 10.0 of the 2004 Plan contains information and policies regarding public ditches within the Bassett Creek watershed. The BCWMC manages public ditches that are part of the trunk system, while member cities are responsible for the management of public ditches within their municipal drainage systems. The BCWMC was asked by Hennepin County to support legislation (passed in 2008) which streamlines the abandonment of public ditches and the transfer of management responsibility.

Current Status	Identified Gap	Possible Outcome
<b><u>Public Ditch Management</u></b>  Public ditches within the Bassett Creek watershed remain under the management of Hennepin County, but are not actively managed by the county.	The lack of active management of public ditches by the county results in complications/delays for projects that involve these ditches.	The BCWMC could assume a more active role in the process to abandon these ditches and transfer management authority to the BCWMC and/or member cities. This will require a high level of effort and may result in changes to Plan policies.

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## 8.0 Public Involvement and Education

Section 11.0 of the 2004 Plan addresses public involvement and education efforts of the BCWMC. The 2004 Plan focused on goals of conveying information regarding the BCWMC and its role, increasing public involvement in the planning process, and affecting public behaviors with water resource impacts. The 2004 Plan identifies specific key messages related to the aforementioned goals.

Current Status	Identified Gap	Possible Outcome
<b><u>City Staff Training</u></b>  Section 11.0 of the 2004 Plan cites local governmental staff as a target audience for key BCWMC messages.	The MPCA draft MS4 permit's minimum control measures require permittees to implement and document "employee training" programs. The 2004 Plan does not specify training programs targeted at member city staff.	The BCWMC could consider implementing city staff training programs and recordkeeping practices to educate member city staff regarding significant BCWMC issues and best practices. This will require a moderate level of effort.
<b><u>Evaluation Metrics</u></b>  The 2004 Plan identifies specific metrics to evaluate success of education and outreach programs, as recommended in the BWSR comment letter.	The 2004 Plan includes many key messages and respective target audiences. Specific metrics are not defined for some educational goals, or may be outdated.	The planning process presents an opportunity to evaluate existing metrics and consider ways the BCWMC can demonstrate to the public that it is operating effectively. This will require a moderate level of effort.
<b><u>Information Distribution</u></b>  The 2004 Plan identifies media and distribution methods used to distribute information (e.g., BCWMC website, fact sheets, television).	The 2004 Plan does not include recent developments in communication technology and behaviors (e.g., social media, mobile computing).	The planning process is an opportunity to incorporate new technologies or methods of interacting with the public. This will require a moderate level of effort and may include revisions to Plan policies.



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Current Status	Identified Gap	Possible Outcome
<p><b><u>Project-based Educational Programs</u></b></p> <p>Section 11.2.2.4 of the 2004 Plan includes some educational policies linked to specific projects (e.g., before and after project photos, signage at projects). Most educational policies, however, are not linked to specific projects or types of projects.</p>	<p>The BWSR comment letter strongly recommends implementing education and public involvement efforts in support of real actions or projects.</p>	<p>The BCWMC may consider methods to identify and take advantage of public education opportunities associated with specific projects. This will require a moderate amount of effort and may require changes to Plan policies.</p>
<p><b><u>Educational Program Topics</u></b></p> <p>Section 11.0 of the 2004 Plan identifies several “key messages” and educational topics that the BCWMC prioritized for public broadcast, although the list is not exhaustive.</p>	<p>The TAC expressed interest in expanding education programs subject to available funding (see Attachment A). The TAC suggested educational efforts to address issues including TMDLs, citizen concerns regarding the value of studies versus projects, and concerns of citizens living near low priority waterbodies.</p>	<p>The planning process is an opportunity to identify topics not adequately addressed in the current education program. This will require a moderate level of effort and may require changes to the Plan policies.</p>
<p><b><u>Joint Education Programs</u></b></p> <p>Policy 11.2.2.4-A of the 2004 Plan addresses the use of joint education/outreach programs and partnerships</p>	<p>The TAC believes there are greater opportunities for partnership between the BCWMC and member cities in developing educational materials, but recommended more clarity of BCWMC and member city roles regarding education and public involvement.</p>	<p>The planning process is an opportunity to reassess potential partnership opportunities and define roles for educational efforts. Identifying opportunities will require a moderate level of effort. Creating partnerships with defined roles may require a high level of effort.</p>

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## 9.0 Administration and Implementation

Section 12.0 of the 2004 Plan describes administration of the BCWMC and presents the BCWMC implementation program. This section identifies the responsibilities of the BCWMC, including the trunk system, review of improvements, development proposals, and other permits, intercommunity planning and design, and dispute resolution. This section also describes the roles of the member cities and other agencies.

<b>Current Status</b>	<b>Identified Gap</b>	<b>Possible Outcome</b>
<b><u>Performance Goals</u></b>  The 2004 Plan includes many quantifiable goals and policies (especially those related to water quality, flood control, and public education).	Many goals and policies in the 2004 Plan are presented without a corresponding strategy to quantify performance. The BWSR and Metropolitan Council comment letters cite the need for quantifiable goals and policies related to all water management topics (in addition to water quality).	The TAC suggests that the planning process should explore the need for and purpose of quantifiable goals for water management topics outside of water quality (see Attachment A). This will require a high level of effort.
<b><u>Financial Impacts of Regulatory Controls</u></b>  BCWMC member cities are subject to regulatory controls stemming from the MPCA draft MS4 permit, WMO requirements, and other agency requirements.	Regulatory controls applicable to BCWMC member cities have financial impacts. The financial impact of such regulation is not adequately defined.	The TAC supports analyzing the financial impact of regulatory controls on member cities (see Attachment A). This will require a high level of effort by the BCWMC and member cities.

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<p><b><u>Flood Control Project Inspection and Maintenance</u></b></p> <p>The BCWMC's <i>Operation and Maintenance Manual for the Bassett Creek Flood Control Project</i> (O&amp;M Manual) requires annual inspection of the flood control project. The BCWMC performs inspections of the flood control project, but member cities are responsible for MS4 reporting.</p>	<p>The MPCA draft MS4 permit includes revised inventory, inspection, and maintenance requirements for stormwater systems. Although the BCWMC is not an MS4, the BCWMC O&amp;M Manual generally satisfies the requirements of the draft MS4 permit. Alignment of the O&amp;M Manual with MS4 requirements may reduce member city inspection efforts. Revisions to the O&amp;M Manual may be required to incorporate elements of the pond assessment included in the draft MS4 permit. The TAC also cited a need for more clarity regarding maintenance policies (see Attachment A).</p>	<p>The planning process is an opportunity for the BCWMC to assess opportunities for streamlining inspections and add clarity regarding maintenance responsibilities. These actions will require a high level of effort and coordination between the BCWMC and member cities.</p>
<p><b><u>Flood Control Project Replacement</u></b></p> <p>The BCWMC Flood Control Project is aging. Portions of the project may need to be replaced in the future. Funding mechanisms currently exist for maintenance of the Flood Control Project.</p>	<p>It is unclear whether existing funding mechanisms (e.g., Long Term Fund) will be adequate to address increased maintenance and/or eventual replacement of the Flood Control Project system components in the future.</p>	<p>The planning process is an opportunity to re-evaluate the financial considerations for maintenance and replacement for the flood control project. These actions will require a high level of effort and coordination between the BCWMC and member cities, especially if additional funding mechanisms are deemed necessary.</p>

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Current Status	Identified Gap	Possible Outcome
<p><b><u>Minnesota Statute 103B</u></b></p> <p>The 2004 Plan references Minnesota Statute 103B, which describes the regulatory process for the development and revision (amendment) of watershed management plans.</p>	<p>Minnesota Statute 103B has been revised since the 2004 Plan; the 2004 Plan contains outdated information regarding the Plan amendment process.</p>	<p>The planning process should reference the updated statute and revised plan review process. This will require a minor level of effort.</p>
<p><b><u>Member City Responsibilities</u></b></p> <p>Section 12.1.2 of the 2004 Plan lists responsibilities for member cities. Section 12.4.2 describes BCWMC review of local water management plans, but does not describe any auditing process.</p>	<p>BWSR requires watershed management plans to clearly define the roles of WMOs and member cities and recommends a “mandatory checklist” for member cities. The TAC cites a need for more clarity regarding the division of responsibilities between the BCWMC and member cities (see Attachment A).</p>	<p>BWSR recommends that the BCWMC develop a defined auditing process for “spot-checking” municipalities for compliance, as well as assessing implementation of local water management plans. This will require a moderate level of effort.</p>
<p><b><u>Multi-City Issues</u></b></p> <p>Sections 12.1.1.2 and 12.1.1.3 of the 2004 Plan describe the BCWMC’s role regarding intercommunity stormwater planning and dispute resolution, respectively. Section 12.4 of the 2004 Plan states that the BCWMC will review changes to an intercommunity stormwater system that are inconsistent with a city’s approved plan or the BCWMC Plan.</p>	<p>The TAC cited a need for more clarity in determining whether an issue is a BCWMC issue versus member city issue, but expressed little support for expanding the responsibility and oversight of the BCWMC (see Attachment A). Policy changes may be necessary to address multi-city water management issues.</p>	<p>The planning process is an opportunity for the BCWMC to examine multi-city issues and assess whether the BCWMC is the best entity to resolve inter-governmental issues. This will require a moderate level of effort by the BCWMC and member cities.</p>

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<b>Current Status</b>	<b>Identified Gap</b>	<b>Possible Outcome</b>
<p><b><u>Project Review Triggers</u></b></p> <p>The BCWMC's thresholds and triggers for project review are similar to surrounding WMOs, although Minnehaha Creek Watershed District's threshold is lower.</p>	<p>Within the BCWMC, Crystal and Minnetonka have lower thresholds for review. There may be opportunities to revise review and inspection processes to avoid duplication of efforts, while maintaining an appropriate level of oversight.</p>	<p>The planning process provides an opportunity for the BCWMC to assess whether its existing triggers for project review are appropriate. This will require a moderate level of effort from the BCWMC and member cities.</p>
<p><b><u>Cooperative Resource Protection</u></b></p> <p>The 2004 Plan does not address ecological corridor, open space or greenway preservation (outside of Bassett Creek itself).</p>	<p>The BWSR comment letter recommends collaboration with other WMOs to pursue programs using bonds for purchasing of ecological corridors, resource protection, easement acquisition or other water management purposes.</p>	<p>The planning process represents an opportunity to analyze and recommend opportunities to maximize cooperative relationships with other regulatory agencies, including adjacent WMOs. Identification of opportunities will require a moderate level of effort.</p>
<p><b><u>CIP Oversight</u></b></p> <p>Section 4.0 of the 2004 Plan includes policies related to CIP implementation, but is limited to water quality projects. The recently completed CIP process flow chart adds clarity to the existing project implementation process, including Commission oversight.</p>	<p>Section 12.0 of the 2004 Plan does not include policies regarding CIP implementation or funding of BCWMC projects outside of water quality projects. The TAC expressed strong support for an annual review of the CIP and process documentation (see Attachment A).</p>	<p>The planning process is an opportunity to evaluate and refine procedures for inclusion and subsequent implementation of projects in the CIP, including the level of Commission oversight during the process. This will require a moderate level of effort.</p>

## Outcomes and Next Steps

Changes in regulations, available data, BCWMC priorities, agency expectations and public perceptions all affect the next generation planning process. This document identifies gaps between the 2004 Plan and the drivers to be resolved in the next generation planning process. The issues described herein should be considered during subsequent steps in the next generation planning process. The Gaps Analysis has identified these issues, but does not contain the necessary information to resolve them. Instead, this

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**Date:** December 13, 2012  
**Page:** 21  
**Project:** 23/27-0051.33-2012-404  
**c:** BCWMC Commission

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document should guide discussion by the next generation plan steering committee, commissioners, or other groups during the plan update process.



# Attachment A

## Technical Advisory Committee Identified Issues

The Technical Advisory Committee (TAC) completed five questionnaires addressing several topics between August 2010 and February 2012. A Barr Engineering memorandum dated February 8, 2012 and presented to the BCWMC at its February 16, 2012 meeting describes the results of those questionnaires. This section provides a summary of those results, listing items that warrant consideration by the BCWMC in the planning process. This list is not comprehensive; additional detail regarding each topic is available in the original memo.

### Public Education and Involvement

- Existing programs are working, but there is support for expanding programs subject to funding availability
- There are opportunities for increased partnership between the BCWMC and member cities; greater clarity of city roles is needed

### Erosion and Sediment Control

- The new Plan should address roles, responsibilities and funding for removal of sediment deltas in Bassett Creek and lakes
- The BCWMC should review the function and responsibilities for conducting erosion inspections

### Flooding and Rate Control

- The BCWMC should monitor opportunities to incorporate flood control objectives into other projects
- Differences between BCWMC and FEMA floodplain elevations should continue to be monitored
- The new Plan should consider strengthening or quantifying policies regarding rate and volume control

### Funding

- There is support for analyzing the financial impact of regulatory controls on member cities

### Groundwater

- A key role of the BCWMC is to encourage responsible infiltration
- The BCWMC should review the Hennepin County Groundwater Plan for implications on existing or potential future BCWMC policies.

# Attachment A

## Planning Process

- More clarity is needed on what defines a BCWMC issue versus member city issue
- There is strong support for an annual review of the CIP (and process documentation)
- The planning process should explore the need for and purpose of quantifiable goals for water management topics outside of water quality

## Water Quality

- More clarity is needed regarding how water quality issues are being managed and who or what process is responsible for addressing them
- The planning process should address quantifiable water quality goals and methods to achieve them
- The new Plan should address maintenance responsibilities for water quality projects

## Wetlands

- The BCWMC's role regarding wetland issues should be considered in the planning process
- The BCWMC should assess whether there is support for stronger buffer requirements

## BCWMC/City Evaluation, Accountability, and Enforcement

- There is agreement that the BCWMC and member cities cooperate to establish quantifiable goals and policies for each topic area and monitor them for success

## BCWMC/City Responsibilities

- More clarity is needed regarding the division of responsibilities
- There is little support for increasing the responsibility and oversight by the BCWMC

## New Issues (Identified since June 2010)

- More clarity is needed regarding maintenance policies
- Opinions are mixed on whether the BCWMC should establish an infiltration or abstraction requirement to address water quality

# Memorandum

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Phone: 763-479-4200 Fax: 763-479-4242



6C.

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**To:** West Metro Water Alliance (WMWA)  
Shingle Creek/West Mississippi WMO Commissioners  
Bassett Creek WMO Commissioners  
Elm Creek WMO Commissioners  
Pioneer-Sarah Creek WMO Commissioners

**From:** Diane Spector

**Date:** November 1, 2012

**Subject:** WMWA Update: Proposed WMWA Educator

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The West Metro Water Alliance (WMWA) Educator Subcommittee (Margie Vigoren, Plymouth; Shelley Marsh, Brooklyn Center; Joan Nephew, Freshwater Society; Diane Spector, Wenck; Judie Anderson and Amy LeMieux, JASS) met on October 29, 2012, to discuss the proposed contractual Educator position.

The purpose of this position is to have a shared person to represent WMWA and the Commissions at civic and other events; work with K-12 educators to provide in-classroom and curriculum assistance; work with lake and resident associations, faith-based groups, youth groups, city commissions, and other groups desiring to know more about water resources and water quality; and coordinate and/or provide workshops on topics of interest such as the "Green Yard" initiative proposed to expand beyond just rain gardens.

It is anticipated that this contractual person/persons would be retired science teachers or others with a science and natural resources background who are willing to work a limited number of hours to provide these services. The WMWA Commissions have budgeted \$4,000 for this service in 2013, about 100-120 hours.

The subcommittee agreed that there are two categories of activities: K-12 education, and general public education and outreach.

*K-12 Education.* The City of Plymouth has been working with a retired science teacher to coordinate and make classroom presentations on basic watershed and water quality concepts. The City's goal is to have these presentations made in every fourth grade classroom in Plymouth public elementary schools. The Robbinsdale School District has been very receptive to this concept. The fourth grade year is when students start to move from an introduction to science to a more structured exploration of scientific concepts and methods. This is the time to "get them early" so that later lessons on water resources reinforce these concepts. *The subcommittee recommends that WMWA establish a long-term goal to provide an opportunity for every fourth-grader in the watersheds to learn basic watershed and water quality concepts.*

The short-term role of the WMWA Educator would be to work with school districts to gauge interest in the concept, work with curriculum coordinators and teachers to develop watershed-related lessons that meet the Districts' curriculum requirements, and to coordinate schedules with the schools, make presentations, and search and apply for funding to help support and expand this initiative. Long-term, the role would be to continue these activities as well as recruit and train other educators to provide assistance and make classroom presentations.

General Public Education and Outreach. As noted above, this initiative could include a number of activities. The short-term goals for this initiative are to gauge the interest and need for representation at events and at association and other meetings, schedule these events, and identify potential additional sources of funding. This Educator could also assist with the “Green Yard” initiative, perhaps in partnership with Metro Blooms. The Educator may also be able to assist member cities with organizing and implementing BMP retrofit actions coming out of the intensive BMP studies, such as recruiting property owners for rain gardens and providing training on planting and maintenance.

## **Recommendation**

Two persons with unique qualifications have expressed an interest in the proposed Educator initiative, and both bring particular strengths. One is a recently retired teacher who has been working with the City of Plymouth on its fourth grade initiative. The other is an experienced middle/high school teacher and naturalist who most recently worked for the Hennepin County Department of Environmental Services coordinating volunteer monitoring and providing community environmental education. She left the workforce to start a family and is returning part time now that her children are in school. The subcommittee will interview the two candidates on November 7, 2012, although they believe both are well qualified. WMWA will meet on November 13, 2012, to make a final recommendation.

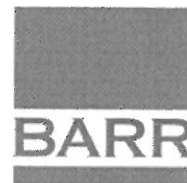
It is the subcommittee’s recommendation that the two start immediately to define the educator program, assess needs, establish goals and procedures, and craft a program for 2013. No funds for this work have been specifically budgeted for 2012, but WMWA and the member Commissions have budgeted \$12,000 for WMWA activities. Some of that budget, a few thousand dollars, will be used to get the e-newsletter up and running.

**1) *The subcommittee recommends to WMWA and the member Commissions that a portion of the 2012 WMWA activities budget be used to contract with one or more of these Educators to work with staff and the subcommittee to prepare a scope, budget, and proposed activities and administrative structure for the contractual Educator program.*** The WMWA Joint Powers Agreements require that any new programming beyond routine or administrative activities be set forth in a supplemental JPA. The scope developed by the team and the JPA supplement developed by the Commissions’ attorney would then be presented to each of the Commissions for approval. It is estimated that the cost of preparing this scope, budget, and structure would be \$4,000.

**2) *The subcommittee further recommends and requests approval that any of the \$12,000 left unspent at the end of the year be carried over to 2013 to supplement the \$4,000 budgeted in 2013.*** We expect that a portion of the carried-over funds would be spent making one-time purchases of educational materials both for the K-12 component and for the general public education and outreach component. Examples of these materials might be additional copies of the Project NEMO “Watershed Game” used to train groups about identifying and reducing pollutant loading in lakes and streams; educational banners to be used at booths at educational events; hands-on tabletop activities and displays that educate about various water resources topics, and curriculum materials.

## **Commission Action Requested**

Approval to move forward with contracting with one or more educators to assist WMWA with developing the scope and budget for the contractual Educators program, and approval to carry over unspent funds budgeted in 2012 to 2013. WMWA will make a progress report to the member Commissions in December and will expect to present the scope, budget and JPA in January 2013 for Commission review and approval.



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 6D—Authorize Engineer to perform additional work on the Watershed-Wide Hydrologic and Hydraulic (XP-SWMM) Modeling Study  
BCWMC December 20, 2012 Meeting Agenda  
**Date:** December 13, 2012  
**Project:** 23270051.33 2012

### 6D. Authorize Engineer to Perform Additional Work on the Watershed-Wide Hydrologic and Hydraulic (XP-SWMM) Modeling Study

#### Recommendations:

1. Authorize Engineer to perform additional work on the Watershed-Wide Hydrologic and Hydraulic (XP-SWMM) Modeling Study.
2. Authorize using funds in the Surveys and Studies budget to pay for the additional work.

#### Background

The watershed-wide hydrologic and hydraulic study to convert the existing HEC-1 and HEC-2 models to XP-SWMM is nearly complete. In the older models, the majority of the watershed hydrology was modeled by the HEC-1 program, and the creek hydraulics were modeled with the HEC-2 program. The Commission's scope of work for this project assumed no updating of the bridges and crossings in the HEC-2 model. However, after digging into the old (HEC-2) model, we found many significant updates to bridge structures (and even new structures) that should be added to the new (XP-SWMM) model to improve calibration and make the model more useful.

However, the work to identify new/updated structures and incorporate them into the new model would be out-of-scope work and could cause the project to go over-budget. The original approved budget for this project is \$70,000. We need to contact the member cities and others (e.g., Hennepin County) to know the precise number of structures that would need to be added/updated. For budgeting purposes, we estimate the extra work to be \$3,000 - \$5,000. The budget for this extra work could be covered by using funds from the Surveys and Studies budget (current balance \$7,900). The intent of the Surveys and Studies budget item is to cover the costs of conducting special studies, and addressing unanticipated issues, questions, etc. that arise during the year.

Staff recommends that the Commission authorize its Engineer to perform the requested additional work on the Watershed-Wide Hydrologic and Hydraulic (XP-SWMM) Modeling Study and that the Commission authorize using funds in the Surveys and Studies budget to pay for the additional work.