



## Bassett Creek Watershed Management Commission

### A g e n d a

11:30 a.m., Thursday, July 21, 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 June 16<sup>th</sup> meeting minutes \*
  - B. Presentation of Financial Statements \*
  - C. Presentation of Invoices for Payment Approval
    - i. Barr Engineering – Engineering Services through July 2, 2011
    - ii. Watershed Consulting, LLC – Geoff Nash Administrator Services through June 30, 2011
    - iii. Amy Herbert – June Secretarial Services
    - iv. D'amico-ACE Catering – June 22<sup>nd</sup> Watershed Tour Beverages/ Cookies
    - v. D'amico-ACE Catering – July 2011 Meeting Catering
    - vi. LMCIT - Premium for LMCIT Property/ Casualty Insurance Coverage
    - vii. MMKR – Final billing for Audit of BCWMC's FY2011
  - D. Explanation of BCWMC Financial Documents and Discussion on Possible Revisions (*verbal*)
  - E. Commission Liaisons for Upcoming TAC Meetings (*verbal*)
5. NEW BUSINESS
  - A. Discuss Wirth Lake Outlet Structure Feasibility Report: (*see Barr Engineering memo & revised report* )
  - B. Annual CIP Review – Discuss 2013 Projects (*see July 13, 2011, memo and February 9, 2011, CIP Table*)
  - C. Tennant Company Improvements: Golden Valley (*see July 12, 2011, Barr Engineering memo & map*)
  - D. Consideration of Data Practices Procedures (*see draft Data Practices Procedures*)
  - E. Draft BCWMC Policy Manual (*see draft manual*)
6. OLD BUSINESS
  - A. Major Plan Amendment Update (*see July 13, 2011 Barr Engineering memo and draft BCWMC update to its Major Plan Amendment Request to BWSR*)
  - B. Draft Education and Outreach Plan for 2011-2015 (*Plan to be e-mailed out prior to meeting*)
7. COMMUNICATIONS
  - A. Chair
  - B. Administrator (*see Administrator's report*)
  - C. Commissioners
  - D. Committees
  - E. Counsel
  - F. Engineer
8. PERFORMANCE REVIEW – The review may be conducted in closed session under Minnesota Statutes, Section 13D.05, Subd. 3(a)
9. INFORMATION ONLY: Bassett Creek Erosion Control Inspections July 8 – 11, 2011
10. ADJOURNMENT

# 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>• LMCIT annual invoice; Receive first half of ad valorem tax (early July);</li> <li>• Review and approve 2013 CIP</li> <li>• <b>July 6</b> - Administrative Services Committee mtg, 8:00 a.m.</li> <li>• <b>July 13</b> - Education and Public Outreach, Plymouth City Hall, 3:00 p.m.</li> </ul>	<b>MEETING – AUGUST 18</b> <ul style="list-style-type: none"> <li>• <b>August 4</b> – TAC meeting, 1:30 p.m.</li> </ul>
<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 – 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>• <b>October 6</b> - TAC meeting, 1:30 p.m.</li> <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>• <b>December 1</b> – TAC meeting, 1:30 p.m.</li> <li>• Prepare resolution to transfer 2011 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts.</li> </ul>

**Monthly Meeting**

Meetings are held at 11:30 am, every third Thursday of the month (except the November meeting is on Wednesday, Nov. 16) at the City of Golden Valley City Hall, Council Conference Room (2<sup>nd</sup> floor), 7800 Golden Valley Road, Golden Valley, MN 55427

Commissioner	Alternate Commissioner	Technical Advisory Committee Member
<b>Crystal – 2012</b>		
<b>Pauline Langsdorf</b> 8100 33 <sup>rd</sup> Ave. N., Crystal 55427 763-544-1317 <a href="mailto:langsdorfp@aol.com">langsdorfp@aol.com</a>	<b>Vacant</b>	<b>Tom Mathisen</b> 4141 Douglas Dr. North, Crystal 55422 763-531-1160 763-531-1188 (fax) <a href="mailto:tmathisen@ci.crystal.mn.us">tmathisen@ci.crystal.mn.us</a>
<b>Golden Valley – 2012</b>		
<b>Mayor Linda Loomis, Chair</b> City of Golden Valley 7800 Golden Valley Road, GV 55427 763-593-3990 763-593-8109 (fax) <a href="mailto:lloomis@goldenvalleymn.gov">lloomis@goldenvalleymn.gov</a>	<b>David Hanson</b> 1030 Angelo Dr., Golden Valley 55422 763-588-1478 <a href="mailto:davewhanson@gmail.com">davewhanson@gmail.com</a>	<b>Jeannine Clancy</b> Director of Public Works City of Golden Valley 7800 Golden Valley Road, GV 55427 763-593-8035 763-593-3988 (fax) <a href="mailto:jclancy@goldenvalleymn.gov">jclancy@goldenvalleymn.gov</a> <b>Jeff Oliver (alternate)</b> City Engineer, City of GV 763-593-8034 763-593-3988 (fax) <a href="mailto:joliver@goldenvalleymn.gov">joliver@goldenvalleymn.gov</a> <b>Eric Eckman (alternate)</b> Public Works Specialist, City of GV 763-593-8084 763-593-3988 (fax) <a href="mailto:eeckman@goldenvalleymn.gov">eeckman@goldenvalleymn.gov</a>
<b>Medicine Lake – 2012</b>		
<b>Ted Hoshal</b> 6960 Madison Ave. W., Ste 2 Minneapolis, MN 55427-3627 763-541-1140 763-541-0223 (fax) <a href="mailto:dthoshal@luma-gard.com">dthoshal@luma-gard.com</a>	<b>John O'Toole</b> MGO4SE, General Mills, Inc. PO Box 1113, Mpls., MN 55440 763-764-2422 763-764-2268 (fax) <a href="mailto:john.otoole@genmills.com">john.otoole@genmills.com</a>	
<b>Minneapolis – 2013</b>		
<b>Michael Welch, Treasurer</b> 212 Thomas Avenue S. Minneapolis, MN 55405 612-385-6885 <a href="mailto:mjewelch@gmail.com">mjewelch@gmail.com</a>	<b>Lisa Goddard</b> 214 Logan Avenue North Minneapolis, MN 55405 612-374-2481 (home) 763-475-0010 763-475-2429 (fax) <a href="mailto:lgoddard@srfconsulting.com">lgoddard@srfconsulting.com</a>	<b>Lois Eberhart</b> City of Minneapolis Water Resources Administrator Room 300 City of Lakes Building 309 Second Ave. S. Minneapolis, MN 55401-2268 612-673-3260 612-673-2048 (fax) <a href="mailto:Lois.eberhart@ci.minneapolis.mn.us">Lois.eberhart@ci.minneapolis.mn.us</a>
<b>Minnnetonka – 2013</b>		
<b>Vacant</b>	<b>Tony Wagner</b> 1804 Traymore Road Minnnetonka, MN 55305 952-512-1817 <a href="mailto:twagner@eminnetonka.com">twagner@eminnetonka.com</a>	<b>Lee Gustafson</b> City of Minnetonka 14600 Minnetonka Boulevard Minnetonka, MN 55345 952-939-8239 952-939-8244 (fax) <a href="mailto:lgustafson@ci.minnetonka.mn.us">lgustafson@ci.minnetonka.mn.us</a>
<b>New Hope – 2013</b>		
<b>John Elder</b> 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>	<b>Vacant</b>	<b>Guy Johnson</b> Dir. Of Public Works, City of New Hope 5500 Intl. Pkwy., New Hope 55428 763-592-6766 763-533-7650 (fax) <a href="mailto:gjohnson@ci.new-hope.mn.us">gjohnson@ci.new-hope.mn.us</a>
<b>Plymouth – 2014</b>		
<b>Ginny Black, Vice Chair</b> Plymouth City Hall 3400 Plymouth Blvd., Plymouth 55447 763-509-5004 <a href="mailto:Ginny_bassettcreek@att.net">Ginny_bassettcreek@att.net</a>	<b>Judy Johnson</b> Plymouth City Hall 3400 Plymouth Blvd., Plymouth, MN 55447 763-509-5001 (voicemail) <a href="mailto:jjohnson@plymouthmn.gov">jjohnson@plymouthmn.gov</a>	<b>Bob Moberg</b> 3400 Plymouth Blvd. Plymouth, MN 55447 763-509-5525 <a href="mailto:bmoberg@ci.plymouth.mn.us">bmoberg@ci.plymouth.mn.us</a>  <b>Derek Asche (alternate)</b> 3400 Plymouth Blvd., Plymouth, MN 55447 763-509-5526 <a href="mailto:DAsche@ci.plymouth.mn.us">DAsche@ci.plymouth.mn.us</a>

# Bassett Creek Water Management Commission – July 2011

Web site: [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)

Commissioner	Alternate Commissioner	Technical Advisory Committee Member
<b>Robbinsdale – 2014</b> <b>Wayne Sicora</b> 3706 Abbott Ave. North Robbinsdale, MN 55422  763-522-8165 <a href="mailto:Wayne.sicora@gmail.com">Wayne.sicora@gmail.com</a>	<b>Vacant</b>	<b>Richard McCoy *</b> City of Robbinsdale 4100 Lakeview Ave. N. Robbinsdale, MN 55422 763-531-1260      763-531-7344 (fax) <a href="mailto:rmccoy@ci.robbinsdale.mn.us">rmccoy@ci.robbinsdale.mn.us</a>

<b>St. Louis Park – 2014</b> <b>Jim de Lambert, Secretary</b> 9257 West 22 <sup>nd</sup> Lane St. Louis Park, MN 55426 763-489-3150 <a href="mailto:jimd@liesch.com">jimd@liesch.com</a>	<b>Justin Riss</b> 3732 Pennsylvania Avenue South St. Louis Park, MN 55426 612-242-6611 <a href="mailto:justinriss@yahoo.com">justinriss@yahoo.com</a>	<b>Laura Adler, Engrg. Program Coord. *</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2690      952-924-2663 (fax) <a href="mailto:ladler@stlouispark.org">ladler@stlouispark.org</a> <b>Jim Vaughan, Envl. Coord. * (alternate)</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2699      952-924-2663 (fax) <a href="mailto:jvaughan@stlouispark.org">jvaughan@stlouispark.org</a>
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**BCWMC Administrator:** Geoff Nash, \* 6920 Hillcrest Lane, Edina, 55435; 952-240-3025 (cell); 952-925-5119 (office). E-mail: [gnashbcwmc@gmail.com](mailto:gnashbcwmc@gmail.com)

**Deputy Treasurer:** Susan Virnig, \* Financial Director, 7800 Golden Valley Road, Golden Valley 55427; 763-593-8010 (Fax: 763-593-3969). E-mail: [SVirnig@goldenvalleymn.gov](mailto:SVirnig@goldenvalleymn.gov)

**Counsel:** Charlie LeFevre, \* Kennedy & Graven, 470 U.S. Bank Plaza, 200 South Sixth Street, Minneapolis, 55402; 612-337-9215 (Fax: 612-337-9310); general firm number: 612-338-1177. E-mail: [clefevere@kennedy-graven.com](mailto:clefevere@kennedy-graven.com)

**Engineer:** Len Kremer, \* Barr Engineering Company, 4700 West 77<sup>th</sup> Street, Minneapolis 55435-4803; 952-832-2781 (Fax: 952-832-2601). E-mail: [lkremer@barr.com](mailto:lkremer@barr.com)

**Recorder:** Amy Herbert, \* Barr Engineering Company, 4700 W 77th Street, Minneapolis 55435-4803; 952-832-2652 (Fax: 952-832-2601). E-mail: [bcrab@barr.com](mailto:bcrab@barr.com)

## Administrative Personnel (Municipalities)

<b>Crystal</b> Tom Mathisen, City Engineer Anne Norris, City Manager Janet Lewis, City Clerk 4141 North Douglas Drive Crystal 55422	763-531-1000 (general) 763-531-1188 (fax)	<b>Minnetonka</b> Lee Gustafson, Director of Engineering 952-939-8239 John Gunyou, City Manager David Maeda, City Clerk ( <a href="mailto:dmaeda@eminnetonka.com">dmaeda@eminnetonka.com</a> ) 14600 Minnetonka Blvd Minnetonka 55345	952-939-8200 (general) 952-939-8244 (fax)
<b>Golden Valley</b> Jeannine Clancy Director of Public Works Tom Burt, City Manager ** Jeff Oliver, City Engineer Sue Virnig, City Clerk 7800 Golden Valley Road Golden Valley 55427	763-593-8035 763-593-3988 (engrg. fax) 763-593-8002 763-593-8034 763-593-8010 763-593-8109 (admin. fax) 763-593-8000 (general)	<b>New Hope</b> Guy Johnson, Director of Public Works 5500 International Prkwy Kirk McDonald, Interim City Mgr ** Valerie Leone, City Clerk ( <a href="mailto:vleone@ci.new-hope.mn.us">vleone@ci.new-hope.mn.us</a> ) 4401 Xylon Avenue North New Hope 55428	763-592-6766 763-531-5119 763-531-5100 (general) 763-531-5136 (fax)
<b>Medicine Lake</b> Mary Anne Young, Mayor 145 Peninsula Rd. 55441 Nancy Pauly, City Clerk ( <a href="mailto:nancy.pauly@gmail.com">nancy.pauly@gmail.com</a> ) 10609 South Shore Drive Medicine Lake 55441	763-544-3285 763-542-9701	<b>Plymouth</b> Doran Cote, Director of Public Works Laurie Ahrens, City Manager Sandra Engdahl, City Clerk 3400 Plymouth Boulevard Plymouth 55447	763-509-5000 (general) 763-509-5060 (fax)
<b>Minneapolis</b> Steven Kotke, Director of Public Works and City Engineer 350 South 5 <sup>th</sup> Street, Room 203 Casey J. Carl, City Clerk 350 S 5 <sup>th</sup> St, Room 304 (All Minneapolis 55415)	612-673-2443 612-673-2216 612-673-3812 (fax) 612-673-3000 (general)	<b>Robbinsdale</b> Marcia Glick, City Manager Richard McCoy, City Engineer  Tom Marshall, City Clerk 4100 Lakeview Avenue N. Robbinsdale 55422	763-531-1252 763-537-4534 (general) 763-537-7344 (fax)
<b>St. Louis Park</b> Mike Rardin Director of Public Works Tom Harmening, City Manager ** Scott Brink, City Engineer Nancy Stroth, City Clerk 5005 Minnetonka Blvd St. Louis Park 55416	952-924-2551 952-924-2663 (fax)   952-924-2500 (general) 952-924-2170 (fax)		

## **Bassett Creek Watershed Management Commission Minutes of the Meeting of June 16, 2011**

### **1. CALL TO ORDER**

The Bassett Creek Watershed Management Commission (BCWMC) was called to order at 11:35 a.m., on Thursday, June 16, 2011, at Golden Valley City Hall by Chair Loomis. Ms. Herbert conducted roll call.

#### **Roll Call**

<b>Crystal</b>	<b>Commissioner Pauline Langsdorf</b>	<b>Administrator</b>	<b>Geoff Nash</b>
<b>Golden Valley</b>	<b>Chair Linda Loomis</b>	<b>Counsel</b>	<b>Charlie LeFevere</b>
<b>Medicine Lake</b>	<b>Commissioner Ted Hoshal</b>	<b>Engineer</b>	<b>Karen Chandler</b>
<b>Minneapolis</b>	<b>Alternate Commissioner Lisa Goddard</b>	<b>Recorder</b>	<b>Amy Herbert</b>
<b>Minnetonka</b>	<b>Absent</b>		
<b>New Hope</b>	<b>Alternate Commissioner Al Sarvi</b>		
<b>Plymouth</b>	<b>Commissioner Ginny Black</b>		
<b>Robbinsdale</b>	<b>Absent</b>		
<b>St. Louis Park</b>	<b>Commissioner Jim de Lambert</b>		

#### **Also present:**

**Pat Byrne, BCWMC Technical Advisory Committee, City of Minneapolis**  
**Jeannine Clancy, BCWMC Technical Advisory Committee, City of Golden Valley**  
**Lois Eberhart, BCWMC Technical Advisory Committee, City of Minneapolis**  
**Christopher Gise, Watershed Resident**  
**Dave Hanson, Alternate Commissioner, City of Golden Valley**  
**Richard McCoy, BCWMC Technical Advisory Committee, City of Robbinsdale**  
**Jeff Oliver, BCWMC Technical Advisory Committee, City of Golden Valley**  
**Justin Riss, Alternate Commissioner, St. Louis Park**  
**Sandi Villarreal, Golden Valley Patch**  
**Andrea Weber, Minneapolis Park and Recreation Board**  
**Jeff Weiss, Barr Engineering Company**

### **2. APPROVAL OF AGENDA AND CONSENT AGENDA**

Chair Loomis amended the agenda to add an invoice for payment to the Lorenz Bus Service in the amount of \$431.25 , an invoice to the Sun Newspapers in the amount of \$297.44, an invoice to Shingle Creek

Watershed in the amount of \$869.75 for WMWA workshops, and an invoice to WMWA in the amount of \$2,969.50. Commissioner Black moved to approve the Consent Agenda and the Agenda as amended. Acting Commissioner Goddard 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

Presentation of May 19, 2011, Meeting Minutes. The meeting minutes were approved as part of the Consent Agenda.

Presentation of Financial Statements. The June Financial Report was received and filed as part of the Consent Agenda.

The general and construction account balances reported in the June 2011 Financial Report are as follows:

Checking Account Balance	\$606,669.58
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$606,669.58</b>
Construction Account Cash Balance	2,886,513.85
Investment due 9/16/2015	512,059.83
<b>TOTAL CONSTRUCTION ACCOUNT BALANCE</b>	<b>3,398,573.68</b>
-Less: Reserved for CIP projects	4,865,112.45
Construction cash/ investments available for projects	(1,466,538.77)

Presentation of Invoices for Payment Approval.

- i. Kennedy & Graven – Legal Services through 4/30/11 – invoice for the amount of \$2,294.33.
- ii. Barr Engineering Company – Engineering Services through 4/29/11 – invoice for the amount of \$54,724.42.
- iii. Barr Engineering Company – Engineering Services through 5/27/11 – invoice for the amount of \$59,701.05.
- iv. Watershed Consulting, LLC – Geoff Nash Administrator Services through 5/31/11 – invoice for the amount of \$4,147.15.
- v. Amy Herbert – May Administrative Services – invoice for the amount of \$3,485.71.
- vi. D'amico- ACE Catering – June BCWMC meeting catering – invoice for the amount of \$215.89.
- vii. Finance & Commerce – Public Hearing Notice Publication – Public Communications – invoice for the amount of \$180.52.

- viii. State Register – Public Hearing Notice Publication – Public Communications – invoice for the amount of \$96.00.
- ix. Lakeshore Weekly News – Public Hearing Notice Publication – Public Communications – invoice for the amount of \$171.60.
- x. Shingle Creek Watershed – 2011 WMWA Expenses – invoice for the amount of \$869.75.
- xi. Lorenz Bus Service, Inc. – Bus Rental for 6/22/11 Watershed Tour – invoice for the amount of \$431.25.
- xii. Sun Newspapers – Public Hearing Notice Publication – Public Communications – invoice for the amount of \$297.44.
- xiii. WMWA – 2011 WMWA Workshops – invoice for the amount of \$2,969.50.

Commissioner Langsdorf requested the removal of invoice xiii - WMWA since the WMWA workshop costs were be handled in the Shingle Creek invoice. Commissioner Black moved to approve payment of the twelve remaining invoices. Commissioner de Lambert seconded the motion. By call of roll the motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

4D. Authorize Staff to Send BCWMC Invoice to the City of Minneapolis for Engineering Services provided to the City for the 165 Glenwood Avenue Drainage Study. Ms. Chandler said that the City contacted the Commission Engineer because a permit applicant had contacted the City of Minneapolis regarding discharging runoff into the Tunnel. She said that the City wanted an analysis done before the applicant proceeded to the next permit step because the City wanted to make sure that the discharging would be ok. Ms. Chandler said that the City agreed to pay the Commission Engineer for the analysis work, which is similar, but much smaller in nature, to the analysis that the Commission Engineer did for the Twin's stadium. She said that she is asking the Commission to approve sending the letter, included in the meeting packet, to the City under Sue Virnig's signature. She said that the invoice should be revised to include an additional charge of \$145.00 for follow up work bringing the total of the invoice to \$1,520.50. Chair Loomis asked if the Administrator would take care of the invoice. Ms. Chandler said that Barr Engineering would revise the invoice as described and forward it to Administrator Nash. Chair Loomis said that Administrator Nash would then get the invoice to Sue Virnig for signature and then would send the invoice to the City.

Commissioner Black moved to approve the revision to the invoice and to send it to the City of Minneapolis. Commissioner Hoshal seconded the motion. Acting Commissioner Goddard asked for clarification on which Minneapolis Tunnel was part of the analysis. Ms. Chandler responded that it was the New Tunnel and commented that the Commission Engineer discovered that there would not be any impact and that the Commission would likely see the project come before the Board. The motion carried with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

## 5. PUBLIC HEARING

Chair Loomis stated that the Commission is proposing to amend its *Watershed Management Plan* and is holding a public hearing as required for Plan amendments. She explained that the Commission is proposing to amend its Plan by adding three projects:

- Restoration of the Main Stem of Bassett Creek from Irving Avenue North in Minneapolis to Golden Valley Road in Golden Valley in 2012.
- Modification of the Wirth Lake Outlet in 2012

- Construction of a pond at Lakeview Park within the Medicine Lake watershed in 2013.

### **Restoration of the Main Stem of Bassett Creek from Irving Avenue North in Minneapolis to Golden Valley Road in Golden Valley in 2012:**

Ms. Chandler introduced Jeff Weiss from Barr Engineering Company to present the feasibility project on the restoration of the Main Stem of Bassett Creek. Mr. Weiss summarized that he would review the reach locations, the problems observed, the concept solutions, opinion costs, and next steps.

Mr. Weiss, showing a PowerPoint presentation, explained that the project is located in the far eastern end of the Bassett Creek watershed and is almost entirely in the Theodore Wirth Park and Theodore Wirth Golf Course. He said that the Minneapolis Park and Recreation Board (MPRB) brought forth this restoration project because the MPRB wants to do renovations throughout the park and wants to coordinate efforts. Mr. Weiss said that Barr Engineering staff and MPRB staff walked through the park together to identify sites for the restoration.

Mr. Weiss described the project's site one, the Fruen Mill site, and pointed out the crumbling WPA (Works Progress Administration) wall along the bank. He described the second site and showed a photo indicating signs of heavy foot traffic contributing to the erosion in the site. Commissioner Black asked how the foot traffic issue would be addressed so that the restored bank doesn't end up eroded by foot traffic in the same way. Mr. Weiss said that the final design plans could include designated walking areas or perhaps the MPRB would consider adding a fishing pier. Commissioner Black said that if it is a heavy fishing area people won't stop fishing at the spot. Ms. Chandler said that Barr Engineering could discuss the issue with the MPRB.

Mr. Weiss described site 3 as a drawdown of the wetland area, site 4 as an eroded bank where the current is undercutting a tree, site 5 as a spot where a big oak tree is being undercut by the current, and site 6 as a large site with eroding bank adjacent to the park's walking trail. He said that at site 6 some rocks had been moved by people, which caused the water to undercut the bank at one spot. Mr. Weiss said that the last three sites are all on Theodore Wirth Golf Course and are very straightforward in terms of where the banks have erosion and wear and tear. He said that adding some buffer between the golf course and the creek would add extra stabilization.

Mr. Weiss discussed possible structural-based and plant-based solutions. He said the Fruen Mill site is the only site that needs rip rap and said that rock vanes are proposed at two sites. Mr. Weiss said that plant-based treatments include live cutting, plant stakes, bio logs, and root wads.

Mr. Weiss went through the opinion of costs table. Commissioner Black asked when the Commission would receive the cost estimate for use in determining what the Commission will request for its levy. Ms. Chandler responded that this number in the opinion of cost is what the Commission will use in calculating its levy request. She said that the City will get the final cost estimate when the project is going to be constructed and there are construction plans and specifications. Ms. Chandler said that the term feasibility-level opinion of cost describes where the project is at in terms of how defined it is and that the project is in between the ballpark cost estimate and the final design/ construction cost estimate.

Mr. Weiss said that the total opinion of cost for the project is \$856,000, which includes the construction contingency and the design, permitting, and administration costs. He said that the construction cost subtotal is just under \$500,000. He added that the only location where there is concern for contamination is the Fruen Mill site, which is also the only site for concern about possibly needing cultural or historical investigations. Mr. Weiss noted that costs for contamination remediation of approximately 50% of the soil at the Fruen Mill site and cultural and historical investigations at that site were assumed in the opinion of cost. He explained that the opinion of cost assumes no costs for construction easements since the construction will occur on MPRB property. Mr. Weiss said that the tree replacement was assumed at



two-to-one and the vegetation warranty was assumed to be a three-year contract.

Mr. Weiss said that next steps would be for the Commission to take steps to finalize the feasibility report, distribute the final report, amend its Plan and send the levy request to the County and then the MPRB would undertake the project.

Commissioner Black said that the construction contingency standard is 10% and asked why it is assumed at 20% for this project.

Ms. Eberhart stated that as far as the soil contamination there was a transformer in that area that experienced some vandalism last year but that the disturbance to the site was minimal so she is not terribly concerned about extensive soil removal. She said that there may be a discussion raised by the Minnesota State Historical Preservation Office regarding the rip rap at site one so having a 20% contingency right now is comfortable because there may be some design changes at that site for that reason and also to address the fishing needs. Ms. Eberhart said that her understanding is that the Commission needs to or prefers to pass funds through a Commission member and she pointed out that the MPRB is not a member. She said the City of Minneapolis would be the fiduciary agent and would then hire the MPRB. Ms. Eberhart said that the City of Golden Valley is comfortable with the arrangement of the money flowing through the City of Minneapolis, even though some of the project is located in the City of Golden Valley, and the City of Minneapolis has a closer relationship to the MPRB. She said that if the Commission wants the money to go directly to the MPRB it would be fine with the City of Minneapolis.

Commissioner Black said that 30% for design, administration, and permitting seems high especially given that the Resource Management Plan was supposed to help lower costs of permitting. Ms. Eberhart commented that hopefully some of the work in this project will be bioengineering, which is a more creative and time consuming process than using rip rap. She said that she thinks that at this point it is appropriate to have the higher contingency figure in the report, which is not meant to encourage too much work. Ms. Eberhart clarified that regarding permits there will need to be a construction easement at the private property, which is the Fruen Mill site, and the MPRB would issue permits for the work on MPRB property but without a fee, and she wasn't sure what other permits may be needed for the work on the creek. She added that it is more comfortable to have the cost figure higher than too low at this point.

Commissioner Hoshal asked about whether the erosion control measures in the project would actually serve to just move the erosion problems to new sites. Mr. Weiss said no, not likely. Commissioner Hoshal asked if anyone had any knowledge of a historical site called the Sweeney Slaughterhouse along the creek in the early 1900s. No one indicated any information about it.

Mr. Asche said that the Minnesota Pollution Control Agency (MPCA) may be looking at wetland issues for their formal water quality certification. He said one of the issues that the City of Plymouth has run into through the BCWMC is wetland mitigation required for some ponding. He said the wetland mitigation can go a couple of different directions depending on the type of project and can be an unanswered question for quite a while. Mr. Weiss said that this project wouldn't change any permanent ponding areas or any permanent water levels so the project wouldn't cause any permanent wetland impacts. He said that there would be the drawdown of the one wetland site but it would return to its normal water level. Mr. Weiss explained that the typical experience with streambank erosion projects are that they are self-mitigating and often improve wetland habitat because of the sloped banks.

Chair Loomis asked if the Commission evaluates its streambank restoration projects in terms of habitat and remarked on one of the proposed sites in the project where the stream will be widened to slow down the velocity of the waters and asked how that would impact the habitat for mussels, which require faster moving water. Mr. Weiss said that the base flow area of that site wouldn't really be impacted and instead the project would create more of a flood plain and the bulk of the flow would remain in the channel.

Andrea Weber of the MPRB discussed that site and said that the MPRB would like to construct additional access points on that section and possibly some fishing points as well. Chair Loomis brought up the earlier discussion of the foot traffic on site two. Andrea Weber said that the area is a popular fishing spot and the MPRB is looking into putting in fishing blocks to provide people with an opportunity to do that activity.

She said the MPRB is still in a citizen's advisory phase but commented that in the case of a project such as this one where the MPRB is partnering with another group the MPRB will communicate to its Citizen Advisory Group that there are certain things that need to happen in the project in partnership.

Chair Loomis commented that one of the erosion sites seems to have worse scouring due to people rearranging rocks in the creek and asked if the MPRB has plans to monitor the rock vanes after construction. Ms. Weber said that the MPRB would need to maintain the project once the construction and warranty are complete and it will be something that the MPRB will need to make sure its staff understands.

### **Modification of the Wirth Lake Outlet Structure in 2012:**

Chair Loomis noted that this project is part of the Wirth Lake TMDL implementation project. Ms. Chandler displayed a PowerPoint presentation on the project location, goals and issues, alternatives, recommended solutions, opinion of cost, and next steps.

Ms. Chandler explained that the outlet is on the northeast corner of Wirth Lake and flows a short distance before it heads into the Main Stem of Bassett Creek. She said that the project is the one and only implementation project of the Wirth Lake TMDL study. Ms. Chandler explained that the project is to modify the outlet structure to prevent backflows coming into Wirth Lake from Bassett Creek. She said that the project would eliminate 55 pounds of phosphorous from flowing from the creek into the lake.

Ms. Chandler said the project will replace the current timber outlet of the structure, will need to make sure there won't be any problems with the lake level or flood levels downstream, and will want to minimize the maintenance required. Ms. Chandler noted that the creek is typically one to two feet lower than the lake but that it only takes the creek to be at a level that is consistent with a two-year flooding event for the water to flow back into Wirth Lake.

Ms. Chandler explained the four alternatives that were explored and provided information on the recommended solution of the replacement of the timber outlet with two rubber check valves. Ms. Chandler reported that the advantages to the rubber check valve solution include lower cost, reliability, low maintenance needs, and the fact that it would be the least visible option. She stated that the disadvantages include that access would be needed from the top and that something like lockable hatches would need to be constructed. She noted that the rubber check valves would also require a weir to be placed in from of the outlet structure to control the water level so it remains at its normal water level.

Ms. Chandler said that the opinion of cost for the project is \$180,000 and that the BCWMC received a \$75,000 Clean Water Fund grant from the Minnesota Board of Water and Soil Resources (BWSR) for the project. She said that the Commission would need to take action on the feasibility study and that there would need to be an agreement between the City of Golden Valley and the MPRB for the City to do the construction on the site and for maintenance of the project.

Mr. Asche asked if there is any concern with the option regarding managing to get water out of Wirth Lake in the event of an emergency. Ms. Chandler said that it is a good point and that if there is to be a ground overflow that it should be designed as part of the project.

Mr. Byrne asked if the project would reduce the total capacity and if the emergency overflow would be used at a different frequency. Ms. Chandler said it that Barr Engineering would need to look into it to find out the relative capacity.

Commissioner Black said that it looks like there may be a lot of foot traffic in the area of this project, too, and wondered if the design would accommodate for it. She said that it should be looked at during the project design and perhaps could be coordinated with the Main Stem project's site two regarding design considerations for the foot traffic.

Commissioner Hoshal displayed a mounted Bassett Creek walleye and spoke of the environmental disconnect, the physical disconnect between the creek and the lake, which would occur if the rubber check

valve solution is used. He asked that the feasibility report touch on the environmental disconnect and its potential impact and how it could be addressed.

Mr. Oliver commented that Wirth Lake is part of the Minnesota Department of Natural Resources' (DNR) children's fishing program and is stocked regularly. He said that his inclination is that most of the fish present in the stream are rough fish and it would improve the fishery of Wirth Lake by not allowing rough fish into the lake.

### **Construction of a Pond at Lakeview Park in 2013:**

Chair Loomis said that this project is located in the Medicine Lake watershed and is on the implementation plan for the Medicine Lake TMDL. Ms. Chandler stated that the feasibility study was e-mailed to the Commission and is available in hard copy format today. She said that the study is the 2004 report prepared by Bonestroo and is accompanied by a letter written this month by the City of Golden Valley that updates the status of the feasibility study and the project. Ms. Chandler said that the project is slated for 2013 construction. She stated that she would present information about the project's location, problems, goals, what the proposed pond would do, opinion of cost, and conclusion.

Ms. Chandler said that the project location is on the west side of the City of Golden Valley and close to Highway 169 and discharges into Plymouth and Medicine Lake. She described the site and said that the water quality-related concerns are that the watershed currently drains to Plymouth without any water quality treatment and that the watershed is fully developed, which means it doesn't offer many opportunities to add water quality treatment. Ms. Chandler said that the goals were to improve how well the existing BMPs work downstream, to reduce the nutrient loading, to meet the Commission's Level I treatment standards, and to meet the City's goals of reducing the potential for flooding and providing an amenity in the park.

Ms. Chandler provided details on the benefit to Medicine Lake regarding the phosphorus removal that would be gained due to the pond. She said the pond would prevent 38% of total suspended solids and 23% of total phosphorous each year from entering Medicine Lake.

She said that in 2004 the project cost estimate for constructing the pond was \$146,000 but there were additional costs that the City faced regarding removal of asbestos-bonded sewer pipes. Ms. Chandler explained that at the time the City was looking at a slightly different location for the pond, which would have required the repositioning of sanitary sewer pipes. She said that those additional costs would have brought the project cost up to \$417,000 and due to that high cost the project was not ordered to be built. She said the project cost has since come down to \$196,000 because the City of Golden Valley will be using other funds to be make the sanitary sewer pipes water tight so that they won't need to be removed. She said the project cost includes the updated cost for the pond construction with allowance for inflation and some allowance in case some pipe may need to be moved.

Ms. Chandler listed the project benefits as getting the needed additional water quality treatment for Medicine Lake, meeting Level I water quality treatment requirements, reducing the maintenance requirements downstream because it allows another place for sediments to settle out before heading down downstream, providing park amenities, and avoiding utility removal/ relocation. She mentioned that the project does not increase flooding issues in the area. She recommended that the Commission order the project for 2013 when the Commission gets to the point in the process of ordering projects.

Chair Loomis stated that this is a public hearing and asked if anyone wanted to comment on the proposal to amend the BCWMC's Plan. Hearing no comments Chair Loomis closed the public hearing.

Chair Loomis said that staff is looking for direction to amend the Commission's *Watershed Management Plan* to include the three projects presented today. Commissioner Black said that she doesn't have any problems with adding these projects to the Commission's Plan but that she is not in agreement with the 20% contingency and the 30% administration, design, and permitting costs.

Commissioner Black moved to amend the Commission's *Watershed Management Plan* to include the three projects presented and that she hopes that the Commission will receive more reasonable cost estimates for the contingency budget and the design, administration, and permitting costs. Acting Commissioner Goddard seconded the motion. Commissioner Black commented that she would like the Commission to go out for a Request for Proposals (RFP) for these projects. Chair Loomis said that typically the Commission contracts with a member city for the projects and the member city would go out for any RFPs. The motion carries with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

## 6. NEW BUSINESS

### A. Discuss Capital Project Funding:

i. Estimated Tax Levy Request for County Collection in 2012. Ms. Chandler said that the Commission needs to provide today to Hennepin County a number for the Commission's estimated maximum tax levy request for collection in 2012. She said the Commission could lower its request but couldn't raise it beyond this estimate. Ms. Chandler stated that the amount in the Commission's CIP reserve is getting verified but is not available for today's discussion. She recommended that the Commission anticipate needing to use levied funds for the 2012 construction project costs and the Schaper Park Pond study.

She said the total costs of the 2012 projects are \$1,073,000. Ms. Chandler said the Commission could levy for the entire amount, or if the Commission would like to keep its levy request at the previously discussed 2012 amount of \$935,000 then the Commission could split the costs for the Main Stem project over two years.

Commissioner Langsdorf asked about the costs that the Commission already anticipates for 2013. Ms. Chandler reviewed with the Commission the CIP projects and the costs identified for 2013.

Chair Loomis said that the Commission would need \$1,073,000 less the \$75,000 Clean Water Fund grant of \$75,000 for the Wirth Lake Outlet Structure project, which would mean the Commission would need \$998,000.

Commissioner Black reiterated that she is looking for lower numbers for the construction contingency and the design, permitting, and administration costs on the projects and that if there aren't lower costs she'll be looking for justification of the costs. Commissioner Black moved for staff to communicate to Hennepin County that the Commission's maximum tax levy for collection in 2012 is \$998,000. Commissioner Goddard seconded the motion. The motion carries with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

Mr. Asche said that perhaps the Commission would want the TAC to discuss the feasibility costs so that a way could be worked out for the feasibility studies to have some itemized numbers for some of those costs described by Commissioner Black.

Ms. Clancy agreed with Mr. Asche's suggestion and also commented that city council members may be used to seeing feasibility reports for project improvements that are at the 75% to 80% design level whereas here the Commission is seeing the reports at the 10% design level, which may be why there seems to be some discrepancy between the percentages for the contingencies and unfortunately the Commission needs to ask for money for the projects very early in the process.

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

### B. Discuss Draft Feasibility Reports: Bassett Creek Main Stem Project; Wirth Lake Outlet Structure CIP Project; and, Lakeview Park Pond

Ms. Chandler asked if the Commission wants to see the reports changed or presented again or if the Commission wants revisions or justification to the cost estimates. She reiterated that the numbers listed in

the reports are the numbers that the Commission will be working with until it has final cost estimates during the design process. Commissioner Black asked if these numbers in the reports are the numbers that the Commission will use for its levy. Ms. Chandler said yes. Mr. LeFevere said that the Commission wouldn't need to change these feasibility reports but could include more information about the costs of the projects as part of its consideration process when it decides its final levy request amount in September. Mr. LeFevere said that the amount that the Commission levies is the amount that the Commission agrees to pay the cities for these projects. He said that the cities are required to cover cost overruns and the implementing cities are the ones who have the greatest interest in making sure they have enough contingency so that they are comfortable with moving forward. Acting Commissioner Goddard pointed out that if the project costs end up being less than the amount that is levied for the project then the remaining funds go into the CIP reserve and could be applied to the costs of the next year's capital projects, which would thereby reducing the levy for that year.

Ms. Clancy agreed with Acting Commissioner Goddard's comments and stated that the cities and BCWMC staff have been aggressively seeking out other sources of funding for the construction projects.

Acting Commissioner Goddard said that regarding the Wirth Lake report the Commission had questions about checking the outlet capacity and looking into emergency overflow. Commissioner Hoshal said he would like a paragraph added that addresses the disconnection that would be caused by the proposed valve. Ms. Chandler said the Commission also had a comment about addressing the foot traffic around the outlet. The Commission agreed that no changes needed to be made to the Main Stem feasibility study but directed Ms. Chandler to follow up with the MPRB regarding the foot traffic at site 2.

Chair Loomis asked what the cost savings would be between a two-year and three-year warranty on the vegetation in the Main Stem project and asked Barr Engineering to investigate.

Ms. Chandler asked if the Commission would like to see an updated presentation on the Wirth Lake report next month. The Commission indicated yes.

Acting Commissioner Goddard moved for staff to finalize and distribute the feasibility studies. Commissioner Hoshal seconded the motion. The motion carries with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

### C. Minneapolis Park and Recreation Board Plans for the Beach at Twin Lake.

Ms. Weber said that the MPRB is working with the Conservation Corps on invasive species removal along the banks on Twin Lake and that work will begin in mid-July. She said that some erosion controls such as bio-logs have already been installed. Ms. Weber said that the MPRB is also looking at emergency access route stabilization and is looking to secure the funding source for that work. She said that she believes the Conservation Corps will be hand-pulling the smaller plants and cutting and treating the larger.

Chair Loomis said that at a previous meeting there were some concerns raised by a resident regarding the installation of erosion control measures on the banks. Ms. Weber said that she did inspect the control measures and that although the stakes were installed in the middle of the logs instead of at the ends she believed that the measures were installed appropriately. Ms. Clancy said that the MPRB did speak with the City of Golden Valley about the erosion control permits and that the MPRB was not required to have an erosion control permit and thanked Ms. Weber for going out and inspecting the erosion control measures on the site.

[Acting Commissioner Sarvi departs the meeting.]

## 7. OLD BUSINESS

- A. Approve BCWMC's 2012 Operating Budget/ Direct Distribution. Administrator Nash explained that the most recent revision of the budget was distributed today and that the change to the levy that was just discussed today by the Commission would need to be reflected in the budget sheet in the information table on the budget. Administrator Nash said that he would finalize the budget and levy

descriptive document to match the revised operating budget and would get it to Chair Loomis for signature tomorrow. Commissioner Hoshal moved to approve the budget as presented. Commissioner Langsdorf seconded the motion. The motion carried with five votes in favor [City of Crystal, City of Golden Valley, City of Medicine Lake, City of Minneapolis, and City of St. Louis Park], one city against [City of Plymouth], and three cities absent [City of Minnetonka, City of New Hope, and City of Robbinsdale].

## **B. TAC Recommendations**

**i. Electronic Data Collection of Surface Water Elevations.** Administrator Nash summarized the TAC's discussion and said that the TAC would like staff to come back to a future TAC meeting with information on the uses of the data and suggestions as well as more details on how cities could act as partners to conduct some of the visual readings when they are out there on inspections. Commissioner Hoshal asked if the Commission could encourage lake associations to get involved with the data reading. Administrator Nash said that would be great as long as it could be done on a consistent basis and if he or anyone else knows of a group willing to do this then it could be set up.

He said that another idea the TAC discussed is trying out the transducer technology on a couple of lakes in the watershed. Commissioner Black asked if the TAC is looking at getting more information about the use of the data before looking into buying transducers. Administrator Nash said that the TAC's questions would be answered to the TAC's satisfaction before any new equipment would be purchased or before modifying the monitoring program for 2012.

Chair Loomis asked if this data would be useful for the proposed new XP-SWMM model. Ms. Chandler said that even the bi-weekly data would be helpful with the model and there would be better numbers using a transducer but the costs and benefits would need to be weighed.

Commissioner Black moved that staff move forward and look into details of purchasing and installing one or two of the transducers. Commissioner de Lambert seconded the motion. The motion carried with six votes in favor [Cities of Minnetonka, New Hope, and Robbinsdale absent from vote]. The Commission clarified that Administrator Nash would prepare the information for the TAC and that he could utilize the Commission Engineer at his discretion. Ms. Clancy added that the City of Golden Valley has a transducer installed on Bassett Creek and there may be some valuable lessons that could be shared. Commissioner Black said that it seems like it could be a direction to staff to look into partnering with the cities if they have someone available and to see if lake associations have volunteers interested in doing this type of data collection. Ms. Chandler commented that the TAC was also looking for general information on uses of the water level data and whether there would be a benefit to collecting the data one way or the other - manually or electronically.

Ms. Clancy mentioned that the City of Golden Valley has a transducer installed on Bassett Creek that is monitored by its SCADA system. She said that she wanted the Commission to know that the City is already collecting water level data electronically and that there are some valuable lessons that could be shared.

**ii. BWMC and Member City Permit Review Procedures.** Administrator Nash said that in light of the Commission's role as a categorical wasteload allocator Commissioner Welch suggested a possible new Commission policy that would trigger a review of smaller projects compared to the size of projects that currently are reviewed under BCWMC requirements.

Ms. Chandler said that the TAC discussed decreasing the trigger for the erosion and sediment control review from the current trigger of 200 cubic yards to 50 cubic yards, as suggested by Commissioner Welch, or a 5,000 square foot land disturbance trigger instead of the Commission's current trigger of 10,000 square feet. She explained that the trigger would result in a review of water quality impacts of projects.

Ms. Chandler said that the Commission's current triggers for its Level I treatment is a 0.5-acre development or a five-acre redevelopment for commercial and that the triggers are even larger for

residential development and redevelopment.

Ms. Chandler said the TAC raised concerns that smaller triggers would lead to a large number of smaller Best Management Practices (BMPs) and the TAC was concerned about maintaining those small BMPs and getting enough bang for the buck in terms of getting the benefit compared to the work required by city staffs. She said that the TAC discussed an alternative to doing BMPs on these really small projects that would include doing regional BMPs to capture these smaller projects not captured in permitting. She said that another possibility discussed was that instead of such a dramatic decrease in the trigger points that perhaps a redevelopment trigger of one acre could be discussed.

Ms. Chandler said that the TAC discussed the different cities' triggers and the TAC thought that it might be valuable for the Commission to see that information.

Ms. Chandler said the TAC also discussed the draft NPDES permit that was released two days before the TAC meeting. She said that the TAC voiced a lot of concerns about whether there would be enough requirements in the permit that the Commission shouldn't be requiring any more.

She said that the TAC recommended:

- That the Commission consider a one-acre or greater trigger for the Commission review of redevelopment projects;
- That the Administrator compare the member-city triggers and report the information to the Commission at a future meeting;

Mr. Asche said that the difficulties caused by setting the triggers too small are that there would be more reviews, more inspections, more agreements, and more follow-up. He said the TAC discussed the one-acre trigger due to the draft MS-4 permit but he said that the draft could change.

Mr. Byrne commented that he thinks that Mr. Asche brought up to the TAC the idea of a one-acre trigger in order to address the Commission's concerns. Mr. Byrne said he didn't think that Mr. Asche was advocating a one-acre trigger. Mr. Byrne said that he recommends no change to the Commission's trigger. He said that there has been a question of whether the categorical wasteload allocator role means that the Commission would be on the hook with the MPCA for compliance and that he asked Mike Trojan of the MPCA this morning about how the MPCA will deal with categorical TMDLs. Mr. Byrne said that Mr. Trojan said that all of the responsibility will be on the individual MS4s. Mr. Byrne explained that the implementation plan is agreed upon in the TMDLs and the primary implementer will have in the implementation plan some sort of allocation of who does what. He said that the individual MS4s would have some idea of who will be responsible for what. Mr. Byrne said it is not the same as the old method where each MS4 has a wasteload allocated to them, He said now each MS4 has a job allocated to them. Mr. Byrne said that the MS4s need to document in their annual report their progress toward their job.

iii. **Water Quality Trading and Banking Programs.** Administrator Nash said that the Commission Engineer noted that the Commission's current policies for water quality treatment and nondegradation allow increases in nutrient loading for new projects and for linear projects. He said that the TAC discussed whether the Commission would want to consider infiltration trading, meaning that if a permittee installs more stormwater infiltration than is required by the Commission's rules, the permittee could bank it or even sell it in the future.

Ms. Chandler said that additionally there is another route that a couple of other watersheds have taken, which is that permittees who can't provide the necessary infiltration in their projects put money into a fund that pays for the watershed to construct a BMP project in an appropriate location. She said that TAC like the idea but didn't reach a decision to encourage the Commission to adopt the "no phosphorous loading" for all projects policy that the Commission and TAC had been discussing.

Chair Loomis said that Mn/DOT was given its own load allocation in the Sweeney Lake TMDL and that she isn't sure how Mn/DOT would meet its allocation if there isn't something like the banking program in place. Commissioner Black said that the program sounds interesting but it needs to be fleshed out. She said that there would be costs involved to keep it updated and to monitor it so a cost estimate would be a necessary piece. Chair Loomis said that maybe the Commission could get information from Ramsey-Washington and Nine Mile Creek on how they are dealing with the costs of monitoring the program. Commissioner Hoshal asked if there are any third-parties handling such programs. Ms. Chandler said that there is a group that has a water-quality trading concept being set up in the Sauk River Watershed and in the Minnesota River Watershed.

Chair Loomis said the Commission directs staff to gather more information and to keep TAC apprised. Ms. Chandler said that this is a big issue and it would be helpful if the Commission would identify a specific question or topic. Chair Loomis said that there is a gap in the Commission's policy for redevelopment and linear projects and that the Commission would like the TAC to address whether the Commission should look into changing its policy or whether the policy is fine the way it is. She said additionally the Commission is looking for feedback on whether the Commission should include linear projects in its policies. Chair Loomis said that the Commission is looking for findings to support why or why not and for alternatives for handling the linear projects. Chair Loomis said that the Commission also is looking for more information on the banking concept. Commissioner Black asked Administrator Nash to e-mail out to the Commission the information that he had distributed to the TAC regarding the member-cities' triggers for permit reviews.

**iv. Discuss BCWMC's Annual CIP Review Timeline.** Ms. Chandler said that the Commission Engineer recommends that the Commission conduct its annual CIP review earlier than its current annual review that occurs in January. She said that January starts to run up against timelines related to plan amendments and the annual tax levy request to the County. Ms. Chandler said the TAC was supportive of the idea of doing the review earlier since the cities do their planning earlier. She said the TAC recommended that the Commission conduct its annual CIP review in April. Ms. Chandler said the recommendation is that this year the Commission would adopt its CIP revisions for 2013 at the July BCWMC meeting and then starting next year the Commission would direct the TAC to conduct its review in April. She said that the CIP would be a five-year CIP that is reviewed each year. She said that this schedule would mean that in 2012 the Commission would adopt its CIP for 2014 – 2018. Ms. Chandler said that the recommended schedule would provide the Commission with more time to prepare its feasibility studies and handle permitting as necessary. Ms. Black said that if this is the Commission's policy then it should be added to the Commission's policy manual.

**v. BCWMC's Draft 2012 Budget.** Administrator Nash said that the TAC discussed the draft 2012 operating budget. He said that the only item that came out of the discussion was the desire from the TAC to see the Commission's various funds spelled out differently in the financial report. He said that he is looking for ideas on better ways to display the financial information. Chair Loomis said perhaps the Commission needs to put on its agenda a topic on how to read the Commission's financial reports. Administrator Nash said that the Commission could put it on the agenda and could ask Deputy Treasurer to come and explain the reports to the Commission. Chair Loomis said perhaps she and the Administrator should set up some time during one of the Commission's upcoming meetings to have Sue Virnig to come and explain the financial reports.

## 8. COMMUNICATIONS



**Chair:**

1. Chair Loomis reported that she had received a newsletter from Wenck regarding mussel habitat and wondered if in the future the Commission would want to start considering improving mussel habitat as part of its stream restoration projects.
2. Chair Loomis said that there was a Sun-Post article about the plantings at Meadowbrook Elementary and that the BCWMC was mentioned regarding its involvement through the Commission's education grant program.
3. Chair Loomis stated that she received a request from a resident in Golden Valley for the Commission to ask the contractor who does the lawn service for the Hidden Lakes Homeowners Association for a list of the chemicals that the contractor uses on the lawns. She said that she isn't sure which chemicals the resident has concerns about since there is a state-wide ban on phosphorus. Commissioner Black said it is actually a restriction and Chair Loomis said yes, but contractors aren't allowed to use phosphorus on established lawn and the lawn in the Hidden Lakes area is established. Chair Loomis said that if the Commission was interested in making that request she would put it forward. No one indicated any interest.
4. Chair Loomis described a technology being investigated and soon to be tested by the City of Golden Valley in their environmental manholes.

**Administrator:**

1. Administrator Nash announced that staff at Barr Engineering, himself, and Ron Leaf of SEH have worked with Brooke Asleson of the MPCA to provide the content for responses to comments on the Sweeney Lake TMDL. He said that those letters went out last week to the people who provided comments. He said that the final changes are being made to the Sweeney Lake TMDL and he asked Barr Engineering to review the final changes made by SEH. Administrator Nash said that all final revisions would be done by next Friday and that the MPCA would then send it to the U.S. Environmental Protection Agency.

[Acting Commissioner Goddard departs the meeting.]

**Commissioners:**

1. Commissioner Hoshal said that he attended the Bassett Creek Regional Trail open house put on by the Three Rivers Park District on June 14<sup>th</sup>.

**Committees:**

1. Commissioner Langsdorf introduced Resolution 11-04 "A Resolution of Appreciation for the Services of Stuart Stockhaus" and Resolution 11-05 "A Resolution of Appreciation for the Services of Bonnie Harper-Lore." Chair Loomis moved to adopt Resolution 11-04 and Resolution 11-05. Commissioner Langsdorf seconded the motion. The motion carried with five votes in favor [Cities of Minneapolis, Minnetonka, New Hope, and Robbinsdale absent from vote].
2. Commissioner Langsdorf said that the BCWMC's Education and Public Outreach Committee has submitted a memo to the Budget Committee for its consideration of the idea that the Administrator would provide assistance to the Education Committee.
3. Commissioner Langsdorf provided an update on the May 31<sup>st</sup> WMWA workshop.
4. Commissioner Langsdorf said that the Education Committee has developed an Education Plan for 2011-2015 that is ready for the Commission's review. The Commission directed the review of the

plan to be put on the Commission's July or August agenda.

**Counsel: No Communications.**

**Engineer:**

1. Ms. Chandler noted that the meeting packet contained a copy of a letter from the Commission Engineer to Andrea Weber of the Minneapolis Park and Recreation Board with comments on the proposed design for the modification of the control structure for the Wirth Lake Water Quality Pond.

## **9. INFORMATION ONLY**

**Bassett Creek Erosion Control Inspections, June 1 – 4, 2011**

## **10. ADJOURNMENT**

**Chair Loomis adjourned the meeting at 2:56 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: July 21, 2011

<b>BEGINNING BALANCE</b>	<b>7-Jun-11</b>		606,238.33
<b>ADD:</b>			
<b>General Fund Revenue:</b>			
Interest/(Bank Fees)		4.19	
<b>Assessment not received - Minneapolis</b>			
Permits:			
Metropolitan Council	BCWMC 2011-9	1,000.00	
City of St Louis Park	BCWMC 2011-8	1,000.00	
Tennent Company	BCWMC 2011-10	2,000.00	
Reimbursed Construction Costs		24,231.39	
	<b>Total Revenue and Transfers In</b>		<b>28,235.58</b>
<b>DEDUCT:</b>			
<b>Checks:</b>			
2364 Sun Newspapers	Publish Plan Amendment	297.44	
2365 Watershed Consulting	Reissue check 2360	4,147.15	
2366 Barr Engineering	June Engineering	51,073.81	
2367 D'Amico Catering	June Bus Trip & July Meeting	442.62	
2368 Amy Herbert	June Secretarial	4,449.17	
2369 LMCIT	Insurance	3,827.00	
2370 MMKR	Audit-final	3,675.00	
2371 Watershed Consulting	June Administrator	3,458.55	
2316 VOID West Metro Water All VOID		(2,969.50)	
2360 VOID Watershed Consult	REISSUE	(4,147.15)	
	<b>Total Checks</b>		<b>0.00</b>
Outstanding from previous years-Prior Year Expenses:			
Meadowbrook School	2009 Exp-Grant	992.08	
2357 Shingle Creek Watershed	WMWA Workshops	869.75	
<b>ENDING BALANCE</b>	<b>12-Jul-11</b>		<b>570,219.82</b>

	2011/2012 BUDGET	CURRENT MONTH	YTD 2011/2012	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSEMENTS	434,150	0.00	402,776.00	31,374.00
PERMIT REVENUE	40,000	4,000.00	14,500.00	25,500.00
GRANTS	0	0.00	0.00	0.00
MISCELLANEOUS	0	0.00	0.00	0.00
INTEREST	0	0.00	(18.54)	18.54
REVENUE TOTAL	474,150	4,000.00	417,257.46	56,892.54
<b>EXPENDITURES</b>				
ENGINEERING				
ADMINISTRATION	110,000	15,041.15	66,325.21	43,674.79
PLAT REVIEW	50,000	2,826.00	22,808.92	27,191.08
COMMISSION MEETINGS	13,000	1,069.21	4,969.86	8,030.14
SURVEYS & STUDIES	20,000	2,001.00	10,651.96	9,348.04
WATER QUALITY/MONITORING	34,000	3,030.55	8,991.68	25,008.32
WATER QUANTITY	11,000	742.00	4,535.44	6,464.56
WATERSHED INSPECTIONS	8,000	707.43	2,463.81	5,536.19
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	2,291.19	7,708.81
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
ENGINEERING TOTAL	258,000	25,417.34	123,038.07	134,961.93
ADMINISTRATOR	36,000	3,458.55	17,505.70	18,494.30
LEGAL COSTS	18,500	0.00	4,900.31	13,599.69
AUDIT, INSURANCE & BONDING	15,000	7,502.00	12,452.00	2,548.00
FINANCIAL MANAGEMENT	3,000	0.00	0.00	3,000.00
MEETING EXPENSES	4,750	442.62	2,459.77	2,290.23
SECRETARIAL SERVICES	45,000	4,783.00	19,295.15	25,704.85
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	2,410.00	(410.00)
WEBSITE	4,500	0.00	213.75	4,286.25
PUBLIC COMMUNICATIONS	3,000	297.44	746.16	2,253.84
WOMP	10,000	1,091.25	1,458.75	8,541.25
DEMONSTRATION/EDUCATION GRANTS	5,000	0.00	0.00	5,000.00
EDUCATION, OUTREACH & PARTNERSHIPS	19,400	0.00	6,619.70	12,780.30
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
GRAND TOTAL	474,150	42,992.20	191,099.36	283,050.64

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

(UNAUDITED)

Beginning Balance	7-Jun-11	2,886,513.85
<b>ADD:</b>		
Interest		19.94
Henn Cty	Tax Settlement	424,107.27
RBC	Investment Called	
		424,127.21
<b>DEDUCT:</b>		
Construction Costs		24,231.39
		24,231.39
Ending Balance:	12-Jul-11	3,286,409.67

**Investments**

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>512,059.83</b>
Construction Account - Cash Balance (detailed above)	3,286,409.67

<b>Total: Construction Fund Cash/Investments</b>	<b>3,798,469.50</b>
Less: Reserved for CIP Projects	4,941,603.82
<b>Construction Cash/Investments Available for projects</b>	<b>(1,143,134.32)</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	0.00	570,543.53	631,704.73	178,495.27
Main Stem Crystal to Regent (2010)	636,100	58.00	1,245.35	24,405.20	611,694.80
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200	0.00	2,520.00	37,323.97	542,876.03
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	2,471.64	17,334.99	20,244.99	229,755.01
Sweeney Lake Outlet (2012 FC-1)	250,000	23.00	2,184.15	6,634.15	243,365.85
Main Stem Irving Ave to GV Road (2012 CR)	600,000	10,240.67	65,350.42	67,070.42	532,929.58
Lakeview Park Pond (2013)	196,000	1,136.00	1,432.50	2,070.00	193,930.00
Schaper Pond Enhancement Feasibility (SL-1)	37,000	9,097.08	17,227.24	17,227.24	19,772.76
<b>TMDL Projects</b>					
TMDL Studies	125,000	0.00	0.00	102,588.15	22,411.85
Sweeney Lake TMDL	119,000	1,205.00	5,290.50	212,222.86	(93,222.86)
<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>6,901,773</b>	<b>24,231.39</b>	<b>683,938.93</b>	<b>1,960,169.18</b>	<b>4,941,603.82</b>
<b>Project Reimbursements</b>					
Sweeney Lake TMDL		0.00	0.00	155,346.44	

<b>Tax Levy Revenues</b>								
	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	418,331.92	418,331.92	418,331.92	444,068.08	862,400
2010 Tax Levy	935,298.91	(1,660.13)	933,638.78	4,346.25	4,346.25	926,282.72	7,356.06	935,000
2009 Tax Levy	800,841.30	(6,550.93)	794,290.37	882.56	882.56	792,510.97	1,779.40	800,000
2008 Tax Levy	908,128.08	(3,381.33)	904,746.75	448.96	448.96	903,681.28	1,065.47	907,250
2007 Tax Levy	190,601.74	(640.14)	189,961.60	57.47	57.47	189,920.70	40.90	190,000
2006 Tax Levy	531,095.47	(2,721.10)	528,374.37	40.11	40.11	528,443.64	(69.27)	519,000
2005 Tax Levy	450,401.40	(2,380.36)	448,021.04			448,065.77	(44.73)	438,000
				<b>424,107.27</b>			<b>454,195.91</b>	

Bassett Creek Construction Project Details																	7/13/2011	
	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond (2008-1)	2010 Plymouth Creek Channel Restoration (CR)	2010 Main Stem Crystal to Regent (CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (CR-NB)	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet (FC-1)	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond (ML-8)	Schaper Pond Enhancement Feasibility (SL 1)	TMDL Studies	Sweeney Lake TMDL
Original Budget	7,056,773	140,000	500,000	773,373 (250,000.00)	200,000	1,100,000	965,200	636,100	580,200	834,900		250,000	250,000	600,000	196,000	37,000	125,000	119,000
Expenditures:																		
Feb 2004 - Jan 2005	2,621.00	1,983.50																
Feb 2005 - Jan 2006	8,665.89	1,716.70			2,994.75										637.50			
Feb 2006 - Jan 2007	12,414.04	375.70		3,954.44		1,789.25											637.20	89,654.49
Feb 2007 - Jan 2008	115,013.14	36.00		9,611.89		1,835.70											23,486.95	47,041.86
Feb 2008 - Jan 2009	156,801.69				38,823.35	18,392.11	20,954.25										31,590.12	44,316.01
Feb 2009 - Jan 2010	99,373.09	1,612.45				687.00	9,319.95	11,569.05									31,868.63	25,920.00
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			15,005.25	5,290.50
Feb 2011 - Jan 2012	683,938.93						570,543.53	1,245.35	2,520.00		810.25	17,334.99	2,184.15	65,350.42	1,432.50	17,227.24		
Total Expenditures:	1,960,169.18	5,724.35		13,566.33	41,818.10	744,633.58	631,704.73	24,405.20	37,323.97	31,522.86	1,412.25	20,244.99	6,634.15	67,070.42	2,070.00	17,227.24	102,588.15	212,222.86
Project Balance	5,096,603.82	134,275.65	500,000.00	509,806.67	158,181.90	355,366.42	333,495.27	611,694.80	542,876.03	803,377.14	(1,412.25)	229,755.01	243,365.85	532,929.58	193,930.00	19,772.76	22,411.85	(93,222.86)

	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond (2008-1)	2010 Plymouth Creek Channel Restoration (CR)	2010 Main Stem Crystal to Regent (CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (CR-NB)	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet (FC-1)	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond (ML-8)	Schaper Pond Enhancement Feasibility (SL 1)	TMDL Studies	Sweeney Lake TMDL
Project Totals By Vendor	455,450.03	3,758.10		9,549.32		7,004.91	38,467.60	21,156.50	36,531.32	30,730.21	1,412.25	19,987.14	5,937.00	67,003.57	2,025.00	17,227.24	99,711.70	94,948.17
Barr Engineering	14,980.44	1,966.25		24.75	354.75	1,427.15	2,053.25	2,435.25	792.65	792.65		257.85	697.15	66.85	45.00		1,164.30	2,902.59
Kennedy & Graven	2,640.00				2,640.00													
City of Golden Valley	1,343,647.20				38,823.35	736,201.52	568,622.33											
City of Plymouth	3,992.26			3,992.26														
Com of Trans	101,598.10																	
S E H	14,486.15																	101,598.10
Misc	23,375.00						22,561.55	813.45									1,712.15	12,774.00
2.5% Admin Transfer																		
Total Expenditures	1,960,169.18	5,724.35		13,566.33	41,818.10	744,633.58	631,704.73	24,405.20	37,323.97	31,522.86	1,412.25	20,244.99	6,634.15	67,070.42	2,070.00	17,227.24	102,588.15	212,222.86

	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond (2008-1)	2010 Plymouth Creek Channel Restoration (CR)	2010 Main Stem Crystal to Regent (CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (CR-NB)	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet (FC-1)	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond (ML-8)	Schaper Pond Enhancement Feasibility (SL 1)	TMDL Studies	Sweeney Lake TMDL
Levy/Grant Details	935,000						902,462	32,538										
2009/2010 Levy	862,400							286,300	160,700	415,400								
2010/2011 Levy	971,000																	
2011/2012 Levy - Future ???	904,000						62,738	2,262	419,500	419,500		175,000		600,000	196,000			
Construction Fund Balance	904,000																	
BWSR Grant- BCWMO	435,000						212,250	147,750				75,000						
Total Levy/Grants	4,107,400						1,177,450	468,850	580,200	834,900		250,000		600,000	196,000			
BWSR Grants Received							191,025	132,975				67,500						



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

Page # 1  
Invoice # 23270051-2011-5  
Project # 23/27-0051  
Client # 59  
July 8, 2011

Invoice of Account with  
BARR ENGINEERING COMPANY

For professional services during the period of  
May 28, 2011 through July 2, 2011

**ENGINEERING**

TECHNICAL SERVICES

Calls/emails to or from the Commissioners, administrator, recording 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 and edited lake sampling protocol per administrator's request; communications with administrator and internal meetings regarding 2012 budget; prepared memos for June Commission meeting regarding public hearing, funding of CIP projects, and feasibility studies; communications with city staff regarding financial status of CIP projects; communications with City of Plymouth staff and administrator; call from Joel Settles regarding maximum tax levy; reviewed and revised tour handout per administrator request; coordination with administrator regarding tour, attended June 22, 2011 watershed tour; call from Brad Wozney regarding major plan amendment schedule; call to counsel regarding CIP project agreements and construction project fund; call from administrator regarding status of Commission's construction project account; discussion with administrator and recorder regarding staff roles; call from administrator regarding status of Commission's construction project account; downloaded and provided BWSR clean water fund grant information to administrator; call from Hennepin Co. regarding plan amendment.

Leonard J. Kremer, Principal Engineer/Scientist	
11.5 hours @ \$160.00 per hour .....	\$ 1,840.00
James P. Herbert, Principal Engineer/Scientist	
2.3 hours @ \$145.00 per hour .....	\$ 333.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
25.0 hours @ \$145.00 per hour .....	\$ 3,625.00
Technicians/Administrative.....	\$ 730.00
Expenses (Mileage).....	\$ 22.95
Subtotal, Technical Services.....	\$ 6,551.45

#### PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; phone call with RLK and review Tile X Design files for maintenance agreement; phone conversation with Golden Valley staff regarding two proposed pavement improvement plans; emailed resident regarding WCA contact at Golden Valley; discussed proposed project requirements with HGA for General Mills site; phone conversation with EMR regarding new CP RR bridge at Fruen Mill; coordinated with administrator regarding MPRB site at Wirth Park, phone call to Stonebrook and prepared email summary of BCWMC requirements for Parade stadium parking/street improvements; correspondence with Pierce Pini Associates regarding Bassett Creek site in Golden Valley; call from HDR regarding sanitary sewer lining project; reviewed Van White Boulevard approval letter and drafted reply to City of Minneapolis; call from HGA regarding Plymouth site; provided maintenance requirements to Bonestroo for proposed project; email reply to Steve Johnston regarding outlet structures requirements; provide DNR contacts to applicant.

James P. Herbert, Principal Engineer/Scientist	
13.1 hours @ \$145.00 per hour .....	\$ 1,899.50
<i>Subtotal, Preliminary Site Review/Correspondence .....</i>	<i>\$ 1,899.50</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 June, 2011 meeting; prepared permit figures.

Leonard J. Kremer, Principal Engineer/Scientist	
9.7 hours @ \$160.00 per hour .....	\$ 1,552.00
James P. Herbert, Principal Engineer/Scientist	
10.0 hours @ \$145.00 per hour .....	\$ 1,450.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
9.5 hours @ \$145.00 per hour .....	\$ 1,337.50
<i>Subtotal, Monthly Meeting Preparation.....</i>	<i>\$ 4,379.50</i>

#### TAC MEETING PREPARATION

Preparation for June, 2011 TAC meeting including coordination with administrator and internal staff regarding TAC meeting agenda and background materials; reviewed and prepared materials from RWMWD and Nine Mile Creek WD for TAC; prepared cover memo regarding water quality trading, prepared copies of documents as directed by administrator; prepared draft TAC memo summarizing June 2 TAC meeting and recommendations; provided responses to TAC comments on draft TAC memo.

Leonard J. Kremer, Principal Engineer/Scientist	
2.5 hours @ \$160.00 per hour .....	\$ 480.00

Karen L. Chandler, Engineer/Scientist/Specialist III	
2.9 hours @ \$145.00 per hour.....	\$ 1,348.50
Daniel R. Petrik, Engineer/Scientist/Specialist II	
3.5 hours @ \$105.00 per hour.....	\$ 367.50
Expenses (Copies).....	\$ 14.70
<i>Subtotal, TAC Meeting Preparation .....</i>	<i>\$ 2,210.70</i>
 <i>Subtotal Technical Services .....</i>	 <i>\$ 15,041.15</i>

#### PLAT REVIEW

Note: Projects in **Bold** have provided review fees to offset review costs. Projects not in Bold are either in a preliminary stage or were submitted prior to implementation of the fee schedule.

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

Erosion control inspection.

Technicians/Administrative.....	\$ 68.00
<i>Subtotal, Hennepin Co. Regional Trail – Ph. 2.....</i>	<i>\$ 68.00</i>

#### **Beacon Academy**

Erosion control inspection.

Technicians/Administrative.....	\$ 68.00
<i>Subtotal, Beacon Academy .....</i>	<i>\$ 68.00</i>

#### **CSAH 73/Frontage Rd Reconstruction**

Erosion control inspection.

Technicians/Administrative.....	\$ 85.00
<i>Subtotal, CSAH 73/Frontage Rd Recon .....</i>	<i>\$ 85.00</i>

#### **West Medicine Lake Park Site Imp.**

Erosion control inspection.

Technicians/Administrative.....	\$ 68.00
<i>Subtotal, W Medicine Lk Pk Site Imp.....</i>	<i>\$ 68.00</i>

#### **Timber Creek**

Erosion control inspection.

Technicians/Administrative.....	\$ 68.00
<i>Subtotal, Timber Creek .....</i>	<i>\$ 68.00</i>



**Laurel Hills Condo**

Erosion control inspection.

Technicians/Administrative.....	\$	68.00
<i>Subtotal, Laurel Hills Condo.....</i>	<i>\$</i>	<i>68.00</i>

**SP 2772-81 (TH 169 Medicine Lk Rd Ramp)**

Erosion control inspection.

Technicians/Administrative.....	\$	68.00
<i>Subtotal, SP 2772-81 (TH 169 Med Lk Rd Ramp) .....</i>	<i>\$</i>	<i>68.00</i>

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

Erosion control inspection.

Technicians/Administrative.....	\$	68.00
<i>Subtotal, So Shore Dr Reconstruction/Bridge .....</i>	<i>\$</i>	<i>68.00</i>

**Wirth Park Pedestrian Bridge**

Erosion control inspection.

Technicians/Administrative.....	\$	68.00
<i>Subtotal, Wirth Park Pedestrian Bridge.....</i>	<i>\$</i>	<i>68.00</i>

**Hilde Performance Center**

Erosion control inspection.

Technicians/Administrative.....	\$	93.50
<i>Subtotal, Hilde Performance Center.....</i>	<i>\$</i>	<i>93.50</i>

**Walgreens Construction**

Erosion control inspection.

Technicians/Administrative.....	\$	102.00
<i>Subtotal, Walgreens Construction .....</i>	<i>\$</i>	<i>102.00</i>

**Menards Golden Valley**

Erosion control inspection.

Technicians/Administrative.....	\$	161.50
<i>Subtotal, Menards Golden Valley.....</i>	<i>\$</i>	<i>161.50</i>

#### **Wirth Lake 2010 Site Improvements**

Erosion control inspection.

Technicians/Administrative.....	\$	187.00
<i>Subtotal, Wirth Lake 2010 Site Impr.....</i>	<i>\$</i>	<i>187.00</i>

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

Erosion control inspection.

Technicians/Administrative.....	\$	85.00
<i>Subtotal, Plymouth Business Center Parking.....</i>	<i>\$</i>	<i>85.00</i>

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

Telephone conversations and emails with city staff and applicant; reviewed revised plans; prepared letter of approval to City of Plymouth.

James P. Herbert, Principal Engineer/Scientist 2.3 hours @ \$145.00 per hour .....	\$	333.50
Rita A. Weaver, Engineer/Scientist/Specialist II 1.2 hours @ \$100.00 per hour .....	\$	120.00
<i>Subtotal, Wayzata East Middle School .....</i>	<i>\$</i>	<i>453.50</i>

#### **Tennant Co. Site Improvements**

Telephone conversation with LHB regarding Tennant site and proposed BMPs.

James P. Herbert, Principal Engineer/Scientist 0.5 hours @ \$145.00 per hour .....	\$	72.50
Technicians/Administrative.....	\$	85.00
<i>Subtotal, Tennant Co. Site Improvements .....</i>	<i>\$</i>	<i>157.50</i>

#### **St. Louis Park Street Reconstruction**

Telephone conversations and emails with city staff; reviewed street reconstruction plans; prepared letter of recommendation to City of St. Louis Park.

James P. Herbert, Principal Engineer/Scientist 1.6 hours @ \$145.00 per hour .....	\$	232.00
<i>Subtotal, St. Louis Park Street Reconstruction.....</i>	<i>\$</i>	<i>232.00</i>

#### **Annapolis Lane Reconstruction**

Telephone conversations and emails with city staff; reviewed street reconstruction plans; prepared letter of approval City of Plymouth.

James P. Herbert, Principal Engineer/Scientist  
2.5 hours @ \$145.00 per hour .....\$ 362.50  
*Subtotal, Annapolis Lane Reconstruction .....\$ 362.50*

#### **MCES 1-GV-361**

Telephone conversations and emails with applicant; reviewed utility improvement plans; prepared letter of approval to City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist  
2.5 hours @ \$145.00 per hour .....\$ 362.50  
*Subtotal, MCES 1-GV-361 .....\$ 362.50*

*Subtotal Plat Review .....\$ 2,826.00*

#### **COMMISSION MEETINGS**

Attended June 16, 2011 BCWMC meeting and June 2, 2011 TAC Meeting.

Karen L. Chandler, Engineer/Scientist/Specialist III  
7.3 hours @ \$145.00 per hour .....\$ 1,058.50  
Expenses (Mileage).....\$ 10.71  
*Subtotal, Commission Meetings.....\$ 1,069.21*

#### **SURVEYS AND STUDIES**

Reviewed Wirth Lake west water quality basin plans and proposed repair drawings prepared by WSB for the MPRB; attended meeting to discuss proposed repairs; prepared and provided recommendations to MPRB and BCWMC; reviewed revised plans.

Leonard J. Kremer, Principal Engineer/Scientist  
9.0 hours @ \$160.00 per hour .....\$ 1,440.00  
James P. Herbert, Principal Engineer/Scientist  
1.8 hours @ \$145.00 per hour .....\$ 261.00  
Michael B. Haggerty, Engineer/Scientist/Specialist II  
2.5 hours @ \$120.00 per hour .....\$ 300.00  
*Subtotal, Surveys and Studies.....\$ 2,001.00*

#### **WATER QUALITY MONITORING**

Performed 2011 monitoring at Crane Lake and Westwood Lake; performed Crane/ Westwood Lake June aquatic plant survey; prepared macrophyte survey figures for Crane and Westwood Lakes; assembled and provided information regarding past fish and invertebrate studies of Bassett Creek; prepared work scope for 2012 Sweeney and Twin Lake monitoring program per administrator's request.

Margaret R. Rattei, Engineer/Scientist/Specialist II  
11.0 hours @ \$115.00 per hour .....\$ 1,265.00

Kelly A. Carpenter, Engineer/Scientist/Specialist I	
1.5 hours @ \$65.00 per hour .....	\$ 97.50
Technicians/Administrative .....	\$ 1,195.00
Expenses (Braun Intertec/2WD field vehicle/mileage/canoe//WQ meter/other equipment) .....	\$ 473.05
<i>Subtotal, Water Quality Monitoring .....</i>	<i>\$ 3,030.55</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 .....	\$ 646.00
Expenses (Mileage/2WD Field Vehicle) .....	\$ 96.00
<i>Subtotal, Water Quantity .....</i>	<i>\$ 742.00</i>

#### WATERSHED INSPECTION

Performed watershed erosion control inspections; preparation and distribution of inspection letters.

James P. Herbert, Principal Engineer/Scientist	
1.0 hours @ \$145.00 per hour .....	\$ 145.00
Technicians/Administrative .....	\$ 399.50
Expenses (Mileage/2WD Field Vehicle) .....	\$ 162.93
<i>Subtotal, Watershed Inspection .....</i>	<i>\$ 707.43</i>
<b>TOTAL ENGINEERING .....</b>	<b>\$ 25,417.34</b>

<b>SECRETARIAL SERVICES</b>
-----------------------------

#### 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.

Expenses (B&W/color copies/postage/Cisco Webex) .....	\$ 333.83
Catering (BCWMC) .....	\$ -0-
<b>TOTAL SECRETARIAL SERVICES EXPENSES .....</b>	<b>\$ 333.83</b>

## ANNUAL REPORT

### ANNUAL REPORT

TOTAL ANNUAL REPORT .....\$ 0.00

## WATERSHED OUTLET MONITORING PROGRAM (WOMP)

Coordination with Met Council staff; performed flow measurements and reviewed WOMP station rating curve.

Christopher J. Bonick, Engineer/Scientist/Specialist II	
8.0 hours @ \$105.00 per hour .....	\$ 840.00
Technicians/Administrative .....	\$ 214.50
Expenses (2WD field vehicle/mileage) .....	\$ 36.75
<i>Subtotal, Watershed Outlet Monitoring Program.....</i>	<i>\$ 1,091.25</i>

TOTAL WOMP.....\$ 1,091.25

## CAPITAL IMPROVEMENT PROJECTS (Funded through tax levy)

### LAKEVIEW PARK POND (ML-8)

Coordination with City of Golden Valley; prepared presentation for BCWMC meeting and public hearing; communications with BWSR staff and HCES staff regarding major plan amendment status; provided public hearing presentation to HCES staff; phone conversation with BWSR staff regarding major plan amendment schedule; prepared annualized cost estimate.

Karen L. Chandler, Engineer/Scientist/Specialist III	
7.1 hours @ \$145.00 per hour .....	\$ 1,029.50
Timothy J. Anderson, Engineer/Scientist/Specialist III	
0.6 hours @ \$145.00 per hour .....	\$ 87.00
Technicians/Administrative .....	\$ 19.50
<i>Subtotal, Lakeview Park Pond.....</i>	<i>\$ 1,136.00</i>

### CRYSTAL-REGENT AVENUE (2010 CR)

Internal meeting and call to Golden Valley city staff regarding BWSR grant funds for project

Karen L. Chandler, Engineer/Scientist/Specialist III	
0.4 hours @ \$145.00 per hour .....	\$ 58.00
<i>Subtotal, Crystal-Regent Avenue .....</i>	<i>\$ 58.00</i>

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

Communication with Golden Valley staff; reviewed the feasibility study; prepared presentation for public hearing; reviewed comments from public hearing; communications with BWSR staff and HCES staff regarding major plan amendment status; provided public hearing presentation to HCES staff; conversation with BWSR staff regarding major plan amendment schedule.

James P. Herbert, Principal Engineer/Scientist		
0.6 hours @ \$145.00 per hour .....	\$	87.00
Karen L. Chandler, Engineer/Scientist/Specialist III		
4.1 hours @ \$145.00 per hour .....	\$	594.50
Timothy P. Brown, Engineer/Scientist/Specialist II		
11.1 hours @ \$115.00 per hour .....	\$	1,276.50
<i>Subtotal, Wirth Lake Outlet Modification .....</i>	<i>\$</i>	<i>1,958.00</i>

#### WIRTH LAKE OUTLET MODIFICATION – FEASIBILITY STUDY (WTH-4)

Prepared final report.

Timothy P. Brown, Engineer/Scientist/Specialist II		
1.6 hours @ \$115.00 per hour .....	\$	184.00
Technicians/Administrative .....	\$	105.00
Expenses (Color/B&W copies/binding) .....	\$	224.64
<i>Subtotal, Wirth Lake Outlet Modification (Feasibility) .....</i>	<i>\$</i>	<i>513.64</i>

#### IRVING AVE (CONDUIT ENTR) TO GOLDEN VALLEY RD (2012 CR)

Reviewed the feasibility study; prepared presentation for public hearing; reviewed comments from public hearing; communications with BWSR staff and HCES staff regarding major plan amendment status; provided public hearing presentation to HCES staff; conversation with BWSR staff regarding major plan amendment schedule.

Karen L. Chandler, Engineer/Scientist/Specialist III		
4.6 hours @ \$145.00 per hour .....	\$	667.00
Timothy P. Brown, Engineer/Scientist/Specialist II		
1.5 hours @ \$115.00 per hour .....	\$	172.50
Amy R. Mikus, Engineer/Scientist/Specialist I		
3.0 hours @ \$80.00 per hour .....	\$	240.00
<i>Subtotal, Irving Avenue to Golden Valley Rd (Admin) .....</i>	<i>\$</i>	<i>1,079.50</i>

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

Coordination and internal meetings with project team; meetings regarding Phase I environmental study and perform Phase II environmental investigation; prepared, updated and finalized GIS figures for phase 1 report; prepared parcel table for phase 1 report; digitized additional environmental sites; performed site visit and prepared site visit notes; updated wetland delineation report with restoration site IDs; completed Appendix A with site visit and photo log; reviewed background property info; prepared report.

Timothy P. Brown, Engineer/Scientist/Specialist II	
21.3 hours @ \$115.00 per hour .....	\$ 2,449.50
Mary C. Finch, Engineer/Scientist/Specialist II	
3.5 hours @ \$115.00 per hour .....	\$ 402.50
Karen S. Wold, Engineer/Scientist/Specialist II	
2.6 hours @ \$95.00 per hour .....	\$ 247.00
Jeffrey D. Weiss, Engineer/Scientist/Specialist II	
4.9 hours @ \$100.00 per hour .....	\$ 490.00
James J. Lind, Engineer/Scientist/Specialist I	
1.9 hours @ \$70.00 per hour .....	\$ 133.00
Amanda Bohnenblust, Engineer/Scientist/Specialist I	
0.6 hours @ \$85.00 per hour .....	\$ 51.00
Kelly A. Carpenter, Engineer/Scientist/Specialist I	
0.7 hours @ \$65.00 per hour .....	\$ 45.50
Technicians/Administrative .....	\$ 173.50
Expenses (Subconsultant ARS/Binding/Color and B&W Copies) .....	\$ 5,169.17
<i>Subtotal, Irving Avenue to Golden Valley Rd (Feasibility) .....</i>	<i>\$ 9,161.17</i>

#### SCHAPER POND ENHANCEMENT – FEASIBILITY STUDY (SL-1)

Coordination and internal meetings with project team regarding feasibility study and equipment installation; modeled weir outlet to select logger flow conversion; set samplers for storm events and to collect baseflow samples; collected baseflow composite samples and delivered to U of M lab and Braun Intertec; obtained flow measurements and performed site maintenance; performed programming test.

James P. Herbert, Principal Engineer/Scientist	
1.0 hours @ \$145.00 per hour .....	\$ 145.00
Keith M. Pilgrim, Engineer/Scientist/Specialist III	
2.6 hours @ \$125.00 per hour .....	\$ 325.00
Gregory D. Fransen, Engineer/Scientist/Specialist I	
20.2 hours @ \$85.00 per hour .....	\$ 1,717.00
Kevin D. Menken, Engineer/Scientist/Specialist II	
2.5 hours @ \$110.00 per hour .....	\$ 275.00
Michael D. Dupay, Engineer/Scientist/Specialist I	
0.3 hours @ \$95.00 per hour .....	\$ 28.50
Technicians/Administrative .....	\$ 2,440.50
Expenses (Subconsultant Braun Intertec/2WD Vehicle/ Mileage/Automatic Sampler/Equipment Shelter) .....	\$ 4,166.08
<i>Subtotal, Schaper Pond Enhancement (Feasibility) .....</i>	<i>\$ 9,097.08</i>

**TOTAL CAPITAL IMPROVEMENT PROJECTS**  
**(Tax Levy) .....** **\$ 23,003.39**

<b>CAPITAL IMPROVEMENT PROJECTS (Funded through Flood Control Project Long-term Maintenance Funds)</b>
--

SWEENEY LAKE OUTLET REPLACEMENT CIP (FC-1)

Coordination regarding feasibility study and major plan amendment and schedule/process.

Timothy P. Brown, Engineer/Scientist/Specialist II	
0.2 hours @ \$115.00 per hour .....	\$ 23.00
<i>Subtotal, Sweeney Lake Outlet Replacement CIP.....</i>	<i>\$ 23.00</i>
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS</b>	
<b>(Maintenance Funds) .....</b>	<b>\$ 23.00</b>

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

SWEENEY LAKE TMDL

Coordination with administrator, Golden Valley and SEH staff; reviewed TMDL study and prepared highlighted report.

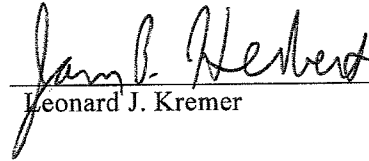
Leonard J. Kremer, Principal Engineer/Scientist	
7.0 hours @ \$160.00 per hour .....	\$ 1,120.00
Technicians/Administrative.....	\$ 85.00
<i>Subtotal, Sweeney Lake TMDL.....</i>	<i>\$ 1,205.00</i>
<b>TOTAL TMDL STUDIES.....</b>	<b>\$ 1,205.00</b>

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

<b>Total Engineering.....</b>	<b>\$ 25,417.34</b>
<b>Total Secretarial Services Expenses .....</b>	<b>\$ 333.83</b>
<b>Total WOMP .....</b>	<b>\$ 1,091.25</b>
<b>Total Annual Report .....</b>	<b>\$ 0.00</b>
<b>Total Capital Improvement Projects (Tax Levy) .....</b>	<b>\$ 23,003.39</b>
<b>Total Capital Improvement Projects (Maintenance Funds) .....</b>	<b>\$ 23.00</b>
<b>Total TMDL Studies .....</b>	<b>\$ 1,205.00</b>
<b>TOTAL PAYABLE .....</b>	<b>\$ 51,073.81</b>



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

  
Leonard J. Kremer

---

6920 Hillcrest Lane  
Edina, MN 5435  
952-925-5119

**Bassett Creek Watershed  
Management Commission**

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

[illegible]

Hourly Charges (at \$47/hr):  
Actual Hourly Charges:  
Unbilled Charges:

**Expenses:**

Telephone  
Printing-black&white (\$0.15/sheet)  
Printing-color (\$0.50/sheet)  
Postage (\$0.44 ea.)  
External copying  
Mileage (\$0.51/mile)  
Expenses:

**Total invoice amount:**

**\$3,458.55**

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



777 BIG TIMBER ROAD  
ELGIN, IL 60123

Manage Your Account & View Your Usage Details

Account Number

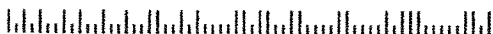
Date Due

My Verizon at [www.verizonwireless.com](http://www.verizonwireless.com)

07/17/11

Invoice Number

10044400 02 AT 0.490 \*\*AUTO T2 0 4222 55435-160620 1 345 E GTPL2209



CAMILLE NASH  
6920 HILLCREST LN  
EDINA, MN 55435-1606

### Quick Bill Summary

May 23 - Jun 22

Previous Balance (see back for details)	\$172.22
Payment - Thank You	-\$172.22
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Access Charges	\$169.95
Usage Charges	
Voice	\$0.00
Messaging	\$0.00
Verizon Wireless' Surcharges and Other Charges & Credits	\$9.16
Taxes, Governmental Surcharges & Fees	\$17.50
<b>Total Current Charges</b>	<b>\$196.61</b>

**Save Time - Pay Your Bill Online**  
It's fast, easy and secure! Best of all, you  
can do it from your home, office or any  
computer with an Internet connection. Go  
to [www.vzw.com/myverizon](http://www.vzw.com/myverizon).

**Total Charges Due by July 17, 2011** **\$196.61**

Minus previous invoice . . . . . 134.23

This month . . . . . \$62.38

Pay from Wireless

Pay on the Web

Questions:

#PMT (7768)

My Verizon at [www.verizonwireless.com](http://www.verizonwireless.com)

1 800 922 0204 or 4611 from your wireless

VN



CAMILLE NASH  
6920 HILLCREST LN  
EDINA, MN 55435-1606

Bill Date  
Account Number  
Invoice Number

June 22, 2011

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

Make check payable to Verizon Wireless.  
Please return this remit slip with payment.

**\$196.61**

\$    .

P.O. BOX 25505  
LEHIGH VALLEY, PA 18002-5505



Check here and fill out the back of this slip if your billing address  
has changed or you are adding or changing your email address.

2591585020010880670335000010000196610000196619

Copies: Budget & Levy  
6/24/11

**FedEx Office** 

FedEx Office is your destination  
for printing and shipping.

3535 Hazelton Rd  
Edina, MN 55435-4208  
Tel: (952) 820-6000

6/24/2011 4:27:19 PM CST  
Team Member: Shumon P.

SALE

Sheet 20# 8.5x11 63 @ 0.0900 T  
002473 Reg. Price 0.09

Regular Total 5.67  
Discounts 0.00

**Total 5.67**

Sub-Total 5.67  
Tax 0.41  
Deposit 0.00

**Total 6.08**

Visa (S) 6.08  
Account: 5198  
Auth: 01839C (A)

Total Tender 6.08  
Change Due 0.00

Total Discounts 0.00

~~POSTAGE~~  
BUDGET & LEVY 6/24/11



**BYERLY'S**

Edina  
Gen. Manager Mark Bartusch  
952-831-3601  
Open 6am - midnight

Cashier: Kathi J

06/24/11

16:42:11

9 @ 1.08  
POST OFFICE POSTAGE 130 9.72  
POST OFFICE POSTAGE 130 8.80  
SUBTOTAL 18.52  
TOTAL TAX .00  
**TOTAL 18.52**  
Visa TENDER 18.52  
Acct:XXXXXXXXXX5198  
APPRVL CODE 05866C  
Cash CHANGE .00

NUMBER OF ITEMS 10

----- FSA Total \$0.00 -----

Trx:190 Oper 828 Term: 13 Store: 1003  
06/24/11 16:45:29



ALLEGRA

MARKETING • PRINT • SIGNS  
EDINA

4444 West 76th Street | Edina, Minnesota 55435  
952.835.2720 | Fax: 952.835.3275  
www.allegraedina.com

## INVOICE

NO: 87927

DATE: 06/22/11

Ship To:

Geoffrey Nash  
952-240-3025

Geoffrey Nash  
952-240-3025

ACCOUNT NO.	ORDERED BY	PHONE	YOUR ORDER NO.	PREPARED BY	SALES REP.	SHIP VIA
31				Tim		Call
QUANTITY	DESCRIPTION				UNIT PRICE	PRICE
40	Digital Color 2 Originals (4 sides)					97.94

ALLEGRA PRINT AND IM  
4444 W 76TH ST  
EDINA, MN 554355173  
(952) 835-2720

TERMINAL I.D.: 70203172  
MERCHANT #: 100000207342

USA  
\*\*\*\*\*5198  
SALE  
BATCH: 000071 INU:000002  
RRN: 117316003769 AUTH:00015C  
JUN 22, 11 11:03

Subtotal 97.94  
Shipping 0.00  
Postage 0.00  
Tax 7.13  
TOTAL 105.07  
Paid 0.00  
BALANCE 105.07

TOTAL \$105.07

Date 6/22/11 Terms

COD

Thank You For Your Business!

Allegra Edina 4444 West 76th Street Edina MN 55435 (952) 835-2720

(print# 3)

GEOFFREY NASH

CUSTOMER COPY

# Amy Herbert · Virtual Administrator Services

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

July 6, 2011

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

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

## **Administrative Services to BCWMC**

- Organized the June 16<sup>th</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.
- Transcribed the June 2011 meeting minutes; Responded to the MN Campaign Finance and Public Disclosure Board's request for BCWMC roster; Provided W-9 information to permit applicant; - Provided citizen with a copy of the audio recording of the BCWMC's May 19, 2011, meeting; Prepared resolutions of appreciation for outgoing commissioners; Requested status update from cities of Crystal, Minnetonka, New Hope, and Robbinsdale regarding Commission vacancies; Responded to Golden Valley Patch request for information on photo credits;
- Web site work: Input BCWMC meeting data into the Web site's new online calendar;

62.00 hours @ \$57.00 per hour ..... \$3,534.00

## **BCWMC Meetings**

Set up and attended the June 15<sup>th</sup> pre-meeting conference call and the June 16<sup>th</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); Helped Administrator coordinate the June 22<sup>nd</sup> watershed tour; Corresponded with BCWMC watershed tour invitees and maintained attendee list; E-mailed reminder, map, and handout to attendees; and attended tour; Attended June 29<sup>th</sup> meeting with Administrator Nash to discuss Recorder responsibilities; Attended June 2<sup>nd</sup> phone conference with the Budget Committee

15.0 hours @ \$57.00 per hour ..... \$855.00

.....

**CIP Administrative Services**

Coordinated with City of Golden Valley regarding the public hearing/ meeting materials on the Lakeview Park Pond project; Coordinated with Barr Engineering regarding the public hearing/ meeting materials on the Main Stem restoration project (Golden Valley Road to Irving Avenue North) and the Wirth Lake Outlet structure project

0.75 hours @ \$57.00 per hour..... \$42.75

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for June 16<sup>th</sup> BCWMC meeting (17.08 miles x 0.51 = \$8.71); Roundtrip mileage between Chanhassen and Golden Valley City Hall for June 22<sup>nd</sup> watershed tour (17.08 miles x 0.51 = \$8.71); .....

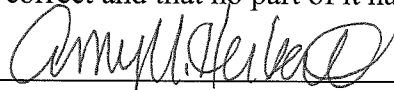
\$17.42

Subtotal Administrative Services \$4,406.42

Subtotal CIP Annual Services \$42.75

**Total Current Billing: \$4,449.17**

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 ahooffer@damico.com

INVOICE #

49492

## SHIP TO

Golden Valley City Hall-OUTSIDE by BUS  
7800 Golden Valley Road  
Site Contact: Judy N 763/593-3991  
PO#23270512008300  
952/832-2652 fax: 832-2601

## BILL TO

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

P.O. NUMBER	TERMS		DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Due on receipt		6/22/2011	Wednesday	40	3:30 PM (3:15-3:45)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
3.5	DOZEN-Assorted Cookies***INDIVIDUALLY WRAPPED PLEASE!***	21.00	73.50T
24	Spring Water	1.00	24.00T
5	Coke	1.25	6.25T
6	Diet Coke	1.25	7.50T
5	Sprite	1.25	6.25T
5	Mineral Water	1.25	6.25T
	Subtotal		123.75
	Delivery Charge * See Below	10.00	10.00T
	Metro Sales Tax	7.275%	9.73

Thank you for your business.

**Total**

**\$143.48**

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



# ACE Drop-Off Catering

# Invoice

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

INVOICE #

49591

## SHIP TO

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

## BILL TO

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

P.O. NUMBER	TERMS		DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Due on receipt		7/21/2011	Thursday	18	11 AM (10:45-11:15)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
18	Cold Monthly Special Buffet	10.95	197.10T
1	Vegetarian Asian Wrap with Napa Cabbage, Red Peppers, Scallions, Carrots, Sunflower Seeds with Sweet & Spicy Sauce on the Side	0.00	0.00T
6	Southwest Chicken Wrap with Black Beans, Roasted Corn, Shredded Cheese, Onions, Lettuce, Salsa and Chipotle Ranch Sauce on the Side	0.00	0.00T
5	Smoked Turkey Caesar Wrap with Chopped Romaine Lettuce, Parmesan Cheese and Caesar Dressing on the Side	0.00	0.00T
3	Sliced Ham and Mozzarella Wrap	0.00	0.00T
3	Roast Beef Fajita Wrap with Onions, Peppers, Cheddar Cheese and Chipotle Sauce on the Side	0.25	0.75T
18	Chopped Italian Salad with Mixed Baby Greens, Cucumbers, Tomatoes, Pepperoncinis and Balsamic Dressing on the Side	0.00	0.00T
18	Seasonal Fresh Fruit	0.00	0.00T
18	Bowl of Potato Chips	0.75	13.50T
18	Assorted Bars & Cookies	0.00	0.00T
1	Dozen-Assorted Bars & Cookies-Sets aside for break-Different than above	18.00	18.00T
5	Mineral Water	1.25	6.25T
16	Spring Water	1.00	16.00T
5	Lemonade	1.45	7.25T
	Subtotal		258.85

Thank you for your business.

**Total**

\*\*\*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

INVOICE #

BILL TO

SHIP TO

P.O. NUMBER

## TERMS

DELIVERY DATE

DAY

PPL

DELIVERY TIME

see above

Due on receipt

7/21/2011

Thursday

18

11 AM (10:45-11:15)

QUATY

DESCRIPTION

PRICE EA...

AMOUNT

20.00

20.00T |

7.275%

20.29

Total

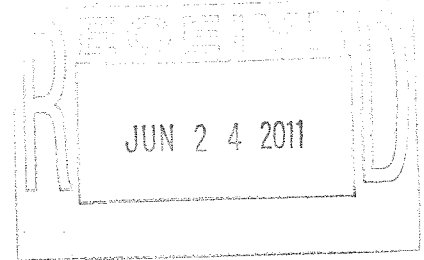
\$299.14

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

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



CONNECTING & INNOVATING  
SINCE 1913



TO: LMCIT Member Cities  
FROM: Peter Tritz  
RE: Payment of Premium for LMCIT Property/Casualty Coverage.

Please use the following procedures in making premium payments for property/casualty or workers compensation coverage through the League of Minnesota Cities Insurance Trust:

1. **PAYMENT SHOULD BE MADE DIRECTLY TO LMCIT.**  
The city's check for the premium payment is to be made out to LMCIT.
2. **PAYMENT SHOULD BE MAILED TO THE ADDRESS SHOWN ON THE INVOICE.**  
Payments are to be mailed to the administrators of the respective programs. The address is shown on the invoice.

A city that chooses not to follow these procedures does so at its own risk. Specifically, if the city chooses to make its payment to the local insurance agent, it will be the city's responsibility to make sure that the payment is in turn forwarded to LMCIT.

Note: The property/casualty coverage documents will be sent to your agent shortly. New this year: The coverage documents will be available in electronic PDF format.



INVOICE #: 37323

LEAGUE OF MN CITIES INSURANCE TRUST (0011)  
C/O BERKLEY RISK ADMIN.CO.,LLC  
222 SOUTH NINTH STREET  
SUITE 1300  
MINNEAPOLIS MN 55402-3332  
612-766-3000 FAX: 612-766-3281

**PREMIUM NOTICE**

Invoice Date: 6/22/11  
Due Date: 07/22/11

**Bill To**

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION  
200 S SIXTH ST  
SUITE #470  
MINNEAPOLIS MN 55402-1408

**Agent 00796**

BEARENCE MANAGEMENT GROUP LLC  
TC FIELD  
530 ROBERT ST N  
PO BOX 64016  
ST PAUL MN 55164-0016

Type of Coverage: MUNICIPALITY  
Covenant Number CMC 33242  
Covered Party: BASSETT CREEK WATERSHED

Coverage Period: 6/27/11 To 6/27/12

**Payment Plan Selected: ANNUAL PAY PLAN**

<u>DUE DATE</u>	<u>AMOUNT DUE</u>	<u>END.DATE</u>	<u>DESCRIPTION</u>
7/22/11	3,827.00		PREMIUM
<b>Total:</b>	<u>\$3,827.00</u>		

Payment/Adjustment  
Applied: \$ .00

**Total:** \$3,827.00

-----  
**PLEASE RETURN THIS PORTION WITH YOUR CHECK MADE PAYABLE TO:**

LEAGUE OF MN CITIES INSURANCE TRUST (0011)  
C/O BERKLEY RISK ADMIN.CO.,LLC  
P.O. BOX 581517  
MINNEAPOLIS MN 55458-1517  
612-766-3000 FAX: 612-766-3281

INVOICE #: 37323

Type of Coverage: MUNICIPALITY  
Covenant Number: CMC 33242  
Coverage Period: 6/27/11 To 6/27/12  
Covered Party: BASSETT CREEK WATERSHED

DUE DATE: 07/22/11  
UNPAID BALANCE: 3,827.00  
AMOUNT DUE: 3,827.00

LMCIT PREMIUM BREAKDOWN

DATE: 06/16/2011

Coverage Period: 06/27/2011 -  
06/27/2012

TO: \_\_\_\_\_

CITY OF: BASSETT CREEK WATERSHED

<u>COVERAGE</u>	<u>AVERAGE RATE</u>	<u>AMOUNT OF COVERAGE</u>	<u>PREMIUM</u>
MOBILE PROPERTY(Per \$100 Coverage):			
MUNICIPAL LIABILITY		<u>SEE ATTACHED</u>	\$ <u>3,750</u>
AUTO LIABILITY & PHYSICAL DAMAGE		<u>*SEE ATTACHED</u>	\$ <u>77</u>
CRIME-INSIDE/OUT/FORGERY	_____	\$ <u>250,000</u>	\$ _____

\*These AVERAGE RATES are to be used  
for ESTIMATES of PREMIUM ALLOCATION ONLY

TOTAL PREMIUM: \$ 3,827

06/20

PREPARED BY: \_\_\_\_\_

# SCHEDULE of VEHICLES - BASSETT CREEK WATERSHED

COVENANT Number: CMC 33242

COVENANT Period: 06/27/2011 TO 06/27/2012

<u>VEH#</u>	<u>YR</u>	<u>TRADE NM</u>	<u>MODEL</u>	<u>- ID -</u>	<u>LIAB</u>	<u>PHYD</u>
HNO				HIRED/NONOWNED	\$ 77	\$
				TOTAL VEHICLES	\$ 77	\$
				TOTAL AUTO PRM	\$ 77	

MUNICIPAL LIABILITY - BASSETT CREEK WATERSHED

COVENANT Number: CMC 33242

COVENANT Period: 06/27/2011 TO 06/27/2012

		PREMIUM BASIS	ADVANCED PREMIUM
--HAZARD--			
OP EXP/TERR 1/POP 2501-10000	\$	112,900 \$	1,107
INDEPENDENT CONTRACTORS-PER \$100	\$	306,250 \$	143
E&O OTHER 5 YEAR PRIOR ACTS 4000M TO 5000M EXP	\$	424,150 \$	2,500
SEWER BACK UP-LESS THAN \$1000	\$	1 \$	
TOTAL LIABILITY			\$ 3,750

MOBILE PROPERTY

- BASSETT CREEK WATERSHED

LOC BLD COV DESCRIPTION

COVERAGE

TOTAL MOBILE PROPERTY



CMC 33242

ENDORSEMENT FORMS SELECTED FOR POLICY

Form

Date Mand

Description of Form

Ms Sue Virnig

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

Invoice No. 29282

Date 05/31/2011  
Client No. 6355

---

**FOR PROFESSIONAL SERVICES**

Final billing for completion of audit of financial statements for the year ended 01/31/2010.	\$ 3,650.00
Reimbursable expenses.	<u>25.00</u>
	<u>\$ 3,675.00</u>

**RECEIVED**  
JUN 17 2011  
CITY OF GOLDEN VALLEY

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 5A – Final Revision and Distribution of the Feasibility Report for the Wirth Lake Outlet Modification Project  
**Date:** July 12, 2011  
**Project:** 23270051.32 100

### 5A. Final Revision and Distribution of the Feasibility Report for the Wirth Lake Outlet Modification Project

#### Recommended/requested Commission actions:

1. Approve the final Feasibility Report for the Wirth Lake Outlet Modification Project.

#### Background

In response to comments and questions received from Commissioners at the June 16 BCWMC meeting the following revisions were made to the Feasibility Report for the Wirth Lake Outlet Modification Project.

1. Comment: Add language clarifying the impacts of this project on the proposed 2012 Bassett Creek Main Stem restoration project work adjacent to it in Wirth Regional Park.

Addition on Page 18: This project will not overlap in time or space with the Bassett Creek Main Stem restoration project scheduled for this area in 2012, and there should be no conflict between this work and the Main Stem project.

2. Comment: Clarify that the rubber check valves' installation will not change the existing outflow characteristics at the Wirth Lake outlet.

Addition on Pages 2 & 14: The two proposed valves would slightly exceed the existing cross-sectional area for flow and would maintain the existing outflow capacity.

3. Comment: Clarify the rubber check valve's effect on fish passage at the Wirth Lake Outlet.

Addition on Page 2: The rubber check valve option would maintain or increase the barrier to movement of fish and other aquatic animals upstream from Bassett Creek to Wirth Lake. The Minnesota Department of Natural Resources (MNDNR) reviewed the impact of the fish barrier on Wirth Lake and found the potential for a minor impact to the fishery and was neutral on the project. The barrier may provide a benefit by preventing the migration of invasive species such as carp and zebra mussels to Wirth Lake.

Addition of Section 3.4 on Page 17: Currently, the movement of fish from Bassett Creek to Wirth Lake is largely limited to periods when the level of the creek is near to that of the lake which

occurs during flood conditions. Under normal conditions, the two - three foot drop at the timber weir would prevent all but the most aggressive fish species, such as carp, from entering the lake.

The alternatives considered for this study and described above include mechanical backflow prevention combined with a trash rack, or grate, for safety and to minimize maintenance. These features would create a somewhat larger barrier to the movement of fish and other aquatic animals upstream from Bassett Creek to Wirth Lake than exists today. While both the proposed and existing structures provide a substantial barrier under typical flow conditions, the considered modification alternatives would block movement during flood conditions as well. This flood condition is expected to occur on average about every two years and may occur in any season.

Because the change is limited in scope, the impact on the current ecology of Wirth Lake is expected to be minimal. It may result in diminishing the ability of some species from Bassett Creek to spawn in Wirth Lake. It is expected that the benefits of the modifications will include preventing the influx of nutrients during the flood events, and increased prevention of the migration of invasive species such as carp and zebra mussels into Wirth Lake.

The MNDNR reviewed the impact of this study's proposed modifications on fish passage at the Wirth Lake outlet. The MNDNR found that a potential for minor impact to the fishery exists and declared a neutral position on the project implementation.

The MNDNR has been stocking Wirth Lake with game fish for at least 10 years. The MNDNR fish stocking history for Wirth Lake is summarized below:

1998: 290 adult black crappie 258 adult bluegill sunfish.  
1999: 1,900 fingerling channel catfish.  
2000: 1,900 fingerling channel catfish.  
2001: 2,304 yearling channel catfish.  
2003: 600 adult walleye.  
2007: 23,000 fry walleye.  
2008: 40 adult walleye and 57 fingerling walleye.

## Distribution

With the revisions cited above the final version of the Feasibility Report for the Wirth Lake Outlet Modification Project has been distributed to the following:

BCWMC Commissioners and Alternates

BCWMC Technical Advisory Committee

Joel Settles, Hennepin County Environmental Services

Kate Drewry, Minnesota Department of Natural Resources

# Feasibility Report for the Wirth Lake Outlet Modification Project



Prepared by the Bassett Creek Watershed Management Commission

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



July 2011



# Feasibility Report for the Wirth Lake Outlet Modification Project

***Golden Valley, Minnesota***

***Prepared by the  
Bassett Creek Watershed Management Commission***

***July 2011***

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the Laws of the State of Minnesota.



---

Tim P. Brown

Reg. No. 24607, Date: July 7, 2011



*Prepared by*  
Barr Engineering Company  
4700 West 77th Street • Minneapolis, MN 55435-4803  
Phone: 952-832-2600 • Fax: 952-832-2601

# **Feasibility Report for the Wirth Lake Outlet Modification Project**

July 2011

## **Table of Contents**

1.0 Summary .....	1
2.0 Background and Objective.....	3
2.1 TMDL Implementation.....	3
2.2 Goals and Objective.....	4
2.3 Wirth Lake Background.....	4
2.4 Site Conditions.....	5
2.5 Hydrologic Modeling.....	7
3.0 Alternatives .....	11
3.1 Automated Steel Lift Gate .....	12
3.2 Rubber Check Valve .....	14
3.3 Other Alternatives Considered .....	16
3.4 Impact of Alternatives on Fish Movement.....	17
4.0 Permits and Schedule .....	18
4.1 Constructability of Recommended Improvements .....	18
4.2 Permits .....	19
4.4 Project Schedule.....	21
Appendix: Wirth Lake Outlet Culvert Inspection Report.....	22
Memorandum.....	23

## **List of Tables**

Table 1a Comparison of peak flood elevations for the three design storms at different locations for the existing and proposed condition scenarios.....	10
Table 1b XP-SWMM modeled existing flow rates from Wirth Lake to Bassett Creek.....	10
Table 2. Comparison of alternatives considered.....	11
Table 3. Opinion of cost for the automated steel lift gate alternative.....	13
Table 4. Opinion of cost for constructing a bulkhead and rubber check valves.....	15

## **List of Figures**

Figure 1 Project Location Map.....	3
Figure 2 Existing Wirth Lake Outlet Structure.....	6
Figure 3 Example of an Automated Steel Lift Gate at Wisconsin Avenue in Golden Valley.....	13
Figure 4 Photos of the Rubber Check Valve.....	15
Figure 5 Inflatable Barrier at Minnehaha Creek and Lake Nokomis.....	16



# 1.0 Summary

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The *Wirth Lake TMDL Implementation Plan* (MPCA, 2010) includes modifying the outlet structure to prevent flow from Bassett Creek to Wirth Lake during flood periods. This modification is estimated to reduce phosphorus loading to the lake by an average of 55 pounds per year (*Wirth Lake Excess Nutrients Total Maximum Daily Load Report*, MPCA, 2010). Based on analysis of historic data, the modification of the Wirth Lake outlet will be required to achieve the annual load reductions prescribed in the TMDL allocations. The reductions in phosphorus that would be achieved are estimated to be sufficient to meet the water quality goals for the lake. In February 2011 the Bassett Creek Watershed Management Commission (BCWMC) approved adding modifications of the Wirth Lake outlet structure to include backflow protection to the 2012 CIP.

The proposed modifications to the existing outlet should be designed so as to not significantly raise flood levels in the creek and surrounding areas, and provide a low maintenance need with reliable operation. The resulting structure should be designed to maintain the normal water level of the lake and the outflow capacity of the existing outlet.

The following alteration alternatives were reviewed for this study:

- Stop logs
- Rubber Check Valve
- Steel Lift Gate
- Inflatable Barrier

The rubber check valve alternative is recommended based on the reliability, lower construction costs, and minimal maintenance needs. The opinion of cost for installing rubber check valves is \$180,000. This is about \$60,000 less than for installation of a steel lift gate. The rubber check valve alternative requires minimal maintenance and no ongoing electrical needs or additions to the City's Supervisory Control and Data Acquisition (SCADA) system.

The recommended alternative includes removing the existing timber outlet structure from Wirth Lake and placing a new bulkhead with openings for two rubber check valves. The proposed bulkhead would attach to the existing culvert. The exposed surface of the bulkhead could be colored, textured, or treated with a form liner to blend the wall into the surroundings.

The proposed modifications would include the installation of two rubber check valves inside the culvert using metal flange rings bolted in place. To accomplish this, an opening should be cut in the top of the culvert and finished with a flat metal, lockable cover at the upstream end of the culvert. The two proposed valves would slightly exceed the existing cross-sectional area for flow and would maintain the existing outflow capacity.

A slanted “self cleaning” inlet grate should be installed that is designed to maintain the normal water level of Wirth Lake at 818 feet (datum NAVD 88).

The rubber check valve option would maintain or increase the barrier to movement of fish and other aquatic animals upstream from Bassett Creek to Wirth Lake. The Minnesota Department of Natural Resources (MNDNR) has reviewed the impact of the fish barrier on Wirth Lake and found the potential for a minor impact to the fishery and was neutral on the project. The barrier may provide a benefit by preventing the migration of invasive species such as carp and zebra mussels to Wirth Lake.

## 2.0 Background and Objective

### 2.1 TMDL Implementation

The *Wirth Lake TMDL Implementation Plan* (MPCA, 2010), identifies modifications to the Wirth Lake outlet structure to prevent flow from Bassett Creek to the lake during flood periods to achieve the annual nutrient load reductions prescribed in the TMDL study allocations. This modification is estimated to reduce phosphorus loading to the lake by an average of 55 pounds per year (*Wirth Lake Excess Nutrients Total Maximum Daily Load Report*, MPCA, 2010). Based on analysis of historic data, the modification of the Wirth Lake outlet will be necessary and sufficient to meet the TMDL allocation. In February 2011 the BCWMC approved adding this project to its 2012 CIP.

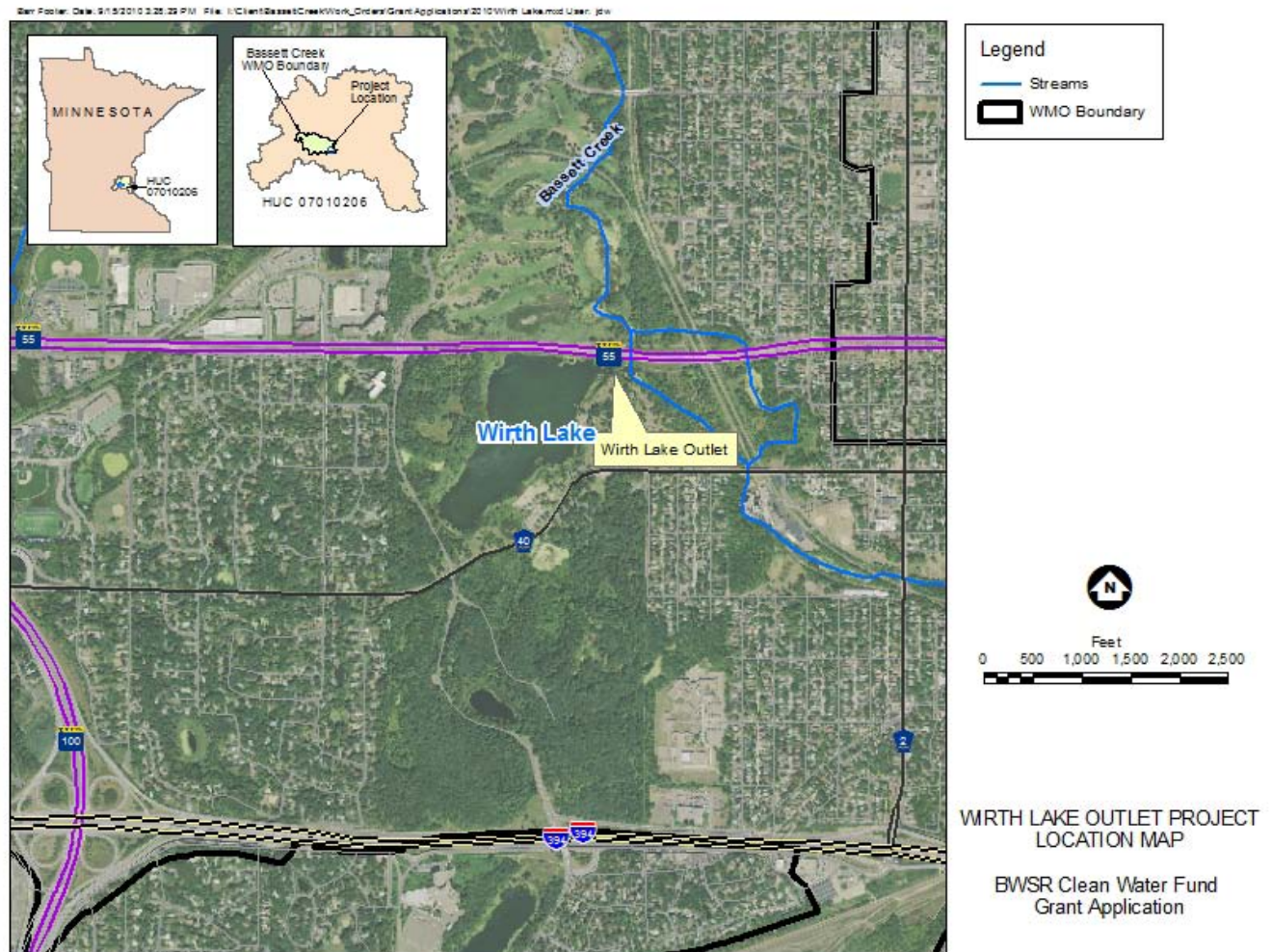


Figure 1. Project Location Map.

The initial planning estimate of cost for the Wirth Lake outlet modification for the BCWMC Capital Improvement Program was \$250,000, which includes permitting and administration costs. The Board of Water and Soil Resources has awarded this project a \$75,000 Clean Water Fund grant.

This feasibility study, including preliminary analysis and design, and opinion of construction cost, is required as part of the BCWMC implementation process. The feasibility study must be complete prior to the BCWMC holding a public hearing and ordering the project.

## **2.2 Goals and Objective**

The objective of the project is to prevent Bassett Creek from back flowing into Wirth Lake during periods of high water in the creek, while maintaining the lake's ability to flow to the creek when water levels allow. The resulting modifications should be designed to result in no increased flood levels along the creek and surrounding areas. This project also provides an opportunity to replace the aging treated timber weir that currently maintains the normal lake level.

## **2.3 Wirth Lake Background**

Wirth Lake (MNDNR ID 27-0037) and most of its watershed are located in the City of Golden Valley (**Figure 1**), within the Bassett Creek Main Stem Watershed. The remaining portion of the watershed, south of the lake, is in the City of Minneapolis. The entire shoreline around the lake is owned by the Minneapolis Park and Recreation Board (MPRB).

The lake has a surface area of 38 acres, a maximum depth of 26 feet, and an estimated mean depth of 14 feet. Wirth Lake is surrounded by significant wetland vegetation which provides excellent waterfowl habitat. The lake is bordered by parkland and open space areas to the south and east, by Hwy. 55 to the north, and by Theodore Wirth Parkway to the west. The Wirth Lake watershed has a total area of 346 acres, excluding landlocked areas.

Wirth Lake is currently listed on the Minnesota Pollution Control Agency's (MPCA) 2008 303(d) Impaired Waters List due to excessive nutrients (phosphorus) which requires a Total Maximum Daily Load (TMDL) study report. The lake was first listed on the MPCA's 303(d) list for aquatic recreation in 2002. The TMDL report for the lake had a target start date of 2007 and a target completion date of 2012. The TMDL study report and implementation plan was completed by the MPCA in 2010.

Wirth Lake is an important recreational resource to residents of north Minneapolis and surrounding inner-ring suburbs and it is used extensively for swimming, fishing, non-motorized boating and aesthetic viewing. As noted in the Bassett Creek Watershed Management Commission Watershed Management Plan (BCWMC WMP, 2004) the City of Golden Valley, the City of Minneapolis, the MPRB and the BCWMC have collaborated to improve the water quality of Wirth Lake for many years.

## **2.4 Site Conditions**

The existing Wirth Lake outlet is located in the northeast corner of the lake in Theodore Wirth Regional Park. The outlet consists of an 80 foot long, 8 foot wide by 4 foot high concrete box culvert. The normal water level of Wirth Lake is maintained by a treated timber plank weir on the upstream end of the box culvert. The weir includes three, 3-inch thick by 12-inch high treated wood planks. Wirth Lake directly discharges to the main stem of Bassett Creek.

The timber planks maintain the normal water level (NWL) of Wirth Lake at approximately 818.0 feet (NAVD 88). The Ordinary High Water Level (OHWL) for Wirth Lake has been set by the MNDNR at 818.9 (NAVD 88).

The existing stone-faced concrete culvert once served as a roadway crossing of the flow out of the lake. The roadway was removed but the culvert was left in place. The existing timber weir was built onto this concrete culvert in the 1970's to hold three submerged perforated outlet pipes that extend into the lake and are covered with a gravel bed. Originally this was designed to prevent rough fish from entering the lake. These perforated pipes are not visible and are no longer functioning. Three shafts that controlled valves in these perforated pipes still exist and can be seen in **Figure 2**. These valves no longer function.

Over time the perforated pipes clogged and could not maintain the flow needed to keep the lake level stable. Therefore, one of the planks was cut out from the wooden bulkhead to form a 64-inch by 13-inch opening at the NWL. This opening currently serves as the outlet for the lake and maintains the lake level and outlet capacity. The NWL and flow capacity must be maintained with a new structure.

The water surface elevation of Bassett Creek under typical flow conditions is approximately one to two feet lower than the Wirth Lake outlet elevation. The 10- and 100-year Bassett Creek flood elevations are 820.4 and 821.5 feet, respectively, in the vicinity of the Wirth Lake outlet. Under existing conditions, bank full flows (approximately 2-year frequency) in Bassett Creek would result



in backflow from Bassett Creek into Wirth Lake. The low point of the natural overflow between Wirth Lake and Bassett Creek occurs along the old road bed on top of the outlet culvert at a ground elevation of 824.2 feet.

Construction access to perform the outlet modification is expected to be relatively easy due to the existing recreation trail system adjacent to the lake.



**Figure 2. Existing Wirth Lake Outlet Structure.**

## **Condition of the Existing Culvert**

The existing culvert is made of concrete and was faced with Platteville limestone. It was inspected for condition on April 7, 2011. The culvert was found to be in very good condition and suitable for the installation of a new upstream bulkhead. A summary of the inspection observations is included in the Appendix of this study.

## **2.5 Hydrologic Modeling**

This section describes the results of the 2009 floodplain analysis completed for Wirth Lake and adjacent portions of Bassett Creek from Plymouth Avenue in Golden Valley to Penn Avenue in Minneapolis as part of the TMDL study. The purpose of this floodplain analysis was to determine how Wirth Lake's flood storage affects the floodplain elevations along Bassett Creek. The following is a summary of the modeling methodology, assumptions for completing the floodplain modeling, and results of the analysis.

### **XP-SWMM Model**

The US EPA's Storm Water Management Model (SWMM), with a computerized graphical interface provided by XP Software (XP-SWMM), was chosen as the computer modeling package for this study. The XP-SWMM model is able to use rainfall and watershed information to generate runoff hydrographs or utilize user input hydrographs that are routed simultaneously through complicated pipe and natural channel flow networks. The model can account for detention in ponding areas, backwater conditions, weirs, orifices, and backflow through culverts, all of which do occur in this study area. Version 10.6 of the XP-SWMM model was used to model Wirth Lake and Bassett Creek from the flood storage area between Plymouth Ave and Highway 55 (Golf Course Pond) to Penn Avenue.

Bassett Creek was previously modeled using the U.S. Army Corps of Engineers HEC-1 (hydrologic model) and HEC-2 (hydraulic model) models for the effective FEMA Flood Insurance Rate Maps dated September 2004. The XP-SWMM model was selected for the TMDL study due to its robust modeling capabilities, especially with regards to unsteady flow, flood storage areas, and complicated outlet structures.

## **XPSWMM Modeling Assumptions and Methodologies**

The contributing watershed area to Wirth Lake, not including the surface area of Wirth Lake, is 308 acres. Watershed input parameters for the Wirth Lake watershed were calculated using geographic information systems (GIS) along with typical published values for infiltration parameters. As noted, the Bassett Creek watershed area was previously modeled using the HEC-1 hydrologic model. Therefore, the inflow hydrographs for Bassett Creek at Plymouth Avenue for the 100-year (6 inches), 50-year (5.3-inches), and 10-year (4.2-inches) 24-hour design storms were taken from the HEC-1 model and entered into XP-SWMM.

In the XP-SWMM model, water can be stored in constructed basins or natural ponding areas until it reaches a certain elevation corresponding to an outlet, such as overflow via a weir, orifice and/or overland flow. Elevation-storage curves were obtained for Wirth Lake and for the Theodore Wirth Golf Course flood storage area north of Highway 55 on Bassett Creek using a digital elevation model (DEM) developed from 2007 Light Detection and Ranging (LIDAR) data acquired by Science Applications International Corporation (SAIC) for the US Army Corps of Engineers St. Paul District.

The NWL of the Theodore Wirth Golf Course flood storage area was assumed to be the same as the control structure (modified weir) elevation of 815.5. The NWL of Wirth Lake was surveyed as 818.0. The Wirth Lake outlet structure was modeled as an orifice that flows into an 8-ft wide by 3.5-ft high (considering 0.5 foot sediment depth) box culvert which discharges water to Bassett Creek.

According to the Hennepin County FEMA Flood Insurance Rate Map (September 2004), the 100-year, 50-year, and 10-year flood elevations at Penn Avenue are approximately 815 feet, 814 feet, and 813 feet, respectively. These elevations were used as the starting water surface elevations (i.e. backwater elevations) at the downstream end of the model (Penn Avenue). Backwater can be defined as a rise in water surface elevation caused by some obstruction such as a narrow bridge or culvert opening that limits the area through which water can flow.

Floodplain cross sections for Bassett Creek were obtained from the HEC-2 model, a survey completed by Barr Engineering on May 5, 2009 and/or the DEM from the LiDAR data. More specifically, cross sections for the two railroad bridges located upstream of Penn Avenue, the box culvert connecting Wirth Lake and Bassett Creek, the dual box culverts under Highway 55, and the culvert under the Old Penn Avenue bridge crossing were also surveyed on May 5, 2009. All other cross sections were obtained from the HEC-2 model, with some supplemental data obtained from the DEM.



## Modeling Results

Two floodplain scenarios for three design storms (10-yr, 50-yr, and 100-yr) were modeled in the XPSWMM model:

1. Existing Conditions: allows Wirth Lake to overflow into Bassett Creek and allows Bassett Creek to backflow into Wirth Lake.
2. Proposed Condition: allows Wirth Lake to overflow into Bassett Creek and prevents Bassett Creek from back flowing into Wirth Lake.

**Tables 1a and 1b** present the comparison of the peak flood elevations for the three design storms at locations along the study area between Highway 55 and Penn Avenue for the two floodplain scenarios.

## Conclusion

The change in Bassett Creek water elevations for the three event scenarios under existing and proposed conditions (the Wirth Lake outlet preventing flow from the creek to the lake) are shown in **Tables 1a and 1b**. The maximum increase for all events and locations along Bassett Creek of 0.1 feet is predicted near and downstream of the Wirth Lake outlet. This change was deemed to be insignificant in terms of impacts from flooding along the creek and is expected to produce no increases in flood damage.

The model predicted the maximum increase in elevation for Wirth Lake for all modeled events would be 0.4 feet during a 10-year storm event. This short term condition would not impact buildings or other structures and would have negligible impact on the lake shoreline.

**Table 1a: Comparison of peak flood elevations for the three design storms at different locations for the existing and proposed condition scenarios.**

Location	Peak Flood Elevation (feet above sea level – NAVD88)					
	100-Year, 24-Hour Existing Conditions	100-Year, 24-Hour Proposed Conditions	50-Year, 24-Hour Existing Conditions	50-Year, 24-Hour Proposed Conditions	10-Year, 24-Hour Existing Conditions	10-Year, 24-Hour Proposed Conditions
Theodore Wirth Golf Course Flood Storage Area <sup>1</sup>	824.8	824.8	824.2	824.2	822.9	822.9
Wirth Lake	820.9	821.0	820.4	820.6	819.7	820.1
Bassett Creek where Wirth Lake inflows	820.9	821.0	820.4	820.4	819.4	819.4
Bassett Creek at Glenwood Avenue	819.9	820.0	819.4	819.5	818.6	818.5
Bassett Creek at U/S face Fruen Mill Dam	817.5	817.6	817.0	817.1	816.5	816.5
Bassett Creek at M.N. & S. Railroad Bridge	816.6	816.6	815.7	815.7	814.4	814.4
Bassett Creek at B.N. Railroad Bridge	815.5	815.5	814.4	814.4	813.3	813.3
Bassett Creek at Penn Avenue	815.0	815.0	814.0	814.0	813.0	813.0

<sup>1</sup> Directly upstream of the Highway 55 control structure.

**Table 1b: XP-SWMM modeled flow rates from Wirth Lake to Bassett Creek under existing conditions.**

	100-Year, 24-Hour Existing Conditions	50-Year, 24-Hour Existing Conditions	10-Year, 24-Hour Existing Conditions
Peak flow rate in cubic feet per second (cfs) from Wirth Lake to Bassett Creek	54.8 cfs	50.9 cfs	42.8 cfs

## 3.0 Alternatives

The following alternatives were evaluated for backflow prevention between Bassett Creek and Wirth Lake through the existing lake outlet culvert. The following alteration alternatives were reviewed for this study:

- Stop logs
- Rubber Check Valve
- Steel Lift Gate
- Inflatable Barrier

**Table 2** compares the alternatives evaluated to accomplish the goals in this study. The opinion of cost includes design, construction administration, construction, and a 25% contingency.

**Table 2. Comparison of alternatives considered.**

Alternative	Advantages	Disadvantages	Opinion of Cost
<b>Steel Lift Gate</b>	<ul style="list-style-type: none"><li>• reliable, familiar</li></ul>	<ul style="list-style-type: none"><li>• relatively high cost</li><li>• needs electrical service</li><li>• needs regular maintenance</li><li>• high visibility</li></ul>	\$240,000
<b>Rubber Check Valves</b>	<ul style="list-style-type: none"><li>• relatively lower cost</li><li>• reliable</li><li>• minimal maintenance</li><li>• least visible</li></ul>	<ul style="list-style-type: none"><li>• may need access hatch through top of culvert for install or replacement</li></ul>	\$180,000
<b>Stop Logs</b>	<ul style="list-style-type: none"><li>• relatively low cost</li></ul>	<ul style="list-style-type: none"><li>• depends on manual operation, reliability uncertain</li></ul>	Low
<b>Inflatable Barrier</b>	<ul style="list-style-type: none"><li>• flexible operation</li></ul>	<ul style="list-style-type: none"><li>• high cost</li><li>• complex</li><li>• reliability issues</li><li>• needs most space</li></ul>	High

### **3.1 Automated Steel Lift Gate**

The first alternative investigated includes replacing the existing timber weir with a new concrete bulkhead and adding a fabricated steel lift gate. The lift gate would be fabricated from plate steel with steel ribs, and slide on a channel track with a Teflon sliding surface. The lifting mechanism would use a threaded stem gear to raise and lower the gate. The gate would be powered by an electric motor and outfitted for automated operation. Electrical service would need to be installed to the site. This alternative would be similar to the lift gate installed by the City of Golden Valley at Wisconsin Avenue North in 2001.

Automated operation of the control structure would allow the gate to close as the water elevation in Bassett Creek rises, preventing backflow from the creek to Wirth Lake. The system could also include controls for automated operation based on upstream and downstream creek elevations and be operated by the City of Golden Valley SCADA system. In case of electrical system problems, the gate could be manually operated with a hand wheel.

The control structure system would include the following components:

- concrete bulkhead including a flat crested weir opening
- concrete surface treatment to soften the structures appearance
- steel slide gate and rails
- electric motor and hoist system
- control panel and ultrasonic level transducer
- master SCADA radio, control panel and PC

The primary advantage of this system is demonstrated reliability due to common usage. It would provide the flexibility of automated or manual function, further increasing reliability.

This system would require at least annual inspection and test operation. Lubrication and occasional replacement of electrical and mechanical components should be expected.

This installation would be in a public park area with high traffic making vandalism a possibility. That potential could be minimized by installing electrical and other vulnerable components within locked boxes or a control shed.

**Table 3. Opinion of cost for the automated steel lift gate alternative.**

<b>COMPONENTS</b>	<b>OPINION OF COST (\$)</b>
Mobilize and demobilization	10,000
Diversion and dewatering	25,000
Demolition	10,000
Reinforced concrete bulkhead w/ form liner	10,000
Steelwork (platform, gate, fencing)	18,000
Hoist system w/electric motor	15,000
Electric service, controls and SCADA system	40,000
Engineering, permits, construction admin	72,000
Subtotal	200,000
Contingency (20%)	40,000
<b>TOTAL</b>	<b>240,000</b>



**Figure 3. Example of an automated steel lift gate at Wisconsin Avenue in the City of Golden Valley.**

### **3.2 Rubber Check Valve**

The second alternative includes replacing the existing timber weir with a new weir structure that incorporates two 24 inch rubber check valves. The proposed valves would be placed inside the existing culvert so as to be out of site of park users. Installation of locking hatch gates on the top of the culvert should be installed make the structure accessible for inspection and maintenance.

The rubber check valves operate by opening in response to elevated hydraulic head (or water level) at the upstream (lake side) opening, and closing in response to neutral or elevated hydraulic head at the downstream end (creek side). In its resting position it resembles a vertical duck's bill, with the downstream end of the heavy duty rubber cylinder curled shut as shown in **Figure 4**. Rubber check valves are in common use to prevent back flow in tidal zones and have become increasingly used for flood protection.

The primary advantage to rubber check valves is that they generally require minimal routine maintenance or repair due to their all-rubber construction. They are passive valves, operating solely on water pressure differences, and require no outside energy source for operation. These valves are not known to warp or freeze. They typically handle large obstructions without jamming, and tend to clean themselves out under flow. Occasional maintenance to remove accumulated debris may be necessary. The manufacturer estimates these valves to have a 30 year operational life span.

This option would also eliminate the need for electrical service and controls at the site, thereby significantly reducing the construction and maintenance costs of the project. The valves are custom built and require about 10 weeks from the order to delivery.

The proposed concrete bulkhead required for this alternative includes two 24 inch diameter holes to fit the flanges for two 24 inch rubber check valves. The bulkhead would attach to the existing culvert. It is recommended that the exposed surface of the bulkhead be colored, textured, or a form liner applied, to mimic the existing stone facing and blend into the surroundings.

Two 24-inch Tideflex Series 35-1 (or similar) rubber check valves should be installed using metal flange rings bolted in place. The two proposed valves would slightly exceed the existing cross-sectional area for flow and would maintain the existing outflow capacity. An opening should be cut in the top of the culvert and finished with a metal, lockable cover. A slanted "self cleaning" inlet grate should be installed that would maintain the normal water level of the lake at 818 feet (datum NAVD 88).

**Table 4. Opinion of cost for constructing a bulkhead and rubber check valves.**

<b>COMPONENTS</b>	<b>OPINION OF COST (\$)</b>
Mobilization and demobilization	10,000
Diversion and dewatering	25,000
Demolition	10,000
Reinforced concrete structure w/ form liner	12,000
2 rubber check valves w/flanges, delivered	21,000
Inlet box and grate	5,000
Install manhole opening and cover	6,000
Engineering, permits, construction admin	61,000
Subtotal	150,000
Contingency (20%)	30,000
<b>TOTAL</b>	<b>180,000</b>

**Figure 4. Photos of the Rubber Check Valve.**



### **3.3 Other Alternatives Considered**

Stop Logs: The alternative of replacing the existing bulkhead with manually placed stop-logs was considered but not evaluated for cost. The main drawback of a stop-log installation is that the open/close operation cannot be automated. Maintenance workers would need to manually place the stop-logs to prevent backflow, and then remove them after high flow events. The workers would use a special hooked pole to lift stop-logs out one-by-one. The stop-logs would be permanently stored at the site. This method has the greatest risk of not being implemented during a backflow event and was deemed to be unreliable, especially during periods of high flow late at night, or other times when maintenance staff may not be available. This alternative was not investigated further.

Inflatable Barrier: The alternative of adding an inflatable dam, or weir, to the existing structure was also reviewed. The inflatable barrier would consist of a steel wall that is raised by forcing compressed air into a bladder beneath it when high water conditions exist. To house the heavy structure a large concrete apron would be required along with an electrical control system, air compressor and a control building.

This method was deemed to be fairly complex and cost more than either the steel lift gate or rubber check valve alternatives. Due to the complexity of the device, maintenance cost is also anticipated to be higher than other alternatives. The inflatable device requires much more space than is available at the Wirth Lake site and presents vulnerabilities to vandalism due to its exposure and construction. This alternative was not investigated further.



**Figure 5. Inflatable barrier at Minnehaha Creek and Lake Nokomis.**



### ***3.4 Impact of Alternatives on Fish Movement***

Currently, the movement of fish from Bassett Creek to Wirth Lake is largely limited to periods when the level of the creek is near to that of the lake which occurs during flood conditions. Under normal conditions, the two - three foot drop at the timber weir would prevent all but the most aggressive fish species, such as carp, from entering the lake.

The alternatives considered for this study and described above include mechanical backflow prevention combined with a trash rack, or grate, for safety and to minimize maintenance. These features would create a somewhat larger barrier to the movement of fish and other aquatic animals upstream from Bassett Creek to Wirth Lake than exists today. While both the proposed and existing structures provide a substantial barrier under typical flow conditions, the considered modification alternatives would block movement during flood conditions as well. This flood condition is expected to occur on average about every two years and may occur in any season.

Because the change is limited in scope, the impact on the current ecology of Wirth Lake is expected to be minimal. It may result in diminishing the ability of some species from Bassett Creek to spawn in Wirth Lake. It is expected that the benefits of the modifications will include preventing the influx of nutrients during the flood events, and increased prevention of the migration of invasive species such as carp and zebra mussels into Wirth Lake.

The MNDNR reviewed the impact of this study's proposed modifications on fish passage at the Wirth Lake outlet. The MNDNR found that a potential for minor impact to the fishery exists and declared a neutral position on the project implementation.

The MNDNR has been stocking Wirth Lake with game fish for at least 10 years. The MNDNR fish stocking history for Wirth Lake is summarized below:

1998: 290 adult black crappie 258 adult bluegill sunfish.

1999: 1,900 fingerling channel catfish.

2000: 1,900 fingerling channel catfish.

2001: 2,304 yearling channel catfish.

2003: 600 adult walleye.

2007: 23,000 fry walleye.

2008: 40 adult walleye and 57 fingerling walleye.

## 4.0 Permits and Schedule

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### **4.1 *Constructability of Recommended Improvements***

To begin the work, the area near the outlet would need to be dewatered and flow out of the lake diverted around the work area. This could be done using a temporary dike system and a water bypass duct with a pump. Appropriate erosion control would be installed. The contractor would then remove the existing timber weir, the buried metal perforated pipes and valve rod controllers, and the gravel covering on top of the pipes. Some of the existing stone façade on the concrete culvert would also need to be removed.

A new bulkhead would be placed or installed that includes two 24 inch diameter holes to fit the flanges for two 24 inch rubber check valves. These out flow ports should be as low on the wall as feasible and still allow attachment of the check valves. The bulkhead will attach to the existing culvert. The exposed surface of the bulkhead should be colored, textured, or a form liner applied, to blend the wall into the surroundings. Two rubber check valves would be installed inside the culvert using metal flange rings bolted in place. As noted an opening should be cut in the top of the culvert and finished with a metal, lockable cover. Construction disturbance to the park grounds would be cleaned up and restored.

This project will not overlap in time or space with the Bassett Creek Main Stem restoration project scheduled for this area in 2012, and there should be no conflict between this work and the Main Stem project.

It is anticipated that the City of Golden Valley will manage the construction of the structure. The implementation of this project will occur exclusively on land owned by the Minneapolis Park & Recreation Board (MPRB) and will not require formal easements. Along with an MPRB construction permit, the project will require an agreement between the City of Golden Valley and the MPRB allowing the City to manage the project and establishing maintenance responsibilities. These issues will also be addressed in the cooperative agreement between the City of Golden Valley and the BCWMC.

## **4.2 Permits**

The proposed project will require a Public Waters Work Permit from the Minnesota Department of Natural Resources (MNDNR). The project will also need a construction permit from the MPRB to cover impacts to property from the construction and access to the site. The project will also require an agreement between the City of Golden Valley and the MPRB allowing the City to manage the construction project and provide agreement for long term maintenance. The contact for this agreement should be the MPRB Planning Department (612-230-6400).

### **Public Waters Work Permit**

The MNDNR regulates projects constructed below the ordinary high water level of public waters or public waters wetlands, which alter the course, current, or cross section of the water body. Public waters regulated by the MNDNR are identified on published public waters inventory (PWI) maps. Wirth Lake is classified as a Minnesota public water, therefore the proposed work will require a MNDNR public waters work permit. This permit process is subject to a 45-60 day approval cycle. The MNDNR will want to be provided evidence that demonstrates the hydrologic impacts from the outlet modifications will not present flooding problems or raise the normal water level of Wirth Lake.

### **Section 404 Permit**

The COE regulates the placement of fill into wetlands under Section 404 of the Clean Water Act (CWA) if the wetlands are hydraulically linked to a water of the United States. In addition, the COE may regulate all proposed wetland alterations. No wetland impacts are proposed as part of this project. It is expected that the proposed project will involve little, if any, grading or excavation within wetlands. When final design plans are complete, this impact should be assessed and contact made with the COE.

### **Minnesota Wetland Conservation Act**

The Minnesota Wetland Conservation Act (WCA) regulates filling and draining wetlands and excavating within Type 3, 4, and 5 wetlands. In addition, WCA may regulate all types of wetland alteration if any wetland fill is proposed. The WCA is administered by local government units (LGU), which include: cities, counties, watershed management organizations, soil and water

conservation districts, and townships. The City of Golden Valley is the LGU for the proposed project site. The Minnesota Board of Water and Soil Resources (BWSR) oversees administration of the WCA statewide. It is expected that the proposed project will involve little, if any, grading or excavation within wetlands. When final design plans are complete this impact should be assessed and contact made with the LGU.

### **MPCA Guidance for Managing Dredged Materials**

The MPCA considers material excavated below the MNDNR's ordinary high water level to be dredged material. Because dredged material is defined as a waste and is regulated by MPCA, the MPCA has developed a guidance document for managing dredged material (document available on the MPCA website: <http://www.pca.state.mn.us/water/dredgedmaterials.html>).

Dredging is not expected to be required to complete the project. If sediments are to be excavated as part of the project, joint application may need to be made to the U.S. Army Corps of Engineers (COE) for a Clean Water Act Section 404 permit. In this case, the project would also need to comply with the Minnesota Wetland Conservation Act and follow the Minnesota Pollution Control Agency's (MPCA) guidance and permitting for handling dredged material. When final design plans are complete this impact should be assessed and contact made with the COE.

### **MPRB Permit**

The project is expected to occur exclusively on land owned by the Minneapolis Park & Recreation Board (MPRB). The MPRB requires a construction permit for construction activity occurring on its land. The permit application can be found at:

<http://www.minneapolisparcs.org/documents/permits/ConstPermitPacket.pdf>

The project will also require an agreement between the City of Golden Valley and the MPRB allowing the City to manage the construction project and provide agreement for long term maintenance. The contact for this agreement should be the MPRB Planning Department (612-230-6400).

#### **4.4   *Project Schedule***

The construction of the Wirth Lake outlet modifications are slated to be completed in the winter of 2011-12.

## **Appendix: Wirth Lake Outlet Culvert Inspection Report**

# Memorandum

---

**To:** Tim Brown, P.E.  
**From:** Richard Ver Strate, P.E.  
**Subject:** Inspection of Wirth Lake Box Culvert Outlet  
**Date:** April 7, 2011  
**Project:** 23270051.32  
**c:** File

The purpose of this memorandum is to provide documentation of the visual inspection completed on the Wirth Lake Box Culvert Outlet structure. The inspection was conducted to evaluate the condition of the structure for design and installation of a back-flow preventer based on the Wirth Lake Outlet Feasibility Study. The inspection was completed on April 7, 2011 by Tim Brown and Richard Ver Strate of Barr Engineering. The following are observations made.

## Background

1. The box culvert is a 4'x8' cast-in-place reinforced concrete structure. The structure provides an overflow outlet for Wirth Lake to Bassett Creek. Wirth Lake surface water elevation is controlled by a weir at the upstream end of the culvert. The age of the structure is unknown.
2. The inlet and outlet (including wing walls) of the structure have been faced with a limestone façade (assumed placed during original construction).
3. The Wirth Lake inlet control (weir) consists of timber planks that are anchored to the structure. The timber planking has a smaller rectangular opening cut into it to allow water to pass from Wirth Lake to Bassett Creek. The original design of the inlet control included three pipes (material unknown, possibly PVC) that were extended upstream into the lake along the lake bottom. Flow through the pipes was controlled by separate valves at the inlet structure. This system did not operate as expected and thus a rectangular opening was later cut into the timber planking to provide an overflow weir. The valves are currently inoperable. The structure has been operating with the opening in the timber planking for the past 20 years (approximately).

## **Inlet**

1. The left (looking downstream) wing wall concrete is badly deteriorated. The right wing wall is in good condition.
2. The limestone façade is mostly in place. Some blocks (left wing wall) are dislodged.
3. The timber planking is in good condition. The three vertical pipes (steel) that are used to operate the control valves are badly deteriorated.
4. The concrete apron is buried or non-existent (between the wing walls).

## **Upstream Box Culvert (Downstream of Timber Planking)**

1. The left and right box culvert walls are badly deteriorated where the timber bulkhead is attached for a distance approximately 8-10 inches downstream of the timber planking. The rest of the box culvert concrete is sound and in good condition downstream from this point. As a note, before the addition of a new bulkhead to the inlet, this upstream 8-10 inches of deterioration should be saw cut and removed.
2. A 6-inch wide steel plate (possibly lower flange of I-Beam) was placed along the top slab of the box culvert at the upstream end. The steel plate was set flush with the bottom of the top slab. This plate or I-beam is likely used as a support for the limestone façade. The steel plate is deteriorated and is delimitating (assumed 25% section loss).
3. The culvert bottom slab is clean (no debris). Box height confirmed at 4 feet. Water depth measured at 1'-8" at the time of inspection.

## **Box Culvert**

1. The box culvert concrete is in good condition. There were no signs of deterioration, spalls, cracks, or exposed reinforcement. One small spot (approximately 2 to 3-inch diameter), located approximately 20 to 30 feet upstream from the outlet on the top slab, was only visible flaw consisting of exposed reinforcement steel with some deterioration.



2. Two eighteen-inch diameter RCP storm sewer pipe connectors exist along the right (looking downstream) wall of the structure. The furthest upstream sewer pipe is in good condition, clean (no debris), and leads to manhole structure approximately 50 feet from box culvert wall. The downstream sewer pipe is in good condition and had some (2 to 3-inch) gravel debris. No flow was observed in either sewer pipes.
3. Some sediment and debris exists (sand, gravel, sticks) along the culvert bottom. The sediment depth varies and tends to increase toward the downstream end.

#### **Downstream Box Culvert (Upstream of Outlet)**

1. The box culvert concrete is in good condition. There were no signs of deterioration, spalls, cracks, or exposed reinforcement.
4. A 6-inch wide steel plate (possibly lower flange of I-Beam) was placed along the top slab of the box culvert at the downstream end, similar to the upstream construction. The steel plate was set flush with the bottom of the top slab. This plate or I-beam is likely used as a support for the limestone façade. The steel plate is deteriorated and is delimitating (assumed 20% or less section loss).
2. Some sediment and debris (soil, gravel, sticks) along the culvert bottom. Box height measured 3'-7" from top of debris. Assume depth of debris is about 5". Water depth measured at 1'-3" at the time of inspection to the top of debris.

#### **Outlet**

1. The left and right (looking downstream) wing wall concrete is in good condition. No signs of deterioration, spalls, cracks or exposed reinforcement.
2. The limestone façade is mostly in place. Some blocks on the right wing wall are missing.
3. The concrete apron between the wing walls condition is unknown.



# Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Geoff Nash, Administrator  
**Subject:** Item 5B – Annual CIP Review – Discuss 2013 Projects  
**Date:** July 13, 2011

## Recommended/requested Commission actions:

1. Approve inclusion of two projects in the Commission's 2013 Capital Improvement Plan (CIP).

The Technical Advisory Committee recommends that the Commission approve the inclusion of the following two projects in the 2013 CIP (see attached February 9, 2011, CIP Table):

1. Four Seasons Wetland Enhancement, Plymouth

The Four Seasons Mall Enhancement project (formerly known as the "Dredge Pond NB-07 project") is located in Plymouth and is intended to reduce the phosphorus loading to Northwood Lake in New Hope by 14 percent. This cooperative project may allow for a unique public-private collaboration between the Commission and the owners of the Four Seasons Mall retail development, as there is interest to proceed with redevelopment of the site. Additional water quality improvements, including volume control, total suspended solids reduction, and rate control are anticipated with this project.

Estimated cost: \$943,000.

Proposed 2013 assessment: \$943,000.

2. Lakeview Park Pond, Golden Valley

In a 2004 feasibility study, the City of Golden Valley found that construction of this pond would provide significant water quality benefits to Medicine Lake, by removing approximately 83 percent of the total suspended solids and 52 percent of the phosphorus from stormwater. Currently, this area of Golden Valley drains to Medicine Lake without any water quality treatment.

The proposed pond would be located in Lakeview Park in a low area where water often stands following heavy rains.

Estimated cost: \$196,000.

Proposed 2013 assessment: \$150,000.

Proposed 2014 assessment: \$46,000.

As discussed at the June Commission meeting, adopting the 2013 CIP now will allow the Commission to begin the preliminary engineering for the projects earlier than usual.

# Recommended Bassett Creek Capital Improvements Program

## Revised February 9, 2011

Year	Project Description	Project Number	Estimated Cost	Proposed Assessment
2010	Restore Main Stem Channel, Crystal Border to Regent Ave.-Golden Valley/Crystal	2010CR	\$636,000 <sup>1</sup>	Approved Assessment <sup>7</sup>
2010	Restore Plymouth Creek, Medicine Lake to 26 <sup>th</sup> Ave-Plymouth	2010CR	\$965,000 <sup>2</sup>	Approved Assessment <sup>8</sup>
2011	Restore Main Stem Channel, Duluth St. to Crystal Border-Golden Valley	2011CR	\$580,200 <sup>3</sup>	Approved Assessment <sup>9</sup>
2011	Restore North Branch, 36 <sup>th</sup> Ave to Bassett Creek Park-Crystal	2011CR	\$834,900 <sup>3</sup>	Approved Assessment <sup>10</sup>
2012	Wirth Lake Outlet Modification (TMDL Implementation Project) – Golden Valley	WTH-4	\$250,000 <sup>4</sup>	\$175,000 – 2012 <sup>11</sup>
2012	Restore Main Stem Channel, Irving Ave to Golden Valley Road-Minneapolis	2012CR	\$600,000 <sup>4</sup>	\$600,000-2012
2012	Sweeney Lake Outlet Replacement – Golden Valley	FC-1	\$250,000 <sup>4</sup>	\$0 – 2012 <sup>12</sup>
2012	Schaper Pond Enhancements, Feasibility Study – Golden Valley	SL-1	\$50,000 <sup>4</sup>	\$50,000 – 2012
2013	Dredge Pond NB-07, Northwood Lake Watershed-Plymouth	NL-2	\$943,000 <sup>5</sup>	\$943,000-2013
2013	Lakeview Park Pond Medicine Lake Watershed – Golden Valley	ML-8	\$196,000	\$150,000 – 2013 \$46,000 – 2014
2014	Main Stem Watershed Ponding Areas-Golden Valley	BC-8	\$285,000 <sup>6</sup>	\$285,000 – 2014
2015	Main Stem Watershed Ponding Areas-Golden Valley-Minneapolis	BC-3,5,7	\$1,300,000 <sup>5</sup>	\$1,100,000-2015 \$200,000-2016
2016	Construct Ponds NB35A,B,C and 29A,B, Northwood Lake Watershed -New Hope	NL-1	\$595,000 <sup>5</sup>	\$595,000-2016
2016	Restore Plymouth Creek, 37 <sup>th</sup> Ave to 26 <sup>th</sup> Ave-Plymouth	2016CR	\$559,000 <sup>5</sup>	\$300,000-2016 \$259,000-2017
2017	Divert Lancaster Lane Storm Sewer Northwood Lake Watershed—New Hope	NL-3	\$59,000 <sup>5</sup>	\$59,000-2017

<sup>1</sup>August 2009, *Feasibility Report for Bassett Creek Restoration Project*

<sup>2</sup>July 2009, *Feasibility Report for Plymouth Creek Restoration Project*, current City of Plymouth estimate, \$770,000

<sup>3</sup>September, 2010, *Feasibility Reports for Channel Restoration*

<sup>4</sup>Bassett Creek CIP, 2010 Cost Update

<sup>5</sup>Bassett Creek CIP, 2008 Cost Update

<sup>6</sup>Bassett Creek CIP, 2011 Cost Update

<sup>7</sup>Approved 2010 assessment \$34,800, and approved 2011 assessment \$286,300; balance funded from grants and reserves

<sup>8</sup> Approved 2010 assessment \$902,462, balance funded from reserves

<sup>9</sup> Approved 2011 assessment \$160,700; balance funded from reserves

<sup>10</sup> Approved 2011 assessment \$415,400, balance funded from reserves

<sup>11</sup> Balance (\$75,000) funded through BWSR Clean Water Fund grant

<sup>12</sup> To be funded using flood control project long term maintenance funds



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## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 5C – Tennant Company - Golden Valley  
BCWMC July 21, 2011 Meeting Agenda  
**Date:** July 12, 2011  
**Project:** 23/27 051 2011 205

### 5C. Tennant Co. Improvements : **Golden Valley**

#### **Summary**

**Proposed Work:** Redevelopment of the Tennant Company Research Facility

**Basis for Commission Review:** Alternative Treatment Proposed

**Change in Impervious Surface:** Increase 0.24 acres

**Recommendation:** Conditional Approval

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

The existing Tennant Company Research Facility, located west of Zane Avenue and north of Highway 55, will be repaved and the parking lot expanded. The building will also undergo structural repairs. There will be a 0.24 acre increase in impervious area, and currently there is no stormwater water quality treatment on the site. Approximately 3.1 acres will be graded on the 4.9 acre site. Proposed BMP's include an underground storage chamber and a pre-treatment basin to meet non-degradation standards. The site is in the Sweeny Lake Subwatershed.

#### **Floodplain**

N.A.

#### **Wetlands**

There are no wetlands on the fully developed site. The City of Golden Valley is the Local Government Unit (LGU) responsible for review of the project for conformance to the MN Wetland Conservation Act.

#### **Stormwater Management**

Currently half the site discharges to the northwest and under the railroad, while the other half of the site discharges to the northeast, into the Zane Avenue storm sewer. Eventually all discharge reaches Sweeny Lake. Peak flow rates will be reduced by the underground storage and pre-treatment basin attenuating flows.

## **Water Quality Management**

Currently, there is no water quality treatment onsite. Permanent BMP's include construction of one storm chamber and pretreatment basin. Approximately one quarter of the site (1.0 acres) will discharge to the pretreatment basin at the northwest corner of the property then overflow into the sand filter. The storm chamber acts as a surface sand filter (only it is underground) and will receive and store the first flush of runoff which will slowly infiltrate through a sand filter before being collected in the under drain system. The remainder of the site (3.9 acres) will discharge to the northeast untreated. The bid package will include four foot sumps and SAFL Baffles to the two most downstream catch basins to provide some treatment to discharge leaving to the site to the northeast. These may not be included if it is cost prohibitive.

## **Erosion and Sediment Control**

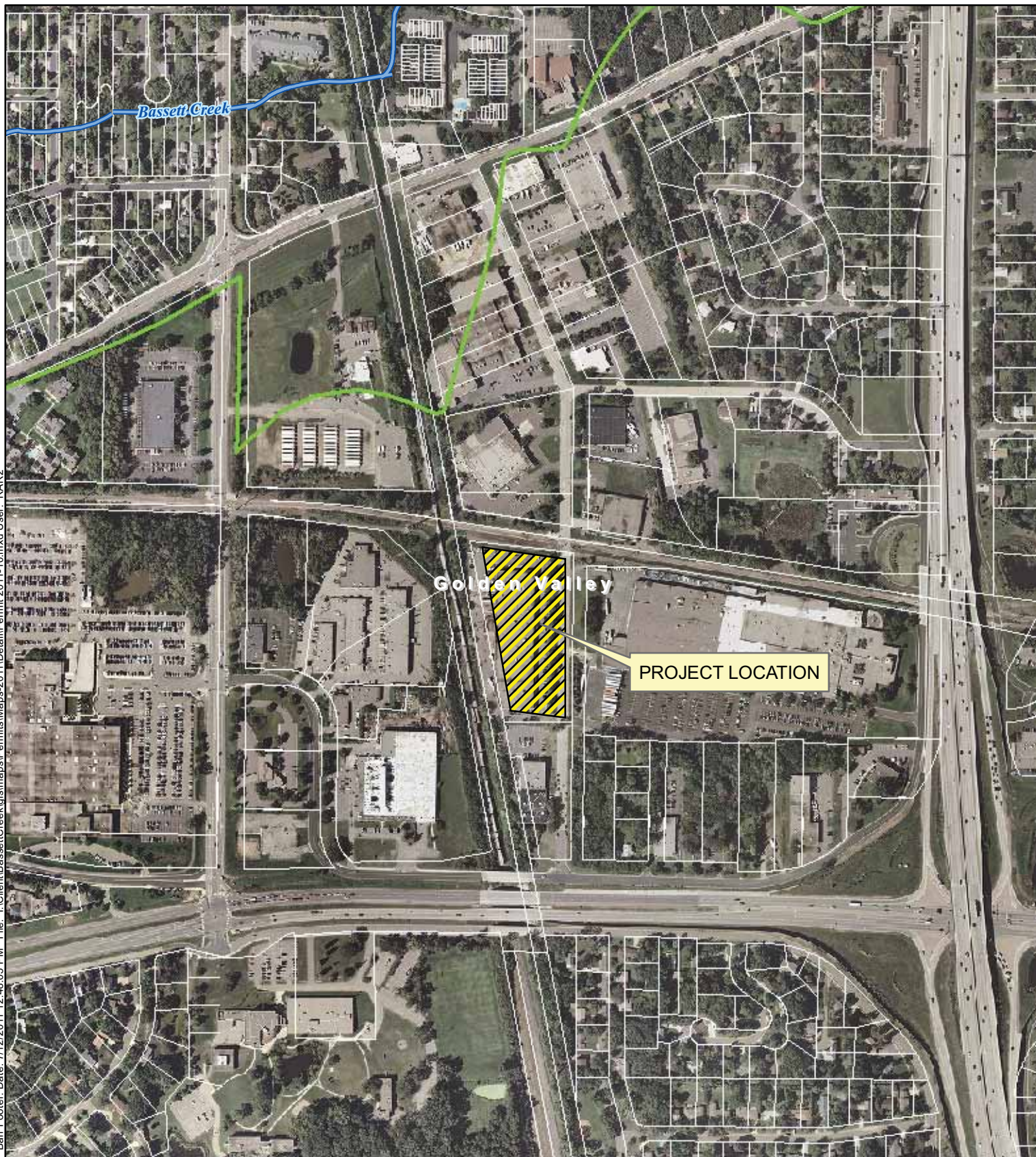
Temporary erosion control features include silt fence around the entire site, inlet protection around all storm sewer inlets, and rock construction entrances.

## **Recommendation**

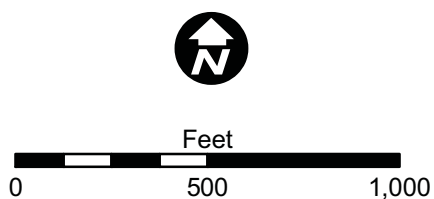
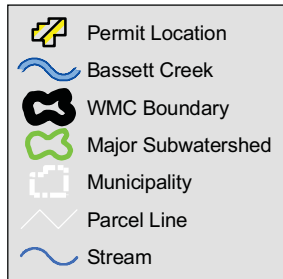
Conditional approval based on following comments:

1. The void area in the sand portion of the underground sand filter has been used in calculating the sand filter storage area. This void area has typically not been recognized as available storage for underground systems because it may become clogged over time and may be saturated during a storm event, and cannot be readily observed. In addition the volume calculated considers a storage depth of 4 feet, whereas the plans show a depth of 3.6 feet. Volume should be recalculated based on the depth of storage available and disregarding the void storage within the sand.
2. Specifications for the sand must meet the size gradation as outlined in the requirements document.
3. Sump manholes should be considered along the storm sewer leaving the site to the northeast.
4. A maintenance agreement for the bioretention basin and storm chambers must be established between the City of Golden Valley and applicant. Submittal by the applicant indicates maintenance of the sand filter is required when sediment has collected to 3-inches inside the storage chamber. The sand filter will be cleaned with a vacuum truck equipped with a culvert cleaning nozzle. The sand filter will be replaced if it no longer drains within 48-hours of a storm event.





Imagery Source: Aerials Express, 2009



**LOCATION MAP**  
**APPLICATION 2011-01**  
**Tennant Company**  
**Research Facility**  
**Golden Valley, MN**



**BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION**

**DATA PRACTICES PROCEDURES**

*Adopted:* \_\_\_\_\_, 2011.

**BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION**

**DATA PRACTICES PROCEDURES**

**INDEX**

<b>Subject</b>	<b>Page</b>
I. Introduction .....	1
II. Responsible Authority and Data Practices Compliance Official .....	1
III. General Overview of the Act.....	1
IV. Access to Public Data .....	1
A. People Entitled to Access .....	1
B. Form of Request .....	2
C. Time Limits .....	2
D. Form of Copies.....	2
E. Fees .....	2
V. Access-to Data on Individuals .....	3
A. People Entitled to Access .....	3
B. Form of Request .....	4
C. Identification of Requesting Party.....	4
D. Time Limits .....	4
E. Fees .....	4
F. Summary Data .....	4
G. Juvenile Records.....	5
VI. Denial of Access .....	6
VII. Collection of Data on Individuals .....	6
VIII. Challenge to Data Accuracy .....	8
IX. Data Protection.....	8
A. Accuracy and Currency of Data .....	8
B. Data Safeguards.....	9



## EXHIBITS

## Number

Responsible Authority and Compliance Official and Designees.....	1
The Minnesota Government Data Practices Act: Definitions and Classifications of Data.....	2
WMC Copy Charge Policy .....	3
Consent to Release Private Data .....	4
Information Disclosure Request.....	5
Government Data Access and Nondisclosure Agreement.....	6
Notice to Persons Under Age of 18.....	7
Data Practices Advisory (Tennessee Warning) .....	8
Sample Contract Provision .....	9

## APPENDICES

## Letter

Private and Confidential Data Maintained by WMC.....	A
Forms which Request Private and Confidential Data.....	B

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**BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION**

**DATA PRACTICES PROCEDURES**

**I. Introduction.**

These procedures are adopted to comply with the requirements of the Minnesota Data Practices Act (the “Act”), specifically Minnesota Statutes Sections 13.03, subdivision 2 and 13.05 subdivisions 5 and 8.

**II. Responsible Authority and Data Practices Compliance Official.**

The person who is the responsible authority and the data practices compliance official for compliance with the Act is *[insert person's office]*. The name and contact information for the responsible authority and data practices compliance official are provided in Exhibit 1.

**III. General Overview of the Act.**

The Act regulates the handling of all government data that are created, collected, received, or released by a state entity, political subdivision or statewide system, no matter what form the data are in, or how the data are stored or used.

The Act establishes a system of data classifications that define, in general terms, who is legally authorized to access government data. The classification system is constructed from the definitions provided in Minnesota Statutes Section 13.02. A table that summarizes the classifications is attached as Exhibit 2.

**IV. Access to Public Data.**

All information maintained by the Bassett Creek Wastewater Management Commission (“WMC”) is public unless there is a specific statutory designation which gives it a different classification.

**A. People Entitled to Access.** Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes the WMC to request such information. The WMC may ask a person to provide identifying or clarifying information for the sole purpose of facilitating access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed or requesting identification when copies have been paid for by check.

## Data Practices Procedure

**B. Form of Request.** The request for public data may be verbal or written. The responsible authority or designee may require a verbal request to be made in writing, whenever a written request will assist the responsible authority or designee in performing his or her duties.

**C. Time Limits.**

- **Requests.** Requests will be received and processed only during normal business hours.
- **Response.** If the request is made by someone other than the data subject and access or copies cannot be made at the time of the request, copies must be supplied as soon as reasonably possible. If the request is made by the data subject, the response must be immediate, if possible, or within 10 working days if an immediate response is not possible.

**D. Form of Copies.** Where public data is maintained in a computer storage medium, the responsible authority must provide copies of the public data in electronic form, upon request, if a copy can reasonably be made in that form. The responsible authority is not required to provide the data in an electronic format or program that is different from the format or program in which the responsible authority maintains the data. The responsible authority may charge a fee for the actual cost of providing the copy.

**E. Fees.**

- **No Fees Charged.** No fee may be charged for merely inspecting data. An inspection of data includes instances where the responsible authority prints copies of data, when the only method of providing for inspection is to print a copy. When copies are requested and a fee is charged for copies, no fee may be charged for time spent separating public from not public data.
- **Fees Charged.** Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the WMC's standard copying policy, attached as Exhibit 3.

The responsible authority may charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information. The responsible authority may also charge a fee for remote access to data where the data or the access is enhanced at the request of the person seeking access.

## Data Practices Procedure

### V. Access to Data on Individuals.

Information about individual people is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the WMC is contained in Appendix A. The forms used to collect private and confidential information are contained in Appendix B *[the WMC needs to update these forms]*.

#### A. People Entitled to Access.

- Public information about an individual may be shown or given to anyone for any reason.
- Private information about an individual may be shown or given to:
  - The individual data subject (as limited by an applicable statute or federal law), but the WMC is not obligated to provide access to the individual data subject more frequently than only once every six months, unless a dispute or legal action pursuant to the Act is pending or unless additional data on the individual has been collected or created.
  - A person or entity who has been given access by the express written consent of the individual data subject. This consent must be on the form attached as Exhibit 4, or on a reasonably similar form.
  - Entities and agencies as determined by the responsible authority who are authorized by statute, including Minnesota Statutes Section 13.05, subdivision 4, or federal law, to gain access to that specific data.
  - People within the WMC staff, the WMC Council, and outside agents under contract with the WMC (e.g., insurance adjusters or attorneys) whose work assignments reasonably require access. The responsible authority is authorized to determine whose work assignments or responsibilities require access to data.
- Confidential information may not be given to the public or the individual subject of the data, but may be shown or given to:
  - People who are authorized access by statute, including Minnesota Statutes Section 13.05, or federal law to gain access to that specific data.
  - People within the WMC staff, the WMC Council, and outside agents under contract with the WMC (e.g., insurance adjusters or attorneys) whose work assignments reasonably require access. The responsible authority is authorized to determine whose work assignments or responsibilities require access to data.

## Data Practices Procedure

**B. Form of Request.** Any individual may request verbally or in writing as to whether the WMC has stored data about that individual and whether the data is classified as public, private, or confidential.

All requests to see or copy private or confidential information must be in writing. An Information Disclosure Request, attached as Exhibit 5, must be completed to document who requests and who receives this information. The responsible authority or designee must complete the relevant portions of the form. The responsible authority or designee may waive the use of this form if there is other documentation of the requesting party's identity, the information requested, and the WMC's response.

**C. Identification of Requesting Party.** The responsible authority or designee must verify the identity of the requesting party as a person entitled to access. Verification can be through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in WMC records, or other reasonable means.

**D. Time Limits.**

- **Requests.** Requests will be received and processed only during normal business hours.
- **Response.** The response must be immediate, if possible, or within 10 working days, if an immediate response is not possible. If the request is made by someone other than the data subject and access or copies cannot be made at the time of the request, copies must be supplied as soon as reasonably possible.

**E. Fees.** Fees may be charged in accordance with the WMC's Copy Charge Policy (Exhibit 3).

**F. Summary Data.** Summary data means statistical records and reports derived from data on individuals but which do not identify an individual by name or any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The responsible authority or designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The responsible authority or designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the responsible authority must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The responsible authority may ask an outside agency or person, including the person requesting the summary data, to prepare the summary data if (1) the specific purpose is given in writing, (2) the

## Data Practices Procedure

agency or person signs a nondisclosure agreement that meets the requirements of Minnesota Rules, Part 1205.0700, subpart 5, and (3) the responsible authority determines that access by the outside agency or person will not compromise the privacy of the private or confidential data. The responsible authority may use the form attached as Exhibit 6.

**G. Juvenile Records.** The following applies to private (not confidential) data about people under the age of 18.

- **Parental Access.** In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile data subject. “Parent” means the parent or guardian of a juvenile data subject, or individual acting as a parent or guardian in the absence of a parent or guardian. The parent is presumed to have this right unless the responsible authority or designee has been given evidence that there is a state law, court order, or other legally binding document which prohibits this right.
- **Notice to Juvenile.** Before requesting private data from juveniles, WMC personnel must notify the juveniles that they may request that the information not be given to their parent(s). This notice should be substantially in the form attached as Exhibit 7.
- **Denial of Parental Access.** The responsible authority or designee may deny parental access to private data when the juvenile requests this denial and the responsible authority or designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the responsible authority or designee will consider:
  - Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences of denying parental access,
  - Whether denying parental access may protect the juvenile from physical or emotional harm,
  - Whether there is reasonable grounds to support the juvenile’s reasons for denying parental access, and
  - Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The responsible authority or designee may also deny parental access without a request from the juvenile under Minnesota Statutes Section 144.335, or under any other state or federal statute that allows or requires denial of parental access and that provides standards for denying parental access.

## Data Practices Procedure

### **VI. Denial of Access.**

If the responsible authority or designee determines that the law does not permit the requesting party to have access to the requested data, the responsible authority or designee must inform the requesting party orally at the time of the request or in writing as soon after that as possible. The responsible authority or designee must give the specific legal authority, including statutory section, temporary classification or specific provision of federal law upon which the determination is made for withholding the data. Upon request, the responsible authority or designee must place an oral denial in writing and cite the specific statutory section, temporary classification or specific provision of federal law upon which the denial was based.

### **VII. Collection of Data on Individuals.**

The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, the WMC or the federal government.

#### ➤ **Tennessee Warning: When Required**

When the WMC requests an individual to provide private or confidential data about him/herself, the WMC will give that individual a notice – sometimes called a Tennessee warning. The Tennessee warning is given at the time the data is collected. It must be given whenever all four of the following conditions are met:

- The WMC requests data;
- The data is requested from an individual;
- The data requested is classified as private or confidential; and
- The data requested is about the individual from whom the data is being requested.

#### ➤ **Tennessee Warning: When *Not* Required**

A Tennessee warning is not required to be given by a law enforcement officer who is investigating a crime. In addition, a Tennessee warning is not required if:

- The data subject is not an individual (e.g., the data subject is a corporation or partnership);
- The data subject offers information that has not been requested by the WMC;
- The information requested from the individual is about someone else;
- The WMC receives information about the subject from someone else; or
- The information requested from the subject is classified as public data.

## **Data Practices Procedure**

### **➤ Contents of a Tennessean Warning**

A Tennessean warning must inform the individual data subject of the following:

- The purpose and intended use of the requested data (why the data are requested and how the WMC will use the data);
- Whether the individual may refuse or is legally required to supply the requested data;
- Any known consequences from supplying or refusing to supply the requested data; and
- The identity of other persons or entities authorized by state or federal law to receive the data.

A Tennessean warning may be on a separate form or may be incorporated into the form which requests the private or confidential data. See attached Exhibit 8 for an example of a Tennessean warning.

### **Collection of Data on Individuals through the Use of the WMC's Computer**

When an individual gains access to government information or services through the WMC's computer, the WMC may create, collect, or maintain electronic access data or use its computer to install a cookie on an individual's computer. The WMC must inform individuals gaining access to the WMC's computer of the creation, collection, or maintenance of electronic access data or the WMC's use of cookies before requiring the individual to provide any data about the individual to the WMC. As part of that notice, the WMC must inform the individual how the data will be used and disseminated. Notwithstanding an individual's refusal to accept a cookie on its computer, the WMC must allow the individual to gain access to data or information, transfer data or information, or use government services by means of the WMC's computer.

### **VIII. Challenge to Data Accuracy.**

An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the WMC of which he or she is the subject. "Accurate" means the data are reasonably correct and free from error. "Complete" means the data describe all of the subject's transactions with the WMC in a reasonable way.

To challenge the accuracy or completeness of data, the individual must notify the WMC's responsible authority in writing describing the nature of the disagreement. The statement should describe why or how the data are inaccurate or incomplete and should also state what the individual wants the WMC to do to make the data accurate or complete. Within 30 days, the responsible



## **Data Practices Procedure**

authority or designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data. The responsible authority should provide the data subject with a written statement that informs the data subject of the right to appeal and should also provide a copy of Minnesota Rules Part 1205.1600.

An individual who is dissatisfied with the responsible authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The responsible authority will correct, complete or destroy any data if so ordered by the Commissioner.

### **IX. Data Protection.**

#### **A. Accuracy and Currency of Data.**

- All WMC employees will be requested, and given appropriate forms, to annually provide updated personal information to the appropriate supervisor or the WMC Clerk or Finance Director, as necessary for tax, insurance, emergency notification, and other personnel purposes. Other individuals who provide private or confidential information will also be encouraged to provide updated information when appropriate.
- The responsible authority should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.
- All records must be disposed of according to the WMC's records retention schedule.

#### **B. Data Safeguards.**

- Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.
- Private and confidential data on individuals must be kept only in WMC offices, except when necessary for WMC business.
- Only those WMC officials and employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. The officials and employees will be instructed to:

## Data Practices Procedure

- Release or disclose private or confidential data only to those persons, within and outside of the WMC, who are authorized by law to have access to the data,
  - Not leave private or confidential data where unauthorized individuals might see it, and
  - Shred private or confidential data before discarding.
- When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The WMC must include in a written contract the language contained in Exhibit 9 or substantially similar language.

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**Exhibit 1**

**RESPONSIBLE AUTHORITY AND COMPLIANCE OFFICIAL  
AND DESIGNEES**

**Responsible Authority and Compliance Official**

**Records**

	All records
Bassett Creek Watershed Management Commission	
TELEPHONE: (763) _____	
E-MAIL ADDRESS: _____	

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## Exhibit 2

### THE MINNESOTA GOVERNMENT DATA PRACTICES ACT: DEFINITIONS AND CLASSIFICATIONS OF DATA

The Minnesota Government Data Practices Act (MGDPA) establishes a system of data classifications that define, in general terms, who is legally authorized to access government data. This classification system is constructed from the definitions provided in Minnesota Statutes Section 13.02. See also Minnesota Rules Part 1205.0200.

<b>GOVERNMENT DATA</b> All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use. MINN. STAT. §13.02, SUBD. 7		
<b>DATA ON INDIVIDUALS*</b>  MINN. STAT. §13.02, SUBD. 5	<b>DATA ON DECEDENTS</b>  MINN. STAT. §13.10, SUBD. 1	<b>DATA NOT ON INDIVIDUALS *</b>  MINN. STAT. §13.02, SUBD. 4
<b>PUBLIC</b> Accessible to anyone for any reason.  MINN. STAT. §13.02, SUBD. 15	<b>PUBLIC</b> Accessible to anyone for any reason.  MINN. STAT. §13.02, SUBD. 15	<b>PUBLIC</b> Accessible to anyone for any reason.  MINN. STAT. §13.02, SUBD. 14
<b>PRIVATE</b> Accessible to the data subject and WMC employees and officials with a business need to know. Not accessible to the public.  MINN. STAT. §13.02, SUBD. 12	<b>PRIVATE **</b> Accessible to the representative of the decedent and WMC employees and officials with a business need to know. Not accessible to the public  MINN. STAT. §13.10, SUBD. 1(B).	<b>NON-PUBLIC</b> Accessible to the subject of the data, if any and WMC employees and officials with a business need to know. Not accessible to the public.  MINN. STAT. §13.02, SUBD. 9
<b>CONFIDENTIAL</b> Not accessible to the data subject; Not accessible to the public. Accessible only to WMC employees and officials with a business need to know.  MINN. STAT. §13.02, SUBD. 3	<b>CONFIDENTIAL**</b> Not accessible to the representative of the decedent; Not accessible to the public. Accessible only to WMC employees and officials with a business need to know.  MINN. STAT. §13.10, SUBD. 1(A)	<b>PROTECTED NON-PUBLIC</b> Not accessible to the data subject. Not accessible to the public. Accessible only to WMC employees and officials with a business need to know.  MINN. STAT. §13.02, SUBD. 13

\* “Individual” is defined by Minnesota Statutes Section 13.02, subdivision 8. “Individual” means a living human being. It does not mean any type of entity created by law, such as a corporation.

\*\* Private and confidential data on decedents become public data ten years after the death of the data subject *and* 30 years have elapsed from the creation of the data.

**Exhibit 3**  
**WMC COPY CHARGE POLICY**

**Regular Photocopy Charge**

(if 100 or fewer pages of black and white letter or legal size paper copies are requested)

**\$ .25 per page**

**\$ .05 per page for additional copies of the same document**

*[if the WMC's costs are less for these types of copies, it should lower the charge to reflect that cost]*

**Special Copy Charge**

(Charged in all other circumstances, including requests to provide data electronically or by facsimile)

**Actual Cost\***

\*the "actual cost" means the cost of any materials (paper, copier ink, staples, CDs/DVDs, video/audio tapes, etc.), any special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data, any mailing costs and any vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies. In addition, "actual cost" also includes WMC staff time spent making and certifying and compiling the copies (when requested by the data subject). For requests by anyone other than the data subject, the "actual cost" also includes the WMC staff time spent retrieving the data to be copied, sorting and labeling documents (if this is necessary to identify what is to be copied), removing staples or paper clips, taking documents to the copier for copying as well as making and certifying and compiling the copies. Labor costs are never charged for separating public from not public data.

**Document Charge**

(Charged for certain frequently requested documents, such as zoning codes, maps, etc.)

**Fee as established in the WMC fee schedule**

**Exhibit 4**

**CONSENT TO RELEASE PRIVATE DATA**

I, \_\_\_\_\_, authorize the Bassett Creek Watershed Management  
(print name) Commission ("WMC") to

release the following private data about me:

\_\_\_\_\_  
\_\_\_\_\_

to the following person(s) or entity(ies):

\_\_\_\_\_  
\_\_\_\_\_

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

\_\_\_\_\_  
\_\_\_\_\_

This authorization is dated \_\_\_\_\_ and expires on \_\_\_\_\_

**I understand that my records are protected under state privacy regulations and cannot be disclosed without my written consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically 90 days after signing. By signing this document, I give my full and voluntary consent to the WMC to release the above-listed data to the persons identified in this release, and I waive any and all claims against the WMC for the disclosure of private data about me in accordance with this document.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of parent or guardian  
(if data subject is under 18 years of age)

**IDENTITY VERIFIED BY:**

- ☐ **Witness:** x \_\_\_\_\_  
☐ **Identification:** Driver's License, State ID, Passport, other: \_\_\_\_\_  
☐ **Comparison with signature on file**  
☐ **Other:** \_\_\_\_\_

**Responsible Authority/Designee:** \_\_\_\_\_

# BASSETT CREEK WATERSHED MANAGEMENT COMMISSION INFORMATION DISCLOSURE REQUEST

### A. Completed by Requester\*

\*Persons requesting access to public data are not required to complete this section unless they request to have the data mailed to them or they request to be called when the data is ready to be picked up.

## 377381v1 CAH BA295-1

## Exhibit 6

### GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

**1. AUTHORIZATION.** The Bassett Creek Watershed Management Commission ("WMC") hereby authorizes \_\_\_\_\_, ("Authorized Party") access to the following government data:

---

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**2. PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purpose:

---

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**3. COST.** (Check which applies):

☐ The Authorized Party is the person who requested the summary data and agrees to bear the WMC's costs associated with the preparation of the data which has been determined to be \$\_\_\_\_\_. The Authorized Party agrees to pay the actual WMC costs, regardless of whether those costs exceed the estimate.

☐ The Authorized Party has been requested by the WMC to prepare summary data and will be paid in accordance with attached Exhibit A.

**4. SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from WMC records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the WMC are the WMC's property and are not to leave the WMC's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above will ever be disclosed or communicated to anyone by any means.



The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above: \_\_\_\_\_

**5. LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collected, used or maintained in the exercise of this Agreement and classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws.

The Authorized Party agrees to defend, indemnify, and hold the WMC, its officials and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission of the Authorized Party, its agents, employees, officers or assignees under this Agreement and against all loss by reason of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

**6. INSURANCE.** In order to protect itself as well as the WMC, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,000,000 per claimant for personal injuries and/or damages and \$1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.

**7. ACCESS PERIOD.** The Authorized Party may have access to the information described above from \_\_\_\_\_ to \_\_\_\_\_.

**8. SURVEY RESULTS.** (Check which applies):

☐ If the Authorized Party is the requester, a copy of all reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be made available to the WMC in its entirety.

☐ If the Authorized Party is a contractor of the WMC, all copies of reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be provided to the WMC. The Authorized Party may retain one copy for its own records but may not disclose it without WMC permission, except in defense of claims brought against it.

AUTHORIZED PARTY: \_\_\_\_\_

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

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

Title (if applicable): \_\_\_\_\_

WMC

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

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

Its: \_\_\_\_\_

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## Exhibit 7

### NOTICE TO PERSONS UNDER AGE OF 18

Some of the information you are asked to provide is classified as private under state law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the WMC to determine if honoring the request would be in your best interest. The WMC is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: \_\_\_\_\_ DATE: \_\_\_\_\_

By: \_\_\_\_\_  
(name) (title)

### REQUEST TO WITHHOLD INFORMATION

I request that the following information: \_\_\_\_\_

\_\_\_\_\_

Be withheld from: \_\_\_\_\_

For these reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Exhibit 8**

**DATA PRACTICES ADVISORY  
(Tennessen Warning)**

Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: \_\_\_\_\_  
\_\_\_\_\_.

You ☐ are / ☐ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: \_\_\_\_\_  
\_\_\_\_\_.

Other persons or entities who are authorized by law to receive this information are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## Exhibit 9

### SAMPLE CONTRACT PROVISION

Data Practices Compliance. This contract is governed by Minnesota Statutes Section 13.05, subdivisions 6 and 11, the provisions of which are incorporated by reference into this contract. The Bassett Creek Watershed Management Commission (“WMC”) agrees to give the CONTRACTOR access to data collected or maintained by the WMC as necessary to perform CONTRACTOR’S obligations under this contract. CONTRACTOR agrees to maintain all data created, collected, received, stored, used, maintained or disseminated by CONTRACTOR consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Sections 13.02, et seq. (the “Act”). CONTRACTOR will not release or disclose the contents of data classified as not public to any person except at the written direction of the WMC. CONTRACTOR agrees to defend and indemnify the WMC from any claim, liability, damage or loss asserted against the WMC as a result of CONTRACTOR’S failure to comply with the requirements of this paragraph; provided that CONTRACTOR shall have no duty to defend or indemnify where CONTRACTOR has acted in conformance with the WMC’s written directions.

## APPENDIX A

### PRIVATE AND CONFIDENTIAL DATA MAINTAINED BY WMC

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The list of data types is divided into the following categories: General and Personnel. The categories are provided only for convenience in locating types of data; inclusion in any particular category is not intended to indicate an exclusive location for that data type. (E.g., data listed under Personnel may be physically located in more than one WMC department.)

*[The WMC should review this list and determine whether there are any items for which it does not maintain data; if the WMC does not possess that category of data, modify appropriately.]*

#### **GENERAL**

##### **Applications for Election or Appointment**

CLASSIFICATION(S): Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 3

DESCRIPTION OF DATA: Data on applicants collected by the WMC from the applicant's application is private, except the following is public: name, city of residence, education and training, employment history, volunteer work, awards and honors, and prior government service or experience. Once appointed, the following is public: residential address and either telephone number or email where the appointee may be reached, or both at the request of the appointee.

##### **Appraisal Data**

CLASSIFICATION(S): Confidential / Protected Nonpublic / Public

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 3

DESCRIPTION OF DATA: Appraisals made for the purpose of selling or acquiring land through purchase or condemnation.

##### **Audit Data (provided by State Auditor)**

CLASSIFICATION(S): Protected Nonpublic / Confidential

GOVERNING STATUTE: Minn. Stat. § 6.715, subd. 5

DESCRIPTION OF DATA: Data relating to an audit, examination or investigation performed by the state auditor. Data provided by the state auditor for purpose of review and verification must be protected from unlawful disclosure.

##### **Award Data**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.48

DESCRIPTION OF DATA: Financial data on business entities submitted to WMC for the purpose of presenting awards to business entities for achievements in business development or performance.

**Business Data**

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.591

DESCRIPTION OF DATA: Data submitted to the WMC by a business requesting financial assistance or a benefit financed by public funds are private or nonpublic data. The data becomes public when public financial assistance is provided or the business receives a benefit from the WMC, except that business plans, income and expense projections not related to the financial assistance provided, customer lists, income tax returns, and design, market and feasibility studies not paid for with public funds remain private or nonpublic.

**Civil Investigative Data**

CLASSIFICATION(S): Confidential / Protected Nonpublic/ Not public / Public

GOVERNING STATUTE: Minn. Stat. § 13.39

DESCRIPTION OF DATA: Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation.

**Community Dispute Resolution Center Data**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.88

DESCRIPTION OF DATA: Data relating to a case in a community dispute resolution program.

**Computer Access Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.15

DESCRIPTION OF DATA: Data created, collected, or maintained about a person's access to the WMC's computer for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services.

**Federal Contracts Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.35

DESCRIPTION OF DATA: All data collected and maintained by the WMC when required to do so by a federal agency as part of its contract with the WMC.

**Financial Disclosure Statements**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 1.

DESCRIPTION OF DATA: Financial disclosure statements of elected or appointed officials which, by requirement of the WMC, are filed with the WMC, are public data on individuals.

**Grants**

CLASSIFICATION(S): Nonpublic / Private

GOVERNING STATUTE: Minn. Stat. § 13.599

DESCRIPTION OF DATA: Data created by state agency providing grants and persons/agencies that apply for or receive grants.

**Identity of Employees Making Complaints**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)

DESCRIPTION OF DATA: The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by the individual's employer of any federal or state law or rule.

**Internal Auditing Data**

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.392

DESCRIPTION OF DATA: Data, notes, and preliminary drafts of reports created, collected and maintained by the internal audit offices of the city or by person performing audits for the WMC and relating to an audit or investigation; data on an individual supplying information for an audit or investigation, under specified circumstances.

**Internal Competitive Response**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 5, 13.37.

DESCRIPTION OF DATA: A bid or proposal to provide government goods or services that is prepared by the staff of a government entity in competition with bids or proposals solicited by the same government entity from the private sector or a different government entity from the private sector are classified as private or nonpublic until completion of the selection process or completion of the evaluation process at which time the data are public with the exception of trade secret data as defined and classified in Minnesota Statutes Section 13.37.

**Judicial Data**

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 4(e)

DESCRIPTION OF DATA: Judicial branch data disseminated to the WMC has the same classification in the hands of the WMC as it had in the hands of judicial branch entity providing it.

**Municipal Self-insurer Claims**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 9(a), 471.617, subd. 5

DESCRIPTION OF DATA: Data about individual claims or total claims made by an individual under a self-insured health benefit plan of a municipality.



**Pleadings**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 12

DESCRIPTION OF DATA: Pleadings in a lawsuit by or against the WMC.

**Property Complaint Data**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 1

DESCRIPTION OF DATA: Data that identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.

**Requests for Proposals**

CLASSIFICATION(S): Private/Nonpublic/Not public/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 3(b), 13.37.

DESCRIPTION OF DATA: Data submitted by a business to the WMC in response to a request for proposals is not public data until the responses are opened. Once the responses are opened, the name of the responder is public. All other data in a response to a request for proposal are private or nonpublic data until completion of the evaluation process. After completion of the evaluation process, all remaining data submitted by responders are public with the exception of trade secret data as classified in Minn. Stat. § 13.37. If all responses to a request for proposals are rejected prior to completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-solicitation of the requests for proposal results in the completion of the evaluation process or a determination is made to abandon the purchase. If rejection occurs after the completion of the evaluation process, the data remains public. If re-solicitation of the proposals does not occur within one year of the proposal opening data, the remaining data become public.

**Sealed Bids**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Sealed bids, including the number of bids received, prior to opening.

**Security Information**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data which if disclosed would be likely to substantially jeopardize the security of information possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs.

**Service Cooperative Claims Data**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.203

DESCRIPTION OF DATA: Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including any long-term disability plan, offered through Minnesota service cooperatives to Minnesota political subdivisions and survey information collected from employees and employers participating in these plans and programs, except when the executive director of a Minnesota service cooperative determines that release of the data will not be detrimental to the plan or program, are classified as nonpublic data not on individuals.

**Social Security Numbers**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355

DESCRIPTION OF DATA: Social security numbers of individuals, whether in whole or in part.

**Social Security Numbers on Mailings**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355, subd. 3

DESCRIPTION OF DATA: WMC may not mail, deliver, or cause to be mailed or delivered an item that displays a Social Security number on the outside of the item or visible without opening the item.

**Trade Secret Information**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data, including a formula, pattern, compilation, program, device, method, technique or process: (1) that was supplied by the affected individual or organization; (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy; and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

**Utility Disconnection Notice**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.681, subd. 6

DESCRIPTION OF DATA: Utility data on disconnections provided to cities under Minn. Stat. § 216B.0976.

**WMC Attorney Records**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.393

DESCRIPTION OF DATA: The use, collection, storage, and dissemination of data by the WMC attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is confidential. Data which is the subject of the “work product” privilege is confidential.

DRAFT

**PERSONNEL\***

\* “Personnel” includes those individuals who (i) are or were employees or applicants for employment with the WMC, (ii) perform services on a voluntary basis for the WMC, (iii) act as an independent contractor with the WMC.

**Employee Drug and Alcohol Tests**

CLASSIFICATION(S): Confidential / Private

GOVERNING STATUTE: Minn. Stat. §§ 13.7905, subd. 5(c), 181.954, subd. 2 and 3

DESCRIPTION OF DATA: Results of employee drug and alcohol tests.

**Employment and Training Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.47

DESCRIPTION OF DATA: Data on individuals collected, maintained, used, or disseminated because an individual applies for, is currently enrolled in, or has been enrolled in employment and training programs funded with federal, state or local resources.

**Examination Data**

CLASSIFICATION(S): Private / Confidential

GOVERNING STATUTE: Minn. Stat. § 13.34

DESCRIPTION OF DATA: Completed versions of personnel and licensing examinations.

**Human Rights Data**

CLASSIFICATION(S): Confidential / Private / Protected Nonpublic / Public

GOVERNING STATUTE: Minn. Stat. §§ 13.552, 363A.28 and 363A.35

DESCRIPTION OF DATA: Data maintained by the human rights department of the WMC, including: investigative data in an open case file; the name and address of the charging party or respondent, factual basis of the allegations, and statute or ordinance under which the charge is brought; investigative data in a closed case file.

**Labor Relations Information**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position.

**Personnel and Employment Data**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Data on individuals collected because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with a government entity.

**Salary Benefit Survey Data**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.435

DESCRIPTION OF DATA: Salary and personnel benefit survey data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with the written understanding that the data shall not be made public.

DRAFT

## Appendix B

### Forms which Request Private and Confidential Data

*[WMC needs to update]*

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# **Bassett Creek Watershed Management Commission**



## **POLICY MANUAL**

**July 12, 2011 DRAFT**

<b>1</b>	<b><u>INTRODUCTION .....</u></b>	<b><u>3</u></b>
<b>2</b>	<b><u>INTERNAL GOVERNANCE POLICIES .....</u></b>	<b><u>3</u></b>
2.1	BOARD MEMBER INTERACTION WITH COMMISSION CONSULTANTS.....	3
2.2	GUIDELINES FOR CONSULTANT SERVICES .....	4
2.3	ADMINISTRATOR POLICIES .....	5
2.4	CITIES RESPONSIBILITIES.....	5
2.5	COMMITTEE RESPONSIBILITIES.....	7
2.6	RECORDS AND DATA RETENTION .....	8
2.7	POLICIES AND PROCEDURES FOR PUBLIC ACCESS TO DOCUMENTS.....	8
2.8	PUBLIC PURPOSES EXPENDITURES.....	11
2.9	INVESTMENT AND DEPOSITORY OF FUNDS .....	13
2.10	REQUIRED SCHEDULED ACTIVITIES .....	15
2.11	CODE OF ETHICS/CONFLICT OF INTEREST .....	15
<b>3</b>	<b><u>EXTERNAL/OPERATIONAL POLICIES.....</u></b>	<b><u>16</u></b>
3.1	PROJECT REVIEW FEES.....	16
3.2	FUNDING.....	16
3.2.1	GENERAL ADMINISTRATIVE COSTS.....	16
3.2.2	CAPITAL IMPROVEMENT PROGRAM FUNDING.....	17
3.3	ADMINISTRATIVE EXPENSE CHARGES TO CAPITAL IMPROVEMENT PROJECTS .....	18
3.4	CAPITAL IMPROVEMENT PROGRAM CLOSED PROJECT ACCOUNT POLICY .....	19
3.5	CREEK AND STREAMBANK MAINTENANCE, REPAIR AND CHANNEL SEDIMENT REMOVAL FUND .....	20
3.6	EXTERNAL COSTS OF CAPITAL IMPROVEMENT PROJECTS .....	21
3.7	ADMINISTRATION OF BCWMC WATER QUALITY MANAGEMENT STANDARDS.....	21
3.8	PUBLIC INVOLVEMENT .....	22
3.9	REVIEW OF IMPROVEMENTS, DEVELOPMENT PROPOSALS, AND OTHER AGENCY PERMITS.....	23

## Appendices:

### Appendix A. Records Retention Policy

#### References (not included)

- A. Bassett Creek Watershed Management Commission Watershed Management Plan, September 2004
- B. Local Cooperation Agreement Between the Department of the Army and City of Minneapolis
- C. Mississippi WMO Joint and Cooperative Agreement for Boundary Change
- D. BCWMC Bylaws
- E. BCWMC Joint Powers Agreement



## 1 Introduction

The Bassett Creek Watershed Management Commission's (BCWMC) strategic management review in 2008 by Springsted, Inc. showed that a Policy Manual would facilitate consistent implementation of current governance and operational policies. In addition, this manual clearly documents policies and procedures for new BCWMC Commissioners and Technical Advisory Committee members. This document is the result of the Board's request for a manual that collects those policies in one place.

The foundation documents for the BCWMC are:

- Minnesota Statute 103B.201
- 1993 BCWMC Joint Powers Agreement
- 2001 revised BCWMC Bylaws
- the BCWMC Watershed Management Plan

This manual will be reviewed annually and updated as necessary. Within 60 days of adoption, this manual will be submitted to the Office of the State Auditor in compliance with Minnesota Statutes section 6.756, as will any revisions when adopted.

## 2 INTERNAL GOVERNANCE POLICIES

### 2.1 Board Member Interaction with Commission Consultants

**Policy:** All consultants to the Commission work under the direction of the Administrator except for legal counsel and auditors who have a professional responsibility to the BCWMC. Consistent with this professional responsibility, Commissioners will endeavor to keep the Administrator and/or Commission Chair informed of conversations and other written communication with consultants as appropriate to facilitate the coordination of Commission activities.

**Description:** In order for the Commission to function as a cooperative entity and avoid contradictory assignments, it is necessary for the Administrator and/or Commission Chair to be kept informed of communications with consultants.

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

**Strategies to implement policy:**

1. In order to comply with Open Meeting law requirements, Commissioners will route communications with other Board members through the Administrator.
2. Commissioners will bring suggestions, requests and recommendation for consultant assignments and preparation of work products to the commission for approval and assignment.

3. Individual Commissioners are encouraged to seek information and explanations, especially on upcoming agenda items, from consultants, but will exercise judgment to ensure such requests are reasonable in scope and number, and that substantial costs are not incurred in complying with such requests.
4. Individual Commissioners may not request the preparation of work product or substantial expenditures of time/effort by consultants to the commission without authorization. The Chair, at her/his discretion, may request preparation of work product when necessary to expediently pursue the commission's business, subject to the policies in this manual.
5. The Commission administrator must be made aware of upcoming requests for work product and studies from Commission consultants.

## **2.2 Guidelines for Consultant Services**

**Policy:** Commission will establish clear guidelines allow the Commission and consultants to share the same expectations of duties and responsibilities.

**Description:** It is in the nature of the duties and responsibilities of the Bassett Creek Watershed Management Commission that the Commission's consultants (administrator, recording secretary, attorney, engineer, etc.) are sometimes called on to do work or provide services on behalf of the Commission when there is not an opportunity to secure prior authorization for the work by the Commission. These guidelines are intended to provide guidance to consultants in those situations.

**Applicable funding:** Not applicable

**Adopted:** May 2010

**Citation:** BCWMC Memo (Draft resolution, Item 4H, BCWMC Board agenda, April 15, 2010)

### **Strategies to implement policy:**

1. When reasonably practicable, consultants will secure prior approval of the Commission for providing services to the Commission.
2. No prior authorization by the Commission is needed in the following circumstances:
  - a) Work or services included in the budget (if the budget for that item has not been exceeded).
  - b) Project reviews in response to applications received by the Commission.
  - c) Routine telephone calls or requests for information from Commissioners, member cities, government agencies, or citizens.
  - d) Responding to requests for information or assistance from member cities when services will not exceed \$2,000.
3. If the work or services ordered do not fall within the exceptions listed in strategy 2, above, the consultant will contact the Administrator for authorization to proceed. If the consultant is unable to contact the Administrator, the consultant may contact the Chair.

The Chair may give advice to the consultant as to whether to proceed with such work. The Chair may convene a meeting of the Executive Committee if, in the judgment of the Chair, such a meeting is warranted to decide whether to authorize the work.

4. The consultant may contact the Administrator for authorization to proceed at any time the consultant is in doubt about whether to proceed.
5. Budget exceedances must be approved by the Commission if they fall outside a \$2,000 limit.

## **2.3 Administrator Policies**

**Policy:** The Administrator works at the direction of the Commission to assist the Board.

**Description:** The guide for the relevant policies pertaining to the Administrator will be governed by the contract between the Administrator and the Commission, as well as the Work Plan.

**Applicable funding:** Annual budget amount

**Adopted:** April 2010

**Citation:** BCWMC Administrator's contract

**Strategies to implement policy: (See Administrator's contract and Work Plan)**

## **2.4 Cities Responsibilities**

**Policy:** The BCWMC has been a successful organization due to its leadership and the cooperation of the nine member cities. Cities have responsibilities to the BCWMC, as set by either the policies stated in the BCWMC Watershed Management Plan (WMP), the joint powers agreement, or BCWMC board actions.

**Description:** A key means by which the Commission works with cities is by working cooperatively to identify water quality improvement projects within the Commission.

**Applicable funding:** Administrative fund

**Adopted:** 2004

**Citation:** BCWMC Watershed Management Plan

**Strategies to implement policy:**

1. **Technical Advisory Committee:** The BCWMC amended its bylaws in July 2001 to allow each member city to appoint a technical advisor to the BCWMC. This helped maintain continuity as the BCWMC transitioned to citizen leadership, and provided an important opportunity for continuous communication between the member cities and the BCWMC. The technical advisors are allowed to ask questions and express opinions, but are not allowed to vote. It is the responsibility of each member city to appoint a technical advisor and encourage the technical advisor to attend the BCWMC meetings.
2. **Project Review & Permitting:** Each member city is responsible for informing developers and other project applicants regarding the BCWMC policies. City staff is responsible for providing applicants with the BCWMC development requirements or directing applicants to the BCWMC website at [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org). Questions

or comments regarding the BCWMC policies or development requirements may be directed to the appropriate Commissioner or to the BCWMC staff. The BCWMC will review developer's submittals and other proposed projects only after the applicant demonstrates that the project has received preliminary approval from the member city, indicating compliance with its existing local plan. Once the proposed project has received preliminary approval from the city, the BCWMC Application Form shall be signed by city staff and submitted to the BCWMC for its review. The signed application form authorizes the BCWMC or its staff to commence its review.

3. **Permitting:** The BCWMC does not issue formal permits. Instead, the member cities must implement the BCWMC's development policies. See WMP, Section 5.2.2.2, policy B. The BCWMC or its staff will send a letter of approval to each member city, stating the proposed project meets the requirements of the BCWMC Plan, prior to the city issuing its construction permit or other approval.
4. **Commissioner and Alternate Commissioner appointment:** Each member city is entitled to appoint one Commissioner and one alternate Commissioner to the BCWMC Board of Commissioners. See WMP, Section 2.2 for information about Commissioner appointments and terms.
5. **Local watershed plan:** Each member city is required to prepare a management plan that conforms with the BCWMC Plan. The BCWMC is required to review and approve each municipal plan. See WMP, Section 12.4 for more information about local watershed planning and requirements.
6. **Implement water quality improvement projects:** The BCWMC and member cities will implement the water quality improvement projects listed in the WMP, Table 12-2 (from WMP, Section 4.2.2.1, policy D).
7. **Land Acquisition:** Each member city is required to acquire the necessary easements or right-of-way or interest in land upon order of the BCWMC board of Commissioners.
8. **Pollution Control and Water Quality:** Each member city shall refuse to allow the drainage of sanitary sewage or industrial wastes onto any land or into any watercourse or storm sewer discharging into Bassett Creek.
9. **Finances:** Each member city is required to contribute each year to the BCWMC general fund (see WMP, Section 12.2.2.1).
10. **Bassett Creek Flood Control Project:** The Operation and Maintenance Manual for the Bassett Creek Flood Control Project requires an annual inspection to review the condition of the flood control features. The flood control project was turned over to the local sponsor (BCWMC) during 2002, which means BCWMC is now responsible for inspecting the flood control features. The routine maintenance, including debris and vegetation removal and other miscellaneous maintenance tasks, is the responsibility of the city the structure is located in (from WMP, Section 5.2.2.1, policy F). The BCWMC will fund larger structural maintenance work.

The cities must submit any proposed changes to the flood control project system to the BCWMC for review and approval before any changes can be made (from WMP, Section 5.2.2.1, policy J).

11. **Other Proposed Flood Control Projects:** The cities must submit all proposed changes to either existing control structures, structures along the BCWMC trunk system, or structures between the BCWMC storage sites and the designated trunk, to BCWMC for review and approval before any changes can be made (from WMP, Section 5.2.2.1, policy K).
12. **City Ordinances:** The member cities will implement ordinances in conformance with the BCWMC's WMP and other policies (from WMP, Section 6.2.2, policy). City ordinances must also include the requirements and procedures for reviewing, approving and enforcing erosion control plans (from WMP, Section 6.2.2, policy F).
13. **Stream Restoration:** The member cities are to complete and update their inventories of significant erosion and sedimentation areas along the Bassett Creek trunk system and share this information with the BCWMC (from Section 7.2.2, policy F of the Watershed Management Plan). The BCWMC will allocate funds from the Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund only for those areas identified in a completed inventory.

Member cities are responsible for funding stream maintenance and repairs that are primarily aesthetic improvements (from Section 7.2.2, policy J).
14. **Wetlands Management:** Member cities will be in conformance with State law, Commission policies, and the WMP.

The member cities are required to manage wetlands in accordance with the WCA (from WMP, Section 8.2.2, policy F). The cities of Crystal, Golden Valley, Minneapolis, Minnetonka, New Hope, and Plymouth are the LGUs responsible for administering the WCA.
15. **Groundwater:** The member cities must conform to State law and the BCWMP WMP regarding groundwater.

## 2.5 Committee Responsibilities

**Policy:** Committees will be assigned clear guidelines by the Commission to allow the efficient operation of the Commission.

**Description:** The Bassett Creek Watershed Management Commission has several committees with separate responsibilities. These guidelines are intended to provide guidance to Commissioners.

**Applicable funding:** Not applicable

**Adopted:** July 2001

**Citation:** BCWMC Bylaws, Article VI, Section 3

### Strategies to implement policy:

1. Commissioners are encouraged to serve on BCWMC committees to deepen their awareness and knowledge of Commission issues.
2. Committees may contain persons who are not members of the Commission.
3. Commission may assign additional tasks to committees specific to its' duties.

## 2.6 Records and Data Retention

**Policy:** The preservation and orderly disposition of watershed management records are governed by Minnesota Statutes 138.17, Subdivision 1. No Commission records can be destroyed or removed from Commission custody without signed authorization by the Records Disposition Panel as constituted by the statute.

**Description:** Further information and forms on which to request permission to destroy records on a onetime basis or to transfer noncurrent records to the State Archives are available from the State Archives, Minnesota Historical Society, at: 345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906.

**Applicable funding:** Administrator and/or Recording Secretary budgets

**Adopted:**

**Citation:** Minnesota Statute 13, Data Practices Act and Minnesota Statutes 138.17, Subdivision 1.

**Strategies to implement policy:**

See Appendix A

## 2.7 Policies and Procedures for Public Access to Documents

**Policy:** BCWMC data will be available to the public as per the Data Practices Act (DPA), Minnesota Statutes, Chapter 13.

**Description:** This policy is adopted pursuant to Section 13.03, subdivision 2 of the DPA, which states that every public body shall establish procedures to implement the DPA. The DPA states that data of public bodies are to be available to the public unless specifically exempted under the law in cases where individual privacy would be violated or where other valid concerns outweigh the interest in public availability. In addition, the Commission has adopted and maintains a Records Retention Schedule, which is an index of the records and data maintained by the Commission. The Commission recognizes the public interest in open access to its data as well as the public interest that requires that certain types of data not be publicly available. It is the intent of the Commission to comply fully with the DPA and, where the DPA allows for the exercise of judgment, to exercise that judgment consistent with the public interests underlying the law.

**Applicable funding:** Administrator and/or Recording Secretary Budgets

**Adopted:**

**Citation:**

**Strategies to implement policy:**

1. Procedure for Review of Commission Documents

All requests to inspect or receive copies of Commission data, and all other inquiries regarding the DPA, must be in writing and sent by U.S. Mail, addressed to the "Data Practices Compliance Official," at the following address:

Bassett Creek Watershed Management Commission  
7800 Golden Valley Road  
Golden Valley, MN 55427

The Chair of the BCWMC is designated as the Responsible Authority and the BCWMC Administrator is designated as the Data Practices Compliance Official.

Requests to inspect or obtain copies of Commission data must be in writing to ensure that the Commission's response is timely and complete. In the case of an individual who wishes to inspect Commission data, the Data Practices Compliance Official will help to ensure that documents of interest have been gathered, that documents to be withheld from inspection pursuant to the DPA have been segregated, and that someone is available to assist the requesting individual. The Commission will provide requested data for inspection at the Commission office, or other location to be specified by the Data Practices Compliance Official. Commission files may not be removed.

The DPA requires that individuals be permitted to inspect or copy data within a reasonable time of a request. The Commission will attempt to respond to requests as quickly as possible. The response time will vary depending on the breadth of the request and the completeness and accuracy of the request.

If the Commission determines that certain data cannot be made available for inspection or copying, it will inform the individual of the classification of the data in question under the DPA and of the legal basis for denial of access.

The Commission may provide requested copies of data immediately or may advise that the copies will be provided as soon as reasonably possible thereafter. The ability to provide copies immediately depends on the number of copies requested, the availability of copying equipment, staff workload and the need to deliver the data elsewhere for copies to be made (e.g., oversize documents, tapes, electronic data).

## 2. Costs

There is no cost to inspect documents. If document copies are requested, the requesting individual will be charged 25 cents per page for up to 100 standard-sized black-and-white copies. Copies of documents will not be certified as true and correct copies unless certification is specifically requested. The fee for certification is \$1 per document.

With respect to oversize copies, tapes, electronic data, photographs, slides and other unusual formats, the requesting individual will be responsible for the actual cost incurred by the Commission to make the copy itself or to use a vendor.

An individual requesting copies or the electronic transmittal of more than 100 pages of data is responsible to pay the Commission the actual cost, including the cost of staff time, to search for and retrieve data and to make, certify, compile and transmit copies. Staff costs will be assessed based upon established hourly rates.

If an individual so asks, before copies are made the Commission will advise of the approximate number of pages of documents responsive to a request or the likely cost of responding to a request. Payment may be made by check. The Commission may

require payment in advance.

When an individual asks for a copy of data that have commercial value and were developed with a significant expenditure of public funds by the Commission, the Commission may charge a reasonable fee that relates to the actual cost of developing the data. As a condition of making certain commercially valuable data available, the Commission may require execution of a license agreement limiting use or further distribution.



## 2.8 Public Purposes Expenditures

**Policy:** The Bassett Creek Watershed Management Commission policy is to spend public money only for Commission purposes. To that end, the Commission has adopted a policy regarding expenditures for travel, training, etc.

**Description:** Minnesota law mandates that governmental entities make expenditures only for public purposes and only as authorized to accomplish the purposes for which the entity was created. The BCWMC establishes the following policy and protocols to ensure that BCWMC expenditures serve clear, documented watershed purposes. The BCWMC will be responsible for the implementation of this policy and associated protocols.

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

### Strategies to implement policy:

1. **Travel.** The BCWMC may pay reasonable and necessary expenses for travel, lodging, meals and appropriate incidental expenses related to the performance of official BCWMC functions. Expenditures must be approved in advance by the Commission and must be directly related to the performance of BCWMC functions.

A staff member or Commissioner will be reimbursed for mileage expenses incurred when using the staff's or Commissioner's personal vehicle to conduct BCWMC business. Mileage will be reimbursed at the tax-deductible mileage rate set by the federal Internal Revenue Service. Mileage expenses need not be approved in advance, but mileage expenses will be reimbursed only when accompanied by documentation of the date, number of miles traveled, purpose and destination(s).

2. **Staff and Commissioner training.** The BCWMC may pay reasonable registration, tuition, travel and incidental expenses (including lodging and meals) for education, development and training when expenditures are directly related to the performance of duties. Expenditures must be approved in advance by the Commission.
3. **Food and beverages.** The BCWMC may pay for food and beverages when necessary to ensure meaningful, efficient and effective participation of staff, Commissioners/staff or the public in activities, events and functions directly related to BCWMC purposes. Circumstances under which BCWMC expenditures for food and beverages will be allowed include:
  - a. Food and/or beverages provided as part of a structured agenda of a conference, workshop, work session, outreach meeting, seminar, when the topic or subject of which relates to the official business of the BCWMC and the majority of the participants are not BCWMC staff or Commissioners/staff;
  - b. Food and/or beverages may be provided as part of a formal meeting primarily for BCWMC staff or Commissioners/staff where food and/or beverages are necessary to facilitate the conduct of the meeting, to ensure continuity and

support the participation of staff, Commissioners/staff and other participants. Examples of potential qualifying events include:

- i. An extended planning or operational analysis meeting;
    - ii. An extended meeting of department Commissioners/staff, with or without BCWMC Commissioners/staff, to develop long-term strategic plans;
    - iii. A structured training session for staff generally; or
    - iv. Official meetings of the BCWMC Commission, a committee, task force or advisory group.
  - c. Food and/or beverages may be provided for occasional staff recognition and appreciation events and activities, when approved by the Commission in accordance with a BCWMC staff recognition and appreciation policy and budget.
  - d. The BCWMC may pay for food and/or beverage expenses incurred in connection with a meeting or event attended by staff and/or Commissioners/staff, the primary purpose of which is to discuss, negotiate or evaluate a plan, program, project or other endeavor directly related to BCWMC purposes.
  - e. BCWMC meetings and training sessions will be scheduled to avoid the need to provide food whenever possible.
  - f. The BCWMC will not pay for alcoholic beverages under any circumstances.
5. **Outreach and stakeholder involvement.** The BCWMC may pay for community and stakeholder outreach and involvement programs to ensure the efficient and effective conduct of BCWMC programs, projects and meetings conducted to gather public and intergovernmental input and participation in BCWMC planning, research, rulemaking and program or project design.
6. **Membership, donations.** BCWMC funds may be expended for membership in professional organizations if the organization is an association of a civic, educational or governmental nature and its activities are directly related to BCWMC purposes or the improvement of BCWMC operations. BCWMC funds may not be donated to any professional, technical or charitable organization, person or private institution. The BCWMC may contract for services rendered by such organizations.
7. **Protocols.** The following protocols are established to ensure compliance with above policies:
- a. All invoices or reimbursement requests must include or be accompanied by a copy of the Administrator's written approval and must include itemized receipts or other appropriate documentation of expenses incurred. Documentation also must include the date the expense(s) were incurred, location, purpose, participating or attending individuals and relevant affiliation, explanation of the need for food and/or beverage for the meeting, event or activity, and any other relevant information.
  - b. Copies of all documentation specified herein will be recorded and maintained in accordance with the BCWMC records retention policy.

**8. Miscellaneous.**

- a. The BCWMC administrator will secure an approval described above for expenses he or she will incur from the Chair of the Commission, except that the Administrator may approve expenses for BCWMC-conducted programs, events, and activities.

**2.9 Investment and Depository of Funds**

**Policy:** The Commission adopts the following guidelines regarding investment of Commission funds.

**Description:** It is the responsibility of the Commission to invest Commission funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio and to ensure compliance with statutory requirements applicable to the Commission's designation a depository financial institution. Investments will be made in compliance with statutory constraints and in safe, low-risk instruments.

**Applicable funding:** Operating budget

**Adopted:**

**Citation:** Minnesota Statute Chapter 118A

**Strategies to implement policy:**

1. **Scope.** This policy applies to all financial assets of the Commission including but not limited to:
  - General Fund
  - Construction Fund
2. **Designation of Depository and Collateralization.** The Commission annually will designate a financial institution or institutions in the State of Minnesota as the depository of Commission funds. In the event the Commission does not designate a depository in any particular year, the last-designated depository will continue in that capacity. Each depository will furnish collateral, as necessary, in the manner and to the extent required by Minnesota Statutes section 118A.03, as it may be amended, and other applicable law. Collateral will be held in safekeeping in compliance with Section 118A.03, as it may be amended.
3. **Delegation of Authority.** Minnesota Statutes section 118A.02 provides that the governing body may authorize the treasurer or chief financial officer to make investments of funds under Sections 118A.01 to 118A.06 or other applicable law. The Commission authorizes the Treasurer or Deputy Treasurer to invest Commission funds pursuant to this policy and state law for the Bassett Creek Watershed Management Commission.

The Treasurer or Deputy Treasurer shall assure compliance with this policy and further develop and maintain adequate controls, procedures, and methods assuring security and accurate accounting on a day-to-day basis.

4. **Objectives.** At all times, the Commission's investments shall be made and maintained in accordance with Minnesota Statutes Chapter 118A as it may be

amended. The primary objectives of the Commission investment activities shall be in the following order of priority:

i. Security

Security of principal is the foremost objective of the investment portfolio. Preserving capital and protecting investment principal shall be the primary objective of each investment transaction.

ii. Liquidity

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements.

iii. Return on Investment

The investment portfolio shall be designed to manage the funds to maximize returns consistent with items A and B above and within the requirements set forth in this policy.

5. **Prudence.** The “prudent person” standard shall be applied in managing Commission investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, in accordance with this policy.
6. **Eligible Investments.** All investments will be considered eligible if they are made in accordance with Minnesota Statutes Section 118A.04.
7. **Investment Restrictions.** In addition to statutory prohibitions, investments specifically prohibited are derivative products, structured notes, inverse index bonds, repurchase agreements not authorized by statute, and other exotic products.
8. **Safekeeping.** Commission investments, contracts and agreements will be held in safekeeping in compliance with Minnesota Statutes Section 118A.06. In addition, before accepting any investment of Commission funds and annually thereafter, the supervising officer of the financial institution serving as a broker for the Commission shall submit a certification stating that the officer has reviewed the Commission Investment and Depository Policy and incorporated statement of investment restrictions, as well as applicable state law, and agrees to act in a manner consistent with the policy and law. The Commission will annually will provide the policy, as it may be amended. The certification shall also require the supervising officer to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the Commission. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the Commission funds.
9. **Conflict of Interest.** Any Commissioner or staff member involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.

**10. Internal Controls and Reporting.** Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Before the Commission invests any surplus funds, competitive quotations shall be obtained. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations will be requested for instruments that meet the maturity requirement. The Commission will accept the quotation that provides the highest rate of return within the maturity required and within the limits of this policy.

The Commission Treasurer or Deputy Treasurer shall be limited to investing funds for up to a maximum term of seven years. The Commission administrator shall request approval from the Commission to authorize investment of funds for terms exceeding seven years.

Monthly, the Commission Treasurer or Deputy Treasurer shall provide an investments report to the Commission. Investments shall be audited and reported with financial statement annually. It shall be the practice of the Commission to review and amend the investment policy from time to time as needed.

## **2.10 Required Scheduled Activities**

**Policy:** The Commission will carry out the following tasks annually:

- Annual financial audit
- Annual selection of official newspaper
- Annual selection of BCWMC officers
- Annual depository bank identification
- Bi-annual consultant solicitation

**Description:** These tasks are required by the BCWMC Joint Powers Agreement.

**Applicable funding:** Not applicable

**Adopted:**

**Citation:** BCWMC Joint Powers Agreement

## **2.11 Code of Ethics/Conflict of Interest**

**Policy:** The Bassett Creek Watershed Management Commission seeks to operate in accordance with high ethical standards and wishes to establish clear guidelines for the ethical conduct of Commission business.

**Description:** Ensuring that conflicts of interest do not affect Commission proceedings is an essential element of maintaining high ethical standards. Therefore, to supplement and specify its commitment to compliance with the Ethics in Government Act, Minnesota Statutes section 10A.07, the Commission has adopted a conflict of interest policy.

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

**Strategies to implement policy:**

1. **Disclosure of conflicts.** A Commissioner who has a personal financial interest, or other private interest or relationship that limits the Commissioner's ability objectively to consider, deliberate or vote, in a matter scheduled to come before the board must prepare a written statement describing the matter requiring action and the nature of the potential conflict, and deliver the statement to the Chair of the Board of Commissioners prior to the board's consideration of or taking action on the matter. If a potential conflict arises and a Commissioner does not have sufficient time to prepare a written statement, the Commissioner must orally inform the board prior to discussion of the matter.
2. **Abstention.** A Commissioner must abstain from chairing any meeting, participating in any vote, offering any motion, or participating in any discussion on any matter that may substantially affect the Commissioner's financial interests or those of an associated business or family member, unless the effect on the Commissioner is no more than on any other member of the Commissioner's business classification, profession or occupation. Commissioners must also abstain from chairing any meeting, participating in any discussion, offering any motion, or voting on any matter in which a private interest or relationship of the Commissioner limits the Commissioner's ability objectively to consider, deliberate or vote. The Commissioner's nonparticipation in the matter will be recorded in the minutes.

### 3 EXTERNAL/OPERATIONAL POLICIES

#### 3.1 Project Review Fees

**Policy:** The Commission will charge a fee for review of all project plans and designs triggering the Commission's Requirements for Improvements and Development Proposals, including plans and designs submitted by member cities.

**Description:** Review fees are charged to the applicants for review to recover costs of the program. Charges are set on the basis of the size of the project, type, and also on wetland related projects.

**Applicable funding:** Project review fees

**Adopted:**

**Citation:** See current fee schedule.

**Strategies to implement policy:** See current fee schedule.

#### 3.2 Funding

##### 3.2.1 General Administrative Costs

**Policy:** Commission administration and programmatic costs will be funded through charges to member cities based on area and taxable value.

**Description:** Member cities are allocated their share of administrative costs based on a formula in the Joint Powers Agreement.

**Applicable funding:** Annual city funds

**Adopted:** July 30, 2002

**Citation:** Joint Powers Agreement, Section VIII, Subd. 3.

**Strategies to implement policy:**

1. Each year the Commission adopts a budget in accordance with the joint powers agreement between the member cities. The budget is adopted before July 1, and cities may comment on or object to the budget before August 1. The Commission adopts a budget after adjustments as necessary at the August meeting.
2. The general administrative costs are assessed among the member cities on the basis of a formula set in the joint powers agreement, which is 50% based on the net tax capacity of property within the watershed and 50% on the basis of land area within the boundaries of each city.

### **3.2.2 Capital Improvement Program Funding**

**Policy:** The County will levy an ad valorem watershed-wide tax for capital projects of greater than \$25,000.

**Description:** This process provides transparent oversight of Board decisions by elected representatives of member cities and Hennepin County. The BCWMC has been implementing its capital improvement program (CIP) since 2004. As called for in the BCWMC's approved watershed management plan, the BCWMC funds its water quality improvement projects using an ad valorem tax levy administered by Hennepin County (MN Statutes 103B.251). Although the BCWMC provides the funding, the member cities are responsible for constructing the CIP projects.

**Applicable funding:** Hennepin County ad valorem tax levy throughout the Bassett Creek watershed.

**Adopted:** 2004

**Citation:** Joint Powers Agreement, Section VII, Method of Proceeding, Subd. 5 and MN Statute 103B.251.

**Strategies to Implement Policy:**

1. Each year in December, the BCWMC member cities are contacted and asked if there are any recommended changes to the BCWMC CIP.
2. In January of every year, the BCWMC's Technical Advisory Committee (made up of city technical staff) reviews the projects in the BCWMC CIP and discusses any recommendations received from the member cities as a result of the December solicitation. The TAC makes a recommendation to the Commission regarding the CIP.

3. Also in January, the Commission reviews and takes action the TAC's CIP recommendation.
4. After ordering the project, the BCWMC certifies to Hennepin County the tax levy that is needed for the following year.
5. The procedures set forth in the joint powers agreement are similar to those followed by cities in the case of capital projects paid for by special assessments under Minnesota Statutes, Chapter 429. As in the case of 429 improvement projects, the process begins with the preparation of a feasibility report on the proposed project.
6. Following receipt of the feasibility report, the Commission would hold a hearing on the proposed project, giving at least 45 days notice to the clerk of each member city.
7. Following the hearing, the Commission could order the project by a 2/3 vote of its members. That order would designate the cities responsible to construct the project, direct the preparation of plans and specifications, and specify the percentage of project costs that are to be paid by each member.
8. The Commission may use one of several means to determine the amount to be paid by each member city.
  - a. First, the funding may be provided on the basis of a negotiated settlement among member cities.
  - b. Second, the cost may be provided by member cities on the same basis as the administrative formula.
  - c. Third, the Commission may modify the "50/50" formula by a 2/3 vote if it determines that any member community receives a direct benefit from the capital improvement that can be defined as lateral as well as a trunk benefit (which our legal counsel assumes would generally be a concept applied to water quantity rather than water quality projects), or if the Commission determines that the project provides direct benefit to one or more cities that is so disproportionate as to require in a sense of fairness a modification to the 50/50 formula. Any city aggrieved by the determination of the cost allocation may appeal the decision and have it submitted to arbitration.
9. Following the issuance of the order for the improvement, each city will be given at least 90 days to determine the method it will use to raise its share of the project cost. After 90 days has elapsed, or notice has been received, by the Commission from each city that it has made such a determination, the Commission may order the advertisement for bids for the project.

The project will be constructed by the city assigned responsibility for the project. Other cities will pay, or contract for the payment of, its share of the cost. Payment is to be made by member cities within 30 days of statements from the engineer certifying that the work has been done.

### **3.3 Administrative Expense Charges to Capital Improvement Projects**

**Policy:** The Commission will recover administrative costs not to exceed a 2.5% margin of the cost for CIP projects.



**Description:** This policy sets in place the method to compensate the Commission for administrative expenses associated with CIP projects.

**Applicable funding:** Not applicable

**Adopted:** August 2005

**Citation:** Meeting minutes August 18, 2005

**Strategies to Implement Policies:**

1. 2.5% is added to the CIP project levy to reimburse the Commission for administrative expenses.

### **3.4 Capital Improvement Program Closed Project Account Policy**

**Policy:** Funds remaining in the CIP construction account from completed projects may be used to reduce future tax levies for future CIP projects.

**Description:** The Commission established the CIP Closed Project Account (the "Account"). This Account will receive remaining funds from completed project accounts.

**Applicable funding:** CIP Closed Project Account

**Adopted:** October 20, 2005, Amended March 19, 2009

**Citation:** Policy statement by Commission

**Strategies to Implement Policy:**

1. Upon completion of CIP projects funded in whole or in part by a County tax levy and after reimbursement of Commission expenses and administrative charges and final payment to the City with responsibility for construction of the project, the construction account for that project will be closed and remaining funds will be transferred to the Closed Project Account.
2. As a general guiding principle, the Account will be used for expenses incurred for other projects in the Commission's CIP that are proposed to be funded with a County tax levy. Such expenses include:
  - a. The administrative and construction costs of CIP projects. Monies from the Account may be used to reduce or eliminate a tax levy for capital projects in the CIP by transferring monies to the construction accounts for those projects.
  - b. Reimbursement to the Commission's General Fund of expenses or administrative fees incurred in connection with a project if the tax settlement for that project is not sufficient to cover such expenses.
  - c. Reimbursement to cities that construct projects for administrative or construction costs if tax settlements received from the County are not sufficient to cover such costs. These costs might include cost overruns on projects, change orders, corrective follow-up work or repairs, or other unforeseen project costs.

- d. Prepayment of project costs to the Commission or to cities for project costs that are incurred before receipt of tax settlement from the County for that project.
  - e. Partial funding of TMDL study costs if the Commission has sufficient information to determine with reasonable assurance that the TMDL study will identify, plan, design, or redesign capital projects to be funded with a County tax levy.
3. The Commission does not intend to accumulate unreasonable balances in the Account. Because the Account could be used to fund projects in advance of receipt of tax settlement from the County, and because a number of larger projects in the CIP have total costs, or annual project costs, of approximately \$250,000, the Commission finds that an accumulation of up to \$250,000 is reasonable. Money will not be accumulated to an amount in excess of \$250,000 unless a specific use for such funds has been identified. The Account balances may be kept within this amount by expending funds for any of the purposes identified in this policy.
4. Each year the Commission will consider the status of the Account prior to certification to Hennepin County of requests for tax levies for capital projects.
5. If project costs exceed projections, cities responsible for construction may request additional funds.

### **3.5 Creek and Streambank Maintenance, Repair and Channel Sediment Removal Fund**

**Policy:** The BCWMC will contribute to the cost of maintain and repair of the banks and bed of and the removal of sediment from the creek.

**Description:** The BCWMC has established and maintains a Creek and Streambank Trunk System Maintenance, Repair, and Sediment Removal Fund through an annual assessment. This fund will be used to finance stream maintenance, repair, and restoration projects. This is part of the BCWMC's annual water quality and flood control program. The BCWMC established this policy and fund to realize benefits including reduced potential for flooding, water quality improvement, and mitigating water quality impairments. Member cities contribute through the annual assessment.

**Applicable funding:** Streambank Trunk System Maintenance, Repair, and Sediment Removal Fund

**Adopted:** November 13, 2003

**Citation:** See TAC memos (17 pages, 11/13/03)

#### **Strategies to Implement Policy:**

1. Fund will be used to support creek bank maintenance projects that have regional benefit, or to partially fund relatively low-cost localized projects that cities wish to undertake.
2. Finance maintenance and repairs needed to restore and maintain designed flow rate. The designed flow rate is the flow for the regulatory flood levels used to set the

Bassett Creek Flood Profiles Table 5.3 of the 2004 BCWMC Watershed Management Plan.

3. Based on an assessment of benefits to be realized, finance restoration of a damaged creek or streambank structures, and take steps to prevent imminent structural damage.
4. Finance a portion of a project that provides watershed benefits, including reduced potential for flooding, mitigation of water quality impairment, or minimizing the potential for water quality impairment.
5. Member cities will complete and update inventories of significant erosion and sedimentation areas along the Bassett Creek trunk system and will share this information with the BCWMC. The BCWMC will allocate funds from this fund only for those areas identified in a completed inventory.
6. Member cities are responsible for funding maintenance and repairs that are primarily aesthetic improvements.
7. The portion of the fund each member city is eligible to receive is based on the percentage of the trunk system that is located in each city.

### **3.6 External Costs of Capital Improvement Projects**

**Policy:** The Commission does not fund site preparation or property acquisition for Commission CIP projects, except for wetland preservation or replacement/mitigation costs.

**Description:** This policy explains what external costs of CIP projects the Commission will fund.

**Applicable funding:** CIP funding

**Adopted:** March 6, 2008

**Citation:** Memo from Charlie LeFevre, Kennedy and Graven, P.A. and Len Kremer, Barr Engineering, dated April 29, 2008.

**Strategies to Implement Policy:**

1. The BCWMC will pay the expenses associated with wetland mitigation on CIP projects.
2. Each member city is required to acquire the necessary easements or right-of-way or interest in land to facilitate construction of BCWMC CIP projects.

### **3.7 Administration of BCWMC Water Quality Management Standards**

**Policy:** The BCWMC will work closely with its nine member cities to assign responsibility for management of water resource issues, seeking to efficiently and effectively use the cities' and the Commission's planning and implementation resources.

**Description:** In an effort to enhance past and current initiatives, the BCWMC will assist citizens and cities with the management of water resources, in the following areas:

- Partner with member communities in the management of surface and groundwater for the benefit of citizens within the watershed and region.
- Work with citizens, citizen advisory groups and member communities to establish goals and prioritize and implement initiatives that will preserve and improve water resources within the watershed.
- Collect, develop, and distribute information regarding surface water and groundwater in the watershed to assist citizens and member cities in the preparation of local plans for the management of water resources.

**Applicable funding:** General fund and CIP fund

**Adopted:** 2004

**Citation:** See Watershed Management Plan, page 12-1

**Strategies to Implement Policy:** See WMP

### 3.8 Public Involvement

**Policy:** The Commission operates in a manner that fosters and encourages public involvement in its decision-making and planning.

**Description:** The BCWMC and the member cities have used various methods to educate/inform the public about BCWMC activities and water resource-related topics.

**Applicable funding:** Education and Outreach Committee budget

**Adopted:** 2004

**Citation:** See Watershed Management Plan, page 10-1 and Commission Letter to Hennepin County sent during 2009 Legislative session

**Strategies to Implement Policy:**

BCWMC's public involvement policies focus on three main efforts:

1. BCWMC tries to 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.
2. Public involvement – 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.
3. Changing behaviors – 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.

### 3.9 Review of Improvements, Development Proposals, and Other Agency Permits

**Policy:** Commission will review and comment on water resource impacts from development and redevelopment projects in the watershed, as well as on compliance with Commission policy.

**Description:** Cooperation between the BCWMC, the member municipalities, and concerned citizens is important to effectively facilitate the management of the watershed's water resources. Consistent with BCWMC policies and the joint powers agreement, the BCWMC desires to be informed of improvements or land development proposals that may affect the water and related resources of the watershed.

**Applicable funding:** General fund

**Adopted:** 2004

**Citation:** See Watershed Management Plan, page 12-2 and Requirements for Improvement and Development Proposals on BCWMC website.

**Strategies to Implement Policy:**

1. Commission will annually review its thresholds initiating review and adjust them as necessary to address our goals.
2. The BCWMC will review city water resource management plans for consistency with BCWMC goals and intercommunity consistency.

### 3.10 Dispute Resolution

**Policy:** The Commission will provide a process for solving potential disputes that allows the organization to focus on its goals.

**Description:** If watershed management disputes should arise between the BCWMC member cities, these disputes may be referred to the BCWMC for resolution. Although the BCWMC's joint powers agreement does not specifically give the BCWMC the power to decide such disputes, the BCWMC will hear the disputes and endeavor to reach a mutually agreeable solution whenever possible. Under the joint powers agreement, the BCWMC's findings and recommendations would not be binding unless the parties to the dispute wish to make a prior agreement to that effect.

**Applicable funding:** Administrative funds

**Adopted:** 2004

**Citation:** See Watershed Management Plan, page (see WMP, pg. 12-3)

**Strategies to Implement Policy:**

1. The BCWMC will mediate inter-community disputes relating to watershed management problems within the Bassett Creek watershed.
2. Disputes will be referred to a committee of three BCWMC members or alternate members from member communities who are not parties to the dispute. Members will

be appointed by the BCWMC chair or vice-chair, which will also appoint one of the three members as the chair of the committee.

3. The committee chair will call a meeting where each party to the dispute will be allowed to present its suggestions to resolve the dispute.
4. The committee may consult with the members of the BCWMC staff and will prepare findings and recommendations to resolve the dispute.
5. The committee's recommendation will be presented to the full BCWMC, which may accept, reject, or amend the recommendation before forwarding the findings and recommendations to the parties of the dispute.

## APPENDIX A

# Bassett Creek Watershed Management Commission

## Records Retention Schedule

Adopted XXX, 2011

All Commission records are created and retained in electronic forms, except that record series shaded below may be created and/or retain in hard copy form.

### Administration

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Advisory and technical committees – agendas, minutes, reports, related documents	Retain 10 years, then may be transferred to state archives	Public	
Affidavits of publication a. General notices, including project public hearings b. Rules	a. Retain 6 yrs b. Retain permanently	a. Public b. Public	
Agenda, board meetings and workshops	Retain 10 years, then may be transferred to state archives	Public	
Agreements and contracts, not otherwise scheduled herein	Retain 10 yrs after paid and audited	Public	
Annual reports	Retain 10 yrs, then transfer to state archives	Public	
Attorneys' opinions a. Opinions of Commission attorney and correspondence relating thereto b. Official interpretation regarding questions of legal rights or liabilities affecting Commission	a. Retain permanently or transfer to state archives when no longer needed b. Retain 10 yrs, then transfer to state archives	a. Public b. Public/Private-nonpublic	a. b. 13.393 13.39



<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Authority to dispose of records	Retain permanently	Public	
Bids and Quotations <ul style="list-style-type: none"> <li>a. Accepted, noncapital projects</li> <li>b. Rejected, noncapital projects</li> </ul>	<ul style="list-style-type: none"> <li>a. Retain 10 yrs after completion of project</li> <li>b. Retain 6 yrs</li> </ul>	<ul style="list-style-type: none"> <li>a. Public/nonpublic</li> <li>b. Public/protected nonpublic until all bids opened</li> </ul>	<ul style="list-style-type: none"> <li>a. 13.37</li> <li>b.</li> </ul>
Budgets – record copy	Retain permanently or transfer to state archives	Public	
Consultant Contracts	Retain 10 yrs	Public	
Correspondence <ul style="list-style-type: none"> <li>a. Constituents</li> <li>b. Municipalities/State Agencies</li> <li>c. Engineer</li> <li>d. Financial</li> <li>e. Transitory, such as electronic mail not in one of the above categories</li> </ul>	<ul style="list-style-type: none"> <li>a. Retain 6 yrs, then archive if documents historical</li> <li>b. Retain 6 years, then archive if historical</li> <li>c. Retain 10 yrs, then transfer to state archives</li> <li>d. Retain 5 yrs then transfer to state archives</li> <li>e. Retain until read</li> </ul>	Private/public	13.37; 13.44
Drafts, duplicates, notes and other documents that have not become part of an official transaction, not otherwise scheduled herein	Retain 2 yrs	Public	
Governance <ul style="list-style-type: none"> <li>a. Bylaws</li> <li>b. Policies</li> </ul>	<ul style="list-style-type: none"> <li>a. Retain permanently</li> <li>b. Retained only until superseded</li> </ul>	<ul style="list-style-type: none"> <li>a. Public</li> <li>b. Public</li> </ul>	
Historical data and photographs	Retain permanently or transfer to state archives	Public	

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Inventories – equipment supplies, etc.	Retain 10 yrs	Public	
Lawsuits <ul style="list-style-type: none"> <li>- General</li> <li>- Civil Lawsuits</li> <li>- Criminal Lawsuits</li> <li>- Attorneys' opinions, attorneys' briefs, testimony, depositions, correspondence, etc</li> </ul>	<ul style="list-style-type: none"> <li>a. Retain 10 yrs after settlement or resolution by court, administrative order and then transfer to state archives</li> <li>b. Retain 20 years after last activity</li> <li>c. Retain 2 years after last activity</li> <li>d. Retain 10 yrs, then archive</li> </ul>	<ul style="list-style-type: none"> <li>a. Public/private</li> <li>b.</li> <li>c.</li> <li>d. Public/private /and non-public</li> </ul>	<ul style="list-style-type: none"> <li>a. 13.30, 13.39</li> <li>b.</li> <li>c.</li> <li>d. 13.393, 13.39</li> </ul>
Leases	Retain 10 yrs after expiration of lease	Public	
Levy (tax) files – tax levies, related correspondence	Retain 5 yrs then transfer to state archives	Public	
Manuals	Retain until removed or superseded	Public	
Membership association documents (MAWD, Metro MAWD, etc.)	Retain 3 yrs	Public	
Minutes – Board meetings and workshops	<p>Written - Retain permanently</p> <p>Audio – open meetings (tapes and other recordings may be reused or discarded 1 yr. after formal approval of written minutes by board. Tapes or electronic recordings cannot be the permanent record).</p> <p>Audio – closed meetings (3 yrs for labor negotiations, 4 yrs for security information; 8 yrs for purchase or sale of real property; non-public/public; MS 13D.05, 13.37) (ADM 05960)</p>	Public	

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Newsletters, press releases generated by the Commission	Retain 10 yrs	Public	
Notices – official Commission meetings	Retain 6 yrs	Public	
Public hearings records	Retain 6 yrs or until recorded in minutes, do not archive	Public	
Recordings <ul style="list-style-type: none"> <li>a. Board meetings and workshops – audio recordings, closed meetings</li> <li>b. Board meetings and workshops – open</li> </ul>	<ul style="list-style-type: none"> <li>a. Tapes and other recordings may be discarded 3 yrs after meeting; 8 yrs or until purchase or sale is completed or abandoned for real estate negotiations.</li> <li>b. Tapes and other recordings may be reused or discarded 1 yr after formal approval of written minutes by board</li> </ul>	<ul style="list-style-type: none"> <li>a. Nonpublic/public</li> <li>b. Public</li> </ul>	<ul style="list-style-type: none"> <li>a. 13D.05, subd. 3; 13.37</li> </ul>
Technical Information <ul style="list-style-type: none"> <li>a. Printed material regarding the Commission</li> <li>b. Printed material not regarding the Commission</li> </ul>	<ul style="list-style-type: none"> <li>a. Retain 10 yrs, then transfer to state archives</li> <li>b. Discard when no longer needed</li> </ul>	<ul style="list-style-type: none"> <li>a. Public</li> <li>b. Public</li> </ul>	

4

**Bonds**

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Appearance bonds	Retain 6 yrs after completion of contract	Public	
Contractor license bonds, certificates of insurance, etc.	Retain 6 yrs after completion of contract	Public	
Fidelity bonds – managers	Retain 6 yrs after completion of service by	Public	

	manager		
Performance and payment bonds	Retain 6 yrs after completion of contract	Public	
Permit bonds	Retain 6 yrs after permit closure <sup>1</sup>	Public	

### Financial/Accounting

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Assessment rolls – copies of assessment rolls received from county auditor	Retained 6 yrs after final payment	Public	
Audit reports	Retain permanently	Public	
Billing statements	Retain 6 yrs	Public	
Bank statements – slips, bonds and reconciliations	Retain 6 yrs	Public	
Budget expenditure reports	Retain permanently	Public	
Checks – paid and returned a. Accounts payable b. Payroll	a. Retain 6 yrs b. Retain 6 yrs	a. Public b. Public/private	
Receipt registers	Retain permanently, and not archived	Public	
Deposit slips	Retain 6 yrs	Public	
General ledger – general, month-end	Retain permanently and do not archive	Public	
Investment documents – amounts invested and interest earned	Retain 4 yrs after maturity	Public	
Payroll	Retain permanently	Public/private	13.43
Pension and retirement plan	Retain permanently	Public or private	
Purged accounts	Retain 6 yrs (irrespective of audit)	Public	
Receipts and receipt books	Retain 6 yrs and do not archive	Public	
Staffing lists	Retain 6 yrs	Public	

<sup>1</sup> Retain copy if original returned to provider.

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Time sheets	Retain 6 yrs	Public/Private	13.43
W-2 statements	Retain 6 yrs	Public/Private	13.43
W-4 statements	Retain until replaced		
Workers' compensation reports	Retain 20 years	Public/Private	176.231
1099 statements	Retain 6 yrs	Public/Private	13.43

### Insurance

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Insurance – automobile, fire or other perils, property, public officials, general liability, umbrella liability	Retain 6 yrs after expiration	Public	
Workers' compensation a. Claim register b. Policies	a. Retain permanently b. Retain 6 yrs after expiration except those involving a minor, save until minor is 21	a. Public b. Public	a. 176.231

### Permits

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Applications – permits	Retain 10 yrs, then transfer to state archives	Public	
Correspondence – relating to permits	Retain 10 yrs, then transfer to state archives	Public	
Engineer's reports	Retain 10 yrs, then transfer to state archives	Public	
Inspectors' reports – includes reports, inspectors' documents relating to	Retain 10 yrs, then transfer to state archives	Public	

permit inspections			
Permit financial assurances – bonds, letters of credit	Retain 6 yrs after permit closure	Public	
Permits	Retain permanently	Public	
Plans	Retain permanently	Public	

### Capital Improvement Projects

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Commission documents relating to projects	Retain 10 yrs, then transfer to archives	Public	
Contracts	Retain 10 yrs, then transfer to state archives	Public	
Correspondence relating to projects	Retain 10 yrs, then transfer to state archives	Public	
Engineer's reports and related documents	Retain 10 yrs, then transfer to state archives	Public	
Property surveys	Retain permanently	Public	PLZ 02200
Related Public hearing documents	Retain 10 yrs, then transfer to state archives	Public	

### Programs

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Water quality, lake elevation, stream-flow a. Field notes and raw data b. Final reports	a. Retain until final report completed b. Retain permanently or transfer to state archives	Public	
Public opinion surveys	Retain permanently or transfer to state archives	Public	
Plans a. Watershed	a. Retain permanently or transfer to state	a. Public	

<p>management plans</p> <p>b. Local water management plans</p> <p>c. Program plans and work plans – approved by Board</p>	<p>archives</p> <p>b. Retain until updated</p> <p>c. Retain 6 yrs and do not archive</p>	<p>b. Public</p> <p>c. Public</p>	
<p>Rules – Commission approved</p>	<p>Retain permanently</p>	<p>Public</p>	

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6A – Direct Submittal of Major Plan Amendment to BWSR for Action  
BCWMC July 21, 2011 Meeting Agenda  
**Date:** July 13, 2011  
**Project:** 23/27-0051 2010 624/626

### 6A. Direct Submittal of Major Plan Amendment to BWSR for Action

#### Recommended/requested Commission actions:

1. Authorize Commission staff to submit a letter and supporting information requesting BWSR action on the BCWMC's Major Plan Amendment at its August 25 meeting.

#### Major Plan Amendment Submittal

The attached draft letter to the Board of Water and Soil Resources (BWSR) summarizes the proposed major plan amendment and process. It also summarizes project adjustments made to reflect the findings of feasibility studies presented to the Commission on June 16. The major plan amendment would modify the CIP to add three projects:

1. 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.
2. 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.
3. Construct a pond at Lakeview Park within the Medicine Lake watershed that would reduce nutrient loading to this impaired water for 2013.

The changes resulting from the feasibility studies for the Major Plan Amendment projects include:

1. An increased cost estimate for the Main Stem Channel Restoration project from \$600,000 to \$856,000.
2. A revised method to be implemented for the Wirth Lake Outlet Modification resulting in a reduction in the cost estimate from \$250,000 to \$180,000.
3. No change to the Lakeview Park pond project.



To: Bassett Creek Watershed Management Commission  
From: Barr Engineering Company  
Subject: Item Item 6A – Direct Submittal of Major Plan Amendment to BWSR for Action  
Date: July 13, 2011  
Page: 2

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## Major Plan Amendment Schedule

The following proposed schedule is based on 1) the recently revised statute regarding the plan review and approval process, and 2) the Commission's process for ordering CIP projects and certifying the tax levy. Steps completed are noted.

Schedule	Completed	Task
• May 2	Yes	Review/comment period ends
• May 2 – June 16	Yes	BCWMC staff drafts proposed responses to comments (if any)
• June 16	Yes	At regular meeting, the BCWMC: <ul style="list-style-type: none"><li>• Reviews comments and recommended responses (if any)</li><li>• Approves issuance of responses (if applicable)</li><li>• Hears results of the feasibility studies</li><li>• Conducts public hearing on plan amendment</li></ul> Hennepin County has until the public hearing to let BCWMC know of their approval/disapproval of proposed CIP projects.
• June 30 - August 19	No	<ul style="list-style-type: none"><li>• Direct submittal of revised plan amendment and related documents to BWSR for final review and approval</li><li>• Hennepin County approval of the plan amendment.</li><li>• 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.)</li></ul>
• August 25	No	Full BWSR board meeting to review recommendations from BWSR metro subcommittee and approval of the plan amendment.
• September 15	No	The BCWMC: <ul style="list-style-type: none"><li>• Gives final approval of the plan amendment.</li><li>• Conducts 103B.251 public hearing and (presumably) orders projects</li><li>• Approves tax levy request and certifies to Hennepin County</li><li>• Approves contracts with cities to construct the projects (if ready)</li></ul>



August 3, 2011

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

**Re: Major Plan Amendment for the Bassett Creek Watershed Management Commission's  
September 2004 "Watershed Management Plan"**

Dear Mr. Wozney:

The Bassett Creek Watershed Management Commission (BCWMC) proposes a major plan amendment to the September 2004 BCWMC *Watershed Management Plan* (BCWMC Plan). The proposed amendment would 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.
- 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.
- 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.

On February 25<sup>th</sup> of this year the BCWMC sent you a notice of this proposed amendment requesting comments during a 60 day review period. Since that time the Commission completed the comment period, approved feasibility reports for these projects further defining methods and costs for the projects, and held a public hearing on the amendment (record attached).

This letter requests BWSR approval of the proposed Major Plan Amendment at its August 25 meeting, and updates our February 25 correspondence to present adjustments to methods and cost estimates based on the feasibility reports.

The changes resulting from the feasibility studies for the Major Plan Amendment projects include:

1. An increased cost estimate for the Main Stem Channel Restoration project from \$600,000 to \$856,000.
2. A revised method to be implemented for the Wirth Lake Outlet Modification resulting in a reduction in the cost estimate from \$250,000 to \$180,000.
3. No change to the Lakeview Park pond project.

A revised CIP (Table 12-2 in the BCWMC Plan) showing all three projects is attached to this request. The revised table shows the three additional projects, along with the completed and future CIP projects from 2010 through 2018 with their estimated costs. Completed CIP projects are shown with the actual project costs incurred and the year of completion (shown in the notes at the bottom of the table).

Also attached are the proposed changes to the BCWMC Plan (Section 12.6.4, 2011 Major Plan Amendments). This language is in addition and does not replace any existing text.

The remainder of this letter describes the proposed BCWMC Plan modifications in more detail and the major plan amendment process.

### **Addition to the CIP— Main Stem of Bassett Creek through Minneapolis and Golden Valley (2012)**

The BCWMC Plan recognized the need to restore stream reaches damaged by erosion or affected by sedimentation. Section 7.0 of the BCWMC Plan describes the issue, the Commission's policies relating to channel restoration, and the benefit of stream restoration in preserving fisheries habitat and minimizing nutrient and sediment loads to the creek and downstream waters. The Commission established the Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund (the Restoration Fund) to address the issue. The Commission decided to assess the cities in the watershed \$25,000 annually to fund channel restoration projects (Restoration Fund). The cities conducted inventories of the channel reaches and the BCWMC Plan identified specific problem areas.

The main stem of Bassett Creek through Minneapolis and Golden Valley has numerous problem areas identified in the Minneapolis Park & Recreation Board (MPRB) Erosion Site Survey. The problems include degraded vegetative diversity and invasive species, steeply incised banks, areas of active bank erosion, and deposition of sediments.

The work to restore the channel in this area has been requested by the MPRB, which owns nearly all of the property adjacent to the creek. The MPRB is redeveloping a large portion of adjacent park area in Wirth Regional Park and desires to minimize the disruption to the park and coordinate the restoration work with the park development.

The Bassett Creek Minneapolis Main Stem channel restoration project proposed to be added to the CIP will consist of a variety of erosion control measures including:

- Rock vanes to direct flow away from eroding stream banks
- Check dams to prevent erosion of the stream bottom
- Armoring the banks
- Redirecting runoff that is contributing to slope failures
- Re-grading, stabilizing and re-vegetating slopes and the shoreline.

The total estimated cost of the restoration project is \$856,000.

### **Addition to the CIP— Wirth Lake Outlet Modification (2012)**

The Implementation Plan for the Wirth Lake TMDL calls for a project to modify the lake's existing outlet structure to prevent the flow of water from the creek to the lake during high-water flood events. Based on analysis of historic data, the modification of the Wirth Lake outlet will be required to achieve the annual load reductions prescribed in the TMDL allocations. The modifications would include replacing the existing bulkhead, or stationary head wall, with a new bulkhead with openings for two 24 inch diameter rubber check valves which would be installed with bolt on flanges. The two proposed valves would slightly exceed the existing cross-sectional area for flow and would maintain

the existing outflow capacity while preventing water from the creek from entering the lake during flood flows. A slanted “self cleaning” inlet grate will be installed that is designed to maintain the normal water level of Wirth Lake.

This is a new water quality project with BWSR grant funding for \$75,000 that must be spent within two years. The total preliminary estimate of capital construction cost to modify the Wirth Lake outlet is \$180,000 including permitting and administration.

### **Addition to the CIP—Lakeview Park Water Quality Pond (2013)**

The Lakeview Park Water Quality Pond will be located in Lakeview Park in western Golden Valley, northwest of the intersection of Winsdale Street and Gettysburg Avenue. It will receive runoff from a 160-acre watershed that drains to Medicine Lake, an impaired water with an approved TMDL Study. A portion of the runoff in the watershed is treated in a pond in East Medicine Lake Park that was constructed cooperatively by the City of Plymouth and the Commission in 2005. The construction of Lakeview Park Pond will improve the TSS and nutrient removal capabilities of the East Medicine Lake Park Pond. The cost of the project is estimated at \$196,000.

### **Major Plan Amendment Process**

In accordance with MN Statute 103B.231, copies of this proposed plan amendment were sent to the member cities, Hennepin County, Hennepin Conservation District, the Metropolitan Council, the state review agencies, MnDOT, MPRB, and BWSR for a 60-day review and comment period. Copies of the major plan amendment were, and continue, to be available on the BCWMC’s website ([www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)). No comments were received during the 60-day review period.

The BCWMC held a public hearing on this amendment on June 16. An official record of that hearing is attached.

On August 2, Hennepin County approved the proposed Major Plan Amendment. This letter requests the Plan Amendment be considered for approval by BWSR at its August 25 meeting. Assuming BWSR approval BCWMC will adopt the Amendment, hold a public hearing prior to ordering the projects, and certify a tax levy request to Hennepin County on September 15.

Two of these three projects are proposed to be constructed in 2012. For this to happen, the BCWMC must order the projects and submit its tax levy request to Hennepin County by the end of September 2011.

Thank you for your action on this proposed amendment. We look forward to working with the BWSR staff to gain the BWSR Board’s timely approval of this major plan amendment. Please call either Charlie LeFevere, Esq., the BCWMC’s legal representative, at (612) 337-9215, or Len Kremer, P.E., the BCWMC’s engineer, at (952) 832-2781 if you have any questions.

Sincerely,



Linda R. Loomis  
Chair, Bassett Creek Watershed Management Commission

Enclosures

Record of Public Hearing June 16, 2011  
Proposed CIP Table 12-2 in the BCWMC Plan  
Proposed language for Section 12.6.4, "2011 Major Plan Amendments"

- c: Hennepin County – Mr. Joel Settles  
Hennepin Conservation District – Ms. Stacey Lijewski  
City of Crystal – Ms. Janet Lewis, City Clerk  
City of Golden Valley – Ms. Sue Virnig, City Clerk  
City of Medicine Lake – Ms. Nancy Pauly, City Clerk  
City of Minneapolis – Mr. Steven Ristuben, City Clerk  
City of Minnetonka – Mr. David Maeda, City Clerk  
City of New Hope – Ms. Valerie Leone, City Clerk  
City of Plymouth – Ms. Sandra Engdahl, City Clerk  
City of Robbinsdale – Mr. Tom Marshall, City Clerk  
City of St. Louis Park – Ms. Nancy Stroth, City Clerk  
Minnesota Department of Natural Resources – Ms. Charlotte Cohn  
Minnesota Pollution Control Agency – Mr. David L. Johnson  
Minnesota Department of Health – Mr. Art Persons  
Minnesota Department of Agriculture – Ms. Becky Balk  
Metropolitan Council – Ms. Judy Sventek  
Minnesota Department of Transportation – Nick Tiedeken  
Bassett Creek Watershed Management Commission  
Minneapolis Park & Recreation Board – Debra Pilger, Director, Environmental & Equipment Services

#### **12.6.4. 2011 Major Plan Amendments**

In August and September 2011, BWSR approved and the BCWMC adopted, respectively, a major plan amendment to add the following projects to the BCWMC's 10-year CIP (Table 12-2): the Main Stem of Bassett Creek from Irving Avenue North to Golden Valley Road Restoration Project (2012), the Wirth Lake Outlet Modification Project (2012), and the Lakeview Park Water Quality Pond (2013).

##### **Main Stem Bassett Creek Channel Restoration Project Description**

The channel restoration project for the Main Stem of Branch Bassett Creek from Irving Avenue North to Golden Valley Road extends for approximately 2.5 miles in the cities of Minneapolis and Golden Valley. This reach flows through the Theodore Wirth Regional Park and Theodore Wirth Golf Course. The stream is relatively shallow in most places except for occasional deep pools. The riparian vegetation is a mixture of native and non-native trees and shrubs.

This reach of Bassett Creek has numerous problem areas, as identified in the Minneapolis Park & Recreation Board (MPRB) Erosion Site Survey. The problems identified included degraded vegetative diversity and invasive species, steeply incised banks, areas of active bank erosion, and deposition of sediments. The Feasibility Report for the 2012 Bassett Creek Main Stem Restoration Project has confirmed problems identified by the MPRB, identified new problem areas, defined the restoration work needed at each site and the corresponding costs, identified and delineated wetlands, and scoped the existence of soil contamination and archaeological sites in preparation for construction and permitting.

The Bassett Creek Main Stem channel restoration project added to the CIP will consist of a variety of erosion control measures including:

- Rock vanes to direct flow away from eroding stream banks
- Check dams to prevent erosion of the stream bottom
- Armoring the banks
- Redirecting runoff that is contributing to slope failures
- Regrading, stabilizing and revegetating slopes and shoreline

This project is on the BCWMC CIP for 2012 with an estimated cost of \$856,000.

##### **Wirth Lake Outlet Modification Project Description**

The Implementation Plan for the Wirth Lake TMDL includes modifying the Wirth Lake outlet structure to prevent the flow of water from the creek to the lake during high-water flood periods. Based on analysis of historic data, the modification of the Wirth Lake outlet will be required to achieve the annual load

reductions prescribed in the TMDL allocations. The modifications would include replacing the existing bulkhead, or stationary head wall, with a new bulkhead with openings for two 24 inch diameter rubber check valves which would be installed with bolt on flanges. The two proposed valves would slightly exceed the existing cross-sectional area for flow and would maintain the existing outflow capacity while preventing water from the creek from entering the lake during flood flows. A slanted “self cleaning” inlet grate will be installed that is designed to maintain the normal water level of Wirth Lake.

The total preliminary estimate of capital construction cost to modify the Wirth Lake outlet and install check valves is \$180,000 including permitting and administration. BWSR has awarded this project a grant for \$75,000. This grant funding must be spent within two years.

This project is on the BCWMC CIP for 2012 with an estimated cost of \$180,000.

#### **Lakeview Park Water Quality Pond Project Description**

The Lakeview Park Water Quality Pond will be located in Lakeview Park in western Golden Valley, northwest of the intersection of Winsdale Street and Gettysburg Avenue. It will receive part of the runoff from a 160-acre watershed that drains to Medicine Lake. A portion of the runoff in the watershed is treated in a pond in East Medicine Lake Park that was constructed cooperatively by the City of Plymouth and the BCWMC in 2005. The construction of Lakeview Park Pond will improve the TSS and nutrient removal capabilities of the East Medicine Lake Park Pond.

This project is on the BCWMC CIP for 2013 with an estimated cost of \$196,000.

Table 12-2 Water Quality Management and Flood Control 10-Year Capital Improvements Program

	Water Quality Improvement	Capital Cost <sup>1</sup>	Year								
		A (Actual Project (Cost) E (Estimated Project Cost)	2010	2011	2012	2013	2014	2015	2016	2017	2018
Medicine Lake											
ML-1 <sup>2</sup>	Construct wet detention pond for subwatershed BC94B1 (Option 8 in Medicine Lake Plan)	\$0									
ML-2 <sup>3</sup>	Reduce Goose Loadings by 75% (Option 17 in Medicine Lake Plan)										
ML-3, ML-4 <sup>4</sup>	Reroute flows from subwatershed BC94 to a larger wet detention pond for BC92 (Option 9a in Medicine Lake Plan) & dredging of accumulated sediment  Medicine Lake East Beach wet detention pond for subwatershed BC107 (Option 11 in Medicine Lake Plan) & dredging of accumulated sediment	A \$893,000									
ML-5 <sup>5</sup>	Construct wet detention pond for subwatersheds BC98, BC98A and BC98B (Option 10a in Medicine Lake Plan) & dredging of accumulated sediment	\$0									
ML-6	Construct wet detention pond for subwatershed BC94B2 (Option 6 in Medicine Lake Plan)	E \$14,000									\$14,000
ML-7 <sup>6</sup>	In-Lake Herbicide Treatment (Option 18 in Medicine Lake Plan)	A \$132,000									
ML-8	Lakeview Park Pond					\$196,000					
ML-11 <sup>15</sup>	Medicine Lake Park Pond	E \$1,100,000									
Plymouth Creek											
PC-1 <sup>19</sup>	26th Avenue to Medicine Lake	E \$965,000	\$902,462								
PC-2 <sup>19</sup>	26th Avenue to 37th Avenue	E \$559,000							\$105,000	\$454,000	
Parkers Lake											
PL-6 <sup>14</sup>	Improvements to stormwater basin in PL-A13 near Circle Park (from the City of Plymouth's Parkers Lake Implementation Plan)	E \$73,000									
Wirth Lake											
WTH-1 <sup>7</sup>	Dredging subwatershed FR-5 detention pond (Option 2 in Wirth Lake Plan)	A \$69,000									
WTH-2 <sup>8</sup>	Highway 55 detention pond (option 3 in Wirth Lake Plan)	E \$215,000									
WTH-3 <sup>8</sup>	In-lake alum treatment (Option 1 in Wirth Lake Plan)	E \$59,000									
WTH-4	Modify outlet to prevent back-flow (Wirth Lake TMDL Implementation Plan)	\$180,000			\$180,000						
Sweeney Lake											
-											
Twin Lake											
TW-1 <sup>9</sup>	Pond expansion (Option 1 in Twin Lake Plan)	E 182,000									
Westwood Lake											
WST-1 <sup>10</sup>	Flag Avenue detention/ skimming facility (Option 1 in Westwood Lake Plan)	A \$174,000									
Bassett Creek Park Pond											
	None-see Table 2 Potential future water quality projects										
Northwood Lake											
NL-1 <sup>11</sup>	Construct ponds NB-35A, B, C and NB-29A, B (Option 4 in Northwood Lake Plan)	E \$595,000							\$595,000		
NL-2	Dredge pond NB-07 (Option 2 in Northwood Lake Plan)	E \$943,000				\$943,000					
NL-3	Divert Lancaster Lane storm sewer (Option 3 in Northwood Lake Plan)	E \$59,000									\$59,000
NL-4 <sup>12</sup>	Construct ponds NB-36A, NB-37A, NB-38A and NB-28A, B (Option 5 in Northwood Lake Plan)	A \$153,000									
NL-7 <sup>16</sup>	Construct pond adjacent to creek	E \$139,000									
Bassett Creek Main Stem											
BC-1 <sup>13</sup>	Pond BC 10-3 (Option 4 in Bassett Creek Main Stem Plan)	\$0									
Crystal Boundary to Regent Ave <sup>20</sup>	Channel restoration	E \$636,000	\$34,800	\$601,200							
Highway 169 to Crystal Boundary	Channel restoration	E \$780,000		\$398,800	\$381,200						
BC3, BC5, BC7		E 1,300,000					\$15,800	\$984,200	\$300,000		
BC2, BC4, BC8		E 1,000,000				\$15,800	\$984,200				
Irving Avenue to Golden Valley Road	Channel restoration	E \$856,000			\$856,000						
Sweeney Lake Branch											
Courtlawnd Pond to Turners Crossing <sup>17</sup>	Channel restoration	A \$386,000									
North Branch											
36th Ave to Bassett Creek Park <sup>21</sup>	Channel restoration	E \$660,000		\$618,800	\$41,200						
Grimes, North, & South Rice Ponds											
GR-2	Grimes Pond wet detention pond (Option 4 in Rice and Grimes Ponds Plan)	E \$104,000									\$104,000
Crane Lake											
CL-1	Ramada Inn detention/ skimming facility (Option 1 in Crane Lake Plan)	E \$116,000									
CL-2 <sup>18</sup>	Joy Lane Wet Detention Pond (Alt. #2)	\$0									
Turtle Lake											
	None Proposed										
Lost Lake											
	None Proposed										
	Capital Cost		2010	2011	2012	2013	2014	2015	2016	2017	2018
	ANNUAL ESTIMATED COST		\$937,262	\$1,618,800	\$1,458,400	\$1,154,800	\$1,000,000	\$984,200	\$1,000,000	\$454,000	\$177,000

**Notes:**

1. Capital Cost does not include land acquisition costs, but does include legal, administration, and 25% additional for contingencies.

2. Constructed by City.

3. Periodically completed by City.

4. This project includes dredging of accumulated sediment and was completed in 2006.

5. Mn/DOT sound wall construction in New Hope will require relocation and resizing of storm sewer in this watershed.

6. Treatment completed by the City of Plymouth in 2005, 2006, and 2008.

7. Completed in 2006.

8. Project authorized in 2006. Issues regarding participation by Mn/DOT and future maintenance have delayed construction, no current schedule.

9. Project authorized in 2006. Issues regarding site contamination and right-of-way have delayed construction, no current schedule.

10. Project completed in 2006.

11. The City of New Hope constructed NB-35A, B, C but not to the same degree as proposed in the lake and watershed management plan. NB-29 A and B have not been constructed. These improvements will need to be re-evaluated as part of the feasibility study. Costs shown are for NB-29A and B only. Costs will be added to the CIP to upgrade these ponds if the feasibility study indicates that they should be upgraded.

12. The City of New Hope constructed NB-28A and B. NB-36A, NB-37A and NB-38A were completed in 2006.

13. This project was completed as part of the Boone Ave and Brookview Golf Course improvement projects in 2004.

14. Project approved for construction in 2006, to be completed as part of street repaving project.

15. Minor Plan Amendment approved April 2007. Project to be completed in 2010.

16. Minor Plan Amendment approved September 2007. Project completed in 2009.

17. Minor Plan Amendment approved August 2007. Project completed in 2008.

18. Not feasible per city of Minnetonka in 2008.

19. Minor Plan Amendment approved June 2009. Project PC-1 to be completed in 2011.

20. Minor Plan Amendment approved June 2009.

21. Project construction proposed to start in 2011 using CIP reserve funds.





Geoff Nash, P.G.  
Watershed Consulting, LLC

Administrator's Report  
Bassett Creek Watershed Management Commission  
July 12, 2011

1. Submitted BCWMC 2012 Budget and Levy to cities.
2. Administrator and Barr Engineering reviewed final Sweeney Lake TMDL report prior to SEH submitting it to the MPCA. Administrator shared responsibility for responses with MPCA, SEH, and Barr.
3. MPCA submitted final Sweeney Lake TMDL report prior to State shutdown.
4. Finalized handout for bi-annual tour.
5. Thirty-seven people attended the tour. The weather cooperated.
6. Prepared for Board meeting.
7. Met with Administrative Services Committee to finalize draft Policy Manual.
8. Made final edits on draft Policy Manual.
9. Discussed with Barr having volunteer (St. Louis Park Alternate Commissioner Justin Riss) read lake gauge elevations as a cost-saving measure.
10. Responded to public's questions regarding the tour and our CIP projects.
11. Reviewed Closed CIP Project Reserves with Karen Chandler to determine the amount of funds available for future projects.



July 13, 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  
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Minnetonka, MN 55345

Guy Johnson  
Director of Public Works  
City of New Hope  
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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  
July 8-11, 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 July 8-11, 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**

**Larkin Pond:** Remove sand, silt, debris and repair inlet protection at 14420 10<sup>th</sup> Ave.

**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)	Menards
Golden Ridge (inactive)	Miner
Golden Valley 461 Interceptor Rehabilitation	North Hennepin Regional Trail / Golden Valley Trail Phase 2
Golden Valley Country Club Pond Improvement	North Wirth Business Center (inactive)
Golden Valley Little League Fields	Theodore Wirth Pedestrian Bridge
Golden Valley Pavement Management Plan	Venture Bank
Laurel Hills East Condominiums	Wirth Lake 2011 Site Improvements
	Walgreens

**City of Medicine Lake**

None to report

**City of Minneapolis**

Van White Memorial Boulevard (inactive)

**City of Minnetonka**

Austrian Pines (inactive)	Crest Ridge Corporate Center (inactive)
Cantera Woods (inactive)	

**City of New Hope**

Hillside Terrace (inactive)	Rome Co.
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**City of Plymouth**

Annapolis Lane Improvements  
Banner Engineering (construction not started)  
Bassett Creek Office Center (inactive)  
Beacon Academy (inactive)  
Executive Woodlands (inactive)  
Four Points  
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)  
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)  
Zachary Park Hockey Rink Project

**City of Robbinsdale**

None to report

**City of St. Louis Park**

Parkside Lofts (inactive)

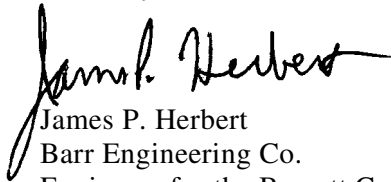
**The following developments have been completed and removed from the inspection list:**

**City of Plymouth:**

Auer Steel Site Improvements

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  
Paul Chellsen, City of Minneapolis  
Dennis Daly, City of Minneapolis  
Patrick Hanlon, City of Minneapolis  
Bob Moberg, City of Plymouth

**Monthly Meeting**

Meetings are held at 11:30 am, every third Thursday of the month (except the November meeting is on Wednesday, Nov. 16) at the City of Golden Valley City Hall, Council Conference Room (2<sup>nd</sup> floor), 7800 Golden Valley Road, Golden Valley, MN 55427

Commissioner	Alternate Commissioner	Technical Advisory Committee Member
<b>Crystal – 2012</b>		
<b>Pauline Langsdorf</b> 8100 33 <sup>rd</sup> Ave. N., Crystal 55427 763-544-1317 <a href="mailto:langsdorfp@aol.com">langsdorfp@aol.com</a>	<b>Vacant</b>	<b>Tom Mathisen</b> 4141 Douglas Dr. North, Crystal 55422 763-531-1160 763-531-1188 (fax) <a href="mailto:tmathisen@ci.crystal.mn.us">tmathisen@ci.crystal.mn.us</a>
<b>Golden Valley – 2012</b>		
<b>Mayor Linda Loomis, Chair</b> City of Golden Valley 7800 Golden Valley Road, GV 55427 763-593-3990 763-593-8109 (fax) <a href="mailto:lloomis@goldenvalleymn.gov">lloomis@goldenvalleymn.gov</a>	<b>David Hanson</b> 1030 Angelo Dr., Golden Valley 55422 763-588-1478 <a href="mailto:davewhanson@gmail.com">davewhanson@gmail.com</a>	<b>Jeannine Clancy</b> Director of Public Works City of Golden Valley 7800 Golden Valley Road, GV 55427 763-593-8035 763-593-3988 (fax) <a href="mailto:jclancy@goldenvalleymn.gov">jclancy@goldenvalleymn.gov</a> <b>Jeff Oliver (alternate)</b> City Engineer, City of GV 763-593-8034 763-593-3988 (fax) <a href="mailto:joliver@goldenvalleymn.gov">joliver@goldenvalleymn.gov</a> <b>Eric Eckman (alternate)</b> Public Works Specialist, City of GV 763-593-8084 763-593-3988 (fax) <a href="mailto:eeckman@goldenvalleymn.gov">eeckman@goldenvalleymn.gov</a>
<b>Medicine Lake – 2012</b>		
<b>Ted Hoshal</b> 6960 Madison Ave. W., Ste 2 Minneapolis, MN 55427-3627 763-541-1140 763-541-0223 (fax) <a href="mailto:dthoshal@luma-gard.com">dthoshal@luma-gard.com</a>	<b>John O'Toole</b> MGO4SE, General Mills, Inc. PO Box 1113, Mpls., MN 55440 763-764-2422 763-764-2268 (fax) <a href="mailto:john.otoole@genmills.com">john.otoole@genmills.com</a>	
<b>Minneapolis – 2013</b>		
<b>Michael Welch, Treasurer</b> 212 Thomas Avenue S. Minneapolis, MN 55405 612-385-6885 <a href="mailto:mjewelch@gmail.com">mjewelch@gmail.com</a>	<b>Lisa Goddard</b> 214 Logan Avenue North Minneapolis, MN 55405 612-374-2481 (home) 763-475-0010 763-475-2429 (fax) <a href="mailto:lgoddard@srfconsulting.com">lgoddard@srfconsulting.com</a>	<b>Lois Eberhart</b> City of Minneapolis Water Resources Administrator Room 300 City of Lakes Building 309 Second Ave. S. Minneapolis, MN 55401-2268 612-673-3260 612-673-2048 (fax) <a href="mailto:Lois.eberhart@ci.minneapolis.mn.us">Lois.eberhart@ci.minneapolis.mn.us</a>
<b>Minnnetonka – 2013</b>		
<b>Vacant</b>	<b>Tony Wagner</b> 1804 Traymore Road Minnnetonka, MN 55305 952-512-1817 <a href="mailto:twagner@eminnetonka.com">twagner@eminnetonka.com</a>	<b>Lee Gustafson</b> City of Minnetonka 14600 Minnetonka Boulevard Minnetonka, MN 55345 952-939-8239 952-939-8244 (fax) <a href="mailto:lgustafson@ci.minnetonka.mn.us">lgustafson@ci.minnetonka.mn.us</a>
<b>New Hope – 2013</b>		
<b>John Elder</b> 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>	<b>Vacant</b>	<b>Guy Johnson</b> Dir. Of Public Works, City of New Hope 5500 Intl. Pkwy., New Hope 55428 763-592-6766 763-533-7650 (fax) <a href="mailto:gjohnson@ci.new-hope.mn.us">gjohnson@ci.new-hope.mn.us</a>
<b>Plymouth – 2014</b>		
<b>Ginny Black, Vice Chair</b> Plymouth City Hall 3400 Plymouth Blvd., Plymouth 55447 763-509-5004 <a href="mailto:Ginny_bassettcreek@att.net">Ginny_bassettcreek@att.net</a>	<b>Judy Johnson</b> Plymouth City Hall 3400 Plymouth Blvd., Plymouth, MN 55447 763-509-5001 (voicemail) <a href="mailto:jjohnson@plymouthmn.gov">jjohnson@plymouthmn.gov</a>	<b>Bob Moberg</b> 3400 Plymouth Blvd. Plymouth, MN 55447 763-509-5525 <a href="mailto:bmoberg@ci.plymouth.mn.us">bmoberg@ci.plymouth.mn.us</a>  <b>Derek Asche (alternate)</b> 3400 Plymouth Blvd., Plymouth, MN 55447 763-509-5526 <a href="mailto:DAsche@ci.plymouth.mn.us">DAsche@ci.plymouth.mn.us</a>

# Bassett Creek Water Management Commission – July 2011

Web site: [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)

Commissioner	Alternate Commissioner	Technical Advisory Committee Member
<b>Robbinsdale – 2014</b>		
<b>Wayne Sicora</b> 3706 Abbott Ave. North Robbinsdale, MN 55422  763-522-8165 <a href="mailto:Wayne.sicora@gmail.com">Wayne.sicora@gmail.com</a>	<b>Vacant</b>	<b>Richard McCoy *</b> City of Robbinsdale 4100 Lakeview Ave. N. Robbinsdale, MN 55422 763-531-1260      763-531-7344 (fax) <a href="mailto:rmccoy@ci.robbinsdale.mn.us">rmccoy@ci.robbinsdale.mn.us</a>

<b>St. Louis Park – 2014</b>		
<b>Jim de Lambert, Secretary</b> 9257 West 22 <sup>nd</sup> Lane St. Louis Park, MN 55426 763-489-3150 <a href="mailto:jimd@liesch.com">jimd@liesch.com</a>	<b>Justin Riss</b> 3732 Pennsylvania Avenue South St. Louis Park, MN 55426 612-242-6611 <a href="mailto:justinriss@yahoo.com">justinriss@yahoo.com</a>	<b>Laura Adler, Engrg. Program Coord. *</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2690      952-924-2663 (fax) <a href="mailto:ladler@stlouispark.org">ladler@stlouispark.org</a> <b>Jim Vaughan, Envl. Coord. * (alternate)</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2699      952-924-2663 (fax) <a href="mailto:jvaughan@stlouispark.org">jvaughan@stlouispark.org</a>

**BCWMC Administrator:** Geoff Nash, \* 6920 Hillcrest Lane, Edina, 55435; 952-240-3025 (cell); 952-925-5119 (office). E-mail: [gnashbcwmc@gmail.com](mailto:gnashbcwmc@gmail.com)

**Deputy Treasurer:** Susan Virnig, \* Financial Director, 7800 Golden Valley Road, Golden Valley 55427; 763-593-8010 (Fax: 763-593-3969). E-mail: [SVirnig@goldenvalleymn.gov](mailto:SVirnig@goldenvalleymn.gov)

**Counsel:** Charlie LeFevre, \* Kennedy & Graven, 470 U.S. Bank Plaza, 200 South Sixth Street, Minneapolis, 55402; 612-337-9215 (Fax: 612-337-9310); general firm number: 612-338-1177. E-mail: [clefevere@kennedy-graven.com](mailto:clefevere@kennedy-graven.com)

**Engineer:** Len Kremer, \* Barr Engineering Company, 4700 West 77<sup>th</sup> Street, Minneapolis 55435-4803; 952-832-2781 (Fax: 952-832-2601). E-mail: [lkremer@barr.com](mailto:lkremer@barr.com)

**Recorder:** Amy Herbert, \* Barr Engineering Company, 4700 W 77th Street, Minneapolis 55435-4803; 952-832-2652 (Fax: 952-832-2601). E-mail: [bcra@barr.com](mailto:bcra@barr.com)

## Administrative Personnel (Municipalities)

<b>Crystal</b>		<b>Minnetonka</b>	
Tom Mathisen, City Engineer		Lee Gustafson, Director of Engineering	952-939-8239
Anne Norris, City Manager		John Gunyou, City Manager	
Janet Lewis, City Clerk		David Maeda, City Clerk ( <a href="mailto:dmaeda@eminnetonka.com">dmaeda@eminnetonka.com</a> )	
4141 North Douglas Drive	763-531-1000 (general)	14600 Minnetonka Blvd	952-939-8200 (general)
Crystal 55422	763-531-1188 (fax)	Minnetonka 55345	952-939-8244 (fax)
<b>Golden Valley</b>		<b>New Hope</b>	
Jeannine Clancy	763-593-8035	Guy Johnson, Director of Public Works	
Director of Public Works	763-593-3988 (engrg. fax)	5500 International Prkwy	763-592-6766
Tom Burt, City Manager **	763-593-8002	Kirk McDonald, Interim City Mgr **	763-531-5119
Jeff Oliver, City Engineer	763-593-8034	Valerie Leone, City Clerk ( <a href="mailto:vleone@ci.new-hope.mn.us">vleone@ci.new-hope.mn.us</a> )	
Sue Virnig, City Clerk	763-593-8010	4401 Xylon Avenue North	763-531-5100 (general)
7800 Golden Valley Road	763-593-8109 (admin. fax)	New Hope 55428	763-531-5136 (fax)
Golden Valley 55427	763-593-8000 (general)		
<b>Medicine Lake</b>		<b>Plymouth</b>	
Mary Anne Young, Mayor		Doran Cote, Director of Public Works	
145 Peninsula Rd. 55441	763-544-3285	Laurie Ahrens, City Manager	
Nancy Pauly, City Clerk ( <a href="mailto:nancy.pauly@gmail.com">nancy.pauly@gmail.com</a> )		Sandra Engdahl, City Clerk	
10609 South Shore Drive		3400 Plymouth Boulevard	763-509-5000 (general)
Medicine Lake 55441	763-542-9701	Plymouth 55447	763-509-5060 (fax)
<b>Minneapolis</b>		<b>Robbinsdale</b>	
Steven Kotke, Director of Public Works and City Engineer		Marcia Glick, City Manager	
350 South 5 <sup>th</sup> Street, Room 203	612-673-2443	Richard McCoy, City Engineer	
Casey J. Carl, City Clerk	612-673-2216	Tom Marshall, City Clerk	763-531-1252
350 S 5 <sup>th</sup> St, Room 304	612-673-3812 (fax)	4100 Lakeview Avenue N.	763-537-4534 (general)
(All Minneapolis 55415)	612-673-3000 (general)	Robbinsdale 55422	763-537-7344 (fax)
<b>St. Louis Park</b>			
Mike Rardin	952-924-2551		
Director of Public Works	952-924-2663 (fax)		
Tom Harmening, City Manager **			
Scott Brink, City Engineer			
Nancy Stroth, City Clerk			
5005 Minnetonka Blvd	952-924-2500 (general)		
St. Louis Park 55416	952-924-2170 (fax)		