



## Bassett Creek Watershed Management Commission

### A g e n d a

11:30 a.m., Thursday, May 19, 2011

Golden Valley City Hall – 7800 Golden Valley Road, Golden Valley 55427

1. CALL TO ORDER
2. APPROVAL OF AGENDA AND CONSENT AGENDA - Items marked with an asterisk ( \* ) will be acted on by one motion. There will be no discussion of the Consent Agenda items unless a commissioner requests.
3. CITIZEN INPUT ON NON-AGENDA ITEMS
4. ADMINISTRATION
  - A. Presentation of April 21<sup>st</sup> meeting minutes \*
  - B. Presentation of Financial Statements \*
  - C. Presentation of Invoices for Payment Approval
    - i. Kennedy & Graven – Legal Services through 3/31/11
    - ii. Barr Engineering – Engineering Services through 4/29/11
    - iii. Watershed Consulting, LLC – Geoff Nash Administrator Services through 3/31/11
    - iv. Amy Herbert – April Administrative Services
    - v. D'amico-ACE Catering – May 2011 Meeting Catering
    - vi. Judy Arginteanu – Education Articles – Education/ Public Outreach
    - vii. City of Plymouth – Three Panel Water Quality Display – Education/ Public Outreach
    - viii. Hamline University – 2011 WaterShed Partners Participation
    - ix. MMKR – Progress Billing on 2010 Audit
  - D. Approve and Authorize Distribution of Final BCWMC 2010 Annual Report
  - E. Receive and File and Authorize Distribution of BCWMC's 2010 Financial Audit
  - F. Execute Contract with the Metropolitan Council Environmental Services for 2011 CAMP Participation
  - G. Discuss Contract for 2011 and 2012 Engineering and Technical Services
  - H. Execute Contact with Hennepin County Environmental Services for 2011 River Watch Participation
5. NEW BUSINESS
  - A. Minneapolis Park and Recreation Board Request for Financial Involvement with an Emergency Trail Repair at the Wirth Lake Treatment Basin (*verbal report*)
  - B. Discuss Draft 2012 BCWMC Operating Budget (*information to be distributed separately*)
6. OLD BUSINESS
  - A. TAC Recommendations (*see 5/9/11 TAC memo and draft RFQ for Consulting Services to the BCWMC*)
    - i. a. Proposed BCWMC Response to Comments on the Sweeney Lake TMDL (*information to be distributed separately*)
    - b. BCWMC's Role as Categorical Wasteload Implementer for TMDLs
    - c. Policy Changes Needed to Implement TMDL
  - ii. RFQ for Engineering and Technical Services
  - iii. BCWMC's Role in Advising Property Owners about Water Quality Sampling in the Bassett Creek Watershed
  - B. Discuss Management Options for Twin Lake (*see Barr Engineering memo*)
  - C. Discuss Major Plan Amendment Schedule (*see Barr Engineering memo*)
  - D. Discuss Possible New Water Quality Policies (*see 5/10/11 memo by Administrator Nash*)
7. COMMUNICATIONS
  - A. Chair
  - B. Administrator (*see Administrator's report*)
  - C. Commissioners
  - D. Committees
  - E. Counsel Engineer
8. INFORMATION ONLY
  - A. May 2011 Bassett Creek Watershed Erosion Control Inspections
9. ADJOURNMENT

# Bassett Creek Watershed Management Commission

## Minutes of the Meeting of April 21, 2011

### 1. Call to Order

The Bassett Creek Watershed Management Commission (BCWMC) was called to order at 11:35 a.m., on Thursday, April 21, 2011, at Golden Valley City Hall by Chair Loomis. Ms. Herbert conducted roll call.

#### Roll Call

<i>Crystal</i>	Commissioner Pauline Langsdorf	<i>Administrator</i>	Geoff Nash
<i>Golden Valley</i>	Commissioner Linda Loomis, Chair	<i>Counsel</i>	Charlie LeFevere
<i>Medicine Lake</i>	Commissioner Ted Hoshal	<i>Engineer</i>	Karen Chandler
<i>Minneapolis</i>	Commissioner Michael Welch, Treasurer	<i>Recorder</i>	Amy Herbert
<i>Minnetonka</i>	<i>Absent</i>		
<i>New Hope</i>	Commissioner John Elder		
<i>Plymouth</i>	Commissioner Ginny Black, Vice Chair		
<i>Robbinsdale</i>	<i>Absent</i>		
<i>St. Louis Park</i>	Commissioner Jim de Lambert, Secretary		

Also present: Laura Adler, BCWMC Technical Advisory Committee, City of St. Louis Park  
Caroline Amplatz, Caroline's Kids Foundation  
Derek Asche, BCWMC Technical Advisory Committee, City of Plymouth  
Jack Frost, Metropolitan Council Environmental Services  
Christopher Gise, Watershed Resident  
Kari Geurts, Caroline's Kids Foundation  
Dave Hanson, Alternate Commissioner, City of Golden Valley  
Len Kremer, Barr Engineering Company  
Tom Mathisen, BCWMC Technical Advisory Committee, City of Crystal  
Richard McCoy, BCWMC Technical Advisory Committee, City of Robbinsdale  
Jeff Oliver, BCWMC Technical Advisory Committee, City of Golden Valley  
Al Sarvi, New Hope Resident  
Liz Stout, BCWMC Technical Advisory Committee, City of Minnetonka

### 2. Approval of Agenda and Consent Agenda

Commissioner Black moved to approve the Consent Agenda and the Agenda. Commissioner Elder seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

### 3. Citizen Input on Non-Agenda Items

No citizen input on non-agenda items.

### 4. Administration

- A. Presentation of March 17, 2011, Meeting Minutes. The meeting minutes were approved at part of the Consent Agenda.
- B. Presentation of Financial Statements. The April Financial Report was received and filed as part of the Consent Agenda.  
The general and construction account balances reported in the April 2011 Financial Report are as follows:

Checking Account Balance	\$688,309.83
<b><i>TOTAL GENERAL FUND BALANCE</i></b>	<b><i>\$688,309.83</i></b>
Construction Account Cash Balance	2,374,743.17
Investment due 5/13/2015	508,918.39
Investment due 9/16/2015	512,059.83
<b><i>TOTAL CONSTRUCTION ACCOUNT BALANCE</i></b>	<b><i>3,395,721.39</i></b>
-Less: Reserved for CIP projects	4,891,909.20
<b><i>Construction cash/ investments available for projects</i></b>	<b><i>(1,496,187.81)</i></b>

**C. Presentation of Invoices for Payment Approval.**

- i. Kennedy & Graven – Legal Services through 2/28/11 – invoice for the amount of \$1,489.80.
- ii. Barr Engineering Company – Engineering Services through 3/25/11 – invoice for the amount of \$41,544.94.
- iii. Watershed Consulting, LLC – Geoff Nash Administrator Services through 3/31/11 – invoice for the amount of \$3,771.30.
- iv. D’amico- ACE Catering – April BCWMC meeting catering – invoice for the amount of \$328.32.
- v. Shingle Creek – 2011 WMWA Workshops through 4/6/11 – invoice for the amount of \$954.53.
- vi. Shingle Creek – WMWA General Expense Quarterly Invoice – invoice for the amount of \$150.93.
- vii. Rice Creek Watershed District – Blue Thumb brochures for Education Committee – invoice for the amount of \$94.00.
- viii. SEH – Sweeney Lake TMDL Study through 3/15/11 – invoice for the amount of \$1,222.50.

Commissioner Black moved to approve payment of all invoices clarifying that the payment for the WMWA invoice for its quarterly general expenses is for the amount of \$150.93. Commissioner Langsdorf seconded the motion. By call of roll the motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

- D. Final Decision on 2011 CAMP Monitoring and Contract with Met Council Environmental Services for 2011 CAMP Program.** Commissioner Black moved approving the CAMP program for six of the seven sites sampled in 2010 and adding a second sample site on Medicine Lake if the BCWMC could find the additional funds in the budget. Commissioner Hoshal seconded the motion. The Commission clarified that the six historical sample sites referenced in Commissioner Black’s motion were Medicine Lake, Northwood Lake, Sweeney Lake site one, Sweeney Lake site two (north), Twin Lake, and Westwood Lake. The Commission discussed that the 2011 costs to sample a site will be \$550 per lake and that new sample kits cost between \$150 and \$200. Commissioner Welch made the friendly amendment that the additional costs above the 2011 budgeted amount for the CAMP program be invoiced to the 2011 Demonstration/ Education Grants budget line. Commissioners Black and Hoshal approved the friendly amendment. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

- E. Motion Not to Waive Monetary Limits on BCWMC’s Tort Liability Insurance through LMCIT.** Commissioner Welch moved not to waive the monetary limits on the BCWMC’s tort liability insurance through the LMCIT. Commissioner Black seconded the motion. The motion carried

unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

- F. Execute Contract with Kennedy & Graven for Legal Services to the BCWMC for 2011-2012. Commissioner Welch moved to execute the contract with Kennedy & Graven for legal services to the BCWMC for 2011-2012. Commissioner de Lambert seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

## 5. New Business

- A. Discuss Draft 2010 Annual Report. Commissioner Hoshal commented that the report should note in what ways the report has been streamlined from the 2009 annual report format. Administrator Nash said that he would mail out the draft annual report to the Commission and recommended that the Commission add an item to its May agenda to approve the final 2010 annual report. Chair Loomis directed the Commission to get its comments to Administrator Nash by Saturday, April 30<sup>th</sup>.
- B. Contract for 2011 and 2012 Engineering and Technical Services. Administrator Nash summarized the information that was e-mailed to the Commission about the Barr Engineering Company transition plan and he provided an overview of proposed changes to the contract in place between the Commission and Barr Engineering Company. Commissioner Black moved to approve the contract for 2011 and 2012 Engineering and Technical Services using the fee schedule used in 2010. The motion was not seconded. Commissioner Welch asked about the mark-ups indicated in the contract's terms and conditions and that were initialed by Len Kremer. Mr. Kremer said those changes to the terms and conditions reflected changes that were discussed with the Commission's legal counsel and that were approved by the Commission in the Commission's previous contract process with Barr Engineering Company. Mr. LeFevere commented that in summary he had discussed with Barr Engineering Company the idea that Barr Engineering Company remove certain terms and conditions that limited the Company's liability. Commissioner Welch commented that he would be more comfortable with delaying approval to allow the Commission more time to review the contract. Chair Loomis directed staff to put the item onto the Commission's May agenda.

## 6. Old Business

- A. Cooperative Agreement for Sweeney Lake Outlet Reconstruction Feasibility Report. Mr. LeFevere explained that at the last meeting the Commission directed him to prepare an agreement to be executed between the City of Golden Valley and the BCWMC under which the Commission would agree to reimburse the City of Golden Valley for the preparation of a feasibility report.

Commissioner Hoshal mentioned an edit to be made in paragraph 4 where the reference states paragraph 5 but should state paragraph 3. Counsel and the Commission agreed with the edit.

Commissioner Welch said that the nature of the agreement is that the City will prepare the feasibility report. He said that based on his review of the March 2011 meeting minutes it appeared that the Commission discussed not only that the City would contract for the preparation for the feasibility report and for the actual project construction but that the Commission would be allowed to approve the selection of who the City contracted with to do the work. Commissioner Welch said that if the feasibility report and the work are let together so that the same entity does both pieces and the process for bids is a sealed bid process, then the Commission would need to go with the lowest bidder and would not really have an opportunity to review proposals and bids. Mr. LeFevere said that in order to hold a public hearing the Commission needs a feasibility report and he clarified that this agreement only addresses the feasibility report. He said that the contract discussion at the previous Commission meeting wasn't about a construction contract but was about a cooperative agreement between the City and the Commission and that will need to be executed if the Commission decides to go ahead with the contract.

Commissioner Welch asked if there is a timing issue with regard to the Commission having the

opportunity to weigh in on who the City selects to prepare the feasibility report. Mr. LeFevere said that ordinarily the Cooperative Agreements provide that the City will do the design engineering and inspection and that the City can do it in-house or can contact out for it. He said that in this case the agreement is for a feasibility study, which the City can do in-house or can farm out. He said that he doesn't recall in the past the Commission saying yes or no to a city's selection of consulting engineers. Commissioner Welch said that the Commission has a continued fuzziness on the Commission's policy and procedure on the contracting for feasibility studies. Mr. LeFevere said that the City of Golden Valley communicated that it felt that ultimately it would be doing the project with an engineer of the City's selection, if the Commission decides to move ahead with the project, and that the City thought it would make sense for the City to select the same engineer for the feasibility study and the construction so there would be continuity.

Commissioner Welch said that the Commission should work to achieve clarity on where it will have input on projects because the feasibility study weighs the various options that could be accomplished. He said that he has a particular interest in the Commission's role in having input, review, and/ or approval of the design of projects and components that are being constructed with Commission funds.

Caroline Amplatz raised her concern about information she received about the dam having been illegally altered in the past and she wondered if the Commission's money should be spent fixing this vandalism in light of the question of how such an action could be prevented from happening again after the Commission spends funds to fix the dam. Mr. Oliver replied that the alteration of the dam did occur sometime and that the alteration did raise the water level of the lake three to six inches but that the more pressing issue is that erosion occurred around the edges of the dam. He explained that the dam was constructed sometime in the 1970s and that although it has served its function well it is not a legal structure or an appropriate structure for the role that the lake serves for the overall watershed with regard to flood control. He continued by saying that the City requested that a new outlet structure be installed in order for the dam to be a conforming outlet structure that is a dam of record with the Department of Natural Resources.

Caroline Amplatz asked if there is any scientific data to shed light on whether the level of water in Sweeney Lake affects the water quality of Twin Lake and she asked if such information should be considered in light of the proposed dam project. Mr. Kremer answered that the watershed of Sweeney Lake is much greater than the watershed of Twin Lake, so when there is a flood or a significant rainfall, Sweeney Lake may raise by four and a half or five feet and then the water would flow into Twin Lake. He said that when the water level drops the water then would flow back into Sweeney. Mr. Kremer commented that the proposed dam will not have a significant effect on that process. He explained that for severe events there are controls downstream of the dam that regulates the flows going into Bassett Creek and those controls won't change. He said that the water quality of Sweeney Lake does affect the water quality of Twin Lake.

Commissioner Black moved to approve entering into the Cooperative Agreement with the City of Golden Valley for the Sweeney Lake Outlet reconstruction feasibility report with the change noted by Commissioner Hoshal in paragraph 4. Commissioner Elder seconded the motion. Commissioner Welch added the friendly amendment that the report will be presented to the Commission. Commissioners Black and Elder approved the friendly amendment. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

- B. Funding/ Cooperative Agreement for Bassett Creek Main Stem Restoration Project.
- Commissioner Black moved to approve the amendments to both the Cooperative Agreement for the Bassett Creek Main Stem Restoration Project and the Plymouth Creek Restoration Project. Commissioner Welch seconded the motion. Ms. Chandler noted that the amendments are necessary due to the need to decrease the amounts that the Commission will reimburse the City of Golden Valley and the City of Plymouth for those two projects because of the grant funds received by the two cities for those projects. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

C. Funding/ Cooperative Agreement for Plymouth Creek Restoration Project. See discussion and action in item 6A.

D. Reimbursement Request from the City of Plymouth for Plymouth Creek Restoration Project. Commissioner Black moved to approve reimbursing the City of Plymouth in the amount of \$568,622.33 for the Plymouth Creek Restoration Project. Commissioner Elder seconded the motion. By call of roll the motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

E. TAC Recommendations

- i. Transition Plan for Barr Engineering Company. Administrator Nash mentioned that the Commission had discussed the transition plan, as described in the April 15, 2011, memo from Barr Engineering, during an earlier agenda item. He commented that the TAC did have suggestions to the draft transition plan and that the suggestions were incorporated into the final plan and that the TAC approved the plan, which was e-mailed to the Commission. Administrator Nash said that the TAC recommended that at his discretion he request that Jim Herbert of Barr Engineering attend meetings where his technical input on projects need to be discussed by the TAC or the Commission. Commissioner Welch commented that the TAC discussed that there are various staff at Barr Engineering including Jim Herbert among others that provide technical expertise on BCWMC projects and that Administrator Nash would handle the logistical details of setting up when the Commission and the TAC need input at meetings from those experts.
- ii. Engineering/ Technical Pool. Administrator Nash said that the TAC reviewed a 2009 RFQ (Request for Qualifications) prepared by the Scott County Watershed Management Organization (WMO) for consulting services. He reported that the TAC recommended that he produce a similar document for the Commission's review and he asked for that direction from the Commission. Commissioner Black moved to direct Administrator Nash to prepare the RFQ. Commissioner Elder seconded the motion.

Commissioner Welch said that he supports the idea of the Commission more actively soliciting work from other parties who provide services. He said that he doesn't support the idea of creating a pre-approved pool of contractors. Commissioner Welch commented that he thinks that the areas of feasibility studies and design are two areas where the Commission could get a lot of benefit from bringing in someone with particular expertise due to their history and staff in certain disciplines. He said that the TAC discussed using the professional services pool for the areas of feasibility studies and TMDLs but that he is concerned that because the Commission won't be doing that many feasibility studies and TMDLs there is a risk that the pool would be created but the firms wouldn't get work from the Commission. Commissioner Welch continued by saying that he thinks the Commission would receive just as much benefit from identifying projects for which the Commission would solicit requests and then soliciting requests for those projects. He said that he isn't sure what the Commission would gain from having a pool and he wondered how the Commission could narrow down firms into a pool without having details on the specific project expertise needed.

Administrator Nash agreed that Commissioner Welch's suggestion is a much more targeted approach and that it would be easier for a consultant to respond to a request such as Commissioner Welch described as opposed to a shot-gun approach.

Commissioner Black said that there were two Commission projects this year that didn't go out for an RFP because of the tight project schedules. She said that she would like the Commission to have some ability to draw from a preapproved list so that it doesn't face the timeline issues it has faced in the past.

Mr. Oliver stated that the process of going through an RFP is expensive and that a pool would reduce the cost to the Commission and would streamline the process.

Mr. LeFevere commented that he didn't think that the two ideas were mutually exclusive.

Kari Geurts asked about the process that would be undertaken to identify the firms that would get into the pool. Chair Loomis said that the motion on the table is for the Administrator to prepare a request for qualifications that would then be reviewed by the Commission and the Technical Advisory Committee.

Commissioner Welch commented that an RFQ to identify a pre-qualified pool costs firms money just to get in the door. He said that services agreements could be approached as an RFP process that is as quick and specific as a two or three letter process and that there doesn't need to be a pre-qualification to do proceed in that manner.

By call of roll, the motion carried with six votes in favor [City of Minneapolis opposed the motion; Cities of Minnetonka and Robbinsdale were absent from the vote]. Chair Loomis directed the TAC to review the draft RFQ at its next meeting and for the RFQ to come in front of the Commission at its June meeting.

- iii. 2011 Watershed Tour. Administrator Nash said the TAC discussed allowing 20 to 25 minutes for each stop and that city staff would provide comments on projects during the bus ride to the projects. He said that the TAC recommended that he work on a schedule and an itinerary.
- iv. Addition of more Lakes to the CAMP program and Changes to Sweeney and Twin Lakes Monitoring. Kari Geurts asked about the TAC recommendation that the Twin Lake water quality monitoring be moved from 2012 to 2014. Ms. Chandler explained that the reason for the recommendation to delay the detailed water quality monitoring on Twin Lake is because the Commission collected detailed monitoring data on Sweeney and Twin Lakes in 2008 and 2009 and then also did an additional study of Twin Lake in 2010. She stated that the Commission did take action to continue participating in the CAMP monitoring program in 2011 for Sweeney Lake. Ms. Chandler added that the Commission hopes that the Sweeney Lake TMDL will be approved shortly and with that approval it would be good for the Commission to have detailed monitoring take place at least a couple of years after the TMDL is approved in order to be able to evaluate how well the lake is responding to actions taking place in the watershed. Ms. Chandler said that 2012 is too early to be able to see that information. Ms. Geurts asked how the delay of the monitoring on Twin Lake would affect the aeration of Sweeney Lake. Ms. Chandler said that previously the aeration was turned off for the year of the monitoring. Chair Loomis said the Commission hasn't discussed aeration yet in terms of future needs to monitor Sweeney Lake.

Commissioner Welch asked if the CAMP monitoring data would provide the Commission with the water quality information it would need in order to be able to make comparisons. Ms. Chandler said probably not.

Ms. Amplatz said that it was her understanding that the Commission hasn't made a list of priorities for use of Sweeney Lake and that she was wondering if the Commission would be willing to make a list of use priorities for the lake and to make a statement of the most important use of the lake or to make a statement to endorse and support the priority list in the Sweeney Lake TMDL study, which she thought identified that swimming in the lake was the number one priority.

Ms. Chandler said that she thinks that through the TMDL the BCWMC adopts the MPCA's priorities. Chair Loomis stated that the Commission's *Watershed Management Plan* documents the BCWMC's water quality goals for Sweeney Lake. Mr. Oliver said that the classification identified for Sweeney Lake is full-body contact. Commissioner Welch said that the Commission's goal is a water quality goal and does not dictate goals for uses. Ms. Amplatz asked if eliminating blue-green algae would be a water quality goal for Sweeney Lake. Mr. Mathisen commented that algae is responsive to phosphorus and that the Commission is working to improve water quality, which over the timeline of 20 to

40 years should see improvements due to the Commission's and cities' projects and will hopefully lead to improvements in areas such as usability of the water bodies.

Mr. Kremer added that TMDLs call for MS4s to prepare a progress report on how well the lake is responding to BMPs that have been implemented. He said the Commission will want to schedule testing that coordinates with that reporting schedule.

Commissioner Welch asked if the Commission discussed options in light of Dr. Pilgrim's information on Twin Lake last month. Ms. Chandler said that some options were presented by Dr. Pilgrim but the Commission didn't discuss them in detail and did not discuss how to proceed. Chair Loomis directed staff to add to one of the upcoming future BCWMC meeting agendas an item regarding how the Commission should proceed with regard to the information presented by Dr. Pilgrim in March on the water quality of Twin Lake.

Ms. Geurts commented that maybe the Commission would want to monitor Twin Lake as originally scheduled because the Commission may need more data. Ms. Chandler stated that as part of the upcoming 2012 budget process the Commission Engineer can provide the Budget Committee with information on the costs of 2012 monitoring, which will help with the discussion.

Ms. Black said that she would like for the Commission to accept the changes to the BCWMC's monitoring program as described in the April 12, 2011, TAC memo. Chair Loomis directed staff to proceed with preparing the 2012 monitoring program budget with the changes discussed for review during the 2012 budget review. Commissioner Welch encouraged the Commission Engineer to stay on top of the need for assessment of Twin Lake and Sweeney Lake.

Ms. Langsdorf said that an edit should be made to the TAC memo under number two, first paragraph, sixth line, where the reference to the April meeting should be changed to read the March meeting.

Chair Loomis announced that the next TAC meeting will be May 5<sup>th</sup> and that Commissioner Harper-Lore is slated to be the Commission liaison at the meeting. Commissioner Black volunteered to be the liaison if Commissioner Harper-Lore isn't available to make it.

- F. **Clean Water Legacy Grant Fund - Local Match Update.** Administrator Nash said that this update closes the circle on the modifications to the grant application to BWSR related to the two streambank restoration projects. He said that Brad Wozney approved the modification to the application amount regarding the lower local match amount. Administrator Nash announced that the Wirth Lake Outlet agreement with BWSR was signed by Chair Loomis and that he has asked Deputy Treasurer Sue Virnig to let the Commission know when the check from BWSR is received.

G. **Education Committee.**

- i. Commissioner Langsdorf announced that the West Metro Water Alliance's (WMWA) March volume management workshop was cancelled due to snow and has been rescheduled for May 31<sup>st</sup>.
- ii. Commissioner Langsdorf said that WMWA's nutrient management workshop will be held on May 18<sup>th</sup> at the Maple Grove City Hall.
- iii. Commissioner Langsdorf reported that WMWA held the rural volume management workshop and that 20 people attended and that it went well.
- iv. Commissioner Langsdorf announced that the next WMWA meeting will be on May 10<sup>th</sup> at Plymouth City Hall at 8:30 a.m.
- v. Commissioner Langsdorf reported that the Commission had its display up at the



**Plymouth Yard & Garden Expo.**

- vi. Commissioner Langsdorf said that the Commission will have its display at the May 12<sup>th</sup> Zachary Lane School Environmental Fair, which will be held at the school from 5:30 p.m. to 8:00 p.m.
- vii. Commissioner Langsdorf announced that she handed out some of the Blue Thumb brochures to each of the BCWMC's member cities and that she has left the rest of the brochures with the exhibit.
- viii. Commissioner Langsdorf reported that the Education Committee recommended that Administrator Nash be the BCWMC contact for Blue Thumb so that information will be sent to him from Blue Thumb to be passed on to the Education Committee.
- ix. Commissioner Langsdorf asked if anyone saw the education newspaper article on rain gardens and Chair Loomis said that it ran in the Golden Valley paper. Commissioner Langsdorf said that the article would have then run in the watershed member cities' editions of the *Sun Current/ Sun Sailor*.
- x. Commissioner Langsdorf said that the Education Committee recommends that new education articles come out in the newspaper when the streambank restoration projects are being constructed.
- xi. Commissioner Langsdorf reported that the Committee discussed the Committee's sustainability. Chair Loomis requested that the Committee discuss and communicate to the Commission how it would function without a Committee chair if a chair isn't found and to discuss alternate ways of functioning. Commissioner Langsdorf said that the Committee discussed the possibility of having staff step in to lead the meetings and write up the reports. Chair Loomis said that the Budget Committee would discuss the idea.
- xii. Commissioner Langsdorf announced that the next Education Committee meeting will be at 9:00 a.m. on May 24<sup>th</sup> at Plymouth City Hall.

## **7. Communications**

**A. Chair:**

- i. Chair Loomis commented that the Lakes and Rivers Conference will be held next week.

**B. Administrator:**

- i. Administrator Nash mentioned that his Administrator's Report was included in the meeting packet. He mentioned that item 10 on the report discussed his invitation by Hennepin County staff to attend a planning meeting for the Southwest Light Rail Transit Line from Eden Prairie to Minneapolis. Administrator Nash said that two proposed LRT stations would be in the Bassett Creek Watershed. He said that upon request he provided Bonestroo information on the locations of planned BCWMC CIP projects within one-half mile of the stations.
- ii. Administrator Nash reported that he received a request from Kari Geurts to present the findings of the Braun Intertec report on whole-lake aeration of Sweeney Lake and said that there had not been room on the April agenda for that item. He said that he is still waiting to receive permission to distribute the report to the Commission.
- iii. Administrator Nash said that he got word from Brad Wozney that biennial solicitation is not required for audits. He said that biennial solicitation is not required for accounting services performed by cities with a Joint Powers Agreement.
- iv. Administrator Nash reported that he received a copy of a response from the Three Rivers Park District regarding a communication from the Association of Medicine Lake Area Citizens (AMLAC) that discussed a concern about aquatic invasive species.

- v. Administrator Nash stated that he met with Brooke Asleson and John Erdmann to discuss comments received by the MPCA on the Sweeney Lake TMDL during the comment period. He asked for authorization to work with Barr Engineering to talk to the MPCA and SEH to coordinate responses to the comments. Mr. Kremer added that he anticipates that it would take approximately four hours of Barr's time regarding the responses and a little more time to provide Ron Leaf with some information. Commissioner Black asked if it would take fewer than 10 hours of the Commission Engineer's time. Mr. Kremer said yes.

Commissioner Welch recommended that the Commission direct Administrator Nash to meet and discuss with Mr. Kremer, Ron Leaf, other technical resources as necessary, and a commissioner [volunteering himself] a way to identify substantive comments and to frame a response to those issues to bring in front of the Commission next month. Chair Loomis made the motion described by Commissioner Welch. Commissioner Black seconded the motion. The motion carried with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

**C. Commissioners:**

- i. Commissioner Hoshal asked if the Commission would be in agreement with his idea of inviting a resident with a strong professional biology background to a TAC meeting and to perhaps move in the direction of requesting the City of Medicine Lake to appoint him to the TAC as the technical representative for Medicine Lake. The Commission commented that the appointment is made by the City so that would be a decision for the City of Medicine Lake and noted that the TAC meetings are open meetings and the person could certainly attend to see if he has an interest.
- ii. Commissioner Hoshal reported that the City of Medicine Lake is still working on the erosion and sediment control ordinance, which should be ready for the Commission's review by the next BCWMC meeting or two.

**D. Committees: No Communications.**

**E. Counsel:** Mr. LeFevere mentioned that he updated the Major Plan Amendment timeline document in light of the 2010 legislative changes and that the document was included in the meeting packet.

**F. Engineer:** Ms. Chandler reported that the Commission Engineer received from Metropolitan Council staff the monthly loads for a number of parameters monitored at the Bassett Creek WOMP station. The Commission Engineer will be receiving daily loads from the Metropolitan Council, which are needed to get an idea if Bassett Creek is meeting state standards.

## 8. Adjournment

Commissioner Welch moved to adjourn the meeting. Commissioner Black seconded the motion. The meeting adjourned at 2:08 p.m.

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Linda Loomis, Chair

Date

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Amy Herbert, Recorder

Date

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Jim de Lambert, Secretary

Date

## Bassett Creek Watershed Management Commission General Account

## General Fund (Administration) Financial Report

Fiscal Year: February 1, 2011 through January 31, 2012

(UNAUDITED)

MEETING DATE: May 19, 2011

4B.

<b>BEGINNING BALANCE</b>	<b>12-Apr-11</b>		688,309.83
<b>ADD:</b>			
<b>General Fund Revenue:</b>			
Interest/(Bank Fees)		1.36	
<b>Assessment not received - Minneapolis</b>			
Permits:			
City of Plymouth	Annapolis Lane	1,000.00	
Reimbursed Construction Costs		26,796.75	
	<b>Total Revenue and Transfers In</b>		<b>27,798.11</b>
<b>DEDUCT:</b>			
<b>Checks:</b>			
2343 Barr Engineering	April Engineering	54,724.42	
2344 Amy Herbert	April Secretarial	3,328.96	
2345 Kennedy & Graven	March Legal	4,057.58	
2346 D'Amico Catering	May meeting	362.00	
2347 Watershed Consulting	April administrator	3,830.53	
2348 Judy Arginteanu	Raingarden article	300.00	
2349 City of Plymouth	Water Quality Display	106.82	
2350 Hamline University	Watershed Partners	3,500.00	
2351 Void	void	0.00	
2352 MMKR	Audit	3,350.00	
	<b>Total Checks</b>		<b>73,560.31</b>
Outstanding from previous years-Prior Year Expenses:			
Meadowbrook School	2009 Exp-Grant	992.08	
2316 West Metro Water Alliance	2010 Exp-Grant	2,969.50	
2338 Rice Creek Watershed	Brochures	94.00	
2340 Shingle Creek Watershed	WMWA Gen Exp/Workshop	1,105.46	
<b>ENDING BALANCE</b>	<b>10-May-11</b>		<b>642,547.63</b>

	2011/2012 BUDGET	CURRENT MONTH	YTD 2011/2012	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS	434,150	0.00	402,776.00	31,374.00
PERMIT REVENUE	40,000	1,000.00	10,500.00	29,500.00
GRANTS	0	0.00	0.00	0.00
MISCELLANEOUS	0	0.00	0.00	0.00
INTEREST	0	1.36	(18.54)	18.54
<b>REVENUE TOTAL</b>	<b>474,150</b>	<b>1,001.36</b>	<b>413,257.46</b>	<b>60,892.54</b>
<b>EXPENDITURES</b>				
<b>ENGINEERING</b>				
ADMINISTRATION	110,000	14,068.56	36,617.06	73,382.94
PLAT REVIEW	50,000	7,056.92	16,274.92	33,725.08
COMMISSION MEETINGS	13,000	679.74	2,719.41	10,280.59
SURVEYS & STUDIES	20,000	0.00	4,171.00	15,829.00
WATER QUALITY/MONITORING	34,000	1,657.50	5,238.00	28,762.00
WATER QUANTITY	11,000	2,284.86	2,758.88	8,241.12
WATERSHED INSPECTIONS	8,000	2,012.95	4,304.14	3,695.86
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	0.00	10,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
<b>ENGINEERING TOTAL</b>	<b>258,000</b>	<b>27,760.53</b>	<b>72,083.41</b>	<b>185,916.59</b>
<b>ADMINISTRATOR</b>	<b>36,000</b>	<b>3,830.53</b>	<b>10,617.00</b>	<b>25,383.00</b>
LEGAL COSTS	18,500	2,176.23	3,560.98	14,939.02
AUDIT, INSURANCE & BONDING	15,000	3,350.00	4,950.00	10,050.00
FINANCIAL MANAGEMENT	3,000	0.00	0.00	3,000.00
MEETING EXPENSES	4,750	362.00	1,370.01	3,379.99
SECRETARIAL SERVICES	45,000	4,152.95	11,163.45	33,836.55
PUBLICATIONS/ANNUAL REPORT	2,000	924.50	924.50	1,075.50
WEBSITE	4,500	142.50	213.75	4,286.25
PUBLIC COMMUNICATIONS	3,000	0.00	0.00	3,000.00
WOMP	10,000	157.50	157.50	9,842.50
DEMONSTRATION/EDUCATION GRANTS	5,000	0.00	0.00	5,000.00
EDUCATION, OUTREACH & PARTNERSHIPS	19,400	3,906.82	5,749.95	13,650.05
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)	0	0.00	0.00	0.00
<b>GRAND TOTAL</b>	<b>474,150</b>	<b>46,763.56</b>	<b>110,790.55</b>	<b>363,359.45</b>

BCWMC Construction Account  
Fiscal Year: February 1, 2011 through January 31, 2012  
May 2011 Financial Report

(UNAUDITED)

Beginning Balance	12-Apr-11	2,374,743.17
ADD:		
Interest		4.68
State of MN BWSR-90%-Wirth Lake Outlet		67,500.00
		67,504.68
DEDUCT:		
Construction Costs		26,796.75
		26,796.75
Ending Balance:	10-May-11	2,415,451.10

**Investments**

Federal Home Loan Mtg Corp - Purchased 8/12/10 - Due 5/13/2015 - 0.45% (Current mkt value \$501,622.14)	508,918.39
Federal Home Loan Mtg Corp - Purchased 1/14/11 - Due 9/16/2015 - 0.5% (Current mkt value \$507,801.00)	512,059.83
<b>Total Investments</b>	<b>1,020,978.22</b>
Construction Account - Cash Balance (detailed above)	2,415,451.10
<b>Total: Construction Fund Cash/Investments</b>	<b>3,436,429.32</b>
Less: Reserved for CIP Projects	4,865,112.45
<b>Construction Cash/Investments Available for projects</b>	<b>(1,428,683.13)</b>

BCWMC Second Generation Projects	Budget	Current	YTD	Project Total	Balance
<b>CIP Projects:</b>					
Twin Lake-expected completion 2006	140,000	0.00	0.00	5,724.35	134,275.65
West Medicine Lake Park Pond	1,100,000	0.00	0.00	744,633.58	355,366.42
Plymouth Creek Channel Restoration (2010)	810,200	1,023.90	570,008.73	631,169.93	179,030.07
Main Stem Crystal to Regent (2010)	501,100	597.40	814.90	23,974.75	477,125.25
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200	0.00	560.00	35,363.97	544,836.03
North Branch-Crystal (2011 CR-NB)	834,900	0.00	0.00	31,522.86	803,377.14
Plymouth Pond NB-07(NL-2)	0	0.00	810.25	1,412.25	(1,412.25)
Wirth Lake Outlet Modification (WTH-4)(2012)	250,000	338.35	10,656.35	13,566.35	236,433.65
Sweeney Lake Outlet (2012 FC-1)	250,000	544.35	2,113.40	6,563.40	243,436.60
Main Stem Irving Ave to GV Road (2012 CR)	600,000	22,664.85	35,402.77	37,122.77	562,877.23
Lakeview Park Pond (2013)	196,000	0.00	296.50	934.00	195,066.00
Schaper Pond Enhancement Feasibility (SL-1)	37,000	941.90	2,608.90	2,608.90	34,391.10
<b>TMDL Projects</b>					
TMDL Studies	125,000	0.00	0.00	102,588.15	22,411.85
Sweeney Lake TMDL	119,000	686.00	2,158.50	209,090.86	(90,090.86)
<b>Annual Flood Control Projects:</b>					
Flood Control Emergency Maintenance	500,000	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	523,373	0.00	0.00	13,566.33	509,806.67
<b>Annual Water Quality</b>					
Channel Maintenance Fund	200,000	0.00	0.00	41,818.10	158,181.90
	<b>6,766,773</b>	<b>26,796.75</b>	<b>625,430.30</b>	<b>1,901,660.55</b>	<b>4,865,112.45</b>
<b>Project Reimbursements</b>					
Sweeney Lake TMDL		0.00	0.00	155,346.44	

**Tax Levy Revenues**

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance	BCWMO Levy
2011 Tax Levy	862,400.00		862,400.00				862,400.00	862,400
2010 Tax Levy	935,298.91	(1,660.13)	933,638.78			921,936.47	11,702.31	935,000
2009 Tax Levy	800,841.30	(6,550.93)	794,290.37			791,628.41	2,661.96	800,000
2008 Tax Levy	908,128.08	(3,381.33)	904,746.75			903,232.32	1,514.43	907,250
2007 Tax Levy	190,601.74	(640.14)	189,961.60			189,863.23	98.37	190,000
2006 Tax Levy	531,095.47	(2,721.10)	528,374.37			528,403.53	(29.16)	519,000
2005 Tax Levy	450,401.40	(2,380.36)	448,021.04			448,065.77	(44.73)	438,000
				<b>0.00</b>			<b>878,303.18</b>	

Bassett Creek Construction Project Details

	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond	2010 Plymouth Creek Channel Restoration	2010 Main Stem Crystal to Regent	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet-FC1	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond	Schaper Pond Enhancement Feasibility (SL-1)	TMDL Studies
Original Budget	6,766,773	140,000	500,000	773,373 (250,000.00)	200,000	1,100,000	810,200	501,100	580,200	834,900		250,000	250,000	600,000	196,000	37,000	125,000
Expenditures:																	
Feb 2004 - Jan 2005	2,621.00	1,983.50															
Feb 2005 - Jan 2006	8,665.89	1,716.70		3,954.44	2,994.75										637.50		
Feb 2006 - Jan 2007	12,414.04	375.70		9,611.89		1,789.25											637.20
Feb 2007 - Jan 2008	115,013.14	36.00				1,835.70											23,486.95
Feb 2008 - Jan 2009	156,801.69				38,823.35	18,392.11	20,954.25										31,590.12
Feb 2009 - Jan 2010	99,373.09	1,612.45				687.00	9,319.95	11,569.05									31,868.63
Feb 2010 - Jan 2011	881,341.40					721,929.52	30,887.00	11,590.80	34,803.97	31,522.86	602.00	2,910.00	4,450.00	1,720.00		2,608.90	15,005.25
Feb 2011 - Jan 2012	625,430.30						570,008.73	814.90	560.00		810.25	10,656.35	2,113.40	35,402.77	296.50		
Total Expenditures:	1,901,660.55	5,724.35		13,566.33	41,818.10	744,633.58	631,169.93	23,974.75	35,363.97	31,522.86	1,412.25	13,566.35	6,563.40	37,122.77	934.00	2,608.90	102,588.15
Project Balance	4,865,112.45	134,275.65	500,000.00	509,806.67	158,181.90	355,366.42	179,030.07	477,125.25	544,836.03	803,377.14	(1,412.25)	236,433.65	243,436.60	562,877.23	195,066.00	34,391.10	22,411.85

	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond	2010 Plymouth Creek Channel Restoration	2010 Main Stem Crystal to Regent	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet-FC1	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond	Schaper Pond Enhancement Feasibility (SL-1)	TMDL Studies
Project Totals By Vendor																	
Barr Engineering	397,896.40	3,758.10		9,549.32		7,004.91	38,467.60	21,098.50	34,571.32	30,730.21	1,412.25	13,308.50	5,914.00	37,055.92	889.00	2,608.90	99,711.70
Kennedy & Graven	14,025.44	1,966.25		24.75	354.75	1,427.15	1,518.45	2,062.80	792.65	792.65		257.85	649.40	66.85	45.00		1,164.30
City of Golden Valley	2,640.00				2,640.00												
City of New Hope	813.45							813.45									
City of Plymouth	1,343,647.20				38,823.35	736,201.52	568,622.33										
City of St. Louis Park																	
Corn of Trans	3,992.26			3,992.26													
S E H	101,598.10																
Misc	14,486.15																
2.5% Admin Transfer	22,561.55						22,561.55										1,712.15
Total Expenditures	1,901,660.55	5,724.35		13,566.33	41,818.10	744,633.58	631,169.93	23,974.75	35,363.97	31,522.86	1,412.25	13,566.35	6,563.40	37,122.77	934.00	2,608.90	102,588.15

	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond	2010 Plymouth Creek Channel Restoration	2010 Main Stem Crystal to Regent	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet-FC1	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond	Schaper Pond Enhancement Feasibility (SL-1)	TMDL Studies
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 - Future ???	971,000																
Construction Fund Balance	904,000						62,738	2,262	419,500	419,500		175,000		600,000	196,000		
Henn Cty Grant - City of Plymout	155,000						155,000										
Henn Cty Grant - City of Golden	135,000							135,000									
BWSR Grant- BCWMO	435,000						212,250	147,750				75,000					
Total Levy/Grants	4,397,400						1,332,450	603,850	580,200	834,900		250,000		600,000	196,000		

# Kennedy & Graven, Chartered

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

(612) 337-9300  
Tax ID No. 41-1225694

April 11, 2011

Statement No. 101642

Bassett Creek Water Management Commission

Sue Virnig  
7800 Golden Valley Road  
Golden Valley, MN 55427

Through March 31, 2011

BA295-00001 General	2,176.23
BA295-00027 2010 Plymouth Creek Restoration (PC-1, PC-2)	458.40
BA295-00028 2010 Bassett Creek Main Stem Restoration	553.90
BA295-00031 Sweeney Lake Outlet	544.35
BA295-00033 Wirth Lake Outlet	257.85
BA295-00034 Main Stem Restoration - Irving to Golden Valley Rd. 2012 CR	66.85

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**Total Current Billing: 4,057.58**

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

March 31, 2011

BA295-00001 General

Through March 31, 2011

For All Legal Services As Follows:

			Hours	Amount
3/2/2011	CLL	Work on updating capital project file	0.50	95.50
3/4/2011	CLL	Phone call to K. Chandler regarding status of projects and update project files	2.90	553.90
3/7/2011	CLL	Review draft minutes	0.45	85.95
3/7/2011	CLL	Phone calls to A. Herbert and L. Kremer regarding CIP proceeding	0.35	66.85
3/7/2011	CLL	Review email and proposed contract for writing services from G. Nash; email to G. Nash regarding same	0.40	76.40
3/9/2011	CLL	Email to G. Nash regarding contract amendments to writer's contract	0.40	76.40
3/11/2011	CLL	Review agenda materials	0.30	57.30
3/17/2011	CLL	Prepare for and attend commission meeting	4.25	811.75
3/18/2011	CLL	Review materials from LMCIT on insurance; email to A. Herbert regarding same	0.65	124.15
3/24/2011	CLL	Email to E. Herbert regarding insurance	0.15	28.65
3/26/2011	CLL	Review draft minutes	0.45	85.95
3/26/2011	CLL	Review proposed Barr contract	0.35	66.85
3/28/2011	CLL	Complete audit letter	0.20	38.20
<b>Total Services:</b>			<b>\$</b>	<b>2,167.85</b>

For All Disbursements As Follows:

Photocopies

2.40

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

March 31, 2011

	Postage	0.88
2/17/2011	Troy Gilchrist; Mileage expense	5.10
	<b>Total Disbursements:</b>	<b>\$ 8.38</b>
	<b>Total Services and Disbursements:</b>	<b>\$ 2,176.23</b>



**Kennedy & Graven, Chartered**

200 South Sixth Street  
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Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

March 31, 2011

BA295-00027 2010 Plymouth Creek Restoration (PC-1, PC-2)

Through March 31, 2011

For All Legal Services As Follows:

			Hours	Amount
3/11/2011	CLL	Proof and revise Plymouth Creek contract amendment	0.70	133.70
3/15/2011	CLL	Phone call to K. Chandler regarding contract amendment	0.20	38.20
3/26/2011	CLL	Work on revision of contract amendment	0.30	57.30
3/29/2011	CLL	Phone calls from K. Chandler regarding sources of funds for 2010 projects	0.30	57.30
3/30/2011	CLL	Prepare memo on changes in funding sources and update contract amendment; phone call from A. Herbert regarding same	0.90	171.90

**Total Services: \$ 458.40**

**Total Services and Disbursements: \$ 458.40**

**Kennedy & Graven, Chartered**

200 South Sixth Street  
 Suite 470  
 Minneapolis, MN 55402

Bassett Creek Water  
 Sue Virnig

March 31, 2011

BA295-00028 2010 Bassett Creek Main Stem Restoration

Through March 31, 2011

For All Legal Services As Follows:

			Hours	Amount
3/11/2011	CLL	Work on Main Stem contract amendment	0.50	95.50
3/15/2011	CLL	Prepare contract amendment for Main Stem restoration; phone call to K. Chandler regarding same	0.90	171.90
3/26/2011	CLL	Work on revision of contract amendment	0.30	57.30
3/29/2011	CLL	Phone calls from K. Chandler regarding sources of funds for 2010 projects	0.30	57.30
3/30/2011	CLL	Prepare memo on changes in funding sources and update contract amendment; phone call from A. Herbert regarding same	0.90	171.90
<b>Total Services:</b>			<b>\$</b>	<b>553.90</b>

**Total Services and Disbursements: \$ 553.90**

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

March 31, 2011

BA295-00031 Sweeney Lake Outlet

Through March 31, 2011

For All Legal Services As Follows:

			Hours	Amount
3/7/2011	CLL	Prepare first draft of Sweeney Lake Outlet agreement	0.40	76.40
3/11/2011	CLL	Complete first draft of agreement for construction of the Sweeney Lake Outlet	0.40	76.40
3/15/2011	CLL	Review original flood control document regarding procedures to order maintenance or replacement projects	0.65	124.15
3/15/2011	CLL	Proof, revise and email draft agreement for Sweeney Lake outlet to L. Kremer; phone call to K. Chandler regarding same	0.70	133.70
3/19/2011	CLL	Draft agreement for Sweeney Lake feasibility report	0.35	66.85
3/21/2011	CLL	Proof, revise and email draft agreement for Sweeney Lake Outlet to J. Clancy	0.35	66.85
<b>Total Services:</b>			<b>\$</b>	<b>544.35</b>

**Total Services and Disbursements: \$ 544.35**

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

March 31, 2011

BA295-00033 Wirth Lake Outlet

Through March 31, 2011

For All Legal Services As Follows:

			Hours	Amount
3/8/2011	CLL	Phone call from L. Kremer regarding proceedings for Wirth Lake Outlet project; message to K. Chandler regarding same	0.50	95.50
3/15/2011	CLL	Complete first draft of Wirth Lake Outlet agreement with Golden Valley; phone call to K. Chandler regarding same	0.85	162.35
<b>Total Services:</b>			<b>\$</b>	<b>257.85</b>

**Total Services and Disbursements: \$ 257.85**

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

March 31, 2011

BA295-00034 Main Stem Restoration - Irving to Golden Valley Rd. 2012  
CR

Through March 31, 2011

For All Legal Services As Follows:

			Hours	Amount
3/15/2011	CLL	Phone call to K. Chandler regarding hearing procedures and funding sources	0.35	66.85

**Total Services: \$ 66.85**

**Total Services and Disbursements: \$ 66.85**



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

Page # 1  
Invoice # 23270051-2011-3  
Project # 23/27-0051  
Client # 59  
May 6, 2011

Invoice of Account with  
BARR ENGINEERING COMPANY

For professional services during the period of  
March 26, 2011 through April 29, 2011

**ENGINEERING**

TECHNICAL SERVICES

Calls/emails to or from the Commissioners, administrator, watershed communities, developers in the watershed, Minneapolis Park and Recreation Board (MPRB), Three Rivers Park District (TRPD), Mississippi Watershed Management Organization, Minnesota Department of Transportation (Mn/DOT), Hennepin County, Minnesota Board of Water and Soil Resources (BWSR), Metropolitan Council Environmental Services (MCES), Minnesota Pollution Control Agency (MPCA), Corps of Engineers and interested citizens; coordination with administrator regarding post-meeting tasks; reviewed development thresholds and summarized background and BCWMC requirement triggers and provided email to administrator; coordination with administrator regarding 2012 tour; communication with administrator and internal meeting regarding 2012 budgeting; internal meeting to review and revise next generation planning process for 2012 budgeting; prepared draft 2012 budgets for review by administrator; reviewed and revised construction account reports from deputy treasurer; prepared for and attended meeting with administrator and deputy treasurer regarding changes to construction account reports; communication with deputy treasurer regarding revised construction account reports; communication with counsel regarding BCMWC funding and grants received for CIP projects; provided 2009 annual report template to administrator; reviewed updated construction account tables; provided West Medicine Lake Park Pond information to administrator; communications with administrator and internal staff regarding DNR request for information; communication with recording administrator regarding website; communication with administrator regarding Southwest LRT stations in Bassett Creek watershed; email Met Council WOMP data to administrator; and communication with Met Council staff regarding WOMP data analysis; communication with Hennepin County staff regarding overall watershed management; coordination with administrator regarding watershed tour; revised next generation planning process flow diagram and developed accompanying summary; developed TMDL implementation/monitoring activities summary; responding to FLUX modeling questions; call from Minneapolis staff regarding Van White Bridge; communications with administrator regarding TAC membership; call from administrator regarding major plan amendment process.

Leonard J. Kremer, Principal Engineer/Scientist	
16.1 hours @ \$160.00 per hour .....	\$ 2,576.00
James P. Herbert, Principal Engineer/Scientist	
6.2 hours @ \$145.00 per hour .....	\$ 899.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
28.7 hours @ \$145.00 per hour .....	\$ 4,161.50

Gregory J. Wilson, Engineer/Scientist/Specialist III	
0.5 hours @ \$140.00 per hour .....	\$ 70.00
Technicians/Administrative.....	\$ 447.00
Expenses (Mileage).....	\$ 28.56
<i>Subtotal, Technical Services.....</i>	<i>\$ 8,182.06</i>

#### PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; communication with MPRB regarding proposed project; phone conversation with Terra Engineering regarding proposed development along Sweeney Lake; coordination with city regarding 2010 projects performed in Golden Valley; phone call with St. Louis Park staff regarding street reconstruction project; telephone conversation with Westwood regarding Plymouth site; communication with LHB and city staff regarding Tennant site in Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
4.3 hours @ \$145.00 per hour .....	\$ 623.50
<i>Subtotal, Preliminary Site Review/Correspondence .....</i>	<i>\$ 623.50</i>

#### MONTHLY MEETING PREPARATION

Preparation of monthly memorandum for BCWMC meeting; reviewed draft BCWMC meeting minutes, agenda and packet materials and discussed comments with Bassett Creek administrator and recording administrator; conference call with BCWMC Chair, administrator, and recording administrator regarding meeting agenda; communications with administrator and recording administrator; internal meetings regarding agenda, to-do list and meeting packet and April, 2011 meeting; prepared permit figures.

Leonard J. Kremer, Principal Engineer/Scientist	
1.0 hours @ \$160.00 per hour .....	\$ 160.00
James P. Herbert, Principal Engineer/Scientist	
12.3 hours @ \$145.00 per hour .....	\$ 1,783.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
11.3 hours @ \$145.00 per hour .....	\$ 1,638.50
<i>Subtotal, Monthly Meeting Preparation.....</i>	<i>\$ 3,582.00</i>

#### WETLAND ISSUES

Preparation of annual wetland report and provided to BWSR.

Timothy P. Brown, Engineer/Scientist/Specialist II	
8.9 hours @ \$115.00 per hour .....	\$ 1,023.50
Katherine O. Wenigmann, Engineer/Scientist/Specialist II	
0.2 hours @ \$95.00 per hour .....	\$ 19.00
<i>Subtotal, Wetland Issues .....</i>	<i>\$ 1,042.50</i>

#### TAC MEETING PREPARATION

Preparation for April, 2011 TAC meeting including coordination with administrator and internal staff regarding TAC meeting agenda and background materials; review of city CIP submissions, and calls from city staff; reviewed and revised draft TAC memo; communication with administrator regarding TAC meeting agenda; reviewed/edited memo to TAC regarding Sweeney and Twin Lakes monitoring.

Leonard J. Kremer, Principal Engineer/Scientist	
1.0 hours @ \$160.00 per hour .....	\$ 160.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
3.3 hours @ \$145.00 per hour .....	\$ 478.50
Subtotal, TAC Meeting Preparation .....	\$ 638.50
Subtotal Technical Services .....	\$ 14,068.56

#### 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 were submitted prior to implementation of the fee schedule.

#### Co.Rd. 9 & 61 Erosion Repair

Erosion control inspection.

Technicians/Administrative .....	\$ 102.00
Subtotal, Co. Rd. 9 & 61 Erosion Repair .....	\$ 102.00

#### Zero Max

Erosion control inspection.

Technicians/Administrative .....	\$ 42.50
Subtotal, Zero Max .....	\$ 42.50

#### Hennepin Co. Regional Trail – Ph 2

Erosion control inspection.

Technicians/Administrative .....	\$ 102.00
Subtotal, Hennepin Co. Regional Trail – Ph. 2 .....	\$ 102.00

#### Beacon Academy

Erosion control inspection.

Technicians/Administrative .....	\$ 42.50
Subtotal, Beacon Academy .....	\$ 42.50



**CSAH 73/Frontage Rd Reconstruction**

Erosion control inspection.

Technicians/Administrative.....	\$	102.00
<i>Subtotal, CSAH 73/Frontage Rd Recon .....</i>	<i>\$</i>	<i>102.00</i>

**West Medicine Lake Park Site Imp.**

Erosion control inspection.

Technicians/Administrative.....	\$	102.00
<i>Subtotal, W Medicine Lk Pk Site Imp.....</i>	<i>\$</i>	<i>102.00</i>

**Timber Creek**

Erosion control inspection.

Technicians/Administrative.....	\$	102.00
<i>Subtotal, Timber Creek .....</i>	<i>\$</i>	<i>102.00</i>

**Laurel Hills Condo**

Erosion control inspection.

Technicians/Administrative.....	\$	51.00
<i>Subtotal, Laurel Hills Condo.....</i>	<i>\$</i>	<i>51.00</i>

**South Shore Drive Bridge Reconstruction & South Shore Drive Mill & Overlay**

Erosion control inspection.

Technicians/Administrative.....	\$	102.00
<i>Subtotal, So Shore Dr Reconstruction/Bridge .....</i>	<i>\$</i>	<i>102.00</i>

**Golden Valley 2010 Pavement Mgmt Proj**

Erosion control inspection.

Technicians/Administrative.....	\$	102.00
<i>Subtotal, GV 2010 Pavement Mgmt Proj. ....</i>	<i>\$</i>	<i>102.00</i>

**Wirth Park Pedestrian Bridge**

Erosion control inspection.

Technicians/Administrative.....	\$	102.00
<i>Subtotal, Wirth Park Pedestrian Bridge.....</i>	<i>\$</i>	<i>102.00</i>

**Hilde Performance Center**

Erosion control inspection.

Technicians/Administrative.....\$ 119.00  
*Subtotal, Hilde Performance Center.....\$ 119.00*

**Auer Steel**

Erosion control inspection.

Technicians/Administrative.....\$ 68.00  
*Subtotal, Auer Steel.....\$ 68.00*

**Plymouth Covenant Church Parking Improvements**

Erosion control inspection.

Technicians/Administrative.....\$ 76.50  
*Subtotal, Plymouth Covenant Church Parking Improvements .....\$ 76.50*

**Walgreens Construction**

Erosion control inspection.

Technicians/Administrative.....\$ 85.00  
*Subtotal, Walgreens Construction .....\$ 85.00*

**Plymouth Creek Park Hockey Rink Project**

Erosion control inspection.

Technicians/Administrative.....\$ 85.00  
*Subtotal, Plymouth Creek Pk Hockey Rink Project .....\$ 85.00*

**Menards Golden Valley**

Erosion control inspection.

Technicians/Administrative.....\$ 119.00  
*Subtotal, Menards Golden Valley.....\$ 119.00*

**Wirth Lake 2010 Site Improvements**

Communications with applicant and City staff; reviewed revised Phase II plans and prepared approval letter to the City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist  
1.5 hours @ \$145.00 per hour .....\$ 217.50  
Technicians/Administrative.....\$ 102.00  
*Subtotal, Wirth Lake 2010 Site Impr.....\$ 319.50*

**2011 Golden Valley PMP**

Erosion control inspection.

Technicians/Administrative.....	\$	42.50
<i>Subtotal, 2011 Golden Valley PMP .....</i>	<i>\$</i>	<i>42.50</i>

#### **GV Little League BB Fields**

Communication with applicant and city staff; reviewed park construction plans; prepared letter of approval to the City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist		
1.2 hours @ \$145.00 per hour .....	\$	174.00
Rita A. Weaver, Engineer/Scientist/Specialist III		
0.8 hours @ \$105.00 per hour .....	\$	84.00
<i>Subtotal, GV Little League BB Fields.....</i>	<i>\$</i>	<i>258.00</i>

#### **Venture Bank**

Communication with applicant and city staff; reviewed revised grading, drainage and erosion control plans, reviewed sand filter; prepared comments to applicant; follow-up correspondence with applicant.

James P. Herbert, Principal Engineer/Scientist		
3.4 hours @ \$145.00 per hour .....	\$	493.00
Rita A. Weaver, Engineer/Scientist/Specialist III		
0.4 hours @ \$105.00 per hour .....	\$	42.00
<i>Subtotal, Venture Bank.....</i>	<i>\$</i>	<i>535.00</i>

#### **Plymouth Business Center Parking**

Telephone conversations and emails with applicant and city staff; reviewed revised grading, drainage and erosion control plans, reviewed filtration system requirements; prepared letter of approval to the City of Plymouth.

James P. Herbert, Principal Engineer/Scientist		
2.3 hours @ \$145.00 per hour .....	\$	333.50
Rita A. Weaver, Engineer/Scientist/Specialist III		
4.0 hours @ \$105.00 per hour .....	\$	420.00
<i>Subtotal, Plymouth Business Center Parking.....</i>	<i>\$</i>	<i>753.50</i>

#### **Wayzata East Middle School**

Telephone conversations and emails with applicant and city staff; reviewed grading, drainage and erosion control plans, prepared letter of recommendation to the City of Plymouth.

James P. Herbert, Principal Engineer/Scientist		
1.5 hours @ \$145.00 per hour .....	\$	217.50

Rita A. Weaver, Engineer/Scientist/Specialist III  
3.8 hours @ \$105.00 per hour .....\$ 399.00  
*Subtotal, Wayzata East Middle School .....\$ 616.50*

Tennant Co. Site Improvements

Reviewed preliminary total phosphorus calculations for proposed BMP.

Rita A. Weaver, Engineer/Scientist/Specialist III  
0.7 hours @ \$105.00 per hour .....\$ 73.50  
*Subtotal, Tennant Co. Site Improvements .....\$ 73.50*

Hennepin County Interchange

Attended meeting and coordination regarding proposed Hennepin County interchange project.

Leonard J. Kremer, Principal Engineer/Scientist  
3.5 hours @ \$160.00 per hour .....\$ 560.00  
Expenses (Mileage).....\$ 21.42  
*Subtotal, Hennepin County Interchange .....\$ 581.42*

165 Glenwood Avenue Drainage Study

Telephone conversations and emails with city staff; reviewed data and prepared hydraulic model; prepared letter to City of Minneapolis.

Leonard J. Kremer, Principal Engineer/Scientist  
1.3 hours @ \$160.00 per hour .....\$ 208.00  
Rita A. Weaver, Engineer/Scientist/Specialist III  
8.6 hours @ \$105.00 per hour .....\$ 903.00  
Technicians/Administrative.....\$ 264.50  
*Subtotal, 165 Glenwood Ave Drainage Study .....\$ 1,375.50*

Zachary Park Hockey Rink

Telephone conversations and emails with applicant and city staff; reviewed grading, drainage and erosion control plans, reviewed filtration system requirements; prepared draft letter of recommendation; reviewed follow-up correspondence with applicant.

James P. Herbert, Principal Engineer/Scientist  
3.4 hours @ \$145.00 per hour .....\$ 493.00  
Rita A. Weaver, Engineer/Scientist/Specialist III  
4.8 hours @ \$105.00 per hour .....\$ 504.00  
*Subtotal, Zachary Park Hockey Rink.....\$ 997.00*

*Subtotal Plat Review .....\$ 7,056.92*

### COMMISSION MEETINGS

Attended April 21, 2011 BCWMC meeting.

Leonard J. Kremer, Principal Engineer/Scientist	
1.0 hours @ \$160.00 per hour .....	\$ 160.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
3.5 hours @ \$145.00 per hour .....	\$ 507.50
Expenses (Mileage).....	\$ 12.24
<i>Subtotal, Commission Meetings.....</i>	<i>\$ 679.74</i>

### WATER QUALITY MONITORING

Coordinate preparation of macrophyte base maps for Crane Lake and Westwood Lake; prepared budget estimate for 2012 Biotic Index Monitoring Program and 2012 Sweeney/Twin Monitoring; performed 2011 ice-out monitoring at Crane Lake and Westwood Lake.

James P. Herbert, Principal Engineer/Scientist	
0.4 hours @ \$145.00 per hour .....	\$ 58.00
Margaret R. Rattei, Senior Consultant	
5.5 hours @ \$115.00 per hour .....	\$ 632.50
Kelly A. Carpenter, Engineer/Scientist/Specialist I	
5.6 hours @ \$65.00 per hour .....	\$ 364.00
Technicians/Administrative.....	\$ 603.00
<i>Subtotal, Water Quality Monitoring .....</i>	<i>\$ 1,657.50</i>

### WATER QUANTITY

Measured and reviewed lake level elevations as part of the lake-gauging program; surveyed and set new benchmark for Crane Lake.

Technicians/Administrative.....	\$ 2,148.00
Expenses (Mileage/2WD Field Vehicle).....	\$ 136.86
<i>Subtotal, Water Quantity.....</i>	<i>\$ 2,284.86</i>

### WATERSHED INSPECTION

Performed watershed erosion control inspections; preparation and distribution of inspection letters; performed inspection of Wirth Lake outlet.

James P. Herbert, Principal Engineer/Scientist	
2.2 hours @ \$145.00 per hour .....	\$ 319.00
Timothy P. Brown, Engineer/Scientist/Specialist II	
4.3 hours @ \$115.00 per hour .....	\$ 494.50
Richard Ver Strate, Engineer/Scientist/Specialist III	
4.0 hours @ \$125.00 per hour .....	\$ 500.00

Technicians/Administrative.....	\$ 535.50
Expenses (Mileage).....	\$ 163.95
<i>Subtotal, Watershed Inspection .....</i>	<i>\$ 2,012.95</i>
<b>TOTAL ENGINEERING.....</b>	<b>\$ 27,760.53</b>

<b>SECRETARIAL SERVICES</b>
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SECRETARIAL SERVICES EXPENSES

Administrative expenses requested by Amy Herbert including: copies, color copies for meeting packet; postage, CD duplication, video digital capture/conversion and BCWMC meeting catering; packet assembly; report assembly.

Technicians/Administrative.....	\$ 80.00
Expenses (B&W/color copies/postage).....	\$ 886.49
Catering (BCWMC) .....	\$ -0-
<b>TOTAL SECRETARIAL SERVICES EXPENSES .....</b>	<b>\$ 966.49</b>

<b>ANNUAL REPORT</b>
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ANNUAL REPORT

Prepare table of all developments reviewed at BCWMC meeting and provide to administrator; prepare summary of water quality data and programs for Annual Report as requested by administrator; coordination with administrator and review of report.

Review/edit draft 2010 annual report

James P. Herbert, Principal Engineer/Scientist 2.7 hours @ \$145.00 per hour .....	\$ 391.50
Karen L. Chandler, Engineer/Scientist/Specialist III 1.1 hours @ \$145.00 per hour .....	\$ 159.50
Margaret R. Rattei, Senior Consultant 2.9 hours @ \$115.00 per hour .....	\$ 333.50
Technicians/Administrative.....	\$ 40.00
<b>TOTAL ANNUAL REPORT .....</b>	<b>\$ 924.50</b>

#### **WATERSHED OUTLET MONITORING PROGRAM (WOMP)**

Coordination with Met Council staff regarding preparation of WOMP data files for feasibility study.

Christopher J. Bonick, Engineer/Scientist/Specialist II	
1.5 hours @ \$105.00 per hour .....	\$ 157.50
<i>Subtotal, Watershed Outlet Monitoring Program.....</i>	<i>\$ 157.50</i>
<b>TOTAL WOMP.....</b>	<b>\$ 157.50</b>

#### **CAPITAL IMPROVEMENT PROJECTS (Funded through tax levy)**

##### PLYMOUTH CREEK RESTORATION PROJECT (2010 CR)

Review BCWMC agreement with Plymouth; reviewed Plymouth reimbursement submittal, prepared summary report and distributed to administrator and City of Plymouth.

James P. Herbert, Principal Engineer/Scientist	
3.0 hours @ \$145.00 per hour .....	\$ 435.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.9 hours @ \$145.00 per hour .....	\$ 130.50
<i>Subtotal, Plymouth Crk Restoration Project .....</i>	<i>\$ 565.50</i>

##### CRYSTAL-REGENT AVENUE (2010 CR)

Reviewed contract amendments.

Karen L. Chandler, Engineer/Scientist/Specialist III	
0.3 hours @ \$145.00 per hour .....	\$ 43.50
<i>Subtotal, Crystal-Regent Avenue .....</i>	<i>\$ 43.50</i>

##### WIRTH LAKE OUTLET MODIFICATION (WTH-4)

Communication with administrator and technical assistance.

Timothy P. Brown, Engineer/Scientist/Specialist II	
0.7 hours @ \$115.00 per hour .....	\$ 80.50
<i>Subtotal, Wirth Lake Outlet Modification .....</i>	<i>\$ 80.50</i>

##### IRVING AVE (CONDUIT ENTRANCE) TO GOLDEN VALLEY RD – FEAS. STUDY (2012 CR)

Coordination and several internal meetings with project team; internal meeting to review Phase I environmental study status and perform Phase II environmental investigation scoping and planning; development of target property GIS figures; development of creek centerline, prepared GIS figures; researched utility data and prepared figure; coordination with Hennepin County regarding parcel data; set-up Phase I report and Appendices; coordination regarding wetland delineation and permitting; preparation and meeting with Corps of Engineers in St Paul; developed GIS figure

showing historical review maps and prepared target boundary parcel counts for Phase 1 assessment; processed GPS photos; reviewed historical photos/maps between Cedar Lake Road and Penn Ave.; setup and attended utility meeting; setup and attended project safety meeting; prepared soil boring location figures; performed wetland delineations and field site assessment.

Daniel J. Fetter, Principal Engineer/Scientist 5.1 hours @ \$180.00 per hour .....	\$ 918.00
Thomas D. Mattison, Principal Engineer/Scientist 0.5 hours @ \$180.00 per hour .....	\$ 90.00
Jeffrey T. Lee, Engineer/Scientist/Specialist III 0.9 hours @ \$130.00 per hour .....	\$ 117.00
Timothy P. Brown, Engineer/Scientist/Specialist II 43.6 hours @ \$115.00 per hour .....	\$ 5,014.00
Mary C. Finch, Engineer/Scientist/Specialist II 46.6 hours @ \$115.00 per hour .....	\$ 5,359.00
Daniel M. Tix, Engineer/Scientist/Specialist II 11.3 hours @ \$95.00 per hour .....	\$ 1,073.50
Karen S. Wold, Engineer/Scientist/Specialist II 21.0 hours @ \$95.00 per hour .....	\$ 1,995.00
Jeffrey D. Weiss, Engineer/Scientist/Specialist II 18.7 hours @ \$100.00 per hour .....	\$ 1,870.00
James J. Lind, Engineer/Scientist/Specialist I 16.1 hours @ \$70.00 per hour .....	\$ 1,127.00
Marcus D. Bush, Engineer/Scientist/Specialist I 18.9 hours @ \$65.00 per hour .....	\$ 1,228.50
Marcus D. Bush, Engineer/Scientist/Specialist I 19.2 hours @ \$75.00 per hour .....	\$ 1,440.00
Michael D. Dupay, Engineer/Scientist/Specialist I 1.0 hours @ \$90.00 per hour .....	\$ 90.00
Lauren M. Larkin, Engineer/Scientist/Specialist I 18.8 hours @ \$75.00 per hour .....	\$ 1,410.00
James J. Lind, Engineer/Scientist/Specialist I 14.2 hours @ \$70.00 per hour .....	\$ 994.00
Eric C. Lund, Engineer/Scientist/Specialist I 7.0 hours @ \$90.00 per hour .....	\$ 630.00
Michael B. Strong, Engineer/Scientist/Specialist I 0.2 hours @ \$75.00 per hour .....	\$ 15.00
Technicians/Administrative .....	\$ 192.50
Expenses (2WD Vehicle/Mileage/GPS/Copies/Binding) .....	\$ 161.50
<i>Subtotal, Irving Avenue to Golden Valley Rd (Feasibility) .....</i>	<i>\$ 22,598.00</i>



SCHAPER POND ENHANCEMENT – FEASIBILITY STUDY (SL-1)

Coordination and internal meeting with project team regarding preliminary preparation for feasibility study; equipment preparation site visits to review monitoring site and equipment needs for installing storage shelter and sampling equipment.

James P. Herbert, Principal Engineer/Scientist	
0.2 hours @ \$145.00 per hour .....	\$ 29.00
Keith M. Pilgrim, Engineer/Scientist/Specialist III	
0.3 hours @ \$130.00 per hour .....	\$ 39.00
Gregory D. Fransen, Engineer/Scientist/Specialist I	
3.0 hours @ \$85.00 per hour .....	\$ 255.00
Technicians/Administrative .....	\$ 576.00
Expenses (2WD Vehicle/Mileage) .....	\$ 42.90
<i>Subtotal, Schaper Pond Enhancement (Feasibility) .....</i>	<i>\$ 941.90</i>
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS</b>	
<b>(Tax Levy) .....</b>	<b>\$ 24,229.40</b>

<b>TMDL STUDIES</b>
---------------------

SWEENEY LAKE TMDL

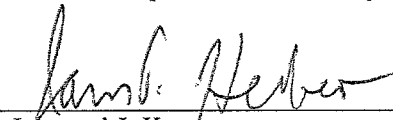
Reviewed TMDL comments; planning for in-lake monitoring needs for TMDL implementation reporting; addressed MPCA and DNR comments on the Sweeney Lake TMDL and provided comments to Golden Valley and SEH staff; coordination with administrator and Golden Valley staff.

Leonard J. Kremer, Principal Engineer/Scientist	
2.3 hours @ \$160.00 per hour .....	\$ 368.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.4 hours @ \$145.00 per hour .....	\$ 58.00
Keith M. Pilgrim, Engineer/Scientist/Specialist III	
2.0 hours @ \$130.00 per hour .....	\$ 260.00
<i>Subtotal, Sweeney Lake TMDL .....</i>	<i>\$ 686.00</i>
<b>TOTAL TMDL STUDIES .....</b>	<b>\$ 686.00</b>

<b>SUMMARY TOTALS</b>
-----------------------

Total Engineering.....	\$ 27,760.53
Total Secretarial Services Expenses .....	\$ 966.49
Total WOMP .....	\$ 157.50
Total Annual Report .....	\$ 924.50
Total Capital Improvement Projects (Tax Levy) .....	\$ 24,229.40
Total Capital Improvement Projects (Maintenance Funds) .....	\$ 0.00
Total TMDL Studies .....	<u>\$ 686.00</u>
TOTAL PAYABLE .....	\$ 54,724.42

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

INVOICE  
Geoff Nash, Watershed Consulting, LLC  
6920 Hillcrest Lane  
Edina, MN 5435  
952-925-5119

INVOICE DATE: 5/10/11

**Client:** Bassett Creek Watershed  
Management Commission

**Dates:** April 1-30, 2011

Task/Project																						Month					
	4/1/11	4/4/11	4/5/11	4/6/11	4/7/11	4/8/11	4/11/11	4/12/11	4/13/11	4/14/11	4/15/11	4/18/11	4/19/11	4/20/11	4/21/11	4/22/11	4/25/11	4/26/11	4/27/11	4/28/11	4/29/11						
Administrative.		1.0	1.0	1.0	1.0	2.0	3.5	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		1.0	2.0	1.0	1.0	1.0	23.5					
Commission Meeting/Prep.													1.0		4.0							5.0					
Administrative Committee Meeting/Prep.													1.0									1.0					
Golden Valley/Plymouth BWSR Grant Reporting																						0.0					
Education/Outreach Committee		1.5																				1.5					
TAC Meeting/Prep.		1.0		2.0		3.0	2.0									1.0	1.0		1.0		1.0	12.0					
Medicine Lk. TMDL																						0.0					
Sweeney Lk. TMDL										3.0	1.0									1.0		5.0					
Wirth Lk. TMDL																						0.0					
Wirth Lake BWSR Grant Reporting																						0.0					
Annual Report		1.5						3.0	3.0	1.0	1.0	4.0	3.0									16.5					
Communication with Commission/Consultants																			2.0			2.0					
Policy Manual								1.0		1.0				3.0	2.0			1.0				8.0					
Major Amendment WMP																						0.0					
Third-party meeting/prep.				2.5																		2.5					
CIP																						0.0					
Tour																	1.0		1.5			2.5					
Daily Total:	0.0	0.0	0.0	0.0	5.0	1.0	3.0	3.5	4.0	2.0	5.5	5.0	4.0	6.0	3.0	5.0	5.0	4.0	7.0	1.0	3.0	3.0	5.5	2.0	2.0		
Weekly Hours:		5.0						13.5						23.5						22.0						15.5	
Monthly Hours:																											79.5
Hourly Charges (at \$47/hr):																								\$3,736.50			
Actual Hourly Charges:																								\$3,736.50			
Unbilled Charges:																								\$0.00			

Expenses:	4/1/11	4/4/11	4/5/11	4/6/11	4/7/11	4/8/11	4/11/11	4/12/11	4/13/11	4/14/11	4/15/11	4/18/11	4/19/11	4/20/11	4/21/11	4/22/11	4/25/11	4/26/11	4/27/11	4/28/11	4/29/11	Month
Telephone																						\$51.35
Printing-black&white (\$0.15/sheet)	10			8	32	6				11	5			1			2	5	8			\$13.20
Printing-color (\$0.50/sheet)						3					1											\$2.00
Postage (\$0.44 ea.)																						\$0.00
Office products/ext. copying																7.08						\$7.08
Mileage (\$0.51/mile)					20										20							\$20.40
Expenses:																						\$94.03

**Total invoice amount:**

**\$3,830.53**

Watershed Consulting, LLC  
6920 Hillcrest Lane  
Edina, MN 55435  
(952) 925-5119 office  
(952) 240-3025 cell.

See attached Verizon invoices.

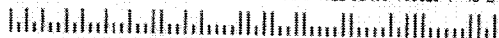
Note: Current Verizon invoice - original Verizon invoice = BCWMC monthly billed amount.



7 BIG TIMBER ROAD  
ELGIN, IL 60123

Manage Your Account & View Your Usage Details	Account Number	Date Due
My Verizon at <a href="http://www.verizonwireless.com">www.verizonwireless.com</a>	[REDACTED]	05/17/11
	Invoice Number	[REDACTED]

60018794 02 AT 0.490 \*\*AUTO T3 0 4022 55435-160620 1 45 E GTPL2209



CAMILLE NASH  
6920 HILLCREST LN  
EDINA, MN 55435-1606

## Quick Bill Summary

Mar 23 - Apr 22

Previous Balance (see back for details)	\$184.97
Payment - Thank You	-\$184.97
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Access Charges	\$159.96
Usage Charges	
Voice	\$0.00
Messaging	\$0.00
Equipment Charges	\$52.49
Verizon Wireless' Surcharges and Other Charges & Credits	\$8.86
Taxes, Governmental Surcharges & Fees	\$16.76
<b>Total Current Charges</b>	<b>\$238.07</b>

**Total Charges Due by May 17, 2011** **\$238.07**

- 52.49

Previous Inv. - 134.23

Invoice Amt → \$ 51.35

### Change To Your Service

Thank you for your wireless business.  
You recently made a change to your  
service. Your new bill will reflect usage  
from your last bill and service  
adjustments resulting from the  
plan/feature change.

Pay from Wireless	Pay on the Web	Questions:
#PMT (#788)	My Verizon at <a href="http://www.verizonwireless.com">www.verizonwireless.com</a>	1.800.922.0204 or *611 from your wireless



Bill Date  
Account Number  
Invoice Number


April 22, 2011

[REDACTED]  
[REDACTED]

VN

CAMILLE NASH  
6920 HILLCREST LN

**Total Amount Due by May 17, 2011**

SAVE  
Broom -  
copies for  
4/21/11  
BL Mtg  
  
FedEx Office.

April 21, 2011 09:49

Page: 1

Receipt #: 911905

VISA #: XXXXXXXXXXXXX5198

2011/04/21 09:38

Qty	Description	Amount
68	ES B&W S/S White 8.5 x11	6.60
	SubTotal	6.60
	Taxes	0.48
	Total	7.08

The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.

FedEx Office Print & Ship Centers

3535 Hazelton Road

Edina, MN 55435

(952) 820-6000

www.FedExOffice.com

Please Recycle This Receipt

# Amy Herbert · Virtual Administrator Services

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

May 7, 2011

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

*For contracted services April 1, 2011, through April 30, 2011*

## **Administrative Services to BCWMC**

- Organized the April 21<sup>st</sup> BCWMC packet materials for copying; copied and assembled meeting packets, delivered meeting packets to Barr Engineering mail room for Barr to weigh, add postage, and mail; posted materials online and e-mailed link to online meeting materials to Commission; e-mailed agenda to agenda list and e-mailed approved meeting minutes to distribution list.
- Maintained BCWMC files; Communicated with BCWMC attorney, engineers, Administrator, Deputy Treasurer, Chair, commissioners, and committee members and performed administrative duties as asked by those parties.
- Organized BCWMC monthly invoices; Distributed invoice payments.
- Confirmed reservation for bus coach rental for June 22<sup>nd</sup> watershed tour; Transcribed the April 2011 meeting minutes; Forwarded signed form regarding the BCWMC not waiving its insurance liability waiver limits to LMCIT and legal counsel; Responded to inquiries regarding the status of the BCWMC's audit of FY2010; Requested copy of updated CIP Major Plan Amendment process table from legal counsel for inclusion in BCWMC's April meeting packet and for Commission files; Sent requested to City of Minneapolis to update its BCWMC contact information; Forwarded confirmation information from the City of Plymouth re: Yard/ Garden Expo to Education Committee; Sent reminder e-mail to the Commission's TAC meeting liaison for the April TAC meeting; E-mailed request to editor of the Golden Valley Patch that the BCWMC's Web site URL address be included in the article on spring flooding that mentioned the BCWMC; Clarified with Education Committee the budget line to be invoiced for Blue Thumb brochures ordered for the BCWMC; Forwarded Canada Goose Management information from City of Plymouth to interested Commissioners; Forwarded last conflict of interest form to Deputy Treasurer for audit purposes; Organized special meeting of the BCWMC's member cities' technical staff and Administrator Nash to discuss the wasteload allocation process for categorical TMDLs such as the Sweeney Lake TMDL; Cancelled the special meeting; Sent comments to Deputy Treasurer on draft audit;
- Created meeting notice for the May 5<sup>th</sup> TAC meeting

43.75 hours @ \$57.00 per hour .....

\$2,493.75

**BCWMC Meetings**

Set up and attended the April 19<sup>th</sup> pre-meeting conference call and the April 21<sup>st</sup> BCWMC meeting (coordinated room reservations and set up; ordered and received catering; coordinated agenda, prepared and provided handouts not provided in meeting packet; recorded meeting)  
 7.5 hours @ \$57.00 per hour ..... \$427.50

**Web Site Services to BCWMC**

Updated meeting minute archive, online calendars, Water Data/ Projects and Plan Amendment sections; discussed online calendars with Barr IT staff  
 2.5 hours @ \$57.00 per hour ..... \$142.50

**CIP Administrative Services**

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

**Annual Report**

Provided Administrator Nash with requested information on 2010 BCWMC Resolutions and BCWMC Web site visits in 2010; Communicated with Administrator Nash regarding the timing of the completion of the draft report in relation to the mailing/ posting of the Commission's April meeting packet; Communicated with Commission Engineers about facilitating the printing and copying of the 2010 draft report; Met with Administrator Nash to discuss the printing of the draft report and to receive the flash drive containing the report; Printed and collated the draft report and coordinated pick up of the printed reports; Posted the draft report for Commission review and e-mailed the link to the Commission; E-mailed to the BCWMC TAC a request for a reply from any member that would like to receive a hard copy of the draft report; Mailed the draft report to the Commission; E-mailed a reminder to the Commission about the April 30<sup>th</sup> deadline for comments to the Administrator for comments on the draft report.  
 4.5 hours @ \$57.00 per hour..... \$256.50

**Expenses**

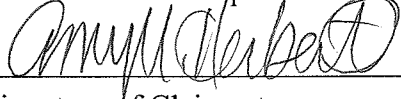
No April Expenses ..... \$0

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for April 21<sup>st</sup> BCWMC meeting (17.08 miles x 0.51 = \$8.71)..... \$8.71

Subtotal Administrative Services	\$3,186.46
Subtotal Web Site Services	\$142.50
<b>Total Current Billing:</b>	<b>\$3,328.96</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 #

49112

BILL TO	SHIP TO
Barr Engineering Amy Herbert 4700 W 77th Street Edina, MN 55435-4803	Golden Valley City Hall-2nd Fl-Council Rm 7800 Golden Valley Road Site Contact: Judy N 763/593-3991 PO#23270512008300 952/832-2652 fax: 832-2601

P.O. NUMBER	TERMS		DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Due on receipt		5/19/2011	Thursday	19	11 AM (10:45-11:15)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
19	Hot Monthly Special Buffet	11.95	227.05T
1	Santa Fe ****VEGGIE*** Wrap with Black Beans, Roasted Corn, Shredded Cheese, Onions, Lettuce, Salsa and Chipotle Ranch Sauce on the Side	3.00	3.00T
19	Cinco de Mayo Enchilada Pie with Layers of Seasoned Diced Chicken	0.00	0.00T
19	Spanish Rice	0.00	0.00T
19	Taco Chips, Salsa & Sour Cream	0.00	0.00T
19	Seasonal Fresh Fruit	0.00	0.00T
19	Mexican Salad with Southwestern Dressing	0.00	0.00T
19	Chef's Dessert	0.00	0.00T
2	Dozen-Assorted Bars & Cookies-Sets aside for break-Different than above	18.00	36.00T
2	Full Disposable Chafer	6.00	12.00T
10	Assorted Sodas - 2 Coke, 2 Diet Coke, 2 Sprite & 4 Mineral Water	1.25	12.50T
24	Spring Water	1.00	24.00T
2	Lemonade	1.45	2.90T
	Subtotal		317.45
	Delivery Charge	20.00	20.00T
	Metro Sales Tax	7.275%	24.55

Picnic Menus Available!!	<b>Total</b>	<b>\$362.00</b>
--------------------------	--------------	-----------------

\*\*\*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)\_\_\_\_\_



# INVOICE

**VENDOR/FROM:**

Judy Arginteanu  
3225 16<sup>th</sup> Ave. S.  
Minneapolis MN 55407  
tel: 612-729-2183  
e-mail: [judarg@gmail.com](mailto:judarg@gmail.com)

**TO:**

Amy Herbert  
Bassett Creek Watershed Management Commission/  
c/o Barr Engineering  
4700 W. 77th St.  
Minneapolis, MN 55435-4803

**INVOICE # 042111****DATE: 4 April 2011**

Please pay \$300.00 for article on raingardens, submitted 28 March 2011, for the Bassett Creek Watershed Management Commission.

Thank you very much.

Best,

Judy Arginteanu

---

**Statement**

City of Plymouth  
Finance Department  
3400 Plymouth Boulevard  
Plymouth, MN 55447  
Phone: (763) 509-5304

Customer #: 10619

**Bassett Creek Watershed Commission**  
Attn: Amy Herbert  
C/O Bar Engineering Co 4700 W 77th St  
Edina, MN 55435

Statement Date: 04/27/2011

Payment Due: **Upon Receipt**

Total Amount Due: **\$ 106.82**

Please detach and return with payment.

Invoice Date	Original Due Date	Invoice #	Description	Amount Outstanding
03/24/2011	04/23/2011	2011-00000016	Three Panel Water Quality Display	\$106.82

Total Amount Due: **\$ 106.82**

**PAST DUE  
PLEASE REMIT**



WATERSHED  
PARTNERS

**Membership  
INVOICE**

**PLEDGE  
DEDICATION**

Some members may choose to dedicate their membership contribution to some portion of our activities. If so, please indicate which activities you would like your membership to fund:

**MEDIA CAMPAIGN  
& MINNESOTA CLEAN  
WATER CHALLENGE**

(includes website)

\$ .....

**MN STATE FAIR  
OUTREACH**

\$ .....

**EXHIBITS & KIOSKS**

\$ .....

**RESOURCE SHARING  
& GENERAL SUPPORT**

\$ .....

BCulmNote: The Education Committee budgeted \$2,000 for this watershed Education Partnership for 2011.

**FROM**

Staff Contact: .....  
City Name: .....  
Address: .....  
City and Zip: .....  
Telephone: .....  
E-mail: .....

**TO**

Metro Watershed Partners and its Clean Water MN Media Campaign

**MEMBERSHIP AMOUNT**

\$ .....

**Note:** Please make checks payable to our fiscal agent (see below)

**FISCAL AGENT**

Hamline University  
1536 Hewitt Ave. MS-A1760  
St. Paul, MN 55104  
Tel: 651-523-2812 Email: jlarson25@hamline.edu

**DESCRIPTION OF SERVICE**

**2011 membership support for the Metro WaterShed Partners and its Clean Water MN Media Campaign, a stormwater pollution prevention education campaign. Services include:**

- Production and placement of print, radio, television, billboard and other public stormwater pollution prevention media ads by the Clean Water MN Media Campaign.
- Continued development and maintenance of the [www.cleanwatermn.org](http://www.cleanwatermn.org) website, a stormwater education resource for local government, organizations, educators, and individual citizens.
- Development of the Minnesota Clean Water Challenge, a community-based social marketing program.
- Revision and maintenance of the [www.cleanwatermn.org](http://www.cleanwatermn.org) website, a stormwater education resource for local government, organizations, educators, and individual citizens.
- Distribution and maintenance of the Metro WaterShed Partners exhibits & kiosks that connect users to everyday actions that improve water quality and protect watershed health.
- Free monthly resource sharing meetings with information on partner activities, presentations by informative speakers, and updates on all WaterShed Partners activities.

**DURATION OF SERVICE**

January 1, 2011 to December 31, 2011.

Program funds unspent in 2011 will carry over into the 2012 program year.

The Metro WaterShed Partners welcome your membership support at whatever level is right for your organization. Recommended levels of membership for cities & watersheds:

Population	Annual Membership Level
0-10,000	\$300 - \$500
10,000 - 20,000	\$500 - \$1,000
20,000 - 40,000	\$1,000 - \$3,000
40,000 - 60,000	\$3,000 - \$5,000
60,000+	\$5,000 - \$10,000



## Request For Program Membership

RECEIVED  
APR 29 2011  
BARR  
ENGINEERING CO.

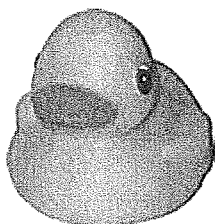
Dear friends of Minnesota's water resources,

As you may know, **Metro WaterShed Partners (WSP)** are an innovative coalition of nearly 60 public, private, and non-profit organizations working to protect Minnesota's clean water. This award-winning partnership protects our water resources through direct public education, resource sharing, and the distribution of capacity building materials that help municipalities and watersheds meet their own stormwater education goals.

As we embark on our 2011 programs, we'd like to take this opportunity to share some of the highlights of our 2010 **Clean Water Minnesota Media Campaign**, and ask for your 2011 membership support. We'd also like to announce the development of the **Minnesota Clean Water Challenge**.

### **The Clean Water Minnesota Media Campaign**

Our media outreach campaign is one of the most powerful ways we work together to remind Minnesotans about the importance of clean water and encourage them to adopt practices to protect our water resources.



In 2010, the Clean Water Minnesota media campaign created an estimated 19,263,954 media impressions with our billboards and radio and television PSAs! Thanks to a large donation of airtime from Comcast, our media impressions in 2010 were 60% higher than in 2009.

Clean Water Minnesota is based on the premise that more consistent and compelling stormwater pollution prevention activities can reach the public when our member organizations pool resources and work together. Our campaign:

- Helps municipalities and other MS4s meet the education requirements of their municipal stormwater pollution prevention plan (SWPPP);
- Places public stormwater pollution prevention messages in the mass media;
- Maintains the [cleanwatermn.org](http://cleanwatermn.org) website with water quality education resources for stormwater educators, students, teachers, and residents; and
- Maintains and enhances our MS4 Toolkit and MS4 Image Gallery.

With your continued support, the Clean Water Minnesota media campaign will continue to improve its Clean Water Minnesota website, and place stormwater PSAs on Twins Radio, Minnesota Public Radio, and Comcast, bringing a streets-to-stream message to Minnesotans in 2011.

## The Minnesota Clean Water Challenge

As part of our efforts to foster and sustain water-friendly behaviors in Minnesota, and in response to the best current research in the psychology of behavior change, the Metro WaterShed Partners are launching the Minnesota Clean Water Challenge in 2011 – 2012.

Building on past successes in raising awareness of water related problems in Minnesota, the Minnesota Clean Water Challenge will combine up-to-date research on the impact of best practices in water use and management with cutting edge thinking on the use of **social marketing, social media and grass roots organizing to create behavior change** in Minnesota residents.

- Modeled after the Minnesota Energy Challenge, which has reduced carbon emissions in Minnesota by more than 210 million pounds since it began in 2006, the Minnesota Clean Water Challenge will aim to reduce water consumption and the amount of non-point source pollution entering Minnesota's water.
- By signing up and taking a pledge on the Minnesota Clean Water Challenge website, individuals and groups will be able to measure the cumulative impact of their actions over time.
- Cities, counties, and watershed management organizations will be able to use this innovative campaign to accurately measure the impact of their clean water programs and evaluate the effectiveness of their outreach and education programs.

## Membership

The work of the Metro WaterShed Partners is 100% member-supported, which means **we're counting on your support as a contributing member to make these programs possible**. By contributing membership dollars, you can help ensure the continued success of these vital public education and community outreach efforts.

And for MPCA permitted cities and watersheds, **your membership contribution helps you achieve your MS4 public education requirements**.

Please help protect Minnesota's waters today by reviewing the attached membership invoice and making a membership contribution to the Metro WaterShed Partners today!

Offer your membership support to help raise \$80,000 to continue our great work in 2011. The following schedule of annual program support is based on community size, however we welcome any level of membership support your organization can provide:

Population	Recommended Annual Support Level
0 – 10,000	\$300 - \$500
10,000 – 20,000	\$500 - \$700
20,000 – 40,000	\$700 - \$1,000
40,000 – 60,000	\$1,000 - \$5,000
60,000+	\$5,000 - \$10,000+

Sincerely,

The 2011 Metro WaterShed Partners Steering Committee

Tracy Fredin  
Hamline University

Lyndon Torstenson  
Mississippi National River and Recreation Area

Jana Larson  
Hamline University

Angie Hong  
Washington Conservation District

Anne Weber  
City of St. Paul

Peggy Knapp  
Freshwater Society

Trevor Russell  
Friends of the Mississippi River

Carrie Mack  
Ramsey-Washington Metro Watershed District

Jen Dillum  
City of Farmington



CERTIFIED PUBLIC  
ACCOUNTANTS

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

5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416  
Telephone: 952-545-0424 Fax: 952-545-0569

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

Invoice No. 28550

Date 03/31/2011  
Client No. 6355

---

### FOR PROFESSIONAL SERVICES

Progress billing for services completed through 03/31/2011 on audit of financial statements for the year ended 01/31/2011.

\$ 3,350.00

RECEIVED  
APR 14 2011  
CITY OF GOLDEN VALLEY

# **Bassett Creek Watershed Management Commission 2010 Annual Report**



**Crystal • Golden Valley • Medicine Lake • Minneapolis  
Minnetonka • New Hope • Plymouth • Robbinsdale • St. Louis Park**



**April 2011**



# **Bassett Creek Watershed Management Commission 2010 Annual Report**

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Cover photo: Sweeney Branch Streambank Restoration Project, Golden Valley, Minnesota  
(Photo credit: Al Lundstrom, Golden Valley)

## **List of Appendices**

Appendix A	Financial Information
Appendix B	Resolutions
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Appendix D	Web Site Usage Report

# Bassett Creek Watershed Management Commission (BCWMC)



## Executive Summary: 2010 Annual Report

### BCWMC's 2010 Activities & Achievements

The BCWMC's activities and projects are guided by its *Watershed Management Plan (Plan)*. The most recent version of the BCWMC's *Plan* was approved by the Minnesota Board of Water and Soil Resources and adopted by the BCWMC in 2004. This summary highlights the BCWMC's work and accomplishments during its fiscal year 2010 (February 1, 2010 — January 31, 2011) in the following areas: capital improvements program, water quality activities, and education activities. See the full 2010 Annual Report for more details.

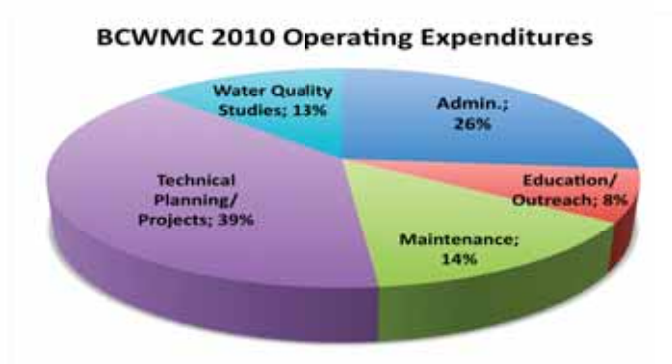
For the first time, BCWMC has hired an independent Administrator to work at the direction of the Board.

### Capital Improvements Program (CIP)

The BCWMC continued to implement its capital improvements program. The 2010 achievements included:

- Completed construction of the West Medicine Lake Park Ponds water quality improvement project. The purpose of the project is to improve the quality of stormwater runoff to Medicine Lake by removing significant amounts of sediment and phosphorus. The pond system will treat stormwater runoff from the entire 6,400-acre Plymouth Creek watershed. More than 50% of the project was completed by the end of 2009; the project was completed in 2010. The total estimated cost of the project is \$1,100,000. The City of Plymouth constructed the project;
- Began two streambank restorations projects: Main Stem Channel, Crystal Border to Regent Ave.-Golden Valley/Crystal and Plymouth Creek, Medicine Lake to 26th Ave-Plymouth;
- Completed feasibility studies 1) Bassett Creek Main Stem – Reach 1 from Wisconsin Avenue to Crystal boundary – all within Golden Valley and 2) North Branch Bassett Creek – 32<sup>nd</sup> Avenue North to 200 feet upstream of Douglas Drive – all within Crystal;
- Adopted a major plan amendment (as approved by BWSR) to add the following projects to add the following projects to the BCWMC's 10-year CIP: the North Branch Bassett Creek Project, the Lakeview Park Pond, and the Bassett Creek Main Stem Reach 1 Project; and
- Applied for and obtained a \$75,000 BWSR Clean Water Fund Grant for the BCWMC's 2011 Wirth Lake Outlet Modifications.

The BCWMC's 2010 operating expenditures are illustrated in the adjacent chart. For an itemization of the operating expenditures and for more information on the BCWMC's 2010 capital projects expenditures and financial report, please see the Financial Information Appendix of the annual report.



*The Bassett Creek Watershed Management Commission (BCWMC) is governed by a board composed of representatives from each of the nine member cities: Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, St. Louis Park, and Robbinsdale. Representatives are appointed by their cities and serve three-year terms on the board.*



## Water Quality Activities

In 2010, the BCWMC implemented the following water quality activities:

- Completed three Total Maximum Daily Load (TMDL) studies to set pollutant reduction goals and develop implementation plans to restore the waters of Sweeney Lake and Wirth Lakes in Golden Valley and Medicine Lake in Plymouth. In 2010, TMDL reports were approved for Wirth and Medicine Lakes;
- Participated in the technical advisory committees of the Metrowide Chloride TMDL study;
- Participated in Metropolitan Council Environmental Services' Citizen-Assisted Monitoring Program (CAMP) for six lakes;
- Performed a second year of E. coli bacteria sampling on Bassett Creek;
- Completed E. coli monitoring and analysis of monitoring results of 2008-2010 study;
- Conducted water quality monitoring and analysis for Medicine Lake in Plymouth;
- Conducted a phosphorus internal loading investigation of Twin Lake in Golden Valley. The investigation included sediment and water quality monitoring and analysis;
- Participated in the Upper Mississippi River Bacterial TMDL with representatives on the stakeholder and TAC groups; and,
- Participated in Hennepin County's River Watch program by funding monitoring of Bassett Creek for benthic invertebrates, which are indicators of stream health.

## Education Activities

In 2010, the BCWMC implemented the following education-related activities:

- Conducted a walking tour of part of Bassett Creek Main Stem;
- Participated in a watershed education alliance with four neighboring WMOs;
- Managed the BCWMC's education grant program and submitted program information to all of the schools in the watershed;
- Contracted for the writing and publication in local newspapers of articles on water quality best management practices;
- Staffed a booth at the following public events - Plymouth Yard/Garden Expo, Westwood Nature Center's Earth Day celebration, Golden Valley Days and the City of Crystal's 50th Anniversary. It was also on display but not staffed at New Hope City Hall, Crystal City Hall and at one of the Metro Blooms Raingarden Workshops;
- Gave away native plant seed packets;
- Partnered with Blue Thumb, a local program that encourages homeowners to use native plantings, rain gardens, and shoreline stabilization to reduce runoff from home yardscapes;
- Cosponsoring Metro Blooms rain garden workshops with member cities;
- Participated in Metro WaterShed Partners, including the Minnesota Waters "Let's Keep Them Clean" campaign.

# I. Annual Activity Report

This annual report covers the Bassett Creek Watershed Management Commission's (BCWMC) activities for fiscal year 2010 (February 1, 2010—January 31, 2011). The BCWMC Annual Report was prepared to meet the Annual Reporting Requirements as set forth in Minnesota Rules Chapter 8410.0150, subparts 1, 2, and 3.

## A. 2010 Commissioners

<b>Municipality / Term Expiration</b>	<b>Commissioners</b>	<b>Alternates</b>
<b>Crystal</b>  February 1, 2012	Pauline Langsdorf, 8100 33 <sup>rd</sup> Avenue North Crystal, MN 55427 763-544-1317 <a href="mailto:langsdorfp@aol.com">langsdorfp@aol.com</a>	Stu Stockhaus 3437 Adair Avenue North Crystal, MN 55422 <a href="mailto:StuJane@comcast.net">StuJane@comcast.net</a>
<b>Golden Valley</b>  February 1, 2012	Mayor Linda Loomis, Chair City of Golden Valley 7800 Golden Valley Road Golden Valley, MN 55427 763-593-3990 <a href="mailto:Linda.loomis@ci.golden-valley.mn.us">Linda.loomis@ci.golden-valley.mn.us</a>	David Hanson 1030 Angelo Drive Golden Valley, MN 55422 763-588-1478 <a href="mailto:davewhanson@gmail.com">davewhanson@gmail.com</a>
<b>Medicine Lake</b>  February 1, 2012	Ted Hoshal 6960 Madison Avenue West, Suite 2 Minneapolis, MN 55427-3627 763-541-1140 <a href="mailto:dthoshal@luma-gard.com">dthoshal@luma-gard.com</a>	John O'Toole MGO4SE, General Mills, Inc. PO Box 1113 Minneapolis, MN 55440 763-764-2422 <a href="mailto:john.otoole@genmills.com">john.otoole@genmills.com</a>
<b>Minneapolis</b>  February 1, 2013	Michael Welch, Treasurer 212 Thomas Avenue S. Minneapolis, MN 55405 612-385-6885 <a href="mailto:mjewelch@gmail.com">mjewelch@gmail.com</a>	Lisa Goddard 214 Logan Avenue North Minneapolis, MN 55405 763-475-0010 <a href="mailto:lgoddard@srfconsulting.com">lgoddard@srfconsulting.com</a>
<b>Minnetonka</b>  February 1, 2013	Bonnie Harper-Lore 12505 Ridgemount Ave. W. Minnetonka, MN 55305 952-525-0667 <a href="mailto:bonnieLore@comcast.net">bonnieLore@comcast.net</a>	Tony Wagner 1804 Traymore Road Minnetonka, MN 55305 952-512-1817 <a href="mailto:twagner@eminnetonka.com">twagner@eminnetonka.com</a>
<b>New Hope</b>  February 1, 2013	John Elder City of New Hope 4401 Xylon Ave. N. New Hope, MN 55428 763-531-5100 <a href="mailto:jelder@ci.new-hope.mn.us">jelder@ci.new-hope.mn.us</a>	Al Sarvi 9132 Northwood Pkwy Minneapolis, MN 55427-1621 (763) 550-2946 <a href="mailto:a.sarvi@hotmail.com">a.sarvi@hotmail.com</a>
<b>Plymouth</b>  February 1, 2014	Ginny Black, Vice Chair Plymouth City Hall 3400 Plymouth Blvd. Plymouth 55447 763-509-5004 <a href="mailto:Black.ginny@att.net">Black.ginny@att.net</a>	Elizabeth Thornton 4270 Lawndale Lane North Plymouth, MN 55446 <a href="mailto:eathornt@comcast.net">eathornt@comcast.net</a>

<b>Municipality / Term Expiration</b>	<b>Commissioners</b>	<b>Alternates</b>
<b>Robbinsdale</b>  February 1, 2014	Wayne Sicora 3706 Abbott Ave. North Robbinsdale 55422 763-532-8165 Wayne.sicora@ryancompanies.com	Vacant
<b>St. Louis Park</b>  February 1, 2014	Jim deLambert, Secretary 9257 West 22 <sup>nd</sup> Lane, St. Louis Park 55426 763-489-3150 jimd@liesch.com	Justin Riss 3732 Penn Ave S. St. Louis Park 55426 justinriss@yahoo.com

## **B. BCWMC Staff and Consultants**

### **Administrator**

Geoff Nash  
Watershed Consulting, LLC  
6920 Hillcrest Lane  
Edina, MN 55435  
952-925-5119  
[gnashbcwmc@gmail.com](mailto:gnashbcwmc@gmail.com)

### **Engineer**

Leonard J. Kremer, P.E.  
Karen L. Chandler, P.E.  
James P. Herbert, P.E.  
Barr Engineering Company  
4700 West 77th Street  
Minneapolis, MN 55435-4803  
952-832-2600  
[lkremer@barr.com](mailto:lkremer@barr.com)  
[kchandler@barr.com](mailto:kchandler@barr.com)  
[jherbert@barr.com](mailto:jherbert@barr.com)

### **Attorney**

Charlie LeFevere  
Kennedy & Graven  
470 U.S. Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
612-337-9215  
[clefevere@kennedy-graven.com](mailto:clefevere@kennedy-graven.com)

### **Bassett Creek Recording Administrator**

Amy Herbert  
c/o Barr Engineering Company  
4700 West 77th Street  
Minneapolis, MN 55435-4803  
952-832-2652  
[bcra@barr.com](mailto:bcra@barr.com)

### **Deputy Treasurer**

Susan Virnig  
City of Golden Valley  
7800 Golden Valley Road  
Golden Valley, MN 55427  
763-593-8010  
[svirnig@ci.golden-valley.mn.us](mailto:svirnig@ci.golden-valley.mn.us)

## **C. BCWMC Goals and 2010 Work Activities**

### **Description of Overall Goals**

The BCWMC's general goals fall under the categories of water quality, flood control, erosion and sediment control, stream restoration, wetland management, groundwater, public ditches, and public involvement and information. The goals are to:

- Manage the water resources of the watershed, with input from the public, so that the beneficial uses of wetlands, lakes, and streams remain available to the community.
- Improve the quality of stormwater runoff reaching the Mississippi River by reducing the nonpoint source pollution (including sediment) carried as stormwater runoff.
- Protect and enhance fish and wildlife habitat and maintain shoreland integrity.
- Reduce flooding along the Bassett Creek trunk system which is defined as:
  - a. The main channel from Medicine Lake to the Mississippi River.
  - b. The North Branch from upstream of County Road 9 to its junctions with the Main Stem near T.H. 100.
  - c. The Sweeney Lake Branch, from its source to its junction with the Main Stem downstream of Sweeney Lake.
  - d. Plymouth Creek, from the point where it intersects with Highway 55 to Medicine Lake, including the lake.
  - e. The designated water quantity and water quality storage facilities.
  - f. All other drains designated as trunks by the BCWMC.
- Protect human life, property, and surface water systems that could be damaged by flood events.
- Regulate stormwater runoff discharges and volumes to minimize flood problems, flood damages, and the future costs of stormwater management systems.
- Provide leadership and assist member cities with coordination of intercommunity stormwater runoff planning and design.
- Prevent erosion and sedimentation to the greatest extent possible to protect the BCWMC's water resources from increased sediment loading and associated water quality problems.

- Implement soil protection and sedimentation controls whenever necessary to maintain health, safety, and welfare.
- Implement stream restoration measures whenever necessary to maintain health, safety, and welfare.
- Maintain or enhance the natural beauty and wildlife habitat value of Bassett Creek.
- Achieve no net loss of wetlands in the BCWMC, in conformance with the Minnesota Wetland Conservation Act (WCA) and associated rules.
- Protect the quantity and quality of groundwater resources.
- Manage public ditches in a manner that recognizes their current use as urban drainage systems.
- Raise awareness of the watershed's existence and the role that the BCWMC plays in protecting water quality and preserving the watershed's health and aesthetics.
- Enable the target audiences to have confidence in the BCWMC's expertise and participate in a meaningful way in the planning process and ongoing projects conducted by the BCWMC.
- Raise awareness of the impact that individuals, businesses, and organizations have upon water quality and motivate these audiences to change personal/corporate behavior that has a negative impact on water quality and the watershed.



## 2010 Work Activities Completed

In addition to the activities described in the Executive Summary, the BCWMC conducted the following activities in 2010. Work associated with review of development proposals is listed in Section E. Work related to water quality monitoring is addressed in Section F.

- **Capital Improvements Program (CIP)**—The BCWMC continued to implement its capital improvements program. In 2010, these achievements included:
  1. Progress on CIP projects. The following CIP projects were completed or underway in 2010:
    - Bassett Creek Main Stem Streambank Restoration project
    - Plymouth Creek Streambank Restoration project
    - Major plan amendment was submitted to BWSR. It included:
      - Restore the Main Stem of Bassett Creek in the City of Golden Valley from Wisconsin Avenue to Rhode Island Avenue and from Duluth Street to the Golden Valley – Crystal boundary.
      - Restore the channel of the North Branch of Bassett Creek in the City of Crystal from 32nd Avenue North to Douglas Drive North.
      - Lakeview Park Pond expansion to capture additional nutrients before they enter the Medicine Lake.

At their 2010 meeting, the BCWMC passed resolution 10-07, approving the major plan amendment.

2. Applying for and obtaining a \$75,000 BWSR Clean Water Fund Grant for the BCWMC's Wirth Lake Outlet Modification project in the City of Minneapolis.

The BCWMC's 10-year capital improvements plan and potential future water quality capital improvements plan are included in the BCWMC *Watershed Management Plan* (September 2004). The table listing the BCWMC's capital improvement projects, updated to include all of the plan amendments, is appended.

- **Impaired Waters and Total Maximum Daily Loads (TMDL) Studies**—The following water bodies in the Bassett Creek Watershed were listed in the Minnesota Pollution Control Agency's (MPCA) draft 2010 *"Inventory of Impaired Waters"*. The inventory includes listings of (1)

impaired waters that require the development of a TMDL study, (2) impaired waters that have an approved TMDL study, but are not yet meeting water quality standards, and (3) impaired waters from natural causes that do not require a TMDL study. The inventory is available at the MPCA's Impaired Waters web site: [www.pca.state.mn.us/water/tmdl/tmdl-303dlist.html](http://www.pca.state.mn.us/water/tmdl/tmdl-303dlist.html).

<b>Water Body (Lake/River ID #)</b>	<b>Pollutant or Stressor (Year of Listing)</b>
Bassett Creek from Medicine Lake to Mississippi River (07010206-538)	Fish bioassessments (2004) Fecal coliform (2008) Chloride (2010)
Sweeney Lake (27-0035-01)	Nutrient/Eutrophication Biological indicators (2004)
Wirth Lake (27-0037-00)	Nutrient/Eutrophication Biological indicators (2002) Mercury in fish tissue (1998) <sup>1</sup>
Medicine Lake (27-0104-00)	Nutrient/Eutrophication Biological indicators (2004) Mercury in fish tissue (2004) <sup>1</sup>
Parkers Lake (27-0107-00)	Mercury in fish tissue (1998)
Northwood Lake (27-0627-00)	Nutrient/Eutrophication Biological indicators (2004)

<sup>1</sup> The MPCA completed a statewide mercury TMDL that was approved 2007

**Sweeney Lake TMDL Study**—In the *Final EPA-Approved MPCA 2004 CWA 303(d) List of Impaired Waters*, Sweeney Lake was listed as impaired due to excess nutrients (phosphorus) and was listed as having a target TMDL study start date of 2009 and a target TMDL study completion date of 2012.

In 2010, a stakeholder's meeting was held on September 30. The Sweeney Lake TMDL is currently out for public comment. The Sweeney Lake TMDL estimated project timeline is posted on the MPCA's Web site at [www.pca.state.mn.us/publications/tmdl-sweeneylake-projecttimeline.pdf](http://www.pca.state.mn.us/publications/tmdl-sweeneylake-projecttimeline.pdf).

For more information about the Sweeney Lake TMDL study, visit the following Web sites:

- The Sweeney Lake TMDL project Web site maintained by SEH, Inc. is at [www.sehinc.com/online/sweeney](http://www.sehinc.com/online/sweeney). The Sweeney Lake TMDL project Web site maintained by the MPCA is at [www.pca.state.mn.us/water/tmdl/project-sweeneylake.html](http://www.pca.state.mn.us/water/tmdl/project-sweeneylake.html).
- The TMDL page on the Bassett Creek Watershed Management Commission's Web site is at [www.bassettcreekwmo.org/TMDLStudyHomepage.htm](http://www.bassettcreekwmo.org/TMDLStudyHomepage.htm).

**Medicine Lake TMDL Study**—In the *Final EPA-Approved MPCA 2004 CWA 303(d) List of Impaired Waters*, Medicine Lake was listed as impaired due to excess nutrients (phosphorus) and was

listed as having a target TMDL study start date of 2009 and a target TMDL study completion date of 2012. In 2010, the TMDL went through the public comment review process.

The Medicine Lake TMDL project Web site maintained by the MPCA is at [www.pca.state.mn.us/water/tmdl/project-medicinelake-phosphorus.html](http://www.pca.state.mn.us/water/tmdl/project-medicinelake-phosphorus.html).

The TMDL page on the Bassett Creek Watershed Management Commission's Web site is at [www.bassettcreekwmo.org/TMDLStudyHomepage.htm](http://www.bassettcreekwmo.org/TMDLStudyHomepage.htm).

**Wirth Lake TMDL Study**—In the *Final EPA-Approved MPCA 2004 CWA 303(d) List of Impaired Waters*, Wirth Lake was listed as impaired due to excess nutrients (phosphorus in amounts greater than the state's goal of 40 micrograms per liter) and was listed as having a target TMDL study start date of 2009 and a target TMDL study completion date of 2012.

In 2010, the work tasks completed included:

- Developing implementation and compliance monitoring plans;
- Coordinating and communicating with a stakeholder- technical advisory committee; and
- Completing the draft TMDL report.
- The final public meeting was held in 2010.

For more information about the Wirth Lake TMDL study, visit the following Web sites:

The Wirth Lake TMDL project Web site maintained by the MPCA is at [www.pca.state.mn.us/water/tmdl/project-wirthlake.html](http://www.pca.state.mn.us/water/tmdl/project-wirthlake.html).

The TMDL page on the Bassett Creek Watershed Management Commission's Web site is at [www.bassettcreekwmo.org/TMDLStudyHomepage.htm](http://www.bassettcreekwmo.org/TMDLStudyHomepage.htm).

**Bassett Creek Fish Bioassessment Listing**—In the *Final EPA-Approved MPCA 2004 CWA 303(d) List of Impaired Waters*, the Main Stem of Bassett Creek, from Medicine Lake to the Mississippi River, was listed as impaired for fish (biota). In response to this listing, the MPCA completed fish sampling of the creek in 2008. The MPCA is currently reviewing the existing biota standards/listing criteria; this process is expected to take more than two years. The TMDL will not be started until the process is completed.

**Bassett Creek Fecal Coliform Listing** —In the *2008 Final TMDL List Inventory of all Impaired Waters*, Bassett Creek, from Medicine Lake to the Mississippi River, was listed as impaired for fecal

coliform. In response to this listing, E. coli sampling of Bassett Creek began in July 2008 and is slated to continue through June 2010. The BCWMC and the MPCA are cooperating in this effort—the BCWMC is collecting the samples and the MPCA is conducting the laboratory analysis of the samples. During June, July, August, and September 2009, a contractor collected water samples along six locations along the creek to determine presence and quantity of bacteria in the creek. The samples were analyzed at the Minnesota Department of Health lab in St. Paul for E. coli bacteria. All samples tested contained E. coli bacteria. The BCWMC received the results of the analysis in January 2010. The Bassett Creek watershed will be included in the Upper Mississippi River Bacteria TMDL, which is currently underway. Additional data for the Upper Mississippi River E. coli TMDL will be collected in 2010 and 2011, a draft TMDL report is expected sometime in 2012, and final approval of the TMDL is expected in 2013. The Upper Mississippi River E. coli TMDL project Web site maintained by the MPCA is at [www.pca.state.mn.us/water/tmdl/project-uppermiss-bacteria.html](http://www.pca.state.mn.us/water/tmdl/project-uppermiss-bacteria.html).

**Watershed-wide TMDL**—In 2010, the BCWMC considered the MPCA’s suggestion that the Commission prepare a watershed-wide TMDL for the remaining impaired waters in the BCWMC: Bassett Creek (impaired for fecal coliform, fish bioassessments, and chloride (draft 2010)), and Northwood Lake (impaired for nutrient/eutrophication biological indicators (total phosphorus)). However, with the inclusion of the Bassett Creek watershed in the Upper Mississippi River E. coli TMDL, and the MPCA’s review of its existing biota standards/listing criteria, the BCWMC decided not to pursue the watershed-wide TMDL at this time.

**Capital Improvement Project (CIP) Reserve Account**—In 2005 the BCWMC established a \$250,000 reserve fund to address shortages in available funding in any given year for construction of water quality CIP projects. The BCWMC agreed to revisit the reserve account policy each year. In 2010 the BCWMC made no changes to the policy.

**Annual Report**—The BCWMC prepared the 2010 Annual Report as set forth in the Minnesota Rules Chapter 8410.0150. The report was submitted to the Board of Water and Soil Resources and is available online at the Bassett Creek Watershed Management Commission Web site at [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org).

**Citizen Involvement**— The BCWMC encourages citizen participation including an opportunity at each monthly BCWMC meeting to hear citizen-input about agenda and non-agenda items. The BCWMC posts its meeting calendar, upcoming meeting agendas, meeting materials, and previous meeting minutes on its Web site ([www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)) to provide citizens an opportunity to attend BCWMC and BCWMC Committee meetings and to monitor BCWMC actions. The BCWMC notified the public of and held public hearings on August 19 and September 23, 2010 to receive

Public Testimony and Comments of Member Cities Regarding the Proposed Major Plan Amendment to the BCWMC's Watershed Management Plan. Citizen involvement also is an important component on Total Maximum Daily Load (TMDL) studies; a number of stakeholder meetings were held and public meetings took place on June 24, 2010 regarding the Wirth Lake TMDL.

**Water Quantity**—The BCWMC continued its lake- and stream-gauging program. The lake-gauging program consisted of collecting lake-level readings at Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), Northwood Lake and the Theodore Wirth Park storage area (upstream of the Highway 55 control structure). Lake levels were measured twice per month between April and September. Graphs of lake levels are available on the BCWMC website.

The stream-gauging program consisted of periodically surveying stages or inspecting the creek during periods of high flow. The BCWMC also participated with the Metropolitan Council and Minneapolis Park and Recreation Board on the watershed outlet monitoring program (WOMP) designed to continuously monitor flow and water quality.

**Watershed Inspection**—The BCWMC performed monthly erosion control inspections of construction sites within the watershed. Following each inspection, a letter was prepared and sent to the applicable municipality listing construction projects and the improvement needed for effective erosion control.

**Flood Control Project Inspection**—The BCWMC performed its annual inspections of the flood control project structures.

**Development Proposals**—The BCWMC reviewed 22 development proposals in the watershed for conformance to water quality and flooding policies. The BCWMC reviewed 13 development proposals the previous year. See Section F: Project Reviews.

**Technical Advisory Committee**—The BCWMC directed its Technical Advisory Committee (TAC) to review the following items:

1. Sweeney Lake TMDL proposed load reduction;
2. Sweeney Lake Implementation Plan;
3. Medicine Lake TMDL- comments on Draft Management Plan
4. Appointing a third TAC member for the CIP work group;
5. Develop recommendations about setting up a Request for Proposal (RFP) process for non-plan review work;
6. Consider use of channel maintenance funds for maintenance of CIP channel restoration projects;

7. Identify issue categories for the Next Generation Plan;
  8. Standardization of water quality data collection, stormwater modeling, and interpretation of results to facilitate collaboration between agencies;
  9. Review gaps in BCWMCs non-degradation requirements;
  10. Discuss Sweeney Lake outlet structure and how it fits in the CIP process;
  11. Consider New Hope noise wall and 66-inch culvert replacement project as part of the CIP process;
  12. Consider New Hope Channel Maintenance Fund request; and
  13. Review hydrologic and water quality modeling status.
- **Resolutions**—The BCWMC passed nine resolutions in fiscal year 2010. They are included in Appendix E.

## D. 2011 Projected Work Plan

Following is a list of tasks to be completed during 2011:

- **Capital Improvements Program (CIP)**—The BCWMC will continue to implement its capital improvements program. In 2011, this work will include:
  1. Capital Improvement Program and Prioritization—The BCWMC will review and update its capital improvement program and its water resource prioritization. The Capital Improvements Program is included in the report appendices.
  2. Progress on CIP projects:
    - Restore Main Stem Channel, Duluth St. to Crystal Border-Golden Valley—the estimated project cost is \$600,000.
    - Restore North Branch, 36<sup>th</sup> Ave to Bassett Creek Park-Crystal—the estimated project cost is \$834,900.
    - Wirth Lake Outlet Modification —the estimated project cost is \$250,000.
    - Schaper Park Pond feasibility study as part of Sweeney Lake TMDL Implementation Plan.
  3. Completing and gaining approval of a major plan amendment to the BCWMC's *Watershed Management Plan* to add the following projects to Table 12-2 of the Plan (Water Quality Management and Flood Control 10-Year Capital Improvements Program (CIP)):
    - Restoration of the North Branch of Bassett Creek, from 36<sup>th</sup> Avenue to Bassett Creek Park, in the City of Crystal—the estimated project cost is \$834,900.
    - Restoration of the Main Stem of Bassett Creek from Highway 169 to the City of Crystal boundary (upstream of Highway 100), in the City of Golden Valley—the estimated project cost is \$600,000.
    - Lakeview Park pond—the estimated project cost is \$196,000.
  4. Signing a grant agreement, preparing and gaining approval of a work plan, and submitting project updates for the BWSR Clean Water Fund Grant for the BCWMC's two 2011 stream restorations and the Wirth Lake outlet backflow preventer CIP project.
  5. Completing feasibility studies for the following channel restoration projects:
    - Bassett Creek Main Stem – Reach 1 from Wisconsin Avenue to Crystal boundary – all within Golden Valley.

- North Branch Bassett Creek – 32<sup>nd</sup> Avenue North to 200 feet upstream of Douglas Drive – all within Crystal.
- **Second Generation Watershed Management Plan**—The BCWMC will implement its Capital Improvements Program and its annual water quality and flood control programs, as described in the BCWMC *Second Generation Watershed Management Plan*.
- **Next Generation Watershed Management Plan**—Work has begun on issue identification for the Next Generation Watershed Management Plan.
- **Water Quantity**—The BCWMC will perform its lake- and stream-gauging program. The lake-gauging program will encompass Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), Northwood Lake, Bassett Creek Park Pond and Theodore Wirth Park Storage area upstream of TH 55 control structure. The stream-gauging program will consist of periodically surveying stages or inspecting the creek during periods of high flow.
- **Watershed Inspection**—The BCWMC will perform its watershed construction-site inspection program. The inspections have proved valuable in correcting erosion- and sediment-control practices that are not in conformance with BCWMC policies.
- **Flood Control Project Inspection**—The BCWMC will perform its flood control project inspection program as set forth in the Bassett Creek Flood Control Project Operations and Maintenance Manual.
- **Water Quality**—Proposed water quality tasks for 2010 include performance of the following:
  1. ***Water Quality Monitoring***: The BCWMC will perform routine lake monitoring of Westwood Lake and Crane Lake in the cities of St. Louis Park and Minnetonka, respectively. This work is done on a 4-year revolving cycle and consists of collecting five samples throughout the summer and fall.
  2. ***Citizens Assisted Monitoring Program (CAMP)***: The program will be managed by Metropolitan Council Environmental Services (MCES). The lake-gauging program will include lake monitoring through CAMP. Volunteer citizens will monitor the following lakes: Sweeney Lake and Twin Lake in Golden Valley, Medicine Lake in the cities of



Medicine Lake and Plymouth, Hidden Lake in Plymouth, Northwood Lake in New Hope, Westwood Lake in St. Louis Park, and Parkers Lake in Plymouth.

3. ***Watershed Outlet Monitoring Program (WOMP)***: The program will be managed by Metropolitan Council Environmental Services (MCES) and the Minneapolis Park and Recreation Board (MPRB). The BCWMC will provide \$5,000 financial support to MPRB for operating the station and will provide technical assistance to MCES for maintenance of the rating curve.
  4. ***Wirth Lake*** will be monitored by MPRB.
  5. ***River Watch Program***: The BCWMC will participate in the River Watch program managed by Hennepin County Environmental Services (HCES); two sites on Bassett Creek will be sampled. HCES will provide a final report of the 2011 sampling results to the BCWMC.
  6. ***Stormwater flow monitoring and in-stream water quality monitoring*** in the Medicine Lake watershed will be performed by Three Rivers Park District and the City of Plymouth.
- **Development**—The BCWMC will review development proposals in the watershed for conformance to water quality and flooding policies.
  - **Citizen Involvement**—The BCWMC will continue to encourage citizen participation at its monthly BCWMC and at its Committee meetings. The meetings are noticed to the public and a meeting calendar is posted on the BCWMC's Web site.
  - **Channel Maintenance Fund**—The BCWMC will continue its creek and streambank maintenance fund. The member cities will be assessed \$25,000 annually for the fund.
  - **Flood Control Long-Term Maintenance Fund**—The BCWMC established a long-term maintenance fund to be used to repair structures associated with the Flood Control Project. The member cities will be assessed \$25,000 annually to a not-to-exceed fund amount of \$1 million.
  - **Annual Report**—The BCWMC will prepare an annual report, submit the report to BWSR and member cities, and post it on the BCWMC Web site.

- **Policy Manual**—The BCWMC will prepare a Policy Manual to document governance policies for the Commission.
- **Sweeney Lake TMDL Study**—The final TMDL report was completed and is currently out for public comment. The Implementation Plan will be prepared in 2011.
- **Medicine Lake TMDL Study**—The final TMDL report was completed and approved by the EPA in 2010.
- **Wirth Lake TMDL Study**—The final TMDL report was completed and approved by the EPA in 2010.
- **Bassett Creek Main Stem Biota Listing**—The next steps regarding the fish bioassessment (e.g., TMDL) will not be known until the MPCA revises the biota standards/listing criteria, which is expected sometime during 2012-2013.
- **Bassett Creek Main Stem Fecal Coliform Listing**—BCWMC has completed the E. coli sampling of Bassett Creek that began in July 2008. Water samples were collected at six locations along the creek to determine presence and quantity of bacteria in the creek. The BCWMC will continue to participate in the upper Mississippi River E. coli TMDL process.

## E. Project Reviews

Two tables have been prepared that list development proposals and other plans that were reviewed by the BCWMC and/or its engineering consultant. The following table, *Plans Presented for BCWMC Review and Comment* includes development proposals and other plans that were reviewed and discussed during BCWMC meetings. The second table, *Plans Presented for Administrative Review and Comment*, is a list of projects that were reviewed by the BCWMC's engineer in accordance with policies of the BCWMC.

### Plans Presented for BCWMC Review and Comment (Board)

Appl. Form #	Project Name	Date Submitted	City	Comments	Date of BCWMC Meeting
2010-1	South Shore Drive Bridge Replacement at Bassett Cr. & DNR Permit App.	1/28/10	Plymouth	Conditional approval, Public bridge  Conditional approval	2/18/10  5/20/10
2010-2	Golden Valley 2010 Pavement Management Project	2/3/10	Golden Valley	Conditional approval, Public road	2/18/10
2010-3	Theodore Wirth Park Bridge Replacement	2/10	Golden Valley	Conditional approval, Creek crossing	2/18/10
2010-6	Plymouth 2010 Street Reconstruction—East Parkers Lake Area	5/5/10	Plymouth	Conditional approval, Public road	5/20/10
2010-7	Plymouth Interceptor (South Shore Drive) Emergency Utility Repair	5/28/10	Plymouth	Conditional approval, Utility across Bassett Cr.	5/20/10
2010-8	General Mills Pedestrian Bridge	5/28/10	Golden Valley	Approval, Creek crossing	6/17/10
2010-17	Menards Redevelopment	10/27/10	Golden Valley	Conditional approval, Commercial development	11/17/10

<b>Appl. Form #</b>	<b>Project Name</b>	<b>Date Submitted</b>	<b>City</b>	<b>Comments</b>	<b>Date of BCWMC Meeting</b>
2010-18	Wirth Lake Improvements Phase II	12/30/10	Golden Valley	Conditional approval, Public park improvements	1/20/11

### **Plans Presented for BCWMC Administrative Review and Comment**

<b>Appl. Form #</b>	<b>Project Name</b>	<b>Date Submitted</b>	<b>City</b>	<b>Type</b>
2009-5	26 <sup>th</sup> Avenue Culvert Dewatering Plan	Mar-27 2009 April 2010	Ply	Public - Street
2009-10	GVCC Pond Dredging/Creek Stabilization	Jan-12 2010	GV	Public
2010-1	South Shore Drive Bridge Replacement	Jan-28 2010	Ply	Public - Bridge
2010-1A	South Shore Drive Mill & Overlay	May-10 2010	Ply	Public - Street
2010-2	Golden Valley 2010 Pavement Management Project	Feb-3 2010	GV	Public - Street
2010-3	Theodore Wirth Park Bridge	Feb 2010	GV	Public - Pedestrian Bridge
2010-4	Hilde Performance Center	Apr-23 2010	Ply	Public – Park
2010-5	Qwest Fiber Optic line @ Glenwood Pond	Apr-20 2010	GV	Utility
2010-6	Plymouth 2010 Street Reconstruction— East Parkers Lake Area	May-5 2010	Ply	Public – Street
2010-7	Plymouth Interceptor (South Shore Drive) Emergency Utility Repair	May-28 2010	Ply	Utility
2010-8	General Mills Pedestrian Bridge	May-28 2010	GV	Commercial - Bridge
2010-9	Birchview Elementary School Site Improvements	Jul-9 2010	Ply	Institutional
2010-10	Auer Steel Site Improvements	Jul-2 2010	Ply	Commercial
2010-11	Plymouth Creek Restoration (CIP PC-1)	Jul-15 2010	Ply	Public – Creek Restoration
2010-12	Struthers Parkinson's Center Parking Lot Repaving	Aug-3 2010	GV	Commercial
2010-13	Plymouth Covenant Church Parking Lot Expansion	Aug-6 2010	Ply	Institutional
2010-14	Walgreens Construction	Aug-25 2010	GV	Commercial
2010-15	Plymouth Creek Park Hockey Rink Project	Sept-24 2010	Ply	Public – Park

<b>Appl. Form #</b>	<b>Project Name</b>	<b>Date Submitted</b>	<b>City</b>	<b>Type</b>
2010-16	Bassett Creek Restoration (CIP Crystal Boundary to Regent Avenue)	Sept-28-2010	GV	Public – Stream Restoration
2010-17	Menards Improvements	Oct-27 2010	GV	Commercial
2010-18	Wirth Lake Improvements: Phase II	Dec-30 2010	GV	Public – Park
2010-19	I-494 EAW	Jan 2011	Ply	Public - Street

## F. Water Quality Monitoring Data and Studies

The following water quality monitoring and water quality studies were performed:

- **Medicine Lake Water Quality Study** - The BCWMC and Three Rivers Park District performed a detailed lake monitoring of Medicine Lake. Samples were collected on 13 occasions from two basins (Main and Southwest). Dissolved oxygen, temperature, specific conductance, pH, and Secchi disc transparency (Secchi depth) were measured in the field and water samples were analyzed in the laboratory for total phosphorus, soluble reactive phosphorus, total nitrogen, and chlorophyll *a*. Three Rivers Park District performed the sampling and analysis of water quality parameters. Three Rivers Park District also collected phytoplankton and zooplankton samples. BCWMC staff analyzed these samples. The report *2010 Lake Water Quality Study – Medicine Lake* (March 2011) was prepared by BCWMC. The report is also available on the Bassett Creek Watershed Management Commission Web site ([www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)).
- **Twin Lake Phosphorus Internal Loading Investigation** - The BCWMC performed an investigation of Twin Lake phosphorus internal loading. Water quality samples were collected from the deepest location of the lake on two occasions during winter, February and March 2009 and 2010. Dissolved oxygen, temperature, specific conductance, pH, and oxidation reduction potential (ORP) were measured in the field and water samples were analyzed in the laboratory for total phosphorus and soluble reactive phosphorus. BCWMC staff performed the sampling and a contract laboratory analyzed the samples. Sediment core samples were collected from three locations during May. The sediment cores were approximately 1 foot in depth and were sliced into five or six sections. Each section was analyzed for mobile and organic bound phosphorus. BCWMC staff collected and analyzed the samples. BCWMC staff collected and analyzed the samples. The report *Twin Lake Phosphorus Internal Loading Investigation* (March 2011) was prepared by BCWMC. The report is also available on the Bassett Creek Watershed Management Commission Web site ([www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)).
- **BCWMC E. Coli Bacteria Monitoring** – The BCWMC collected water samples at six locations along Bassett Creek during June of 2010 to determine the presence and quantity of bacteria in the stream. The June sample event concluded a two-year study, which began in July of 2008. The BCWMC collected the samples, while the MPCA completed the laboratory

analysis of the samples. The technical memorandum from Barr Engineering Co. presenting the results of samples collected during June of 2010 as well as the results of the 2008 through 2010 study is available on the Bassett Creek Watershed Management Commission Web site ([www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)).

- **Citizens Assisted Lake Monitoring Program (CAMP)**—The BCWMC participated with the Metropolitan Council Environmental Services (MCES) in its citizen-assisted lake-monitoring program (CAMP). In 2010, citizen volunteers monitored the following lakes: Sweeney Lake in Golden Valley, Northwood Lake in New Hope, Medicine Lake and Parkers Lake in Plymouth, South Rice Pond in the cities of Golden Valley and Robbinsdale, and Westwood Lake in St. Louis Park. For results of the 2009 CAMP, see *2009 Study of the Water Quality of 194 Metropolitan Area Lakes* (Met Council, October 2009) (the report on the 2010 CAMP is not yet available). The report is also available on the Metropolitan Council Web site: [www.metrocouncil.org/environment/RiversLakes/Lakes/index.htm](http://www.metrocouncil.org/environment/RiversLakes/Lakes/index.htm).
- **Detailed stream monitoring at Bassett Creek WOMP station**—Stream monitoring was performed in cooperation with the Metropolitan Council Environmental Services (MCES) and the Minneapolis Park and Recreation Board (MPRB) as part of the stream monitoring and watershed outlet monitoring program (WOMP). See the MCES Web site for additional information: [www.metrocouncil.org/environment/RiversLakes/index.htm](http://www.metrocouncil.org/environment/RiversLakes/index.htm).
- **Wirth Lake, Spring Lake, Birch Pond and Bassett Creek WOMP Data**—The Minneapolis Park & Recreation Board (MPRB) monitored the water quality of Wirth Lake and Spring Lake in 2010. The MPRB managed the Bassett Creek WOMP station. The MPRB's *2010 Water Resources Report* is not yet available. It will be available at the Minneapolis Park & Recreation Board Web site at: [www.minneapolisparcs.org/default.asp?PageID=791](http://www.minneapolisparcs.org/default.asp?PageID=791).
- **Medicine Lake**—The City of Plymouth and Three Rivers Park District (TRPD) monitored Medicine Lake. The 2010 results can be obtained from Plymouth or TRPD staff.
- **Parkers Lake**—The City of Plymouth monitored Parkers Lake. The 2010 results can be obtained from Plymouth staff.
- **Stormwater flow monitoring and in-stream water quality monitoring** in the Medicine Lake watershed was performed by Three Rivers Park District and the City of Plymouth.

- **River Watch Program**—The BCWMC has supported the Hennepin County Environmental Services' River Watch Program. The program began in 1995 and uses volunteers to conduct biological monitoring as a means of monitoring water quality. The grading scale used in River Watch takes into account three major biotic indices used routinely in biological monitoring programs:
  - The Family Biotic Index, which measures the overall community of invertebrates and their tolerance to pollution levels. The scale ranges from 0 to 10 with the lower values indicating high sensitivity and good water quality if present.
  - EPT, which stands for Ephemeroptera, Plecoptera, and Trichoptera, or mayflies, stoneflies, and caddisflies. These three families include the most sensitive individuals and are looked at for indications of presence or absence. Higher scores indicate better water quality.
  - The number of families, which measures the overall abundance of families or total diversity of family units. Again, with this index, the higher the number the better.

Students have been monitoring Bassett Creek since 1999. There were two River Watch sites in the Bassett Creek Watershed in 2010 including site GM, which is located on Betty Crocker Drive in the City of Golden Valley, and site #13, which is located east of Highway 100 and south of Bassett Creek Drive. The report *Hennepin County River Watch 2010* is available online at:

[www.hennepin.us/portal/site/HennepinUS/menuitem.b1ab75471750e40fa01dfb47ccf06498/?vgnextoid=04eafcb677d33210VgnVCM10000049114689RCRD](http://www.hennepin.us/portal/site/HennepinUS/menuitem.b1ab75471750e40fa01dfb47ccf06498/?vgnextoid=04eafcb677d33210VgnVCM10000049114689RCRD).



## G. Local Plan Adoption

The following table shows the status of the surface water management plan preparation for each municipality.

<b>Municipality</b>	<b>Local Plan Status</b>	<b>Comments</b>
Crystal	Completed	Local plan was approved by the BCWMC in January 2010. Resolution 10-02.
Golden Valley	Completed	Revised plan was approved by the BCWMC in September 2008. Resolution 08-06.
Medicine Lake	Completed	Local plan was approved by the BCWMC in January 2010. Resolution 10-05.
Minneapolis	Completed	Local plan was approved by the BCWMC in September 2006. Resolution 2006-04.
Minnetonka	Completed	Revised local plan was approved by the BCWMC in September 2008. Resolution 08-05.
New Hope	Completed	Revised plan was approved by the BCWMC in October 2008. Resolution 08-08.
Plymouth	Completed	Local plan conditionally approved by the BCWMC in February 1999. Resolution 99-3. Revised plan was approved by the BCWMC in November 2008. Resolution 08-09.
Robbinsdale	Completed	Local plan was approved by the BCWMC in October 1996; reconfirmed in April 1997. Resolution 97-5. Local plan was reviewed as part of the city's comprehensive plan review in 2008. Revised plan was submitted to the BCWMC for review in December 2009 and approved in February 2010. Resolution 10-04.
St. Louis Park	Completed	Revised plan was approved by the BCWMC in September 2009. Resolution 09-06.

## H. Watershed Communication/Public Education

In accordance with Minnesota Rules, Chapter 8410.0100, Subpart 4, the BCWMC utilized the following information sources for providing information to the general public:

- **Improvements and Development Requirements**—The report *Requirements for Improvements and Development Proposals*, prepared by the BCWMC (2008), is posted for use and reference on the BCWMC's Web site at [www.bassettcreekwmo.org/require/2008\\_Requirements/2008RequirementsTOC.htm](http://www.bassettcreekwmo.org/require/2008_Requirements/2008RequirementsTOC.htm).
- **Web Site**—The BCWMC updated information on its Web site throughout 2010. In 2010, there were approximately 87,538 visits, or 239 per day, and up from 73,239 visits in 2009. A copy of the Web site Usage Report from January 1, 2010, through December 31, 2010, is included in the appendices. The address for the Bassett Creek Watershed Management Commission web site is [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org).
- **BCWMC Meeting Packet**— Each month in 2010 the BCWMC posted online meeting packets on its Web site and mailed a hard copy of the monthly meeting packets to approximately 20 interested parties that include the Board and the TAC. The packets included the BCWMC meeting agenda, meeting minutes, and meeting materials such as various correspondence items and other documents pertaining to the meeting agenda.
- **Communications Coordination**—The BCWMC will continue to implement a public information plan as recommended by the Policy and Citizens Advisory Groups at its November 13, 2001, special meeting.
- **Technical Advisory Committees (TAC) Meetings**—The TAC met the first Thursday of every other month and on additional days as needed to discuss issues directed to it by the BCWMC. The TAC meetings were noticed and were open to the public.
- **Metro Watershed Partners**—The BCWMC participated as a member of the Metro Watershed Partners as a general supporter of the program and also as a supporter of the Metro Clean Water Minnesota Media Campaign. Metro Watershed Partners maintains a listserve and a Web site as forums for information sharing, holds monthly meetings for members to collaborate, and displays an exhibit at the State Fair to educate the public about watersheds. The Clean Water Minnesota Media Campaign is a stormwater education

collaboration that develops and delivers stormwater educational materials to a broad audience through television, radio, and billboard campaigns as well as through its Web site [www.cleanwatermn.org](http://www.cleanwatermn.org).

- **Demonstration and Public Communications**—The BCWMC’s small-grant program is designed to promote water-quality improvement projects and communications and education programs that reduce pollution. The grant program provides up to \$1,000 to grantees to support the following activities:
  1. Water-quality improvement projects;
  2. Communication and education programs on reducing pollution from household activities; and
  3. Projects that raise citizen awareness of their role/ responsibility in improving and maintaining water quality in the watershed.

In 2010 the BCWMC awarded the following grants:

- Meadowbrook Elementary—The BCWMC granted matching funds to assist students, staff, and volunteers to construct an outdoor classroom on the school grounds.

The BCWMC has information about grant eligibility and application procedures in its grant program section of the Bassett Creek Watershed Management Organization Web site at [www.bassettcreekwmo.org/index.html](http://www.bassettcreekwmo.org/index.html).

- **BCWMC Education and Public Outreach Committee:** In addition to the activities described in the Executive Summary, the Committee conducted the following activities in 2010:
  1. The Education and Public Outreach Committee participated in quarterly joint meetings of the Education and Public Outreach Committees (EPOC) of the Bassett Creek Watershed Management Organization (WMO), Elm Creek WMO, Shingle Creek/West Mississippi WMO, and Pioneer-Sarah Creek WMO. The group has formalized its partnership as the West Metro Watershed Alliance (WMWA). The purpose of the joint meetings is to promote consistent and cooperative messages in the participating watersheds. The WMWA created a draft joint education plan that has been adopted by the member WMOs.

2. The Education and Public Outreach Committee contracted with writer Judy Arginteanu, to write articles that would highlight steps that residents could take to improve water quality in the Bassett Creek watershed.

## **I. Professional Services Proposal**

In accordance with Minnesota Statutes, Section 103B.227, Subdivision 5, the BCWMC solicited letters of interest in 2010 for legal and engineering technical consulting services.

## **J. Assessment of Changes in Fund Balance**

A discussion of the fund balance is included in the BCWMC's annual financial audit report. A copy of the annual audit report will be made available on the Bassett Creek Watershed Management Commission's Web site at [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org).

## **K. Wetland Conservation Act/Wetland Banking Program**

**1991 Wetland Conservation Act**—The interim program of the 1991 Wetland Conservation Act was effective through December 31, 1993. On January 1, 1994, the permanent program of the 1991 Wetland Conservation Act became effective. Each municipality was required to designate the local government unit (LGU) responsible for administering the interim program and the permanent program of the 1991 Wetland Conservation Act. The following table indicates the local governmental unit for each municipality.

<b>Municipality</b>	<b>Permanent Program (Effective 1/1/94)</b>
Crystal	Crystal
Golden Valley	Golden Valley
Medicine Lake	BCWMC
Minneapolis	Minneapolis
Minnetonka	Minnetonka
New Hope	New Hope
Plymouth	Plymouth
Robbinsdale	BCWMC
St. Louis Park	BCWMC

BCWMC = Bassett Creek Watershed Management Commission

**Wetland Mitigation Policy**—The BCWMC's wetland mitigation policy specifies that filling or developing existing lakes and wetlands require an evaluation of the benefits of the wetland for stormwater storage, water quality enhancement, and wildlife habitat, as well as the development of a plan to mitigate the loss of those benefits somewhere in the affected watershed.

**Wetland Banking Program**—The BCWMC has not adopted a wetland banking program.

## II. Annual Financial Report

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The 2010 fiscal year for the Bassett Creek Watershed Management Commission (BCWMC) commenced on February 1, 2010 and ended January 31, 2011.

### **A. Approved Budget**

The approved operating budget for fiscal year 2010 was \$463,000. Each member's contribution toward the annual budget is based 50 percent on the total area of the municipality within the watershed and 50 percent on the tax capacity of the area within the watershed. A copy of the 2010 budget description, member-city assessment table, and operating budget table are appended.

### **B. Report of Revenues**

See the Financial Audit Report in the appendices.

### **C. Report of Expenditures**

See the Financial Audit Report in the appendices.

### **D. Financial Audit Report**

The annual audit report for the year ending January 31, 2011, was performed by Malloy Montague Karnowski Radosevich & Co., P.A. A copy of the annual audit report is included in the appendices and also is available on the Bassett Creek Watershed Management Commission's Web site at [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org).

## ***Executive Summary***

## ***I. Annual Activity Report***



## ***II. Annual Financial Report***

***Appendix A***  
***Financial Information***

## ***Appendix B***

### ***Resolutions***

## ***Appendix C***

### ***Capital Improvements Program***

## ***Appendix D***

### ***Web Site Usage Report***

**BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION**

**Annual Financial Report  
Year Ended  
January 31, 2011**

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

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## INTRODUCTORY SECTION



BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Board of Commissioners  
Year Ended January 31, 2011

<u>Commissioner</u>	<u>Position</u>	<u>Governmental Unit</u>
Linda Loomis	Chairperson	City of Golden Valley
Ginny Black	Vice Chairperson	City of Plymouth
Michael Welch	Treasurer	City of Minneapolis
Pauline Langsdorf	Secretary	City of Crystal
Jim de Lambert	Commissioner	City of St. Louis Park
John Elder	Commissioner	City of New Hope
Bonnie Harper-Lore	Commissioner	City of Minnetonka
Ted Hoshal	Commissioner	City of Medicine Lake
Wayne Sicora	Commissioner	City of Robbinsdale

FINANCIAL SECTION



#### PRINCIPALS

Kenneth W. Malloy, CPA  
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

### INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Bassett Creek Watershed Management Commission

We have audited the accompanying financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2011, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Commission's management. Our responsibility is to express opinions on these financial statements based on our audit. The prior year partial comparative information presented has been derived from the Commission's financial statements for the year ended January 31, 2010, and in our report dated May 26, 2010, we expressed unqualified opinions on the respective financial statements of the governmental activities and each major fund.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Commission as of January 31, 2011, and the respective changes in financial position thereof and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The financial statements include prior year partial comparative information. Such information does not include all of the information required in a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended January 31, 2010, from which it was derived.

(continued)

In accordance with *Government Auditing Standards*, we have also issued our report dated May 10, 2011 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis (MD&A) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, 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. The Commission has not presented the MD&A that accounting principles generally accepted in the United States of America has determined necessary to supplement, although not required to be a part of, the basic financial statements.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The introductory section, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

*Malloy, Montague, Karnowski, Radoszewich & Co., P.A.*

May 10, 2011

## BASIC FINANCIAL STATEMENTS

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Statement of Net Assets  
as of January 31, 2011  
(With Partial Comparative Information as of January 31, 2010)

	Governmental Activities	
	2011	2010
Assets		
Cash and investments	\$ 4,420,762	\$ 4,155,096
Interest receivable	6,056	7,431
Delinquent taxes receivable	15,110	34,181
Due from other governments	324,000	—
Prepays	1,914	1,835
Total assets	<u>4,767,842</u>	<u>4,198,543</u>
Liabilities		
Accounts payable	28,549	53,156
Unearned revenue	723,475	169,502
Total liabilities	<u>752,024</u>	<u>222,658</u>
Net assets		
Unrestricted	<u>\$ 4,015,818</u>	<u>\$ 3,975,885</u>

See notes to basic financial statements

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Statement of Activities  
Year Ended January 31, 2011  
(With Partial Comparative Information for the Year Ended January 31, 2010)

	Governmental Activities	
	2011	2010
Expenses		
Watershed management		
Administration	\$ 407,519	\$ 363,522
Improvement projects	914,123	217,226
Total expenses	<u>1,321,642</u>	<u>580,748</u>
Program revenues		
Charges for services – member assessments	414,150	449,874
Charges for services – permit fees	22,000	15,000
Capital grants and contributions	6,564	43,941
Total program revenues	<u>442,714</u>	<u>508,815</u>
Net program (expenses)	(878,928)	(71,933)
General revenues		
Property taxes	881,756	794,320
Unrestricted state aids	26,136	10,122
Investment earnings	9,330	14,098
Other	1,639	1,023
Total general revenues	<u>918,861</u>	<u>819,563</u>
Change in net assets	39,933	747,630
Net assets		
Beginning of year	<u>3,975,885</u>	<u>3,228,255</u>
End of year	<u>\$ 4,015,818</u>	<u>\$ 3,975,885</u>

See notes to basic financial statements

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Balance Sheet  
Governmental Funds  
as of January 31, 2011  
(With Partial Comparative Information as of January 31, 2010)

	General Fund	Improvement Capital Projects Fund	Total Governmental Funds	
			2011	2010
<b>Assets</b>				
<b>Current assets</b>				
Cash and temporary investments	\$ 753,241	\$ 3,667,521	\$ 4,420,762	\$ 4,155,096
Interest receivable	4	6,052	6,056	7,431
Delinquent taxes receivable	—	15,110	15,110	34,181
Due from other governments	—	324,000	324,000	—
Prepays	1,914	—	1,914	1,835
	<u>1,914</u>	<u>—</u>	<u>1,914</u>	<u>1,835</u>
Total assets	<u>\$ 755,159</u>	<u>\$ 4,012,683</u>	<u>\$ 4,767,842</u>	<u>\$ 4,198,543</u>
<b>Liabilities and Fund Balances</b>				
<b>Liabilities</b>				
Accounts payable	\$ 17,734	\$ 10,815	\$ 28,549	\$ 53,156
Deferred revenue	—	15,110	15,110	34,181
Unearned revenue	399,475	324,000	723,475	169,502
Total liabilities	<u>417,209</u>	<u>349,925</u>	<u>767,134</u>	<u>256,839</u>
<b>Fund balances</b>				
Unreserved				
Designated for improvements	—	3,662,758	3,662,758	3,597,713
Undesignated	337,950	—	337,950	343,991
Total fund balances	<u>337,950</u>	<u>3,662,758</u>	<u>4,000,708</u>	<u>3,941,704</u>
Total liabilities and fund balances	<u>\$ 755,159</u>	<u>\$ 4,012,683</u>		

Amounts reported for governmental activities in the Statement of Net Assets are different because:

Certain revenues (including delinquent taxes) are included in net assets, but are excluded from fund balances until they are available to liquidate liabilities of the current period.

	15,110	34,181
Net assets of governmental activities	<u>\$ 4,015,818</u>	<u>\$ 3,975,885</u>

See notes to basic financial statements



BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Statement of Revenue, Expenditures, and Changes in Fund Balances  
Governmental Funds  
Year Ended January 31, 2011  
(With Partial Comparative Information for the Year Ended January 31, 2010)

	General Fund	Improvement Capital Projects Fund	Total Governmental Funds	
			2011	2010
Revenue				
Member contributions	\$ 414,150	\$ —	\$ 414,150	\$ 449,874
Permit fees	22,000	—	22,000	15,000
Property taxes	—	900,827	900,827	775,165
State aid	—	32,700	32,700	54,063
Other revenue				
Investment earnings	314	9,016	9,330	14,098
Miscellaneous	1,639	—	1,639	1,023
Total revenue	<u>438,103</u>	<u>942,543</u>	<u>1,380,646</u>	<u>1,309,223</u>
Expenditures				
Current				
Engineering	290,708	—	290,708	265,885
Legal	17,331	—	17,331	16,464
Professional services	13,328	—	13,328	13,610
Secretarial services	42,578	—	42,578	34,145
Public relations and outreach	13,708	—	13,708	9,225
Financial management	3,000	—	3,000	3,205
Education	19,061	—	19,061	13,279
Demonstration projects	3,140	—	3,140	3,279
Miscellaneous	4,665	—	4,665	4,430
Capital outlay				
Improvement projects	—	914,123	914,123	217,226
Total expenditures	<u>407,519</u>	<u>914,123</u>	<u>1,321,642</u>	<u>580,748</u>
Excess of revenue over expenditures	30,584	28,420	59,004	728,475
Other financing sources (uses)				
Transfers in	23,375	60,000	83,375	60,000
Transfers (out)	(60,000)	(23,375)	(83,375)	(60,000)
Total other financing sources (uses)	<u>(36,625)</u>	<u>36,625</u>	<u>—</u>	<u>—</u>
Net change in fund balances	(6,041)	65,045	59,004	728,475
Fund balances				
Beginning of year	<u>343,991</u>	<u>3,597,713</u>		
End of year	<u>\$ 337,950</u>	<u>\$ 3,662,758</u>		

Amounts reported for governmental activities in the Statement of Activities are different because:

Certain revenues (including delinquent taxes) are included in net assets, but are excluded from fund balances until they are available to liquidate liabilities of the current period.

	(19,071)	19,155
Change in net assets of governmental activities	<u>\$ 39,933</u>	<u>\$ 747,630</u>

See notes to basic financial statements

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Statement of Revenue, Expenditures, and Changes in Fund Balances  
Budget and Actual  
General Fund  
Year Ended January 31, 2011

	Original and Final Budget	Actual	Over (Under) Budget
Revenue			
Member contributions	\$ 414,150	\$ 414,150	\$ —
Permit fees	48,850	22,000	(26,850)
Other revenue			
Investment earnings	—	314	314
Miscellaneous	1,000	1,639	639
Total revenue	<u>464,000</u>	<u>438,103</u>	<u>(25,897)</u>
Expenditures			
Current			
Engineering	281,000	290,708	9,708
Legal	18,500	17,331	(1,169)
Professional services	15,000	13,328	(1,672)
Secretarial services	45,000	42,578	(2,422)
Public relations and outreach	15,500	13,708	(1,792)
Financial management	3,000	3,000	—
Education	15,000	19,061	4,061
Demonstration projects	5,000	3,140	(1,860)
Miscellaneous	5,000	4,665	(335)
Total expenditures	<u>403,000</u>	<u>407,519</u>	<u>4,519</u>
Excess of revenue over expenditures	61,000	30,584	(30,416)
Other financing sources (uses)			
Transfers in	—	23,375	23,375
Transfers out	(60,000)	(60,000)	—
Total other financing sources (uses)	<u>(60,000)</u>	<u>(36,625)</u>	<u>23,375</u>
Net change in fund balances	<u>\$ 1,000</u>	<u>(6,041)</u>	<u>\$ (7,041)</u>
Fund balances			
Beginning of year		<u>343,991</u>	
End of year		<u>\$ 337,950</u>	

See notes to basic financial statements

**BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION**

Notes to Basic Financial Statements  
January 31, 2011

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES**

**A. Organization**

The Bassett Creek Watershed Management Commission (the Commission) is a joint venture of the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park, formed under the authority of Minnesota Statute § 471.59. The Commission's purpose is to provide for cooperative planning, usage, and improvement of the watershed drained by the nine member communities. It is governed by a board consisting of nine commissioners, one appointed by each member city. The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America as applicable to governmental units.

**B. Reporting Entity**

A joint venture is a legal entity resulting from a contractual agreement that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain either an ongoing financial interest or an ongoing financial responsibility. The Commission, as described above, is considered a joint venture of the nine member cities, and is included as such in their financial statements.

As required by accounting principles generally accepted in the United States of America, these financial statements include the Commission (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit includes whether or not the primary government appoints the voting majority of the potential component unit's board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria, there are no component units required to be included in the Commission's financial statements.

**C. Government-Wide Financial Statements**

The government-wide financial statements (Statement of Net Assets and Statement of Activities) display information about the reporting government as a whole. These statements include all of the financial activities of the Commission. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; 2) operating grants and contributions; and 3) capital grants and contributions. Taxes and other internally directed revenues are reported as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the fiscal year for which they are levied. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the provider have been met. Generally, the effect of interfund activity has been eliminated from the government-wide financial statements.

## **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The Commission applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

### **D. Fund Financial Statement Presentation**

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures. The resources of the Commission are accounted for in two funds:

**General Fund** – The General Fund is the primary operating account of the Commission and is used to account for all financial resources except those required to be accounted for in another fund.

**Improvement Capital Projects Fund** – The Improvement Capital Projects Fund is used to account for resources set aside for the construction of improvements to the watershed. Its primary resources are a property tax levy and property tax credits and other aid paid by the state.

Separate fund financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of this fund present increases (revenue and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under this basis of accounting, transactions are recorded in the following manner:

1. **Revenue Recognition** – Revenue is recognized when it becomes measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if collected within 60 days after year-end. All significant revenue sources are considered susceptible to accrual.
2. **Recording of Expenditures** – Expenditures are generally recorded when a liability is incurred; however, expenditures are recorded as prepaid for approved disbursements or liabilities incurred in advance of the year in which the item is to be used.

### **E. Budget**

A budget for the General Fund is adopted annually by the Commission’s Board of Commissioners on a modified accrual basis of accounting. Budgetary control is at the fund level. For the year ended January 31, 2011, General Fund expenditures exceeded appropriations by \$4,519. All appropriations lapse at year-end.

### **F. Investments**

Investments are reported at fair value. Securities traded on national exchanges are valued at the last reported sales price.

### **G. Prepaids**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids. Prepaids are recorded as expenditures/expenses at the time of consumption.

## **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

### **H. Capital Assets**

The Commission has no capital assets. The Improvement Capital Projects Fund is used to construct holding ponds and other improvements to the drainage system within the watershed district. The improvements are to land belonging to the Commission's member communities, and are not capitalized by the Commission.

### **I. Property Taxes**

Under Minnesota Statute § 103B.251, the Commission is authorized to certify to Hennepin County, the costs of capital projects that are included in the capital improvement program in the Commission's watershed management plan. Project costs are certified to the county before October 1. The county is required by Minnesota Statute § 103B.251, Subd. 6 to provide funds for the cost of such improvements. The county has elected to levy an ad valorem property tax on taxable properties within the watershed to provide such funds. Such taxes become a lien on January 1 and are recorded as receivables by the Commission on that date. Property taxes may be paid by taxpayers in two equal installments on May 15 and October 15. The county provides tax settlements to all taxing districts several times a year. Taxes which remain unpaid at December 31 are classified as delinquent taxes receivable, and are offset by deferred revenue on the governmental funds financial statements. A portion of the property taxes levied is paid by the state of Minnesota through various tax credits, which are included in state aid revenue in the financial statements.

### **J. Risk Management**

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended January 31, 2011.

### **K. Net Assets and Fund Balances**

Net assets represent the difference between assets and liabilities in the government-wide financial statements. Net assets are reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation, or are legally restricted by outside parties for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

## NOTE 2 – DEPOSITS AND INVESTMENTS

### A. Components of Cash and Investments

Cash and investments at year-end consist of the following:

Deposits	\$ 201,819
Investments	<u>4,218,943</u>
Total cash and investments	<u>\$ 4,420,762</u>

### B. Deposits

In accordance with applicable Minnesota Statutes, the Commission maintains deposits at depository banks authorized by its Board of Commissioners, including checking and savings accounts.

The following is considered the most significant risk associated with deposits:

**Custodial Credit Risk** – In the case of deposits, this is the risk that in the event of a bank failure, the Commission’s deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bonds, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated “A” or better; revenue obligations rated “AA” or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The Commission has no additional deposit policies addressing custodial credit risk.

At year-end, the carrying amount of the Commission’s deposits was \$210,819 and the balance on the bank records was \$0. At January 31, 2011, deposits were fully covered by federal depository insurance or by collateral held by the Commission’s agent in the Commission’s name.

### C. Investments

The Commission has the following investments at year-end:

Investment Type	Credit Risk		Interest Risk – Maturity in Years		Total
	Rating	Agency	Less Than 1	1 to 5	
U.S. agencies	AAA	S&P	\$ –	\$ 1,010,620	\$ 1,010,620
Repurchase agreement (U.S. agency underlying security)	AAA	S&P	\$ 3,208,323	\$ –	<u>3,208,323</u>
Total investments					<u>\$ 4,218,943</u>

## NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

Investments are subject to various risks, the following of which are considered the most significant:

**Custodial Credit Risk** – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the Commission would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Commission does not have a formal investment policy addressing this risk, but typically limits its exposure by purchasing insured or registered investments, or by controlling who holds the securities.

**Credit Risk** – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the Commission's investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. The Commission does not have an investment policy that further addresses credit risk.

**Concentration Risk** – This is the risk associated with investing a significant portion of the Commission's investment (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The Commission does not have an investment policy that limits the concentration of investments. At January 31, 2011, the Commission's portfolio includes the following percentages of specific issuers:

U.S. agencies	
Federal Home Loan Bank	12.1%
Federal National Mortgage Association	11.9%
Repurchase Agreement – Wells Fargo	76.0%

**Interest Rate Risk** – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The Commission does not have an investment policy limiting the duration of investments.

### NOTE 3 – TRANSFERS

The following interfund transfers were made during the year ended January 31, 2011.

Transfers Out	Transfers In		
	General Fund	Improvement Capital Projects Fund	Total
General Fund	\$ –	\$ 60,000	\$ 60,000
Improvement Capital Projects Fund	23,375	–	23,375
	<u>\$ 23,375</u>	<u>\$ 60,000</u>	<u>\$ 83,375</u>

Transfers are used to finance certain improvement projects or allocate revenues between funds. Interfund transfers are reported in the fund financial statements, but are eliminated in the government-wide financial statements.

### NOTE 4 – RELATED PARTY TRANSACTIONS

The nine member cities support the Commission through annual contributions, which are computed using a formula based on the net tax capacity of all property within the watershed and the total area of each member city within the watershed as compared to the total area within the watershed. Contributions are assessed on a fiscal year basis. Contributions received in advance of the year to which they pertain are reported as unearned revenue in the year received.

Member contributions, unearned revenue, and permit revenue for the year ended January 31, 2011 were as follows:

	Contributions	Unearned Revenue	Permit Fees Revenue
Crystal	\$ 22,131	\$ 23,433	\$ –
Golden Valley	103,256	109,230	–
Medicine Lake	3,090	–	–
Minneapolis	30,216	–	–
Minnetonka	21,510	22,558	–
New Hope	22,605	23,840	–
Plymouth	188,453	196,201	4,000
Robbinsdale	7,417	7,672	–
St. Louis Park	15,472	16,541	–
	<u>\$ 414,150</u>	<u>\$ 399,475</u>	<u>\$ 4,000</u>



#### OTHER REQUIRED REPORTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners  
Bassett Creek Watershed Management Commission

We have audited the financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2011, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated May 10, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

(continued)

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Commissioners and management of the Commission, its member cities, and the state of Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

*Malloy, Montague, Karnowski, Radoszewich & Co., P.A.*

May 10, 2011

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH MINNESOTA STATE LAWS AND REGULATIONS

Board of Commissioners  
Bassett Creek Watershed Management Commission

We have audited the financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2011, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated May 10, 2011.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the Office of the State Auditor pursuant to Minnesota Statute § 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions* covers seven main categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our study included all of the listed categories, except that we did not test for compliance in tax increment financing, because the Commission does not utilize tax increment financing.

The results of our tests indicate that, for the items tested, the Commission complied with the material terms and conditions of applicable legal provisions.

This report is intended solely for the information and use of the Board of Commissioners and management of the Commission, its member cities, and the state of Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

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

May 10, 2011

May 10, 2011

Board of Commissioners  
Bassett Creek Watershed Management Commission

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the Board of Commissioners, administration, or those charged with governance of the Commission.

**OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA AND *GOVERNMENT AUDITING STANDARDS***

We have audited the financial statements of the governmental activities and each major fund of the Commission as of and for the year ended January 31, 2011. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

**PLANNED SCOPE AND TIMING OF THE AUDIT**

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

**AUDIT OPINION AND FINDINGS**

- We have issued an unqualified opinion on the Commission's financial statements.
- We have reported no material weaknesses in the Commission's internal control over financial reporting.
- The results of our testing disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.
- We have reported no instances of noncompliance with Minnesota laws and regulations.

### **SIGNIFICANT ACCOUNTING POLICIES**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 of the notes to basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

### **CORRECTED AND UNCORRECTED MISSTATEMENTS**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### **ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Management expects any differences between estimates and actual amounts of these estimates to be insignificant. We evaluated the key factors and assumptions used by management in the areas discussed above in determining that they are reasonable in relation to the financial statements taken as a whole.

### **DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT**

We encountered no difficulties in dealing with management in performing and completing our audit.

### **DISAGREEMENTS WITH MANAGEMENT**

For purposes of this report, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **MANAGEMENT REPRESENTATIONS**

We have requested certain representations from management that are included in the management representation letter dated May 10, 2011.

#### **MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no consultations with other accountants.

#### **OTHER AUDIT MATTERS**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### **CLOSING**

We would be pleased to respond to any questions that you have about the foregoing. We appreciate the opportunity to be of service to the Commission.

This report is intended solely for the information and use of the Board of Commissioners and management of the Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

*Malloy, Montague, Karnowski, Radosевич & Co., P.A.*

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

## COOPERATIVE AGREEMENT

THIS AGREEMENT is made this 19<sup>th</sup> day of May 2011 by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (hereinafter "COMMISSION"), c/o Barr Engineering Co. 4700 West 77th Street Minneapolis, MN 55435 and Hennepin County, a Minnesota political subdivision government (hereinafter "County") A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Environmental Services (hereinafter "DEPARTMENT"), 417 N. 5<sup>th</sup> Street, Minneapolis, MN 55401;

### WITNESSETH:

WHEREAS, the COMMISSION and the COUNTY, wish to protect natural resources within the Bassett Creek watershed in Hennepin County, and

WHEREAS, the COMMISSION and the COUNTY benefit from a cooperative effort to protect these resources, and

WHEREAS, the COMMISSION wishes to contribute to the volunteer monitoring programs and educational services performed by the DEPARTMENT in the Bassett Creek watershed.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the COUNTY, on behalf of the DEPARTMENT, and the COMMISSION agree as follows:

#### 1. TERM AND COST OF THE AGREEMENT

As consideration for its services, BCWMC will pay up to two thousand dollars (\$2,000) for services rendered by the DEPARTMENT for the River Watch program; to include all equipment; training; in-person assistance; QA/QC; data assessment; report writing, printing and distribution; internal teacher costs including bus transportation and substitute pay; and volunteer recognition.

This contract term runs from May 1, 2011 through May 31, 2012.

#### 2. PAYMENT FOR SERVICES

Payment for services shall be made directly to the DEPARTMENT after completion of the



services upon the presentation of a claim in the manner provided by law governing the COUNTY'S payment of claims and/or invoices. The DEPARTMENT shall submit an invoice in December for services rendered. Payment shall be made within thirty-five (35) days from receipt of the invoice.

3. INDEPENDENT CONTRACTOR

It is mutually understood that the DEPARTMENT acts as an independent contractor. The DEPARTMENT shall select the means, method, and manner of performing the services herein. DEPARTMENT employees shall not be considered to be either temporary or permanent employees of the COMMISSION.

4. DEFAULT AND CANCELLATION

- a. If the DEPARTMENT fails to perform any of the provisions of the Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute a default. Unless the DEPARTMENT'S default is excused by the COMMISSION, the COMMISSION may upon written notice immediately cancel this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for the COMMISSION for delaying payment until the DEPARTMENT'S compliance. In the event of a decision to withhold payment, the COMMISSION shall furnish prior written notice to the DEPARTMENT.
- b. This Agreement may be canceled with or without cause by either party upon forty-five (45) days' written notice.

**COUNTY OF HENNEPIN AUTHORIZATION**

**COUNTY ADMINISTRATOR AUTHORIZATION**

Reviewed by the County Attorney's  
Office

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

\_\_\_\_\_  
Assistant County Attorney

By: \_\_\_\_\_  
Richard P. Johnson, County Administrator

By: \_\_\_\_\_  
Assistant County Administrator - Public Works

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

**Recommended for Approval**

By: \_\_\_\_\_  
Director, Department of Environmental Services

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

**BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION**

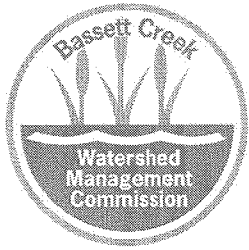
The COMMISSION certifies that the person who  
executed this Agreement is authorized to do so on  
behalf of the COMMISSION as required by  
applicable articles, bylaws, resolutions or  
ordinances.\*

Name: \_\_\_\_\_

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

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

\* The COMMISSION shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time Contractor returns the Agreement to the County. Documentation is not required for a sole proprietorship.



GA.

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** BCWMC Technical Advisory Committee (TAC)  
**Subject:** May 5, 2011 TAC Meeting  
**Date:** May 9, 2011

The Technical Advisory Committee (TAC) met on May 5, 2011. The following TAC members, city representatives, and BCWMC staff attended the meeting:

City	TAC Members/Alternates	Other City Representatives
<b>Crystal</b>		
<b>Golden Valley</b>	Jeff Oliver	Jeannine Clancy, Chair Linda Loomis
<b>Medicine Lake</b>	Vacant position	
<b>Minneapolis</b>		
<b>Minnetonka</b>	Liz Stout	
<b>New Hope</b>	Guy Johnson	
<b>Plymouth</b>	Derek Asche	Commissioner Ginny Black
<b>Robbinsdale</b>	Richard McCoy	
<b>St. Louis Park</b>	Laura Adler	
<b>BCWMC Staff</b>	Geoffrey Nash, Len Kremer	
Others in attendance: Jack Frost, Metropolitan Council		

The TAC directed staff to forward the following recommendations to the Commission for its consideration. This memorandum presents the recommendations relating to the responses to comments on the Sweeney Lake TMDL, BCWMC's role as a categorical TMDL waste load allocator, policy changes needed to implement the TMDL's, the Request for Proposals for the technical consultant pool and the citizens proposed monitoring of Twin Lake.

### 1a. Sweeney Lake TMDL response to comments

The TAC discussed the MPCA request for a stronger statement regarding reasonable that the internal load reductions will be implemented in the future when the external load reductions have been achieved for inclusion in the Sweeney Lake TMDL. The TAC indicated that the BCWMC has demonstrated their commitment to improving the water quality of the lakes and streams in the watershed and meeting water quality goals by their past actions. The TAC indicated that the statement should include a discussion of the past efforts of the BCWMC to

To: Bassett Creek Watershed Management Commission  
From: Technical Advisory Committee  
Subject: May 5, 2011, TAC meeting

improve water quality in the watershed and should indicate that the BCWMC will review options available to reduce internal phosphorus loads when BMPs have been completed to meet external load reduction goals.

## **Recommendations on the Reasonable Assurance issue**

The TAC recommended that a response to the MPCA request for a stronger statement regarding Reasonable Assurance be drafted outlining the commitment of the BCWMC to improve water quality and meet water quality goals be drafted and submitted to the MPCA for their comments.

### **1b. BCWMC role as Categorical Waste Load Allocator**

A Draft copy of an outline of the 2012 TMDL Activities that is being prepared for the budget committee was distributed to TAC members. The tasks outlined include; report on TMDL implementation activities to the MPCA, preparation of an estimate and report toward achieving the waste load allocations, preparation of a description of an adaptive management strategy for meeting the waste load allocations and a review of lake water quality monitoring data. The tasks included to date are based on information provided by Mile Trojan, MPCA. It was agreed at this time this is the best information we have regarding the expected responsibilities and that the responsibilities could change as a result of the public notice process for the MS4 permit which is expected to occur sometime in the next month.

### **1c. Policy Changes needed to implement TMDL**

The TAC discussed the possible policy changes that would be needed to implement the TMDLs, specifically no increase in nutrient loads with new development projects, redevelopment projects and linear corridor projects. Current BCWMC policies allow increases in nutrient loads for new development projects and linear corridor projects. TAC members pointed out that with a non-degradation policy some development projects may not be able to be constructed because there will not be enough room to treat stormwater runoff. Jack Frost indicated that the Ramsey Washington Watershed District had a phosphorus trading policy that provided an opportunity to purchase credits if a project increased loads. The TAC members agreed that some form of trading would likely be needed to provide options for projects that had limited opportunities for constructing BMPs particularly linear corridor projects.

## **Recommendations regarding Policy Changes for TMDL Implementation**

The TAC recommends that the Commission authorize staff to collect information regarding nutrient trading options that would likely be part of future BCWMC policy changes to implement the TMDLs. The trading options will be reviewed at the next TAC meeting.

To: Bassett Creek Watershed Management Commission  
From: Technical Advisory Committee  
Subject: May 5, 2011, TAC meeting

## **2. RFP for Technical Consultants Pool**

The attached RFP would begin the process of selecting four engineering firms that could be selected by cities to perform feasibility studies or other tasks without going through a process each time of requesting quotes. See accompanying RFP.

### **Recommendations on the RFP:**

The TAC recommended that the Administrator draft an RFP and have them review it before forwarding it to the Board. The accompanying document is the result of that work. The TAC requests that the Board review it and direct the Administrator to send it to a list of engineering firms.

## **3. Should the Engineer engage in advising a private property owner on water quality sampling of a lake in the watershed?**

The Commission asked the TAC to make recommendations on whether or not the Commission's engineer should take part in advising and coordinating with a private party on efforts to conduct water quality sampling of a lake in the watershed. The thought was that as long as samples were to be collected, the watershed could potentially gain from the effort as long as the sampling was performed according to specific protocols.

### **Recommendations on engineer consulting with a resident on water quality sampling:**

The TAC recommended that it would serve no purpose for the engineer to undertake this effort since the watershed has its own rigorous monitoring program.

## **4. New Business**

None

## **5. Other Business**

The next TAC meeting has been scheduled for Thursday, June 2, 2011. Future possible TAC issues include:

- Review Education committee hand outs
- Rate control/volume monitoring
- How should TMDL project implementation be integrated into the CIP?
- What changes in Commission policies are needed to insure that the overall WLA in watershed TMDLs do not change?
- Next Generation Watershed Plan
- TMDL categorical responsibilities and monitoring changes/additions necessary for oversight
- Additional CIP Review



BASSETT CREEK WATERSHED MANAGEMENT COMMISSION  
(DRAFT) REQUEST FOR QUALIFICATIONS TO PROVIDE CONSULTING SERVICES

May 9, 2011

**Purpose of Request**

The Bassett Creek Watershed Management Commission (BCWMC) is seeking consultants with municipal stormwater management plan review, feasibility study, project design, and construction oversight expertise to assist BCWMC and member city staff with implementation of capital projects in the Bassett Creek watershed..

The BCWMC is comprised of portions of nine cities in Hennepin County. The main engineering consultant to the Commission is Barr Engineering, Inc. The Commission desires to obtain and evaluate the qualifications of multiple firms that provide a variety of watershed management services to assure that other firms are available to provide assistance as needed.

**Background**

The BCWMC's Watershed Management Plan has been in effect since September 2004 and the Commission has begun the process of identifying issues for the Next Generation Plan. The current Plan is available at [BCWMC 2004 Watershed Management Plan](#).

**Potential Services Required**

Selected consultants will be qualified to provide all or some of the following services:

- feasibility studies,
- municipal stormwater management plan review,
- CIP project design and construction oversight, and
- other services as necessary.

BCWMC and our member cities want the ability to choose an engineering firms from the approved list in order to create an open process, benefit from other consultants' skills, and create pricing competition.

Attached you will find our insurance requirements and a table with our CIP projects listed.

### **Evaluation of Qualifications**

There is a maximum of 18-page length for the response to the Request for Qualifications (including resumes). The ability to prepare a concise, well-organized, well-written presentation of its qualifications will be a consideration in the selection process. To facilitate comparison, please organize your response in the following manner:

1. Provide a letter of interest that describes your firm's core competencies.
2. Names, resumes, and roles of the proposed team.
3. Example project summaries where your firm has completed one or more of the analytical modeling or technical review service areas described above, including the following:
  - a. Project name
  - b. Project description
  - c. Contact name and phone number
  - d. Specific roles of firm and personnel
4. Current fee schedule
5. Identify possible conflicts of interest
6. Client references
7. Provide 18 copies and a .pdf electronic file

### **Basis for evaluation**

1. Firm experience (30%)
  - a. Scope and quality of firm's experience
  - b. Positive references
2. Personnel experience (30%)
  - a. Availability and participation of key personnel
  - b. Experience and qualifications of key personnel
  - c. Experience, reputation, and interpersonal skills of project manager
  - d. Demonstrated ability to successfully complete similar projects
3. Project experience (30%)
  - a. Scope of work that matches required services
  - b. Ability to complete projects in a timely manner
4. Other factors (10%)
  - a. Completeness and clarity of proposal
  - b. Competitive fees
  - c. Local presence of staff
  - d. Any other factors deemed relevant by the BCWMC

### **Next Steps**

The BCWMC Technical Advisory Committee will evaluate the submittals and make recommendations to the Board. A list of four (4) qualified engineering firms will be selected from among those submitting responses. BCWMC and its' member cities may contract with a qualified firm to provide consulting services without going through a RFQ process. Qualified



engineering firms would sign a master contract with the BCWMC for a 5-year term with a 30-day notice of termination.

**Right to Refuse**

Submittal of RFQs does not obligate the BCWMC to hire a consultant. The cost of responding is the responsibility of the submitting firm. The BCWMC has the right to negotiate with individual firms to establish final contract terms and conditions on a project-by-project basis.

**Due Date for Response**

Responses must be submitted by Wednesday, June 22, 2011 to:

Geoff Nash  
BCWMC Administrator  
6920 Hillcrest Lane  
Edina, MN 55435  
952-240-3025 c.  
[gnashbcwmc@gmail.com](mailto:gnashbcwmc@gmail.com)

If you have any questions, please contact Geoff Nash, before Friday, June 18, 2011.

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6B– Management Options for Twin Lake  
BCWMC May 19, 2011 Meeting Agenda  
**Date:** May 11, 2011  
**Project:** 23/27-0051

### 6B. Management Options for Twin Lake

#### Recommended/requested Commission actions:

1. Consider authorizing the addition of a Twin Lake internal load reduction project to the Commission's capital improvement project (CIP) schedule. Consider setting a schedule for completing a feasibility study for a project that will reduce internal phosphorus loading of Twin Lake by treating bottom sediments with alum; estimated cost of the treatment is \$40,000 to \$60,000.

#### Background and Basis for Recommendation

Since 2005, Twin Lake water clarity has declined and phosphorus concentrations have significantly increased in the surface waters of the lake. An investigation was ordered by the Bassett Creek Watershed Management Commission to evaluate the cause of the declining water clarity. Study findings were reported in March 2011. The study concluded that internal phosphorus loading has increased in recent years, largely due to increased water temperature and greater oxygen depletion in the lake waters. Internal phosphorus loading is a process in which phosphorus is released from Twin Lake bottom sediments when oxygen is depleted. The study also noted that internal loading is occurring closer to the lake surface, allowing for phosphorus to reach the surface of the lake and cause algal blooms.

The study identified several treatment options that could reduce the internal phosphorus loads: sediment phosphorus inactivation, hypolimnetic withdrawal, biomanipulation, barley straw treatment, aeration and dredging. Based on the conceptual study the greatest water quality benefits would be obtained if the internal phosphorus load were reduced by treating the lake bottom sediments with alum.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6B– Management Options for Twin Lake  
BCWMC May 19, 2011 Meeting Agenda  
**Date:** May 11, 2011  
**Page:** 2

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A comparison of Sweeney Lake and Twin Lake surface (0 – 2 meter composite sample) total phosphorus data collected in 2000, 2005, and 2008 provides evidence that there is only minimal exchange of water between Sweeney and Twin Lake. These data demonstrate that the water quality of Twin Lake is not impacted by Sweeney Lake during the open water season. An alum treatment in Twin Lake will not be adversely affected by phosphorus levels in Sweeney Lake and an alum treatment can be conducted prior to the completion of the Sweeney Lake TMDL implementation plan.

Because the Twin Lake watershed is small, the alum treatment longevity is expected to be greater than ten years and may last several decades. Half of the prescribed alum dose should be applied during one year and the other half should be applied in a subsequent year to avoid adversely affecting aquatic life and to maximize the lifespan of the treatment.

The alum treatment will reduce internal phosphorus loading, will reduce phosphorus levels in the surface water which will reduce algal growth, and it will increase lake clarity. It is possible that after alum treatment, Twin Lake water clarity will be significantly greater than clarity prior to 2005. This may cause aquatic plants to growth to greater depths and at greater density than has occurred in Twin Lake in the past. An aquatic plant survey from 2008 showed that the lake contains a diverse and native aquatic plant assemblage and that the lake is largely absent of any invasive aquatic plants with the exception of a small grouping of curlyleaf pondweed on the southeastern corner of the lake. It is expected that the aquatic plant species currently in the lake will be the same as after the alum treatment.

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6C– Major Plan Amendment Schedule  
BCWMC May 19, 2011 Meeting Agenda  
**Date:** May 11, 2011  
**Project:** 23/27-0051

## 6C. Major Plan Amendment Schedule

### Recommended/requested Commission actions:

1. Review and discuss major plan amendment schedule. Authorize staff to send draft Feasibility Studies to Hennepin Co. as soon as they are completed.

### Background

The Commission's February 25, 2011 letter to the Minnesota Board of Water and Soil Resources (BWSR) proposed a major plan amendment to modify the following parts of the BCWMC Plan:

- Adding to the Capital Improvement Program (CIP) one project to restore 2.5 miles of the Main Stem of Bassett Creek from Irving Avenue North in Minneapolis to Golden Valley Road in Golden Valley for 2012. Estimated cost is \$600,000.
- Adding to the CIP a project to modify the outlet of Wirth Lake to prevent backflow from the creek during flooding which would reduce phosphorus loading to the lake, as recommended in the Wirth Lake TMDL Implementation Plan for 2012. Estimated cost is \$250,000.
- Adding to the CIP a project to construct a pond at Lakeview Park within the Medicine Lake watershed that would reduce nutrient loading to this impaired water for 2013. Estimated cost is \$196,000.

The review and comment period for the major plan amendment ended on May 2. Only two letters were received on the amendment, from the Metropolitan Council and BWSR. Both letters were in support of the amendment, so no formal response is needed.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6C– Major Plan Amendment Schedule  
BCWMC May 19, 2011 Meeting Agenda  
**Date:** May 11, 2011  
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## Major Plan Amendment Schedule

The following schedule for the major plan amendment was included in a February 10, 2011 memo to the Commission.

• May 2	Review/comment period ends
• May 2 – June 16	BCWMC staff drafts proposed responses to comments (if any).
• June 16	<p>At regular meeting, the BCWMC:</p> <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 feasibility studies</li><li>• Conducts public hearing on plan amendment</li><li>• Direct submittal of revised plan amendment and related documents to BWSR for final review and approval</li></ul> <p>Hennepin County has until the public hearing to let BCWMC know of their approval/disapproval of proposed CIP projects.</p>
• June 30 – August 19	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 25	Full BWSR board meeting to review recommendations from BWSR metro subcommittee and approval of the plan amendment.
• September 15	<p>The BCWMC:</p> <ul style="list-style-type: none"><li>• Conducts 103B.251 public hearing and orders projects</li><li>• Approves tax levy request and certifies levy to Hennepin County</li><li>• Approves contracts with cities to construct the projects</li></ul>

The June 16 public hearing has already been noticed.

Staff has heard from BWSR staff that they are ready to approve the Commission's major plan amendment before their late August meeting (i.e., at their June or July BWSR Board meeting) if Hennepin Co. approval can be obtained. An earlier approval by BWSR would also mean that the Commission could hold the 103B.251 public hearing, order the project, and certify the tax levy to Hennepin County at their August 18 meeting rather than at their September 15 meeting. However, BWSR cannot approve the plan amendment until Hennepin County approves the plan amendment. County board approval is currently scheduled for August 2. Staff is working with Hennepin County staff to see if Hennepin County board approval can be obtained earlier than August 2. Hennepin County staff want to review the feasibility studies before they prepare the recommendations to the Board.



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Geoff Nash, Administrator  
**Subject:** Water Quality Policy  
**Date:** May 10, 2011

Commissioner Michael Welch is offering a new water quality policy for the Board's discussion.

There are deficiencies in our project-review policies as they relate to TMDLs of late and there is a need to develop a change to our policies. Here is Michael's overall policy statement for discussion:

*The commission will review any land-alteration project that will:*

- 1. disturb more than 50 cubic yards of soil or 5,000 square feet of vegetation, and*
- 2. will contribute stormwater runoff and/or snowmelt to an impaired waterbody (as determined by the Minnesota Pollution Control Agency), whether or not a total maximum daily load study has been completed.*

*Plans and specifications must be submitted to allow analysis of the project's potential to exacerbate the impairment, and best management practices must be incorporated into the project plans to negate the project's contribution to the impairment of the relevant waterbody/ies.*

Len Kremer noted that policy 4.2.2.4 in the Commission's Water Management Plan states that "....a uniform policy for stormwater treatment in the watershed is appropriate." Len also noted that a modification of policy 4.2.2.4 that requires "non-degradation (no increase in phosphorus load) for redevelopment projects" could be expanded to apply to all projects.



Geoff Nash, P.G.  
Watershed Consulting, LLC

Administrator's Report  
Bassett Creek Watershed Management Commission  
May 9, 2011

1. Drafted BCWMC 2010 Annual Report that includes 2010 accomplishments and 2011 projects.
2. Met with MPCA to respond to comments on Sweeney Lake TMDL report. Administrator shared responsibility for responses with MPCA, SEH, and Barr.
3. Drafted bi-annual tour itinerary, invitation list, and Amy Herbert drafted invitation.
4. Received BWSR response to 2011 Major Plan Amendment to add three projects to the CIP totaling \$1,046,000. Brad Wosney commended the Commission for maintaining a current CIP. There were no other comments.
5. Received agreement for funding of Hennepin County's River Watch program. Edited contract to cover just 2011. River Watch is a student-oriented volunteer stream monitoring program that assesses the overall health of the biological communities of streams throughout the county. The program provides hands-on environmental education opportunities for high school classes and student groups.
6. Prepared for TAC meeting and drafted TAC memo to Board.
7. Prepared RFP for Engineering Services and received comments from TAC.



May 9, 2011

Tom Mathisen  
City Engineer  
City of Crystal  
4141 North Douglas Drive  
Crystal, MN 55422

Jeannine Clancy  
Director of Public Works  
City of Golden Valley  
7800 Golden Valley Road  
Golden Valley, MN 55427-4588

Lois Eberhart  
Water Resource Administer  
City of Minneapolis  
Engineering Design  
309 Second Avenue South, Rm. 300  
Minneapolis, MN 55401-2268

Liz Stout  
Water Resources Engineer  
City of Minnetonka  
14600 Minnetonka Boulevard  
Minnetonka, MN 55345

Guy Johnson  
Director of Public Works  
City of New Hope  
4401 Xylon Avenue North  
New Hope, MN 55428

Sherry Miller  
City of Plymouth  
3400 Plymouth Blvd  
Plymouth, MN 55447

Richard McCoy  
City Engineer  
City of Robbinsdale  
4100 Lakeview Avenue North  
Robbinsdale, MN 55422

Laura Adler  
Engineering Program Coordinator  
City of St. Louis Park  
5005 Minnetonka Boulevard  
St. Louis Park, MN 55416

Ted Hoshal  
6960 Madison Ave West Suite 2  
Mpls MN 55427-3627

**Re: Bassett Creek Watershed Erosion Control Inspections  
May 4-7, 2011**

We have inspected construction sites in the Bassett Creek Watershed for conformance to erosion and sediment control policies. Listed below are construction projects and the improvements needed for effective erosion control. The sites were inspected May 4-7, 2011. Please review the following for your respective city.

**City of Crystal**

None to report

**City of Golden Valley**

None to report

**Bassett Creek Watershed Management Commission**

7800 Golden Valley Road | Golden Valley, MN 55427 | [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org) | Established 1968

Crystal | Golden Valley | Medicine Lake | Minneapolis | Minnetonka | New Hope | Plymouth | Robbinsdale | St. Louis Park



**City of Medicine Lake**

None to report

**City of Minneapolis**

None to report

**City of Minnetonka**

None to report

**City of New Hope**

None to report

**City of Plymouth**

**Four Points:** Install silt fence or erosion control logs around exposed soils adjacent to home under construction; sweep tracked soils from street.

**Larkin Pond:** Repair erosion control logs at 14420 10<sup>th</sup> Ave; remove tracked soils from street and along curb; reinstall silt fence at locations that were removed to allow site water to drain into wetland. Remove tracked soils from street and along curb at 14504 10<sup>th</sup> Ave; repair silt fence along pedestrian path at same address.

**City of Robbinsdale**

None to report

**City of St. Louis Park**

None to report

**The following developments were found to be in compliance with erosion and sediment control policies:**

**City of Crystal**

None to report

**City of Golden Valley**

Golden Meadows (inactive)	Miner
Golden Ridge (inactive)	North Hennepin Regional Trail / Golden
Golden Valley Country Club Pond	Valley Trail Phase 2
Improvement	North Wirth Business Center (inactive)
Golden Valley Pavement Management	Theodore Wirth Pedestrian Bridge
Plan	Wirth Lake 2011 Site Improvements
Laurel Hills East Condominiums	Walgreens
Menards	

**City of Medicine Lake**

None to report

**City of Minneapolis**

Van White Memorial Boulevard (inactive)

**City of Minnetonka**

Austrian Pines (inactive)  
Cantera Woods (inactive)

Crest Ridge Corporate Center (inactive)

**City of New Hope**

Hillside Terrace (inactive)

Rome Co. (construction not started)

**City of Plymouth**

Auer Steel Site Improvements  
Banner Engineering (construction not started)  
Bassett Creek Office Center (inactive)  
Beacon Academy (inactive)  
Executive Woodlands (inactive)  
Hidden Acres  
Hilde Performance Center  
1900 E Medicine Lake Blvd  
Plymouth Business Center Parking Addition  
Plymouth Covenant Church  
Plymouth Creek Park Hockey Rink

Plymouth Creek Ponds  
Plymouth Crossing Station (construction not started)  
Plymouth Interceptor Emergency Repairs Remax  
South Shore Dr Reconstruction/Bridge  
Timber Creek Improvements  
Waterford Office Plaza (inactive)  
West Medicine Lake Park Pedestrian Bridge  
Wood Creek  
Woods at Medicine Lake (inactive)

**City of Robbinsdale**

None to report

**City of St. Louis Park**

Parkside Lofts (inactive)

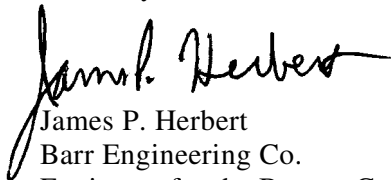
**The following developments have been completed and removed from the inspection list:**

**City of Golden Valley:**

Crown Packaging

Contact me at 952-832-2784 ([jherbert@barr.com](mailto:jherbert@barr.com)) or Kim Johannessen at 952-832-2686 ([kjohannessen@barr.com](mailto:kjohannessen@barr.com)) if you have questions regarding these comments.

Sincerely,



James P. Herbert  
Barr Engineering Co.  
Engineers for the Bassett Creek Watershed Management Commission

c: Jeff Oliver, City of Golden Valley  
Dennis Daly, City of Minneapolis  
Patrick Hanlon, City of Minneapolis  
Bob Moberg, City of Plymouth

# Bassett Creek Watershed Management Commission 2011 Administrative Calendar

<b><i>January 2011</i></b>	<b><i>February 2011</i></b>	<b><i>March 2011</i></b>	<b><i>April 2011</i></b>
<b>MEETING – JANUARY 20</b> <ul style="list-style-type: none"> <li>• <b>January 6</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>January 11</b> – WMWA, 8:30 a.m., Plymouth City Hall</li> <li>• <b>January 20</b> – Administrative Services Committee mtg following BCWMC mtg</li> <li>• <b>January 26</b> – Education and Public Outreach, Plymouth City Hall, 9:00 a.m.</li> <li>• January 31 - End of Fiscal Year</li> <li>• Direct auditor to prepare audit report</li> <li>• Terms end for Plymouth, Robbinsdale, and St. Louis Park</li> <li>• Resolution to appoint official depositories;</li> <li>• Review TAC's recommendation re: CIP modifications; Approve resolution to reimburse Commission 2.5% of 2010 annual tax levy for admin expense charge for CIP projects &amp; move funds from CIP acct to Administrative account.</li> </ul>	<b>MEETING – FEBRUARY 17</b> <ul style="list-style-type: none"> <li>• <b>February 3</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>February 8</b> – Education and Public Outreach, Plymouth City Hall, 10:30 a.m.</li> <li>• <b>February 14</b> – Administrative Services Committee mtg, Golden Valley City Hall, 4:30 p.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 17</b> <ul style="list-style-type: none"> <li>• <b>March 3</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>March 8</b> – WMWA, 8:30 a.m., Plymouth City Hall</li> </ul>	<b>MEETING – APRIL 21</b> <ul style="list-style-type: none"> <li>• <b>April 7</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>April 8 – 9</b> – Plymouth Yard &amp; Garden</li> <li>• April 12 – WMWA meeting, 8:30 a.m. and Education and Public Outreach meeting immediately following</li> <li>• Report to State Auditor</li> </ul>
<b><i>May 2011</i></b>	<b><i>June 2011</i></b>	<b><i>July 2011</i></b>	<b><i>August 2011</i></b>
<b>MEETING – MAY 19</b> <ul style="list-style-type: none"> <li>• <b>May 5</b> – TAC meeting</li> <li>• <b>May 10</b> - WMWA, 8:30 a.m., Plymouth City Hall</li> <li>• <b>May 12</b> – Zachary Lane Env. Fair</li> <li>• <b>May 24</b> – Education and Public Outreach, Plymouth City Hall, 9:00 a.m.</li> <li>• Receive and file final Audit; Review Draft 2012 Budget; Final Annual Report presented for approval and submitted to BWSR and member cities</li> </ul>	<b>MEETING – JUNE 16 – public hearing on proposed Major Plan Amendment</b> <ul style="list-style-type: none"> <li>• Possible presentation of feasibility studies</li> <li>• <b>June 22</b> – BCWMC Watershed tour, 3:45 p.m.</li> <li>• Budget must be approved by Commission by July 1 to meet 30-day city review; Budget sent to member cities by July 1 for 30-day review</li> </ul>	<b>MEETING – JULY 21</b> <ul style="list-style-type: none"> <li>• <b>July 7</b> - TAC meeting</li> <li>• LMCIT annual invoice; Receive first half of ad valorem tax (early July);</li> </ul>	<b>MEETING – AUGUST 18</b>
<b><i>September 2011</i></b>	<b><i>October 2011</i></b>	<b><i>November 2011</i></b>	<b><i>December 2011</i></b>
<b>MEETING–SEPTEMBER 15 – possible public hearing on proposed projects in Plan amendment</b> <ul style="list-style-type: none"> <li>• <b>September 1</b> – TAC meeting</li> <li>• Submit maximum levy ad valorem tax request to Hennepin County</li> </ul>	<b>MEETING – OCTOBER 20</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> </ul>	<b>MEETING– WEDNESDAY, NOVEMBER 16</b> <ul style="list-style-type: none"> <li>• <b>November 3</b> – TAC meeting</li> </ul>	<b>MEETING – DECEMBER 15</b> <ul style="list-style-type: none"> <li>• Prepare resolution to transfer 2011 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts.</li> <li>• Send CIP Table (12-2) to member cities for review</li> </ul>



# AMLAC

## **Association of Medicine Lake Area Citizens**

May 10, 2011

Dear Ms. Wyatt,

We applaud TRPD's efforts in going after money to fund inspectors and its support of the DNR's bills in the House and Senate. But AMLAC is so disappointed in your response, and we urge TRPD to make a more assertive effort in preventing the spread of AIS to Medicine Lake. We believe that your reasons for refusing to close the public access to Medicine Lake can all be overcome with a little effort by all of us:

In response to the points in your letter, we say:

- Just because other lakes in the county such as Parkers Lake MAY become infested with zebra mussels is NOT a reason to refuse to close the public launch site on Medicine Lake when inspectors are not available. It is relying on this kind of reasoning that has led to the infestation in many lakes of other invasive species. It is imperative that we take aggressive action to stop invasive species from spreading; sitting idly by because something MAY happen elsewhere is NOT a prevention strategy.
- There are no private boat launches on the lake. Harty's launches its own rental boats. AMLAC is very willing to work with Harty's on a prevention plan. In fact, AMLAC has already been in touch with Joe Harty about this issue, and we will continue to talk with him. Harty's has a vested interest in keeping the lake in good health as do the private property owners. An infested lake is not a good selling point.
- AMLAC agrees there are many private property owners on the lake, but relatively few launch their boats from their homes. AMLAC already has in place several ways to educate property owners as to the dangers of AIS.
- Why not "an AIS program unique to Medicine Lake"? Lake associations across the state are working on numerous and varied prevention plans. A prevention plan tailored for a specific lake ("unique") – such as closing the public launch site when inspectors are unavailable – may be the key to stopping this infestation in THIS lake. If drastic measures are not taken, ZM will cause irreparable harm to the ecosystem of the lake, and we'll all lose this wonderful resource. Remember, the very first infestation of EWM in the state was in 1987 in Lake Minnetonka. Two years later, we had it in Medicine Lake. With ZM now found in Lake Minnetonka, Medicine Lake is at very high risk.
- Lake Tahoe, one of the most well known lakes in the country and larger by far than Lake Minnetonka, has in place an extremely successful AIS prevention program that includes closing public launch sites (of which there are many) when inspectors aren't available. We can learn and should from successful AIS preventions from around the

country. If such a large lake can do this, so can we.

<http://www.trpa.org/default.aspx?tabid=351>

- AMLAC urges TRPD to take stronger action than the current programs listed in your letter. There is no remedy for ZM infestation! This summer is a critical time – perhaps our ONLY opportunity – to institute a prevention program. AMLAC is willing to contact its members to ask for volunteers to be trained by the DNR as boat inspectors for Medicine Lake’s boat launch.
- TRPD could buy or rent an I-LIDS system or similar electronic device to monitor the boat launch. See info at <http://www.environmentalsentry.com/faq.htm>.
- TRPD could use the temporary closings as a PR campaign to heighten awareness of the zebra mussel problem.

Sincerely,

**AMLAC Board of Directors:**

Terrie Christian president

Karen Berge

Tom Gallagher

Gary Holter

Holly Martin

Julie Rumsey, vice president

Kevin Christian

Teri Haberman

Kip Leonard

Bill Wixon

CC: City of Plymouth

City of Medicine Lake

Bassett Creek Watershed management Organization

Hennepin County Commissioners

Metropolitan Council

Minnesota DNR

Senator Terri Bonoff

Representative Sarah Anderson

Three Rivers Board of Commissioners

Cris Gears, Superintendent, TRPD

-Information Only-



## Metropolitan Council

Environmental Services

March 7, 2011

Mr. Brad Wozney  
Board of Water and Soil Resources  
520 Lafayette Road North  
St. Paul, MN 55155

RE: Bassett Creek Watershed Management Commission's (BCWMC) - Watershed Management Plan Amendment dated February 25, 2011

Dear Mr. Wozney:

The Metropolitan Council has completed its review of the BCWMC Watershed Management Plan Amendment. The plan amendment is consistent with the Council's *Water Resources Management Policy Plan*.

The plan amendment adds three projects to the Capital Improvement Program (CIP). The amendment includes channel restoration in Golden Valley on the main stem of Bassett Creek, modifying the outlet of Wirth Lake and construction of Lakeview Park pond. The estimated cost for these three projects is just over \$1 million. Each of these projects is proposed to be funded by ad valorem taxes levied by Hennepin County.

Thank you for the opportunity to comment on this plan. If you would like to discuss the comments contained in this letter, please contact Jack Frost, Council Watershed Coordinator, at 651-602-1078.

Sincerely,

A handwritten signature in black ink, appearing to read 'William G. Moore'.

William G. Moore  
General Manager

WM: jlf

CC: Linda L. Loomis, Chair BCWMC  
Roxanne Smith, Metropolitan Council District 1  
Lona Schreiber, Metropolitan Council District 2  
Jennifer Munt, Metropolitan Council District 3  
James Brimeyer, Metropolitan Council District 6  
Gary Cunningham, Metropolitan Council District 7  
Keith Buttleman, Assistant General Manager, MCES, Environmental Quality Assurance Dept.  
Denise Engen, Freya Thamman and Susan Hoyt, Metropolitan Council Sector Representatives

[www.metrocouncil.org](http://www.metrocouncil.org)

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