# Bassett Creek Watershed Management Commission

## A g e n d a

**11:30 a.m., Thursday, August 18, 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 July 21st meeting minutes ***
   - **B. Presentation of Financial Statements and Mid-Year Budget Review**
   - **C. Presentation of Invoices for Payment Approval**
     - **i. Kennedy & Graven – Legal Services through May 31, 2011**
     - **ii. Kennedy & Graven – Legal Services through June 30, 2011**
     - **iii. Barr Engineering – Engineering Services through July 29, 2011**
     - **iv. Watershed Consulting, LLC – Geoff Nash Administrator Services through July 31, 2011**
     - **v. Amy Herbert – July Secretarial Services**
     - **vi. D'amico-ACE Catering – August 2011 Meeting Catering**
   - **D. Presentation of Revised Agreement with Metropolitan Council for BCWMC Participation in 2011 CAMP** *(see revised agreement prepared by the Metropolitan Council)*
5. **NEW BUSINESS**
   - **A. Draft Bassett Creek Regional Trail Master Plan (Three Rivers Park District)** *(see August 10, 2011, Barr Engineering memo)*
   - **B. TAC Recommendations** *(see August 10, 2011, TAC memo)***:**
     - **i. Recommendations on Education and Outreach Plan**
     - **ii. Gap in Commission Policies on Water Quality Treatment and Non-degradation in Redevelopment Projects and Linear Projects**
     - **iii. Water Quality Banking**
     - **iv. Locations to Install Pressure Transducers**
   - **C. Clean Water Legacy Grant Application Update** *(verbal update)*
   - **D. General Mills Parking Lot Expansion: Golden Valley** *(see August 10, 2011, Barr Engineering memo)*
6. **OLD BUSINESS**
   - **A. Major Plan Amendment Update** *(verbal update)*
   - **B. Update on Engineering RFP Process** *(verbal update)*
   - **C. Draft Education and Outreach Plan for 2011-2015** *(See Plan and see TAC recommendations from 5Bi)*
   - **D. Draft BCWMC Policy Manual** *(see draft manual)*
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 – August 4 – 6, 2011**
10. **ADJOURNMENT**

# Bassett Creek Watershed Management Commission
# Minutes of the Meeting of July 21, 2011

## 1. CALL TO ORDER

**The Bassett Creek Watershed Management Commission (BCWMC) was called to order at 11:39 a.m., on Thursday, June 21, 2011, at Golden Valley City Hall by Chair Loomis. Ms. Herbert conducted roll call.**

ROLL CALL

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

*Note:* *Commissioner Wayne Sicora, Robbinsdale, arrived after roll call.*

**Also present:**
Laura Adler, BCWMC Technical Advisory Committee, City of St. Louis Park
Derek Asche, BCWMC Technical Advisory Committee, City of Plymouth
Pat Byrne, BCWMC Technical Advisory Committee, City of Minneapolis
Jeannine Clancy, BCWMC Technical Advisory Committee, City of Golden Valley
Jack Frost, Metropolitan Council Environmental Services
Christopher Gise, Watershed Resident
Lee Gustafson, BCWMC Technical Advisory Committee, City of Minnetonka
Dave Hanson, Alternate Commissioner, City of Golden Valley
Ann Krogman, Metropolitan Council
Tom Mathisen, BCWMC Technical Advisory Committee, City of Crystal
Richard McCoy, BCWMC Technical Advisory Committee, City of Robbinsdale
Joseph O'Brien
Jeff Oliver, BCWMC Technical Advisory Committee, City of Golden Valley
Liz Stout, BCWMC Technical Advisory Committee, City of Minnetonka
Liz Thornton, BCWMC Education Committee
Sue Virnig, BCWMC Deputy Treasurer

## 2. APPROVAL OF AGENDA AND CONSENT AGENDA

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

## 3. CITIZEN INPUT ON NON-AGENDA ITEMS

**No Citizen Input on Non-agenda Items**

## 4. ADMINISTRATION

**Presentation of June 16, 2011, Meeting Minutes. The meeting minutes were approved as part of the Consent Agenda.**

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

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

| | |
|---|---|
| Checking Account Balance | $570,219.82 |
| TOTAL GENERAL FUND BALANCE | $570,219.82 |
| Construction Account Cash Balance | 3,286,409.67 |
| Investment due 9/16/2015 | 512,059.83 |
| TOTAL CONSTRUCTION ACCOUNT BALANCE | 3,286,409.67 |
| -Less: Reserved for CIP projects | 4,941,603.82 |
| Construction cash/ investments available for projects | (1,143,134.32) |

### Presentation of Invoices for Payment Approval.

i. Barr Engineering Company – Engineering Services through 7/2/11 – invoice for the amount of $51,073.81.

ii. Watershed Consulting, LLC – Geoff Nash Administrator Services through 6/30/11 – invoice for the amount of $3,458.55.

iii. Amy Herbert – June Administrative Services – invoice for the amount of $4,449.17.

iv. D'amico - ACE Catering – June BCWMC watershed tour catering – invoice for the amount of $143.48.

v. D'amico - ACE Catering – July BCWMC meeting catering – invoice for the amount of $258.85

vi. League of Minnesota Cities Insurance Trust (LMCIT) – Premium for LMCIT Property/ Casualty Insurance Coverage – invoice for the amount of $3,827.00.

vii. MMKR – Final billing for Fiscal Year 2010 audit – invoice for the amount of $3,675.00.

**[*Commissioner Sicora of Robbinsdale arrived.*]**

**Chair Loomis commented on the budget to-date of Engineering Services and asked staff for an update on that budget item as part of the BCWMC's mid-year budget update at the August BCWMC meeting. Commissioner Black moved to approve payment of all of the invoices. Commissioner de Lambert seconded the motion. By call of roll the motion carried unanimously with seven votes in favor [City of Minnetonka absent from vote. City of Robbinsdale abstained from the vote].**

**4D. Explanation of BCWMC Financial Documents and Discussion on Possible Revisions. Chair Loomis said that the reason this item is on the agenda is because the Commission Administrator and Engineer are having difficulties determining how much money the Commission has collected under Ad Valorem taxes for projects that have subsequently been closed thereby leaving money available to be used for the Commission to pay for future CIP projects and to reduce future levies. Chair Loomis said that the Commission asked its Deputy Treasurer, Sue Virnig, to attend today's meeting to be able to discuss the current reporting methods. Chair Loomis asked if the Engineer or Administrator wanted to summarize what information they learned through their meetings with Ms. Virnig or if the Commission wanted to sart with Ms. Virnig to summarizing what she had explained to the Engineer and Administrator. Chair Loomis added that she also has spoken to Ms. Virnig about the financial report and thinks that the Commission may need to have a separate item on its financial report that shows its closed account balance so that the Commission knows what could be applied to reduce a levy in a current year.**

**Administrator Nash commented that what has caused problems for the Administrator and Engineer is that the closed projects money gets put back into the general fund, which makes it difficult to discern exactly the closed account balance that could be used for future projects. Ms. Chandler volunteered to summarize what had been discussed prior to today's meeting. Ms. Chandler went through the financial report with the Commission and detailed how the Commission currently handles its money. Ms. Chandler recommended that the Commission initiate sub-accounting for its projects that use ad valorem tax levies monies in order to track those projects separately just like the Commission already separately tracks its flood control long-term maintenance, flood control emergency maintenance, and channel maintenance. She noted that the TMDLs should also be separately tracked. She said that it would require extra work but it would allow the Commission to more easily see what funds it has available for capital projects.**

**The discussion brought up the Commission's practice of reimbursing its CIP administrative costs by annually moving 2.5% from its construction account to its administrative account. Chair Loomis commented that the Commission will need to examine that policy as well. Mr. LeFevere remarked that in today's economy the Shingle Creek Watershed Management Commission is not recovering the amount that it has certified to the County much less the higher amount that the County levies to try to anticipate for those tax non-payments. Mr. LeFevere said that the way the contracts are set up is that an amount is certified to the County and the contract with the city says that the Commission will use its best efforts to secure tax funds in that amount and the city will get that amount less the Commission's expenses. He said if the Commission isn't tracking what it's getting from the levy then it doesn't know what's available to the city. Mr. LeFevere said that he isn't sure that the money has been tracked that way with the funds coming in assigned to individual projects. He suggested the Commission keep a close eye on that side of the budget as well as what Ms. Chandler had discussed. He said that when the levy monies come in they aren't identified as to which projects the monies are for but the Commission could prorate the projects within the year and take whatever the percentage is of the incoming levy money.**

**Ms. Virnig walked the Commission through items on the Commission's Construction Account worksheet and described how the numbers are calculated.**

**Mr. Gustafson commented that he thought the Commission owes it to its member cities and its constituents to have a budget document that is easy to understand and is transparent. He suggested that the Commission consider changing its CIP project administrative reimbursement from 2.5% to 2.6% and use**

**that extra 0.1% to fund the administrative costs it would take to have a complete new financial system that could track funds on a project-per-project basis including funds like interest generated on the flood control emergency maintenance and flood control long-term maintenance funds.**

**Mr. Mathisen cautioned the Commission to be careful of what it wishes because not enough information is a problem but too much information is difficult to understand as well. Commissioner Welch remarked that proper expenditure needs to be made so that the Commission's financial tracking is clear and transparent. He said that he thinks the Commission needs to direct its Administrator to work with the Commission's Deputy Treasurer and Engineer to look at new financial reporting options. Ms. Clancy asked if the Commission would be willing to expand that group to include a policy member of the Commission and a member of the TAC. The Commission agreed and Commissioner Elder and Mr. Gustafson volunteered.**

**Commissioner Black moved that the Commission's Administrator, Deputy Treasurer, Engineer, and Commissioner Elder and TAC member Gustafson work to come up with a format for a new accounting and computer system that will allow the Commission track projects in a more transparent manner. Commissioner Welch seconded the motion. Commissioner Welch said that another issue that needs to be addressed at the same time is internal communications about expenditures and income such as the Commission specifying budgets when directing expenditures. The motion carried unanimously with eight votes in favor [City of Minnetonka absent from vote].**

**4E. Commission Liaisons for Upcoming TAC Meetings. Commissioner Elder volunteered to attend the Commission's August 4th TAC meeting as the Commission-TAC liaison. Chair Loomis volunteered to be the liaison at the TAC's September 1st TAC meeting. The Commission discussed the TAC's August agenda and directed the TAC to look at the following issues:**

- **Possible changes in current BCWMC policies for redevelopment projects and liner projects in terms of water quality treatment and non degradation because current policies allow increases in nutrient loading.**
- **Discuss other watersheds' approaches to wetland banking trading - namely Ramsey-Washington and Nine Mile Creek's programs. Discuss the costs to update and maintain the programs.**
- **Discuss specific locations for possible placement of the pressure transducers that the BCWMC voted to purchase for reading lake level elevations.**

**The Commission indicated approval of the August TAC agenda.**

**4F. Resolution 11-06 – A Resolution Accepting a Donation for Lake Monitoring. Ms. Black moved to approve Resolution 11-06 for the BCWMC to accept a donation from Caroline's Kids Foundation in the amount of $550 to be used for the BCWMC's participation at the second monitoring site on Sweeney Lake for the Metropolitan Council's 2011 Citizen-Assisted Monitoring Program. Commissioner Elder seconded the motion. The motion carried unanimously with eight votes in favor [City of Minnetonka absent from vote].**

## 5. NEW BUSINESS

A. **Discuss Wirth Lake Outlet Structure Feasibility Report. Ms. Chandler drew the Commission's attention to the July 12, 2011, Barr Engineering memo included in the meeting packet. She explained that the memo detailed the changes made to the final draft of the Wirth Lake Outlet Structure Feasibility Report based on the following comments received in June about the draft report:**

- **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;**
- **Clarify that the rubber check valves' installation will not change the existing outflow**

**characteristics at the Wirth Lake outlet;**

- **Clarify the rubber check valves' effect on fish passage at the Wirth Lake Outlet.**

**She discussed the revisions in detail and asked that the Commission approve the final feasibility report. Commissioner Black moved to approve the final feasibility report. Commissioner Langsdorf seconded the motion. Commissioner Welch asked for clarification that the rubber check valves don't have any mechanical elements. Ms. Chandler said that he is correct and that the valve operates via hydraulic pressure. Commissioner Welch asked if the comments from the Minnesota Department of Natural Resources (DNR) were provided in written form. Ms. Chandler said no, not before the state government shut down but said that she could pursue obtaining them. Commissioner Welch asked her to do so, commenting that he thought that a project to improve water quality should prove favorable to a fish stocking program and that he was surprised by the DNR's neutral position on the project.**

**<u>The motion carried with eight votes in favor</u> [City of Minnetonka absent from vote].**

**B. Annual CIP Review – Discuss 2013 Projects. Administrator Nash said that the recommended Commission action on this item is to approve the addition of two projects to its Capital Improvement Plan (CIP) for 2013. Administrator Nash described the projects. He explained that one project has been renamed the Four Seasons Mall Wetland Enhancement Project in Plymouth from the former name of the NB-07 Project as listed in the Commission's *Watershed Management Plan*. His said that the project's goal is to reduce phosphorous loading into Northwood Lake and has an estimated cost of $943,000, which would be assessed for 2013.**

**Administrator Nash said that the second proposed project for 2013 is the Lakeview Park Pond project in Golden Valley. He said that the goal of the project is to reduce total suspended solids and phosphorous and the estimated project cost is $196,000 to be assessed over two years so that $150,000 of the cost would be assessed for 2013 and $46,000 would be assessed for 2014.**

**Commissioner Black noted that the Lakeview Park Pond project is estimated to remove 52% of the phosphorous from stormwater draining into Medicine Lake and has a project cost of $196,000 compared to the $943,000 cost of the Four Seasons Wetland project, which is estimated to remove phosphorous loading into Northwood Lake by only 14%. She asked Plymouth TAC Member Derek Asche to provide more details on the Four Seasons project and to speak to the point that she just raised.**

**Mr. Asche discussed that the original NB-07 project was to dredge a wetland just south of the Four Seasons Mall for some phosphorous reduction. He said that because of changes in wetland mitigation requirements it is unlikely that dredging out the area for the 14% reduction in phosphorous would be worthwhile. Mr. Asche said that the project has been expanded into more of a wetland enhancement project where habitat could be created and phosphorous could be reduced. He added that the project could be possibly combined with the redevelopment of the Four Seasons Mall site. He stated that the City of Plymouth received a grant to look at the redevelopment of the Four Seasons Mall site, which is essentially 85% impervious surface today. He said that the grant allows for the City to look at surface water management for the site. Mr. Asche said that as a result of the City and the Commission wanting to do projects at this site, which is now a possible redevelopment site, there is the opportunity to come up with a comprehensive way to address the Commission's goal of reducing phosphorous. Mr. Asche said that the redevelopment project would need to meet the Commission's requirements for redevelopment projects but the City is looking at ways the project could go above and beyond those redevelopment projects. Commissioner Elder commented that if the project's goal is to lessen the amount of phosphorous going into Northwood Lake then it would seem to make sense to add on to the project the portion of New Hope on the other side of Highway 169 that leads into Northwood Lake. Mr. Asche said that the City will be in touch with staff about that and said that it does make sense and that Plymouth has mentioned it to New Hope staff.**

**Ms. Black asked if the $943,000 cost estimate could go up. Ms. Chandler said that the $943,000 cost estimate assumes the project includes dredging but changes could happen as the Four Seasons Mall**

**project gets beyond the conceptual phase. She said that the project could end up looking a lot different. Ms. Chandler said that the dredging project would be large and expensive because there are 37,000 cubic yards of material to be excavated and the wetland status could pose complications.**

**Mr. Asche commented that in the West Medicine Lake Park Pond project the wetland needed to be mitigated to almost one-to-one, which ended up being almost half of the project cost. Commissioner Black asked if Mn/DOT has been asked to participate in the Four Seasons Mall Wetland Enhancement project. Mr. Asche said that he has been in touch with Mn/DOT since a portion of the project does end up in its right of way. He said that Mn/DOT was interested at that time in terms of being involved in the discussion but didn't make any commitments.**

**Commissioner Welch said that there remains a lot of moving parts to this project and wondered when the goal identification stops and the feasibility study process starts. He suggested that the next step should be identifying how to design a feasibility study and the cost it would take to bring someone in to do the feasibility study in order to bring a good picture of the project in front of the Commission.**

**Ms. Chandler said the process would be for the cities and the Four Seasons Mall process get further along and identify the storm water treatment alternatives that seem most promising. She said that after that point the Commission would have a better idea of what the project could look like and could begin the feasibility process.**

**Ms. Black asked about how much leeway the Commission has to change a project's date and cost without needing a Plan Amendment. Ms. Chandler responded that this project is already in the Commission's Plan and the Commission can change the year of the project without a Plan Amendment. She said that there is limitation on changing the dollar amount based on cost of living increases and a certain percentage of the project cost. Commissioner Welch said the limit is 20% of the project cost. Ms. Chandler reminded the Commission that any project with a cost greater than $500,000 that is using ad valorem dollars requires a minor plan amendment due to Hennepin County requirements.**

**Chair Loomis mentioned that there is the possibility of spreading the cost of this project over two years. She pointed out the listed projects on the Commission's CIP table updated February 9, 2011, and said that it would be possible for some of this project to be levied for 2014.**

**Commissioner Black moved to approve adding both projects discussed to the Commission's CIP for 2013. Commissioner Elder seconded the motion. Commissioner Welch commented that this action is a fantastic step in the right direction for the Commission starting its CIP process earlier. He asked Ms. Chandler if the cost estimates presented today are the amounts listed in the Commission's Plan. Ms. Chandler said yes. Ms. Chandler commented that the phosphorous reduction discussed in the two projects isn't an apples to apples comparison. She said that the 14% reduction in phosphorous discussed in the Four Seasons Mall Wetland project is talking about the reduction in the entire watershed of Northwood Lake and the 52% reduction discussed for the Lakeview Park Pond project is treatment provided by the pond for the watershed draining into it.**

**<u>The motion carried unanimously with eight votes in favor</u> [City of Minnetonka absent from vote].**

**C. Tennant Company Improvements: Golden Valley. Ms. Chandler said that more information was handed out today on the project and she passed around product catalogs about the sand filters. She explained that the project is a 4.9 acre site in the City of Golden Valley. She said that the project is in front of the Commission because it proposes an alternative treatment for storm water and an increase in impervious surface of 0.24 acres. Ms. Chandler said that it is important to note that the project is in the Sweeney Lake watershed.**

**Ms. Chandler explained that with the addition of the 0.24 acres of impervious surface 4.38 acres of the 4.9 site will be impervious. She said that 3.1 acres of the site will be graded. Ms. Chandler added that there will be some structural improvements done to the building as part of the project, which isn't part**

**of the Commission's review. She said there are no floodplain issues and commented that prior to this redevelopment there was no rate control on the site.**

**Ms. Chandler said the project proposes an underground sand filter and reminded the Commission that its policy is that projects proposing underground treatment as an alternative water quality treatment be brought in front of the Commission. Ms. Chandler said that previously there was no water quality treatment on the site but the Commission's redevelopment policy requires redevelopment to meet nondegradation requirements. She summarized that with the proposed sand filters and the pre-treatment basin the project meets the requirements of the Commission by providing enough treatment for the whole site to meet the Commission's nondegradation requirements. She said that the permit applicant is considering installing some sump manholes to keep the sediment in place but cost is a factor. Ms. Chandler said that the July 12, 2011, Engineer Memo listed four conditions for the permit. She reported that the first two conditions have been met since the memo was sent to the Commission. She said that the Commission Engineer recommends approval of the project based on the two remaining conditions, listed as numbers 3 and 4 in the Engineer memo:**

> **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.**

**Ms. Chandler said that she recommended modifying condition number 3 by inserting the words "SAFL Baffles" so that the condition begins "Sump manholes and SAFL Baffles…" She recommended modifying condition number 4 to read, "….Submittal by the applicant indicates that the maintenance agreement must include the following maintenance actions, which were provided by the applicant, and include…"**

**Ms. Chandler fielded specific questions on the size of components of the storm chamber, how the chambers are cleaned out, and how much runoff the drainage areas treat. Mr. Mathisen asked if the Commission's policies don't require this redevelopment project to treat the whole site to one-inch runoff treatment. Ms. Chandler indicated no and explained it is because this redevelopment project is less than five acres.**

**Commissioner Welch commented that this discussion is indicative of the urgency with which the Commission needs to revise its standards. He said that this redevelopment project is in the Sweeney Lake watershed, Sweeney Lake is an impaired waterbody, and one of the things discussed in the Sweeney Lake TMDL is the lack of opportunities for redevelopment where treatment could be increased. He said that this project doesn't make the water quality any worse but a lot of phosphorous could be removed from almost five-acres of impervious surface.**

**Commissioner Welch asked for the addition of a third condition that the applicant consider or investigate the addition of iron to the system to enhance treatment capacity.**

**Commissioner Sicora made specific comments about the proposed system and said that the filter medium is critical to how the system works. He said that he thinks the filter medium to be used in the proposed underground sand filters needs to be reviewed in more detail to ensure it is done properly.**

**Commissioner Hoshal asked if the project's building design is considering a green roof. Ms. Chandler said that she did not know. Commissioner Hoshal asked if pervious pavement opportunities are being taken advantage of in this project. Ms. Oliver said the applicant did consider it but moved away from it to the infiltration systems. Commissioner Hoshal asked about rain garden opportunities. Chair Loomis said the site's soils and water table don't allow for rain gardens.**

**Commissioner Black asked if the Commission needs to look at its requirements for filter media when the Commission reviews its standards. Mr. Sicora said it really comes down to criteria, which is why as**

**a policy it is best for these projects to come in front of the Commission. He commented that he would like to see the specific cross sections for the systems proposed for the projects so that there is the detail included for the particular project and that project's site. Ms. Chandler said there are particular cross sections developed for this site and she can get those to anyone interested. Commissioner Welch asked if Commissioner Sicora would want additional information prior to voting on the project. Commissioner Sicora said that as a commissioner he would approve this project based on the Commission Engineer's review with the recommended conditions. He said that as an engineer he would dig into the design a bit more. Commissioner Sicora commented that as a responsible body the Commission should be looking at the longevity and the sustainable nature of these systems.**

**Chair Loomis said that Commissioner Welch hit on a topic that the Commission may want to address when looking at the Plan revision. She said that the opportunities to make improvements in a fully developed watershed are so few and far between that not only does the Commission need to look at its standards but also at helping the developers do what will help the watershed.**

**Ms. Clancy and Mr. Oliver discussed recent cases where property owners looked at the redevelopment standards and backed away from projects.**

**Commissioner Welch said that the Plan revision is still two years out and said that the Commission should not wait that long to look at making changes to its redevelopment standards.**

**Commissioner de Lambert moved to approve the permit with the Commission Engineer's recommended conditions numbers three and four becoming conditions one and two, adding the condition regarding asking the applicant to look at using iron filings in the infiltration systems, and incorporating the language revisions as described earlier by the Commission Engineer regarding the SAFL Baffles and the maintenance requirements. Commissioner Black seconded the motion.**

**<u>The motion carries with eight votes in favor</u> [City of Minnetonka absent from vote].**

**D. Consideration of Data Practices Procedures. Deferred to August BCWMC meeting. Commissioner Welch said that the Data Practices Procedures should have gone first to the Committee instead of into the meeting packet and this underscores communication issues.**

**E. Draft BCWMC Policy Manual. Deferred to August BCWMC meeting.**

## 6. OLD BUSINESS

**A. Major Plan Amendment Update. Chair Loomis said that the Commission needs to direct staff to submit the Plan Amendment to the Minnesota Board of Water and Soil Resources (BWSR) after Hennepin County makes a decision about it at its August 2nd meeting. She said that the Commission also needs to direct staff to notice the September Public Hearing and to prepare the Cooperative Agreements for the projects. Ms. Chandler said that the draft memo to BWSR as included in the meeting packet contains revisions to the Plan Amendment because of some items learned through the feasibility report process for the Wirth Lake Outlet Structure project.**

**Ms. Chandler explained that the draft letter in the packet is dated August 3, 2011, to indicate that it needs to go to BWSR immediately following the August 2nd County meeting at which hopefully the Plan Amendment will be approved by the County. Commissioner Welch asked if anyone from the Commission is going to the August 2nd County meeting to represent the Commission. Chair Loomis said the Commission hasn't heard back from Joel Settles on whether or not the County has asked anyone from the Commission to attend but she said that she can attend and plans to attend. Commissioner Welch said that Administrator Nash should be there as well and he said that he will also try to attend. Mr. LeFevere said that it might be helpful if the BCWMC commissioners tell their County commissioner ahead of time that it is time critical that the County make a decision on August 2nd. Commissioner Black said that she could talk with her commissioner on the County board and the Commission indicated that she should go ahead and do so.**

**Chair Loomis said that the Commission is looking for a motion to submit the Plan Amendment to BWSR after the Hennepin County approves the Plan Amendment and to authorize staff to notice the public hearing and to prepare the Cooperative Agreements for the two projects. Commissioner Welch said so moved. Commissioner Black seconded the motion. Chair Loomis clarified that the Commission Engineer would submit the Plan Amendment to BWSR, the Recorder would notice the public hearing, and legal counsel would prepare the Cooperative Agreements. Commissioner Welch noted that the Commission is a party to the Cooperative Agreements. The motion carried unanimously with eight votes in favor [City of Minnetonka absent from the vote].**

**B. Draft Education and Public Outreach Plan for 2011-2015. Chair Loomis asked if the TAC would discuss the draft Education and Public Outreach Plan (EOP) at its August 3rd meeting and suggested that the Commission discuss the EOP and the TAC's input at the Commission's August meeting. The Commission indicated agreement.**

**Commissioner Langsdorf said that BWSR requested that Watershed Management Organizations WMOs) prepare an EOP and also requested that the WMOs send someone to BWSR's training on preparing EOPs. She said that the BCWMC sent Education Committee member Margie Vigoren to the training and that Committee member Liz Thornton was the alternate. Commissioner Langsdorf said that the draft EOP was developed using the EOP guidelines from BWSR and the information in the Commission's Second Generation Plan regarding the Commission's education and outreach goals.**

**Commissioner Langsdorf said that the Committee took the Commission's 2012 operating budget and changed the EOP to fit within the BCWMC's 2012 budget. She said that the items removed for 2012 because of budget considerations were added back in for 2013 – 2015. Commissioner Langsdorf drew the Commission's attention to the July 14, 2011, memo and the 2012 and 2013 education budget comparison table, both prepared by the Education and Outreach Committee, as sources for more details about the preparation of the EOP.**

**Education Committee member Liz Thorton raised the point that the EOP and the Education Committee activities have all been done by volunteers. She said that the Commission needs to look to the future because the work can't continue based only on volunteer work. Chair Loomis said that the Commission did allocate funds within the Administrator's 2012 budget for staff time on education.**

## 7. COMMUNICATIONS

**Chair:**

1. **Chair Loomis reported that Ed Silberman, a former long-time BCWMC commissioner from Golden Valley, passed away in early July. She recommended that the Commission direct staff to prepare a resolution in recognition of the work accomplished by Ed Silberman on behalf of the BCWMC, which the BCWMC could present to his family. The Commission agreed and directed Mr. LeFevere to prepare the resolution. Ms. Clancy volunteered to help. Chair Loomis noted that the City of Golden Valley is considering naming a flood control facility after Mr. Silberman.**

**Administrator:**

1. **Administrator Nash announced that the Sweeney Lake TMDL had been sent to the U.S. Environmental Protection Agency by the Minnesota Pollution Control Agency prior to the Minnesota government shut down. Chair Loomis added that the BCWMC also heard that the TMDL was approved but said that the written communication to the Commission of the approval has been delayed because of the state government shut down.**
2. **Administrator Nash reported that SRF contacted him because it is one of the firms that received the Engineering RFP and would like to respond to the BCWMC's call for Request for Proposals (RFPs). He said that SRF called wanting to know if there would be any issues since Lisa Goddard, the BCWMC Alternate Commissioner from Minneapolis, is employed at SRF. Mr. LeFevere said that he would like to report back on that issue. He said that he could report his legal findings**

**directly to SRF. He said that if the Commission finds out that it is ok legally but knows that it is uncomfortable with it then the Commission should let SRF know right away so that it doesn't spend time on the proposal. Administrator Nash said that the proposals are due to the Commission next week and so SRF should be notified as soon as possible. Chair Loomis directed Mr. LeFevere to check into the issue and to let the Administrator and SRF know. She said that if any of the Commission members are uncomfortable with the relationship then communicate it to the Administrator. Commissioner Sicora said that as a consulting engineer he thinks it would be nice to have clarification on the issue. Mr. LeFevere said that he would prepare a memo and distribute it.**

**Commissioners:**

1. **Commissioner Black said that on June 30th she was called on and asked to be part of the Hennepin County Surface Water Governance Research Project. She said that she agreed but thought that she was participating through her role with the City of Plymouth. She said she sees that the group's contact list identifies her organization affiliation as the BCWMC. Ms. Black said that she is very interested in this project and asked the Commission if it is comfortable with her representing the Commission in this project.**

   **Mr. LeFevere said that one of the items on the County's list of possible fixes to watershed management is legislation to allow joint powers WMOs to have taxing authority. He said that he doesn't know if the Commission has a position on that issue but if Commissioner Black is going to represent the Commission in the county's research project then she should know the Commission's position and be able to represent it. Commissioner Welch said that he thinks Commissioner Black should participate and let the project team know that she is representing herself.**

   **Ms. Chandler added that Len Kremer had suggested that if this project is of concern to the Joint Powers WMOs then perhaps a meeting of the WMOs could be coordinated to facilitate discussion. She said that the West Metro Watershed Alliance (WMWA) includes all of the local WMOs except for the Mississippi WMO.**

   **Commissioner Black said that she is taking it as Commission direction that she will make it clear to the group that while she is on the BCWMC she is representing herself at the project meetings. She said that any feedback that commissioners have about this project can be given to her. She said that one of the first items that she will bring up at the meeting is the need for a Web site for the group to post meeting minutes and then Commission could link to that Web site. The Commission indicated agreement.**

   **Administrator Nash asked if the Commission wanted to make a decision about coordinating a meeting of the WMOs. Chair Loomis said that the Commission seems to indicate that there isn't enough information known yet to hold a joint WMO meeting.**

2. **Commissioner Hoshal reported that he took a series of photos of the BCWMC's June 22nd watershed tour and had sent a link to archived photos to Administrator Nash and Ms. Herbert. He asked if others would like to see them. Commissioner Black indicated that she would and asked if they could be posted on the BCWMC's Web site. Commissioner Welch commented that if Commissioner Hoshal gives the photos to the Commission then the photos become public data. Ms. Thornton said that the photos could be useful for commissioners to use with the education display. Commissioner Welch said that he thought it would be better if Administrator Nash would pick a selection of the photos to be displayed on the Commission's Web site. The Commission indicated agreement with that staff direction.**

3. **Commissioner Hoshal displayed an 1874 atlas of the state of Minnesota that shows Bassett Creek and its meander at that time. The Commission indicated interest in having a copy made of that map and posting it on the BCWMC's Web site.**

4. **Chair Loomis asked Ms. Herbert to report on the communications that the Commission has received from the Association of Medicine Lake Area Citizens regarding coordinating a meeting of**

**stakeholders on the issue of aquatic invasive species. Ms. Herbert reported that the Commission has been invited to attend a meeting to discuss aquatic invasive species and specifically zebra mussels and actions that could be taken to keep them out of west metro area waterbodies. She said that AMLAC is asking Minnesota Waters to moderate the meeting and has asked the Three Rivers Park District and other government entities to participate. She said that right now the date selected for the meeting is August 17th and other meeting details are still being worked out. Ms. Herbert said that the Commission could decide to communicate back regarding the invitation or could just file the communications in the BCWMC's correspondence file. Ms. Black commented that she is planning to attend as a representative of the City of Plymouth. She noted that the Commission's policy manual doesn't have a policy on aquatic invasive species but said that maybe one should be developed. Chair Loomis said that anyone who goes to the meeting should report back to the Commission. Commissioners Welch and Hoshal requested a copy of the e-mail with the meeting details.**

**Committees:**

**Education Committee**

1. **Commissioner Langsdorf said that the two line items under the education and outreach budget have been combined in the financial report and she asked that they be separated back into two lines. She asked if she could work it out with Administrator Nash. The Commission indicated yes.**
2. **Commissioner Langsdorf said that she received comments on the BCWMC's education display after it was on display at the Golden Valley Farmers' Market and that the Mayor of New Hope would like the display to be up at its farmers' market. Chair Loomis said she had the display up for one day at the Golden Valley Farmers' Market and had a lot of people stop by the display. She said that she passed out a lot of packets.**
3. **Commissioner Langsdorf said that the Education Committee has money for another newspaper article and the Commission recommends that it be about fall leaf care. She said that the Committee needs to talk to Administrator Nash about it since the article goes out under his byline.**

**Counsel: No Communications.**

**Engineer:**

1. **Ms. Chandler noted that Clean Water Legacy grant applications are due September 15, 2011. She said that the City of Minneapolis has indicated interest in pursuing grant money for the Main Stem restoration project in Minneapolis. She recommended that the Commission authorize staff to develop at least that grant application. She said that Chair Loomis had brought up in a discussion the idea of pursuing grant funds for retrofitting in the fully developed watershed. Commissioner Welch said that he would like to be in any e-mail loop with BWSR about the Main Stem project in Minneapolis. Commissioner Welch moved to have staff communicate with BWSR and try to nail down the criteria and the emphasis of the grants and if staff gets a green light about the Main Stem restoration project in Minneapolis then Administrator Nash should lead the effort to prepare a grant proposal about that project. Commissioner Black seconded the motion. The motion carried unanimously with eight votes in favor [City of Minnetonka absent from vote]. Commissioner Black clarified that any costs for administering the grant can be part of the grant. Administrator Nash said yes, up to 5%. Chair Loomis directed staff to flesh out the idea for the retrofitting as a possible grant submission and to bring it back to the Commission.**

## 9. INFORMATION ONLY

**Bassett Creek Erosion Control Inspections, July 8 – 11, 2011**

## 10. CLOSED MEETING

**Chair Loomis adjourned the meeting for a brief recess at 2:09 p.m. after which the meeting was to resume as a closed session, per the request of Administrator Nash, for a performance evaluation of the Administrator.**

_____ _____

**Linda Loomis, Chair** **Date** **Amy Herbert, Recorder** **Date**

_____

**Jim de Lambert, Secretary** **Date**

# Bassett Creek Watershed Management Commission – August 2011 Web site: www.bassettcreekwmo.org

**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 (2nd floor), 7800 Golden Valley Road, Golden Valley, MN 55427**

| Commissioner | Alternate Commissioner | Technical Advisory Committee Member |
|---|---|---|
| ***Crystal – 2012*** | | |
| **Pauline Langsdorf**<br>8100 33rd Ave. N., Crystal 55427<br>763-544-1317<br>langsdorfp@aol.com | **Vacant** | **Tom Mathisen**<br>4141 Douglas Dr. North, Crystal 55422<br>763-531-1160 763-531-1188 (fax)<br>tmathisen@ci.crystal.mn.us |
| ***Golden Valley – 2012*** | | |
| **Mayor Linda Loomis, Chair**<br>City of Golden Valley<br>7800 Golden Valley Road, GV 55427<br>763-593-3990 763-593-8109 (fax)<br>lloomis@goldenvalleymn.gov | **David Hanson**<br>1030 Angelo Dr., Golden Valley 55422<br>763-588-1478<br>davewhanson@gmail.com | **Jeannine Clancy**<br>Director of Public Works<br>City of Golden Valley<br>7800 Golden Valley Road, GV 55427<br>763-593-8035 763-593-3988 (fax)<br>jclancy@goldenvalleymn.gov<br>**Jeff Oliver (alternate)**<br>City Engineer, City of GV<br>763-593-8034 763-593-3988 (fax)<br>joliver@goldenvalleymn.gov<br>**Eric Eckman (alternate)**<br>Public Works Specialist, City of GV<br>763-593-8084 763-593-3988 (fax)<br>eeckman@goldenvalleymn.gov |
| ***Medicine Lake – 2012*** | | |
| **Ted Hoshal**<br>6960 Madison Ave. W., Ste 2<br>Minneapolis, MN 55427-3627<br>763-541-1140 763-541-0223 (fax)<br>dthoshal@luma-gard.com | **John O'Toole**<br>MGO4SE, General Mills, Inc.<br>PO Box 1113, Mpls., MN 55440<br>763-764-2422 763-764-2268 (fax)<br>john.otoole@genmills.com | |
| ***Minneapolis – 2013*** | | |
| **Michael Welch, Treasurer**<br>212 Thomas Avenue S.<br>Minneapolis, MN 55405<br>612-385-6885<br>mjewelch@gmail.com | **Lisa Goddard**<br>214 Logan Avenue North<br>Minneapolis, MN 55405<br>612-374-2481 (home)<br>763-475-0010 763-475-2429 (fax)<br>lgoddard@srfconsulting.com | **Lois Eberhart**<br>City of Minneapolis<br>Water Resources Administrator<br>Room 300 City of Lakes Building<br>309 Second Ave. S.<br>Minneapolis, MN 55401-2268<br>612-673-3260 612-673-2048 (fax)<br>Lois.eberhart@ci.minneapolis.mn.us |
| ***Minnetonka – 2013*** | | |
| **Vacant** | **Tony Wagner**<br>1804 Traymore Road<br>Minnetonka, MN 55305<br>952-512-1817<br>twagner@eminnetonka.com | **Lee Gustafson**<br>City of Minnetonka<br>14600 Minnetonka Boulevard<br>Minnetonka, MN 55345<br>952-939-8239 952-939-8244 (fax)<br>lgustafson@ci.minnetonka.mn.us |
| ***New Hope – 2013*** | | |
| **John Elder**<br>City of New Hope, 4401 Xylon Ave. N.<br>New Hope, MN 55428<br>763-531-5100<br>jelder@ci.new-hope.mn.us | **Daniel Stauner**<br>City of New Hope, 4401 Xylon Ave. N.<br>New Hope, MN 55428<br>763-536-1415<br>dstauner@ci.new-hope.mn.us | **Guy Johnson**<br>Dir. Of Public Works, City of New Hope<br>5500 Intl. Pkwy., New Hope 55428<br>763-592-6766 763-533-7650 (fax)<br>gjohnson@ci.new-hope.mn.us |
| ***Plymouth – 2014*** | | |
| **Ginny Black, Vice Chair**<br>Plymouth City Hall<br>3400 Plymouth Blvd., Plymouth 55447<br>763-509-5004<br>Ginny.black@q.com | **Judy Johnson**<br>Plymouth City Hall<br>3400 Plymouth Blvd., Plymouth, MN 55447<br>763-509-5001 (voicemail)<br>jjohnson@plymouthmn.gov | **Bob Moberg**<br>3400 Plymouth Blvd.<br>Plymouth, MN 55447<br>763-509-5525<br>bmoberg@ci.plymouth.mn.us<br>**Derek Asche (alternate)**<br>3400 Plymouth Blvd., Plymouth, MN 55447<br>763-509-5526<br>DAsche@ci.plymouth.mn.us |

# Bassett Creek Water Management Commission – August 2011
## Web site: www.bassettcreekwmo.org

| Commissioner | Alternate Commissioner | Technical Advisory Committee Member |
|---|---|---|
| ***Robbinsdale – 2014*** | | |
| **Wayne Sicora**<br>3706 Abbott Ave. North<br>Robbinsdale, MN 55422<br><br>763-522-8165<br>Wayne.sicora@gmail.com | **Vacant** | **Richard McCoy ***<br>City of Robbinsdale<br>4100 Lakeview Ave. N.<br>Robbinsdale, MN 55422<br>763-531-1260 763-531-7344 (fax)<br>rmccoy@ci.robbinsdale.mn.us |
| ***St. Louis Park – 2014*** | | |
| **Jim de Lambert, Secretary**<br>9257 West 22nd Lane<br>St. Louis Park, MN 55426<br>763-489-3150<br>jimd@liesch.com | **Justin Riss**<br>3732 Pennsylvania Avenue South<br>St. Louis Park, MN 55426<br>612-242-6611<br>justinriss@yahoo.com | **Laura Adler, Engrg. Program Coor. ***<br>City of St. Louis Park<br>5005 Minnetonka Boulevard<br>St. Louis Park, MN 55416<br>952-924-2690 952-924-2663 (fax)<br>ladler@stlouispark.org<br>**Jim Vaughan, Envl. Coor. * (alternate)**<br>City of St. Louis Park<br>5005 Minnetonka Boulevard<br>St. Louis Park, MN 55416<br>952-924-2699 952-924-2663 (fax)<br>jvaughan@stlouispark.org |

***BCWMC Administrator:*** Geoff Nash, * 6920 Hillcrest Lane, Edina, 55435; 952-240-3025 (cell); 952-925-5119 (office). E-mail: 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
***Counsel:*** Charlie LeFevere, * 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
***Engineer:*** Len Kremer, * Barr Engineering Company, 4700 West 77th Street, Minneapolis 55435-4803; 952-832-2781 (Fax: 952-832-2601). E-mail: 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

**Administrative Personnel (Municipalities)**

***Crystal***
Tom Mathisen, City Engineer
Anne Norris, City Manager
Chrissy Serres, City Clerk
4141 North Douglas Drive 763-531-1000 (general)
Crystal 55422 763-531-1188 (fax)

***Golden Valley***
Jeannine Clancy 763-593-8035
Director of Public Works 763-593-3988 (engrg. fax)
Tom Burt, City Manager ** 763-593-8002
Jeff Oliver, City Engineer 763-593-8034
Sue Virnig, City Clerk 763-593-8010
7800 Golden Valley Road 763-593-8109 (admin. fax)
Golden Valley 55427 763-593-8000 (general)

***Medicine Lake***
Mary Anne Young, Mayor
145 Peninsula Rd. 55441 763-544-3285
Nancy Pauly, City Clerk (nancy.pauly@gmail.com)
10609 South Shore Drive
Medicine Lake 55441 763-542-9701

***Minneapolis***
Steven Kotke, Director of Public Works and City Engineer
350 South 5th Street, Room 203 612-673-2443
Casey J. Carl, City Clerk 612-673-2216
350 S 5th St, Room 304 612-673-3812 (fax)
(All Minneapolis 55415) 612-673-3000 (general)

***St. Louis Park***
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)

***Minnetonka***
Lee Gustafson, Director of Engineering 952-939-8239
John Gunyou, City Manager
David Maeda, City Clerk (dmaeda@eminnetonka.com)
14600 Minnetonka Blvd 952-939-8200 (general)
Minnetonka 55345 952-939-8244 (fax)

***New Hope***
Guy Johnson, Director of Public Works
5500 International Prkwy 763-592-6766
Kirk McDonald, Interim City Mgr ** 763-531-5119
Valerie Leone, City Clerk (vleone@ci.new-hope.mn.us)
4401 Xylon Avenue North 763-531-5100 (general)
New Hope 55428 763-531-5136 (fax)

***Plymouth***
Doran Cote, Director of Public Works
Laurie Ahrens, City Manager
Sandra Engdahl, City Clerk
3400 Plymouth Boulevard 763-509-5000 (general)
Plymouth 55447 763-509-5060 (fax)

***Robbinsdale***
Marcia Glick, City Manager
Richard McCoy, City Engineer
Tom Marshall, City Clerk 763-531-1252
4100 Lakeview Avenue N. 763-537-4534 (general)
Robbinsdale 55422 763-537-7344 (fax)

# Bassett Creek Watershed Management Commission 2011 Administrative Calendar

| *January 2011* | *February 2011* | *March 2011* | *April 2011* |
|---|---|---|---|
| **MEETING – JANUARY 20**<br>• **January 6** – TAC meeting, 1:30 p.m.<br>• **January 11** – WMWA, 8:30 a.m., Plymouth City Hall<br>• **January 20** – Administrative Services Committee mtg following BCWMC mtg<br>• **January 26** – Education and Public Outreach, Plymouth City Hall,9:00 a.m.<br>• January 31 - End of Fiscal Year<br>• Direct auditor to prepare audit report<br>• Terms end for Plymouth, Robbinsdale, and St. Louis Park<br>• Resolution to appoint official depositories;<br>• 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& move funds from CIP acct to Administrative account. | **MEETING – FEBRUARY 17**<br>• **February 3** – TAC meeting, 1:30 p.m.<br>• **February 8** – Education and Public Outreach, Plymouth City Hall,10:30 a.m.<br>• **February 14** – Administrative Services Committee mtg, Golden Valley City Hall, 4:30 p.m.<br>• BCWMC Organizational meeting – elect officers; Discuss BCWMC mission and goals; Discuss 2011 Commission – TAC liaisons<br>• Assessment payments from member-cities due February 1 | **MEETING – MARCH 17**<br>• **March 3** – TAC meeting, 1:30 p.m.<br>• **March 8** – WMWA, 8:30 a.m., Plymouth City Hall | **MEETING – APRIL 21**<br>• **April 7** – TAC meeting, 1:30 p.m.<br>• **April 8 – 9** – Plymouth Yard & Garden<br>• April 12 – WMWA meeting, 8:30 a.m. and Education and Public Outreach meeting immediately following<br>• Report to State Auditor |
| ***May 2011*** | ***June 2011*** | ***July 2011*** | ***August 2011*** |
| **MEETING – MAY 19**<br>• **May 5** – TAC meeting<br>• **May 10 -** WMWA, 8:30 a.m., Plymouth City Hall<br>• **May 12 –** Zachary Lane Env. Fair<br>• **May 24 –** Education and Public Outreach, Plymouth City Hall, 9:00 a.m.<br>• Receive and file final Audit; Review Draft 2012 Budget; Final Annual Report presented for approval and submitted to BWSR and member cities | **MEETING – JUNE 16 – public hearing on proposed Major Plan Amendment**<br>• Possible presentation of feasibility studies<br>• **June 22** – BCWMC Watershed tour, 3:45 p.m.<br>• 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 | **MEETING – JULY 21**<br>• LMCIT annual invoice; Receive first half of ad valorem tax (early July);<br>• Review and approve 2013 CIP<br>• **July 6** - Administrative Services Committee mtg, 8:00 a.m.<br>• **July 13** - Education and Public Outreach, Plymouth City Hall, 3:00 p.m. | **MEETING – AUGUST 18**<br>• **August 4** – TAC meeting, 1:30 p.m. |
| ***September 2011*** | ***October 2011*** | ***November 2011*** | ***December 2011*** |
| **MEETING–SEPTEMBER 15 – public hearing on proposed projects in Plan amendment**<br>• **September 1** – TAC meeting<br>• Submit maximum levy ad valorem tax request to Hennepin County | **MEETING – OCTOBER 20**<br>• **October 6** - TAC meeting, 1:30 p.m.<br>• Prepare letters re: deadline to receive applications for the Channel Maintenance Fund during next year's construction season | **MEETING– WEDNESDAY, NOVEMBER 16**<br>• **November 3** – TAC meeting | **MEETING – DECEMBER 15**<br>• **December 1** – TAC meeting, 1:30 p.m.<br>• Prepare resolution to transfer 2011 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts. |

8/10/2011

**Bassett Creek Watershed Management Commission General Account**
**General Fund (Administration) Financial Report**
**Fiscal Year: February 1, 2011 through January 31, 2012** **(UNAUDITED)**
**MEETING DATE: August 18, 2011**

| | | | | |
|---|---|---|---|---|
| **BEGINNING BALANCE** | **12-Jul-11** | | | 570,219.82 |
| **ADD:** | | | | |
| **General Fund Revenue:** | | | | |
| Interest/(Bank Fees) | | | 5.75 | |
| **Assessment not received - Minneapolis** | | | | |
| Reimbursed Construction Costs | | | 15,175.94 | |
| | | **Total Revenue and Transfers In** | | **15,181.69** |
| **DEDUCT:** | | | | |
| **Checks:** | | | | |
| 2372 | Barr Engineering | July Engineering Services | 32,169.47 | |
| 2373 | D'Amico Catering | Aug Meeting | 247.00 | |
| 2374 | Amy Herbert | July Secretarial | 3,187.23 | |
| 2375 | Kennedy & Graven | May & June Legal | 3,487.55 | |
| 2376 | Watershed Consulting | July Administrator | 1,302.49 | |
| | | **Total Checks** | | 40,393.74 |
| Outstanding from previous years-Prior Year Expenses: | | | | |
| Meadowbrook School | | 2009 Exp-Grant | 992.08 | |
| **ENDING BALANCE** | **12-Jul-11** | | | **545,007.77** |

| | 2011/2012 BUDGET | CURRENT MONTH | YTD 2011/2012 | BALANCE |
|---|---|---|---|---|
| **OTHER GENERAL FUND REVENUE** | | | | |
| ASSESSEMENTS | 434,150 | 0.00 | 402,776.00 | 31,374.00 |
| PERMIT REVENUE | 40,000 | 0.00 | 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 | 0.00 | 417,257.46 | 56,892.54 |
| **EXPENDITURES** | | | | |
| ENGINEERING | | | | |
| ADMINISTRATION | 110,000 | 8,593.16 | 74,918.37 | 35,081.63 |
| PLAT REVIEW | 50,000 | 4,628.00 | 27,436.92 | 22,563.08 |
| COMMISSION MEETINGS | 13,000 | 522.00 | 5,491.86 | 7,508.14 |
| SURVEYS & STUDIES | 20,000 | 659.50 | 11,311.46 | 8,688.54 |
| WATER QUALITY/MONITORING | 34,000 | 891.89 | 9,883.57 | 24,116.43 |
| WATER QUANTITY | 11,000 | 696.25 | 5,231.69 | 5,768.31 |
| WATERSHED INSPECTIONS | 8,000 | 712.10 | 3,175.91 | 4,824.09 |
| 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 | 16,702.90 | 139,740.97 | 118,259.03 |
| ADMINISTRATOR | 36,000 | 1,302.49 | 18,808.19 | 17,191.81 |
| LEGAL COSTS | 18,500 | 3,057.80 | 7,958.11 | 10,541.89 |
| AUDIT, INSURANCE & BONDING | 15,000 | 0.00 | 12,452.00 | 2,548.00 |
| FINANCIAL MANAGEMENT | 3,000 | 0.00 | 0.00 | 3,000.00 |
| MEETING EXPENSES | 4,750 | 247.00 | 2,706.77 | 2,043.23 |
| SECRETARIAL SERVICES | 45,000 | 3,639.61 | 22,934.76 | 22,065.24 |
| 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 | 0.00 | 746.16 | 2,253.84 |
| WOMP | 10,000 | 268.00 | 1,726.75 | 8,273.25 |
| 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 | 25,217.80 | 216,317.16 | 257,832.84 |

**BCWMC Construction Account**
**Fiscal Year: February 1, 2011 through January 31, 2012** **(UNAUDITED)**
**August 2011 Financial Report**

| | | | |
|---|---|---|---|
| Cash Balance 07/12/11 | | | |
| Cash | | 2,033,885.67 | |
| 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 | |
| | **Total Cash & Investments** | | 2,545,945.50 |
| Add: | | | |
| | Interest Revenue | 33.14 | |
| | **Total Revenue** | | 33.14 |
| Less: | CIP Projects Levied - Current Expenses - TABLE A | (792.94) | |
| | Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B | (14,383.00) | |
| | Total Current Expenses | | (15,175.94) |
| | **Total Cash & Investments On Hand** | **08/09/11** | **2,530,802.70** |

| | |
|---|---|
| Total Cash & Investments On Hand | 2,530,802.70 |
| CIP Projects Levied - Budget Remaining - **TABLE A** | (2,488,880.12) |
| **Closed Projects Remaining Balance** | **41,922.58** |
| 2011 Anticipated Tax Levy Revenue - TABLE C | 444,068.08 |
| **Anticipated Closed Project Balance** | **485,990.66** |
| 2012 Proposed & Future CIP Project Amount to be Levied - TABLE B | 1,100,000.00 |
| 2013 Proposed & Future CIP Project Amount to be Levied - TABLE B | 233,000.00 |

## TABLE A - CIP PROJECTS LEVIED

| | Approved Budget | Current Expenses | 2011 YTD Expenses | **INCEPTION** To Date Expenses | Remaining Budget |
|---|---|---|---|---|---|
| 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) | 501,100 | 0.00 | 1,245.35 | 24,405.20 | 476,694.80 |
| 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 | 792.94 | 810.25 | 2,205.19 | (2,205.19) |
| | 3,966,400 | 792.94 | 575,119.13 | 1,477,519.88 | 2,488,880.12 |

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

| | Approved Budget - To Be Levied | Current Expenses | 2011 YTD Expenses | **INCEPTION** To Date Expenses | Remaining Budget |
|---|---|---|---|---|---|
| **2012** | | | | | |
| Wirth Lake Outlet Modification (WTH-4)(2012) | 250,000 | 2,531.80 | 17,334.99 | 22,776.79 | 227,223.21 |
| Sweeney Lake Outlet (2012 FC-1) | 250,000 | 112.00 | 2,184.15 | 6,746.15 | 243,253.85 |
| Main Stem Irving Ave to GV Road (2012 CR) | 600,000 | 2,235.00 | 65,350.42 | 69,305.42 | 530,694.58 |
| 2012 Project Totals | 1,100,000 | 4,878.80 | 84,869.56 | 98,828.36 | 1,001,171.64 |
| **2013** | | | | | |
| Lakeview Park Pond (2013) | 196,000 | 43.50 | 1,432.50 | 2,113.50 | 193,886.50 |
| Schaper Pond Enhancement Feasibility (SL-1) | 37,000 | 9,460.70 | 17,227.24 | 26,687.94 | 10,312.06 |
| 2013 Project Totals | 233,000 | 9,504.20 | 18,659.74 | 28,801.44 | 204,198.56 |
| Total Proposed & Future CIP Projects to be Levied | 1,333,000 | 14,383.00 | 103,529.30 | 127,629.80 | 1,205,370.20 |

## TABLE C - TAX LEVY REVENUES

| | **County Levy** | **Abatements / Adjustments** | **Adjusted Levy** | **Current Received** | **Year to Date Received** | **Inception to Date Received** | **Balance to be Collected** | BCWMO Levy |
|---|---|---|---|---|---|---|---|---|
| 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 |
| | | | | **424,107.27** | | | **454,195.91** | |

**BCWMC Construction Account**
**Fiscal Year: February 1, 2011 through January 31, 2012** **(UNAUDITED)**
**August 2011 Financial Report**

**OTHER PROJECTS:**

| | Approved Budget | Current Expenses / (Revenue) | 2011 YTD Expenses / (Revenue) | INCEPTION To Date Expenses / (Revenue) | Remaining Budget |
|---|---|---|---|---|---|
| **TMDL Studies** | | | | | |
| TMDL Studies | 125,000 | 0.00 | 0.00 | 102,588.15 | 22,411.85 |
| Sweeney TMDL | 119,000 | 1,205.00 | 5,290.50 | 212,222.86 | |
| Less: MPCA Grant Revenue | | (8,524.20) | (8,524.20) | (163,870.64) | 70,647.78 |
| TOTAL TMDL Studies | 244,000 | (7,319.20) | (3,233.70) | 150,940.37 | 93,059.63 |
| **Annual Flood Control Projects:** | | | | | |
| 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 |
| **Annual Water Quality** | | | | | |
| Channel Maintenance Fund | 200,000 | 0.00 | 0.00 | 41,818.10 | 158,181.90 |
| Total Other Projects | 1,467,373 | (7,319.20) | (3,233.70) | 206,324.80 | 1,261,048.20 |

| | | |
|---|---|---|
| Cash Balance 07/12/11 | | 1,253,729.00 |
| Add: | | |
| MPCA Grant-Sweeney Lk | | 8,524.20 |
| Less: | | |
| Current Expenses | | (1,205.00) |
| Ending Cash Balance | 08/09/11 | 1,261,048.20 |

# Bassett Creek Construction Project Details

8/10/2011

## CIP Projects Levied

| | Total CIP Projects Levied | Twin Lake | 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) |
|---|---|---|---|---|---|---|---|---|
| **Original Budget** | **3,966,400** | **140,000** | **1,100,000** | **810,200** | **501,100** | **580,200** | **834,900** | |
| Expenditures: | | | | | | | | |
| Feb 2004 - Jan 2005 | **1,983.50** | 1,983.50 | | | | | | |
| Feb 2005 - Jan 2006 | **1,716.70** | 1,716.70 | | | | | | |
| Feb 2006 - Jan 2007 | **2,164.95** | 375.70 | 1,789.25 | | | | | |
| Feb 2007 - Jan 2008 | **1,871.70** | 36.00 | 1,835.70 | | | | | |
| Feb 2008 - Jan 2009 | **39,346.36** | | 18,392.11 | 20,954.25 | | | | |
| Feb 2009 - Jan 2010 | **23,188.45** | 1,612.45 | 687.00 | 9,319.95 | 11,569.05 | | | |
| Feb 2010 - Jan 2011 | **831,336.15** | | 721,929.52 | 30,887.00 | 11,590.80 | 34,803.97 | 31,522.86 | 602.00 |
| Feb 2011 - Jan 2012 | **575,912.07** | | | 570,543.53 | 1,245.35 | 2,520.00 | | 1,603.19 |
| **Total Expenditures:** | **1,477,519.88** | **5,724.35** | **744,633.58** | **631,704.73** | **24,405.20** | **37,323.97** | **31,522.86** | **2,205.19** |
| **Project Balance** | **2,488,880.12** | **134,275.65** | **355,366.42** | **178,495.27** | **476,694.80** | **542,876.03** | **803,377.14** | **(2,205.19)** |

| | Total CIP Projects Levied | Twin Lake | 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) |
|---|---|---|---|---|---|---|---|---|
| **Project Totals By Vendor** | | | | | | | | |
| Barr Engineering | **139,853.83** | 3,758.10 | 7,004.91 | 38,467.60 | 21,156.50 | 36,531.32 | 30,730.21 | 2,205.19 |
| Kennedy & Graven | **9,467.20** | 1,966.25 | 1,427.15 | 2,053.25 | 2,435.25 | 792.65 | 792.65 | |
| City of Golden Valley | | | | | | | | |
| City of Plymouth | **1,304,823.85** | | 736,201.52 | 568,622.33 | | | | |
| Com of Trans | | | | | | | | |
| S E H | | | | | | | | |
| Misc | | | | | | | | |
| 2.5% Admin Transfer | **23,375.00** | | | 22,561.55 | 813.45 | | | |
| **Total Expenditures** | **1,477,519.88** | **5,724.35** | **744,633.58** | **631,704.73** | **24,405.20** | **37,323.97** | **31,522.86** | **2,205.19** |

| | Total CIP Projects Levied | Twin Lake | 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) |
|---|---|---|---|---|---|---|---|---|
| **Levy/Grant Details** | | | | | | | | |
| 2009/2010 Levy | **935,000** | | | 902,462 | 32,538 | | | |
| 2010/2011 Levy | **862,400** | | | | 286,300 | 160,700 | 415,400 | |
| 2011/2012 Levy - Future ??? | | | | | | | | |
| Construction Fund Balance | **904,000** | | | 62,738 | 2,262 | 419,500 | 419,500 | |
| BWSR Grant- BCWMO | **360,000** | | | 212,250 | 147,750 | | | |
| Total Levy/Grants | **3,061,400** | | | 1,177,450 | 468,850 | 580,200 | 834,900 | |
| BWSR Grants Received | | | | 191,025 | 132,975 | | | |

# Bassett Creek Construction Project Details

## Proposed & Future CIP Projects (to be Levied)

| | Total Proposed & Future CIP Projects (to be Levied) | 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) |
|---|---|---|---|---|---|---|
| **Original Budget** | **1,333,000** | **250,000** | **250,000** | **600,000** | **196,000** | **37,000** |
| Expenditures: | | | | | | |
| Feb 2004 - Jan 2005 | **637.50** | | | | 637.50 | |
| Feb 2005 - Jan 2006 | | | | | | |
| Feb 2006 - Jan 2007 | | | | | | |
| Feb 2007 - Jan 2008 | | | | | | |
| Feb 2008 - Jan 2009 | | | | | | |
| Feb 2009 - Jan 2010 | | | | | | |
| Feb 2010 - Jan 2011 | **9,080.00** | 2,910.00 | 4,450.00 | 1,720.00 | | |
| Feb 2011 - Jan 2012 | **117,912.30** | 19,866.79 | 2,296.15 | 67,585.42 | 1,476.00 | 26,687.94 |
| **Total Expenditures:** | **127,629.80** | **22,776.79** | **6,746.15** | **69,305.42** | **2,113.50** | **26,687.94** |
| **Project Balance** | **1,205,370.20** | **227,223.21** | **243,253.85** | **530,694.58** | **193,886.50** | **10,312.06** |

| | Total Proposed & Future CIP Projects (to be Levied) | 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) |
|---|---|---|---|---|---|---|
| **Project Totals By Vendor** | | | | | | |
| Barr Engineering | **126,133.20** | 22,089.19 | 6,049.00 | 69,238.57 | 2,068.50 | 26,687.94 |
| Kennedy & Graven | **1,496.60** | 687.60 | 697.15 | 66.85 | 45.00 | |
| City of Golden Valley | | | | | | |
| City of Plymouth | | | | | | |
| Com of Trans | | | | | | |
| S E H | | | | | | |
| Misc | | | | | | |
| 2.5% Admin Transfer | | | | | | |
| **Total Expenditures** | **127,629.80** | **22,776.79** | **6,746.15** | **69,305.42** | **2,113.50** | **26,687.94** |

| | Total Proposed & Future CIP Projects (to be Levied) | 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) |
|---|---|---|---|---|---|---|
| **Levy/Grant Details** | | | | | | |
| 2009/2010 Levy | | | | | | |
| 2010/2011 Levy | | | | | | |
| 2011/2012 Levy - Future ??? | **971,000** | 175,000 | | 600,000 | 196,000 | |
| Construction Fund Balance | | | | | | |
| BWSR Grant- BCWMO | **75,000** | 75,000 | | | | |
| Total Levy/Grants | **1,046,000** | 250,000 | | 600,000 | 196,000 | |
| BWSR Grants Received | | 67,500 | | | | |

# Bassett Creek Construction Project Details

| | | Other Projects | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | Total Other Projects | TMDL Studies | Sweeney Lake TMDL | Flood Control Emergency Maintenance | Flood Control Long-Term Maintenance | Channel Maintenance | Totals - All Projects |
| **Original Budget** | | **1,467,373** | **125,000** | **119,000** | **500,000** | **773,373** | **200,000** | **6,766,773** |
| | | | | | | (250,000.00) | | |
| Expenditures: | MPCA Grant | **(163,870.64)** | | (163,870.64) | | | | (163,870.64) |
| Feb 2004 - Jan 2005 | | | | | | | | 2,621.00 |
| Feb 2005 - Jan 2006 | | **6,949.19** | | | | 3,954.44 | 2,994.75 | 8,665.89 |
| Feb 2006 - Jan 2007 | | **10,249.09** | 637.20 | | | 9,611.89 | | 12,414.04 |
| Feb 2007 - Jan 2008 | | **113,141.44** | 23,486.95 | 89,654.49 | | | | 115,013.14 |
| Feb 2008 - Jan 2009 | | **117,455.33** | 31,590.12 | 47,041.86 | | | 38,823.35 | 156,801.69 |
| Feb 2009 - Jan 2010 | | **76,184.64** | 31,868.63 | 44,316.01 | | | | 99,373.09 |
| Feb 2010 - Jan 2011 | | **40,925.25** | 15,005.25 | 25,920.00 | | | | 881,341.40 |
| Feb 2011 - Jan 2012 | | **5,290.50** | | 5,290.50 | | | | 699,114.87 |
| **Total Expenditures:** | | **206,324.80** | **102,588.15** | **48,352.22** | | **13,566.33** | **41,818.10** | **1,811,474.48** |
| **Project Balance** | | **1,261,048.20** | **22,411.85** | **70,647.78** | **500,000.00** | **509,806.67** | **158,181.90** | **4,955,298.52** |

| | Total Other Projects | TMDL Studies | Sweeney Lake TMDL | Flood Control Emergency Maintenance | Flood Control Long-Term Maintenance | Channel Maintenance | Totals - All Projects |
|---|---|---|---|---|---|---|---|
| **Project Totals By Vendor** | | | | | | | |
| Barr Engineering | **204,209.19** | 99,711.70 | 94,948.17 | | 9,549.32 | | 470,196.22 |
| Kennedy & Graven | **4,446.39** | 1,164.30 | 2,902.59 | | 24.75 | 354.75 | 15,410.19 |
| City of Golden Valley | **2,640.00** | | | | | 2,640.00 | 2,640.00 |
| City of Plymouth | **38,823.35** | | | | | 38,823.35 | 1,343,647.20 |
| Com of Trans | **3,992.26** | | | | 3,992.26 | | 3,992.26 |
| S E H | **101,598.10** | | 101,598.10 | | | | 101,598.10 |
| Misc | **14,486.15** | 1,712.15 | 12,774.00 | | | | 14,486.15 |
| 2.5% Admin Transfer | | | | | | | 23,375.00 |
| **Total Expenditures** | **370,195.44** | **102,588.15** | **212,222.86** | | **13,566.33** | **41,818.10** | **1,975,345.12** |

| | | Total Other Projects | TMDL Studies | Sweeney Lake TMDL | Flood Control Emergency Maintenance | Flood Control Long-Term Maintenance | Channel Maintenance | Totals - All Projects |
|---|---|---|---|---|---|---|---|---|
| **Levy/Grant Details** | **MPCA Grant** | **163,870.64** | | **163,870.64** | | | | |
| 2009/2010 Levy | | | | | | | | 935,000 |
| 2010/2011 Levy | | | | | | | | 862,400 |
| 2011/2012 Levy - Future ??? | | | | | | | | 971,000 |
| Construction Fund Balance | | | | | | | | 904,000 |
| BWSR Grant- BCWMO | | | | | | | | 435,000 |
| Total Levy/Grants | | **163,870.64** | | 163,870.64 | | | | 4,107,400 |
| BWSR Grants Received | | | | | | | | |

# Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

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

June 30, 2011

Statement No. 102999

RECEIVED
JUL 15 2011
BARR ENGINEERING CO

Bassett Creek Water Management Commission

Sue Virnig
7800 Golden Valley Road
Golden Valley, MN 55427

V-13535

Through May 31, 2011

| | | |
|---|---|---|
| BA295-00001 | General | 1,715.04 |
| BA295-00010 | Wirth Lake 2005 Project | 429.75 |
| | **Total Current Billing:** | **2,144.79** |

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

A/P
RECEIVED
JUL 15 2011
BARR
ENGINEERING CO.

# Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

Bassett Creek Water
Sue Virnig

May 31, 2011

BA295-00001 General

Through May 31, 2011
For All Legal Services As Follows:

| | | | Hours | Amount |
|---|---|---|---|---|
| 5/5/2011 | CLL | Email to G. Nash regarding budget | 0.25 | 47.75 |
| 5/6/2011 | CLL | Phone call from auditor for update on audit letter | 0.05 | 9.55 |
| 5/10/2011 | CLL | Exchange messages with G. Nash regarding engineering consultant insurance; review email on Wirth Lake West Pond culvert repair | 0.35 | 66.85 |
| 5/13/2011 | CLL | Phone call from K. Chandler regarding sources of funds for modeling; review agenda materials | 0.70 | 133.70 |
| 5/13/2011 | CLL | Review agenda materials | 0.55 | 105.05 |
| 5/16/2011 | CLL | Message to G. Nash regarding Riverwatch contract | 0.05 | 9.55 |
| 5/17/2011 | CLL | Phone call from G. Nash regarding Wirth Lake Pond; phone call to A. Weber regarding same; phone call to G. Nash regarding Wirth Lake; messages to L. Kremer and K. Chandler regarding same matters | 1.00 | 191.00 |
| 5/19/2011 | CLL | Attend commission meeting | 4.25 | 811.75 |
| 5/20/2011 | CLL | Review emails on CAMP contract; phone call to G. Nash regarding same | 0.75 | 143.25 |
| 5/23/2011 | CLL | Phone call from A. Herbert regarding CAMP contract and data practices request | 0.30 | 57.30 |
| 5/24/2011 | CLL | Email exchange with G. Nash regarding bidding process | 0.10 | 19.10 |
| 5/31/2011 | CLL | Review draft minutes | 0.55 | 105.05 |
| | | **Total Services:** | **$** | **1,699.90** |

For All Disbursements As Follows:

| | |
|---|---|
| Photocopies | 6.60 |
| Postage | 3.44 |

**Kennedy & Graven, Chartered**
200 South Sixth Street
Suite 470
Minneapolis, MN 55402

Bassett Creek Water
Sue Virnig

May 31, 2011

| | | | |
|---|---|---|---|
| 5/19/2011 | Charles L. LeFevere; Mileage expense | | 5.10 |
| | **Total Disbursements:** | **$** | **15.14** |
| | **Total Services and Disbursements:** | **$** | **1,715.04** |

# Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

Bassett Creek Water
Sue Virnig

May 31, 2011

BA295-00010 Wirth Lake 2005 Project

Through May 31, 2011
For All Legal Services As Follows:

| | | | Hours | Amount |
|---|---|---|---|---|
| 5/11/2011 | CLL | Phone call to G. Nash regarding Wirth Lake west pond culvert repair | 0.15 | 28.65 |
| 5/16/2011 | CLL | Phone call from L. Kremer regarding failure of dam structure at Wirth Lake; retrieve documents regarding same | 1.20 | 229.20 |
| 5/17/2011 | CLL | Phone calls to G. Nash, L. Kremer, K. Chandler regarding use of flood control funds; review plan provisions on same | 0.55 | 105.05 |
| 5/26/2011 | CLL | Draft letter to A. Weber of Park Board regarding failure of control structure at Wirth Pond | 0.35 | 66.85 |
| | | **Total Services:** | **$** | **429.75** |

**Total Services and Disbursements: $ 429.75**

# Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

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

July 22, 2011

Statement No. 103311

Bassett Creek Water Management Commission

Sue Virnig
7800 Golden Valley Road
Golden Valley, MN 55427

Through June 30, 2011

| | | |
|---|---|---|
| BA295-00001 | General | 1,342.76 |

**Total Current Billing: 1,342.76**

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

Signature of Claimant

# Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

Bassett Creek Water
Sue Virnig

June 30, 2011

BA295-00001 General

Through June 30, 2011
For All Legal Services As Follows:

| | | | Hours | Amount |
|---|---|---|---|---|
| 6/2/2011 | CLL | Phone call from L. Kremer and review letters and emails regarding Wirth Lake Pond repair | 0.35 | 66.85 |
| 6/10/2011 | CLL | Phone call from L. Kremer regarding levy funds remaining | 0.10 | 19.10 |
| 6/15/2011 | CLL | Review emails and phone call from A. Herbert regarding data practices request | 0.15 | 28.65 |
| 6/15/2011 | CLL | Review agenda materials | 0.55 | 105.05 |
| 6/16/2011 | CLL | Attend commission meeting | 4.40 | 840.40 |
| 6/24/2011 | CAH | Prepare data practices policy draft; email to C LeFevere regarding same | 0.40 | 76.40 |
| 6/24/2011 | CLL | Update filing | 0.15 | 28.65 |
| 6/27/2011 | CLL | Letter to A. Herbert regarding LMCIT insurance premium | 0.20 | 38.20 |
| 6/28/2011 | CLL | Phone call from K. Chandler regarding issues with calculation of project fund | 0.70 | 133.70 |
| | | **Total Services:** | **$** | **1,337.00** |

For All Disbursements As Follows:

| | | |
|---|---|---|
| Postage | | 2.36 |
| Photocopies | | 3.40 |
| **Total Disbursements:** | **$** | **5.76** |

| | | |
|---|---|---|
| **Total Services and Disbursements:** | **$** | **1,342.76** |

resourceful. naturally.
engineering and environmental consultants

BARR

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

Page # 1
Invoice # 23270051-2011-6
Project # 23/27-0051
Client # 59
August 5, 2011

Invoice of Account with
BARR ENGINEERING COMPANY

For professional services during the period of
July 2, 2011 through July 29, 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; meeting with administrator and calls to deputy treasurer regarding status of construction project account; reviewed and edited memo from administrator regarding 2013 CIP; reviewed preliminary information from Hennepin County Southwest LRT stations and prepared email to Minneapolis city staff and Hennepin County staff regarding BCMWC requirements; provided information from Plan regarding Commission "funds" to City of Minnetonka staff; call to administrator regarding financial reporting subcommittee meeting and email to meeting attendees; set up financial reporting subcommittee meeting and communications with administrator and meeting attendees regarding the meeting.

| | | |
|---|---|---|
| Leonard J. Kremer, Principal Engineer/Scientist<br>4.1 hours @ $160.00 per hour | $ | 656.00 |
| Karen L. Chandler, Engineer/Scientist/Specialist III<br>18.8 hours @ $145.00 per hour | $ | 2,726.00 |
| Technicians/Administrative | $ | 297.50 |
| Expenses (Cisco Webex) | $ | 11.16 |
| *Subtotal, Technical Services* | *$* | *3,690.66* |

### PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; phone call from General Mills staff regarding historical plans at Main Campus; phone calls and follow-up email with General Mills regarding historic submittals and BCWMC wetland requirements; reviewed erosion protection maintenance plan at Golden Valley site and prepared email to Pierce Pini Associates; phone call with Minneapolis staff regarding CP rail bridge replacement along the Main Stem; phone

call from James Hill, Inc. regarding proposed site work; phone call with Golden Valley staff regarding Wirth Park access road, reviewed preliminary plan and prepared email response to City; phone call from ASLA regarding Spring Lake in Minneapolis, coordinated with administrator and attended Spring Lake meeting at MPRB; phone call with MPRB staff regarding Spring Lake; email and phone call with Cornerstone Builders regarding project in Plymouth; correspondence with Minneapolis staff regarding Homes @ Bassett Creek; reviewed historical submittal and drawings and prepared email to Minneapolis staff; correspondence with HGA regarding General Mills site; reviewed Plymouth culvert repair documents and prepared email to City of Plymouth; reviewed Kimberly Lane dock plan and prepared email to city and resident.

James P. Herbert, Principal Engineer/Scientist
16.3 hours @ $145.00 per hour ..... $ 2,363.50

Jeffrey T. Lee, Principal Engineer/Scientist
1.7 hours @ $130.00 per hour ..... $ 221.00

*Subtotal, Preliminary Site Review/Correspondence ..... $ 2,584.50*

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 July, 2011 meeting; prepared permit figures.

James P. Herbert, Principal Engineer/Scientist
8.0 hours @ $145.00 per hour ..... $ 1,160.00

Karen L. Chandler, Engineer/Scientist/Specialist III
4.5 hours @ $145.00 per hour ..... $ 652.50

Technicians/Administrative ..... $ 85.00

*Subtotal, Monthly Meeting Preparation ..... $ 1,897.50*

WETLAND ISSUES

Reviewed email and coordination with Minneapolis staff regarding CP Rail wetland issues; reviewed preliminary plans and provided preliminary comments to Minneapolis staff regarding wetland issues.

James P. Herbert, Principal Engineer/Scientist
2.0 hours @ $145.00 per hour ..... $ 290.00

*Subtotal, Wetland Issues ..... $ 290.00*

TAC MEETING PREPARATION

Coordination with administrator regarding TAC meeting; reviewed, compiled and emailed TAC meeting handouts to administrator.

Karen L. Chandler, Engineer/Scientist/Specialist III
0.9 hours @ $145.00 per hour ..... $ 130.50

*Subtotal, TAC Meeting Preparation* ..... *$ 130.50*

***Subtotal Technical Services*** ..... ***$ 8,593.16***

PLAT REVIEW

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

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

Erosion control inspection.

Technicians/Administrative ..... $ 68.00

*Subtotal, Co.Rd. 9 & 61 Erosion Repair* ..... *$ 68.00*

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

Erosion control inspection.

Technicians/Administrative ..... $ 68.00

*Subtotal, Hennepin Co. Regional Trail – Ph. 2* ..... *$ 68.00*

**Beacon Academy**

Erosion control inspection.

Technicians/Administrative ..... $ 42.50

*Subtotal, Beacon Academy* ..... *$ 42.50*

**CSAH 73/Frontage Rd Reconstruction**

Erosion control inspection.

Technicians/Administrative ..... $ 68.00

*Subtotal, CSAH 73/Frontage Rd Recon* ..... *$ 68.00*

**West Medicine Lake Park Site Imp.**

Erosion control inspection.

Technicians/Administrative ..... $ 68.00

*Subtotal, W Medicine Lk Pk Site Imp* ..... *$ 68.00*

**Laurel Hills Condo**

Erosion control inspection.

Technicians/Administrative ..... $ 68.00

*Subtotal, Laurel Hills Condo ..... $ 68.00*

**Wirth Park Pedestrian Bridge**

Erosion control inspection.

Technicians/Administrative ..... $ 68.00

*Subtotal, Wirth Park Pedestrian Bridge ..... $ 68.00*

**Hilde Performance Center**

Erosion control inspection.

Technicians/Administrative ..... $ 93.50

*Subtotal, Hilde Performance Center ..... $ 93.50*

**Walgreens Construction**

Erosion control inspection.

Technicians/Administrative ..... $ 102.00

*Subtotal, Walgreens Construction ..... $ 102.00*

**Plymouth Creek Park Hockey Rink**

Erosion control inspection.

Technicians/Administrative ..... $ 102.00

*Subtotal, Plymouth Creek Park Hockey Rink ..... $ 102.00*

**Menards Golden Valley**

Erosion control inspection.

Technicians/Administrative ..... $ 127.50

*Subtotal, Menards Golden Valley ..... $ 127.50*

**Wirth Lake 2010 Site Improvements**

Erosion control inspection.

Technicians/Administrative ..... $ 102.00

*Subtotal, Wirth Lake 2010 Site Impr ..... $ 102.00*

**GV Little League BB Fields**

Erosion control inspection.

| | | |
|---|---|---|
| Technicians/Administrative | $ | 76.50 |
| *Subtotal, GV Little League BB Fields* | *$* | *76.50* |

**Venture Bank**

Erosion control inspection.

| | | |
|---|---|---|
| Technicians/Administrative | $ | 68.00 |
| *Subtotal, Venture Bank* | *$* | *68.00* |

**Plymouth Business Center Parking**

Erosion control inspection.

| | | |
|---|---|---|
| Technicians/Administrative | $ | 68.00 |
| *Subtotal, Plymouth Business Center Parking* | *$* | *68.00* |

**Tennant Co. Site Improvements**

Telephone conversations and emails with applicant and city staff regarding proposed BMPs; reviewed grading drainage and erosion control plans and prepared comments to City of Plymouth; reviewed revised grading drainage and erosion control plans and prepared memorandum for BCWMC; prepared letter of recommendation to City of Plymouth.

| | | |
|---|---|---|
| Leonard J. Kremer, Principal Engineer/Scientist<br>0.8 hours @ $160.00 per hour | $ | 128.00 |
| James P. Herbert, Principal Engineer/Scientist<br>6.5 hours @ $145.00 per hour | $ | 942.50 |
| Karen L. Chandler, Engineer/Scientist/Specialist III<br>3.4 hours @ $145.00 per hour | $ | 493.00 |
| Rita W. Weaver, Engineer/Scientist/Specialist II<br>12.9 hours @ $100.00 per hour | $ | 1,290.00 |
| Technicians/Administrative | $ | 33.00 |
| *Subtotal, Tennant Co. Site Improvements* | *$* | *2,886.50* |

**St. Louis Park Street Reconstruction**

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

| | | |
|---|---|---|
| James P. Herbert, Principal Engineer/Scientist<br>1.5 hours @ $145.00 per hour | $ | 217.50 |
| *Subtotal, St. Louis Park Street Reconstruction* | *$* | *217.50* |

**Annapolis Lane Reconstruction**

Erosion control inspection.

Technicians/Administrative ..... $ 102.00

*Subtotal, Annapolis Lane Reconstruction* ..... *$ 102.00*

**MCES 1-GV-361**

Erosion control inspection.

Technicians/Administrative ..... $ 102.00

*Subtotal, MCES 1-GV-361* ..... *$ 102.00*

**Crossroads Commons**

Telephone conversations and emails with applicant; reviewed preliminary grading drainage and erosion control plans for project located in the City of Plymouth.

Rita W. Weaver, Engineer/Scientist/Specialist II
1.3 hours @ $100.00 per hour ..... $ 130.00

*Subtotal, Crossroads Commons* ..... *$ 130.00*

***Subtotal Plat Review* ..... *$ 4,628.00***

COMMISSION MEETINGS

Attended July 21, 2011 BCWMC meeting.

Karen L. Chandler, Engineer/Scientist/Specialist III
3.6 hours @ $145.00 per hour ..... $ 522.00

*Subtotal, Commission Meetings* ..... *$ 522.00*

SURVEYS AND STUDIES

Reviewed revised repair drawings for the Wirth Lake west water quality basin and prepared letter of recommendation.

Leonard J. Kremer, Principal Engineer/Scientist
2.0 hours @ $160.00 per hour ..... $ 320.00

Karen L. Chandler, Engineer/Scientist/Specialist III
0.4 hours @ $145.00 per hour ..... $ 58.00

Michael B. Haggerty, Engineer/Scientist/Specialist II
1.0 hours @ $120.00 per hour ..... $ 120.00

Technicians/Administrative ..... $ 161.50

*Subtotal, Surveys and Studies* ..... *$ 659.50*

WATER QUALITY MONITORING

Performed 2011 monitoring at Crane Lake and Westwood Lake.

| | | |
|---|---|---|
| Technicians/Administrative | $ | 759.00 |
| Expenses (2WD field vehicle/mileage/canoe//WQ meter/other equipment) | $ | 132.89 |
| *Subtotal, Water Quality Monitoring* | *$* | *891.89* |

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) | $ | 50.25 |
| *Subtotal, Water Quantity* | *$* | *696.25* |

WATERSHED INSPECTION

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

| | | |
|---|---|---|
| James P. Herbert, Principal Engineer/Scientist 0.8 hours @ $145.00 per hour | $ | 116.00 |
| Technicians/Administrative | $ | 484.50 |
| Expenses (Mileage/2WD Field Vehicle) | $ | 111.60 |
| *Subtotal, Watershed Inspection* | *$* | *712.10* |
| **TOTAL ENGINEERING** | **$** | **16,702.90** |

## SECRETARIAL SERVICES

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) | $ | 452.38 |
| Catering (BCWMC) | $ | -0- |
| **TOTAL SECRETARIAL SERVICES EXPENSES** | **$** | **452.38** |

## ANNUAL REPORT

ANNUAL REPORT

| | | |
|---|---|---|
| **TOTAL ANNUAL REPORT** | **$** | **0.00** |

## WATERSHED OUTLET MONITORING PROGRAM (WOMP)

Coordination with Met Council staff; reviewed and evaluated WOMP station rating curve.

| | | |
|---|---|---|
| Christopher J. Bonick, Engineer/Scientist/Specialist II | | |
| 1.5 hours @ $105.00 per hour | $ | 157.50 |
| Technicians/Administrative | $ | 110.50 |
| *Subtotal, Watershed Outlet Monitoring Program* | *$* | *268.00* |
| **TOTAL WOMP** | **$** | **268.00** |

## CAPITAL IMPROVEMENT PROJECTS (Funded through tax levy)

LAKEVIEW PARK POND (ML-8)

Coordination regarding major plan amendment work tasks.

| | | |
|---|---|---|
| Karen L. Chandler, Engineer/Scientist/Specialist III | | |
| 0.3 hours @ $145.00 per hour | $ | 43.50 |
| *Subtotal, Lakeview Park Pond* | *$* | *43.50* |

PLYMOUTH POND NB-07 (NL-2)

Four Seasons Mall in-kind services: communications with Plymouth city staff regarding upcoming meeting; attended project kick-off meeting regarding redevelopment scenarios for the site; internal discussion regarding previous P8 study; discuss project approach with City of Plymouth staff.

| | | |
|---|---|---|
| Karen L. Chandler, Engineer/Scientist/Specialist III | | |
| 5.4 hours @ $145.00 per hour | $ | 783.00 |
| Expenses (Mileage/parking) | $ | 9.94 |
| *Subtotal, Pond NB-07* | *$* | *792.94* |

WIRTH LAKE OUTLET MODIFICATION (WTH-4)

Coordination with BWSR staff and preparation of major plan amendment memorandum; finalize feasibility study.

| | | |
|---|---|---|
| Karen L. Chandler, Engineer/Scientist/Specialist III | | |
| 0.3 hours @ $145.00 per hour | $ | 43.50 |
| Timothy P. Brown, Engineer/Scientist/Specialist II | | |
| 6.3 hours @ $115.00 per hour | $ | 724.50 |
| Technicians/Administrative | $ | 237.00 |
| Expenses (B&W/Color copies/report binding) | $ | 218.55 |
| *Subtotal, Wirth Lake Outlet Modification* | *$* | *1,223.55* |

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

Reviewed fisheries impacts and prepared final edits to feasibility study.

Karen L. Chandler, Engineer/Scientist/Specialist III
1.3 hours @ $145.00 per hour ..... $ 188.50

Timothy P. Brown, Engineer/Scientist/Specialist II
6.0 hours @ $115.00 per hour ..... $ 690.00

*Subtotal, Wirth Lake Outlet Modification (Feasibility) ..... $ 878.50*

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

Coordination regarding major plan amendment work tasks; phone call from HCES staff regarding major plan amendment; prepared major plan amendment letter to BWSR.

Leonard J. Kremer, Principal Engineer/Scientist
2.2 hours @ $160.00 per hour ..... $ 352.00

Karen L. Chandler, Engineer/Scientist/Specialist III
1.1 hours @ $145.00 per hour ..... $ 159.50

Timothy P. Brown, Engineer/Scientist/Specialist II
6.0 hours @ $115.00 per hour ..... $ 690.00

*Subtotal, Irving Avenue to Golden Valley Rd (Admin) ..... $ 1,201.50*

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

Coordination with City of Minneapolis regarding study; Subconsultant expenses for Phase I environmental study.

Karen S. Wold, Engineer/Scientist/Specialist II
0.3 hours @ $95.00 per hour ..... $ 28.50

Expenses (Subconsultants FirstSearch Tech/Historical Info Gathers) ..... $ 1,005.00

*Subtotal, Irving Avenue to Golden Valley Rd (Feasibility) ..... $ 1,033.50*

SCHAPER POND ENHANCEMENT (SL-1)

Subconsultant expenses for feasibility study.

Expenses (Subconsultants Braun Intertec) ..... $ 107.25

*Subtotal, Schaper Pond Enhancement (Admin) ..... $ 107.25*

SCHAPER POND ENHANCEMENT – FEASIBILITY STUDY (SL-1)

Coordination and internal meetings with project team regarding feasibility study and equipment installation; obtained flow measurements and performed site maintenance; performed programming test; performed confined space entry to repair railroad manhole site, general site maintenance and bathymetry survey; set samplers for expected storm event; picked up composite stormwater samples and delivered analytical laboratory; prepared Water Quality Spreadsheet Analysis.

Keith M. Pilgrim, Engineer/Scientist/Specialist III
0.6 hours @ $125.00 per hour ..... $ 75.00

Gregory D. Fransen, Engineer/Scientist/Specialist I
25.5 hours @ $85.00 per hour ..... $ 2,167.50

Technicians/Administrative ..... $ 2,797.50

Expenses (2WD Vehicle/ Mileage/Automatic Sampler/Canoe/
Equipment Shelter/GPS/Digital Cam/Auto Sampler) ..... $ 4,313.45

*Subtotal, Schaper Pond Enhancement (Feasibility) ..... $ 9,353.45*

**TOTAL CAPITAL IMPROVEMENT PROJECTS**
**(Tax Levy) ..... $ 14,634.19**

**CAPITAL IMPROVEMENT PROJECTS (Funded through Flood Control Project Long-term Maintenance Funds)**

SWEENEY LAKE OUTLET REPLACEMENT CIP (FC-1)

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

Leonard J. Kremer, Principal Engineer/Scientist
0.7 hours @ $160.00 per hour ..... $ 112.00

*Subtotal, Sweeney Lake Outlet Replacement CIP ..... $ 112.00*

**TOTAL CAPITAL IMPROVEMENT PROJECTS**
**(Maintenance Funds) ..... $ 112.00**

**TMDL STUDIES**

**TOTAL TMDL STUDIES ..... $ 0.00**

## SUMMARY TOTALS

| | | |
|---|---|---|
| **Total Engineering** | **$** | **16,702.90** |
| **Total Secretarial Services Expenses** | **$** | **452.38** |
| **Total WOMP** | **$** | **268.00** |
| **Total Annual Report** | **$** | **0.00** |
| **Total Capital Improvement Projects (Tax Levy)** | **$** | **14,634.19** |
| **Total Capital Improvement Projects (Maintenance Funds)** | **$** | **112.00** |
| **Total TMDL Studies** | **$** | **0.00** |
| **TOTAL PAYABLE** | **$** | **32,169.47** |

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

Leonard J. Kremer

INVOICE DATE: 8/9/11

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

**Client:** **Bassett Creek Watershed Management Commission**

**Dates:** **July 1 - July 31, 2011**

| Task/Project | | | | | 7/1/11 | 7/4/11 | 7/5/11 | 7/6/11 | 7/7/11 | 7/8/11 | 7/11/11 | 7/12/11 | 7/13/11 | 7/14/11 | 7/15/11 | 7/18/11 | 7/19/11 | 7/20/11 | 7/21/11 | 7/22/11 | 7/25/11 | 7/26/11 | 7/27/11 | 7/28/11 | 7/29/11 | Month |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Administrative. | | | | | 1.0 | 1.0 | 1.0 | | 1.0 | 1.0 | | | | | | | | 1.0 | | | | | | | | 6.0 |
| Commission Meeting/Prep. | | | | | | | | | | | | | | | | | | 2.0 | 5.0 | | | | | | | 7.0 |
| Administrative Committee Meeting/Prep. | | | | | | | | 5.0 | | | | | | | | | | | | | | | | | | 5.0 |
| Golden Valley/Plymouth BWSR Grant Reporting | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Education/Outreach Committee | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| TAC Meeting/Prep. | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Budget Committee Meeting/Prep. | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Medicine Lk. TMDL | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Sweeney Lk. TMDL | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Wirth Lk. TMDL | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Wirth Lake BWSR Grant Reporting | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Annual Report | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Communication with Commission/Consultants | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Communication with Public | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Policy Manual | | | | | | 2.0 | | | | | | | | | | | | | | | | | | | | 2.0 |
| Major Amendment WMP | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Third-party meeting/prep. | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| CIP | | | | | 2.0 | | 3.0 | | | 1.0 | | | | | | | | | | | | | | | | 6.0 |
| Daily Total: | 0.0 | 0.0 | 0.0 | 0.0 | 3.0 | 3.0 | 4.0 | 5.0 | 1.0 | 2.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 3.0 | 5.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| Weekly Hours: | | | | | 3.0 | | | | | 15.0 | | | | | 0.0 | | | | | 8.0 | | | | | 0.0 | |
| Monthly Hours: | | | | | | | | | | | | | | | | | | | | | | | | | | 26.0 |

| | |
|---|---|
| Hourly Charges (at $47/hr): | $1,222.00 |
| **Actual Hourly Charges:** | **$1,222.00** |
| **Unbilled Charges:** | **$0.00** |

| Expenses: | | | | | 7/1/11 | 7/4/11 | 7/5/11 | 7/6/11 | 7/7/11 | 7/8/11 | 7/11/11 | 7/12/11 | 7/13/11 | 7/14/11 | 7/15/11 | 7/18/11 | 7/19/11 | 7/20/11 | 7/21/11 | 7/22/11 | 7/25/11 | 7/26/11 | 7/27/11 | 7/28/11 | 7/29/11 | Month |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Telephone | | | | | | | | | | | | | | | | | | | | | | | | | | $62.38 |
| Printing-black&white ($0.15/sheet) | | | | | | 8 | 24 | | | | | | | | | | | | | | | | | | | $4.80 |
| Printing-color ($0.50/sheet) | | | | | | | | | | | | | | | | | | | | | | | | | | $0.00 |
| Postage ($0.44 ea.) | | | | | | | | | | | | | | | | | | | | | | | | | | $0.00 |
| External copying | | | | | | | | | | | | | | | | | | | 13.31 | | | | | | | $13.31 |
| Mileage ($0.51/mile) | | | | | | | | | | | | | | | | | | | | | | | | | | $0.00 |
| Expenses: | | | | | | | | | | | | | | | | | | | | | | | | | | $80.49 |

✓ 2376
8/18/11
AW

**Total invoice amount:** **$1,302.49**

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

See attached Verizion invoices.
Note: Current Verizion invoice - original Verzion invoice ($134.23) = BCWMC monthly billed amount.

Printing for
7/21/11 Bd Mtg

FedExOffice.

July 21,2011 09:57
Receipt #: 923711
VISA #: XXXXXXXXXXXX5198
2011/07/21 09:38

Page: 1

| Qty | Description | Amount |
|---|---|---|
| 82 | ES B&W S/S White 8.5 x11 | 8.20 |
| 12 | ES B&W S/S White 8.5 x11 | 1.20 |
| | SubTotal | 9.40 |
| | Taxes | 0.69 |
| | Total | 10.09 |

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

FedEx Office Print & Ship Centers

3535 Hazelton Road
Edina,MN 55435
(952) 820-8000
www.FedExOffice.com

Please Recycle This Receipt

Copies
7/21/11
Bd Mtg

FedExOffice.

July 21,2011 10:13
Receipt #: 923714
VISA #: XXXXXXXXXXXX5198
2011/07/21 10:09

Page: 1

| Qty | Description | Amount |
|---|---|---|
| 30 | ES B&W S/S White 8.5 x11 | 3.00 |
| | SubTotal | 3.00 |
| | Taxes | 0.22 |
| | Total | 3.22 |

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

FedEx Office Print & Ship Centers

3535 Hazelton Road
Edina,MN 55435
(952) 820-8000
www.FedExOffice.com

Please Recycle This Receipt

verizonwireless

777 BIG TIMBER ROAD
ELGIN, IL 60123

| Manage Your Account & View Your Usage Details | Account Number | Date Due |
|---|---|---|
| My Verizon at www.verizonwireless.com | [redacted] | 07/17/11 |
| | Invoice Number | [redacted] |

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 | –$172.22 |
| **Balance Forward** | **$.00** |
| Monthly Access Charges | $169.95 |
| Usage Charges | |
| Voice | $.00 |
| Messaging | $.00 |
| Verizon Wireless' Surcharges and Other Charges & Credits | $9.16 |
| Taxes, Governmental Surcharges & Fees | $17.50 |
| **Total Current Charges** | **$196.61** |

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

Minus Previous Invoice 134.23

# 62.38

Verizon Wireless News

**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.

| Pay from Wireless | Pay on the Web | Questions: |
|---|---|---|
| #PMT (#768) | My Verizon at www.verizonwireless.com | 1.800.922.0204 or *611 from your wireless |

VN

verizonwireless

Bill Date June 22, 2011
Account Number [redacted]
Invoice Number [redacted]

CAMILLE NASH
6920 HILLCREST LN
EDINA, MN 55435–1606

## 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

Amy Herbert · Virtual Administrator Services
bcra@barr.com · 952-832-2652

August 3, 2011

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

*For contracted services July 1, 2011, through July 31, 2011*

**Administrative Services to BCWMC**

- Organized the July 21st 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/ file searches as asked by those parties.

- Organized BCWMC monthly invoices; Distributed invoice payments.

- Transcribed the July 2011 meeting minutes; Responded to resident regarding BCWMC procedures for project reviews; Forwarded information about upcoming meeting on aquatic invasive species to interested commissioners; Contacted Brian Johnson of the Met Council regarding status of contract for 2011 CAMP program; Coordinated July 13th Education Committee meeting

- Created meeting notice for the Education and Outreach Committee's July 13th meeting and the TAC's August 4 meeting

- Web site work: Updated the Major Plan Amendment section with the September public hearing information;

46.50 hours @ $57.00 per hour ..... $2,650.50

**BCWMC Meetings**
Set up and attended the July 20th pre-meeting conference call and the July 21st 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); Attended July 6th Administrative Services Committee meeting
8.5 hours @ $57.00 per hour ..... $484.50

**CIP Administrative Services**

Prepared and sent to member cities the 45-day advance notice of the BCWMC's September 15th public hearing regarding the Main Stem restoration project (Golden Valley Road to Irving Avenue North) and the Wirth Lake Outlet structure project; posted the notice on the BCWMC's Web site
0.75 hours @ $57.00 per hour..... $42.75

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for July 21st BCWMC meeting (17.08 miles x 0.555 = $9.48); ..... $9.48

| | |
|---|---|
| Subtotal Administrative Services | $3,144.48 |
| Subtotal CIP Annual Services | $42.75 |
| **Total Current Billing:** | **$3,187.23** |

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.

Amy M. Herbert

Signature of Claimant

**ACE Drop-Off Catering**

# Invoice

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

| INVOICE # |
|---|
| 49834 |

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

| P.O. NUMBER | TERMS | | DELIVERY DATE | DAY | PPL | DELIVERY TIME |
|---|---|---|---|---|---|---|
| | Due on receipt | | 8/18/2011 | Thursday | 17 | 11 AM (10:45-11:15) |

| QUATY | DESCRIPTION | PRICE EA... | AMOUNT |
|---|---|---|---|
| 17 | Cold Picnic Buffet | 9.25 | 157.25T |
| 27 | Petite Turkey & Mozzarella, Roast Beef and Cheddar and Petite Ham & Swiss Sandwiches with Mustard and Mayo Packets on the Side***2 Veggie** | 0.00 | 0.00T |
| 10 | Gourmet Pasta Salad | 0.00 | 0.00T |
| 17 | Seasonal Fresh Fruit | 0.00 | 0.00T |
| 17 | Potato Chips | 0.00 | 0.00T |
| 17 | Assorted Cookies | 0.00 | 0.00T |
| 1 | DOZEN-Assorted Bars & Cookies | 18.00 | 18.00T |
| 5 | Mineral Water | 1.25 | 6.25T |
| 16 | Spring Water | 1.25 | 20.00T |
| 5 | Lemonade | 1.75 | 8.75T |
| | Subtotal | | 210.25 |
| | Delivery Charge | 20.00 | 20.00T |
| | Metro Sales Tax | 7.275% | 16.75 |

Thank you for your business.

**Total** $247.00

***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)_____

July 26, 2011

Amy Herbert
Bassett Creek WMC c/o Barr Engineering
4700 77th Street, Suite 200
Minneapolis, MN 55435

**Re: 2011 CAMP contract/agreement**
**Metropolitan Council Contract Number 11R004**
**Contract Transmittal**

Dear Amy:

Enclosed, please find two copies of a Contract for Services. Please execute both copies of the Agreement and return them to the attention of:

Kent Johnson
Metropolitan Council
2400 Childs Rd
St. Paul MN 55106

Upon receipt of these documents, we will have the contract executed and return one copy to you along with the Notice to Proceed.

If you have any questions or concerns, please feel free to contact ***Brian Johnson*** at 651-602-8743.

Sincerely,

Micky Gutzmann, CPPO

Micky Gutzmann, CPPO
Acting Director, Council Contracts and Procurement

MRG/mlr

Enclosures (2)

cc: Brian Johnson, EQA

n:/esgm/cpu/mces/2011 CAMP contracts/contract transmittal_11R004.doc

**Contract No. 11R004**

# INTERGOVERNMENTAL AGREEMENT BETWEEN THE METROPOLITAN COUNCIL AND THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

**THIS AGREEMENT** is made and entered into by and between the Metropolitan Council (the "Council") and the Bassett Creek Watershed Management Commission (the "Watershed"), each acting by and through its duly authorized officers.

THE ABOVE-NAMED PARTIES hereby agree as follows:

## I. GENERAL SCOPE OF AGREEMENT

The Council and the Watershed agree to undertake a volunteer lake sampling study in order to provide an economical method of broadening the water quality database on lakes in the Twin Cities Metropolitan Area.

## II. SPECIFIC SCOPE OF SERVICES

**2.01 Lake Monitoring Program.** The Watershed and the Council agree to jointly undertake a volunteer lake monitoring program as specified below:

a. General Purposes of Program. The volunteer lake monitoring program involves the use of citizen volunteers to collect in-lake samples from lakes in the Twin Cities Metropolitan Area. The volunteers will collect surface water samples to be analyzed for total phosphorus (TP), total Kjeldahl nitrogen (TKN), and chlorophyll-a (CLA). In addition, the volunteers will measure surface water temperature, water transparency, and fill out a lake sampling form to help describe the lake and weather conditions at the time of the sampling event. Lakes will be visited biweekly from April through October of 2011 (the "Monitoring Period") for the number of times and at the approximate intervals specified in paragraph (b) below. Each lake will be sampled over the deepest open water location. After each sampling date, the Council will arrange for chemical analysis of the samples either through its own laboratory or an outside laboratory.

b. Specific Lakes Involved. The following lakes and specific lake site(s) listed below will be involved in the Council's Citizen-Assisted Lake Monitoring Program (CAMP) in 2011.

| Lake name | DNR ID# | Maximum # of sampling dates | Approximate sampling interval | Quantity of new kits |
|---|---|---|---|---|
| Hidden | 27-0693 | 14 | Biweekly | 1 |
| Medicine, site 1 | 27-0104 | 14 | Biweekly | 0 |
| Medicine, site 2 | 27-0104 | 14 | Biweekly | 0 |
| Northwood | 27-0627 | 14 | Biweekly | 0 |
| Sweeney, south site | 27-0035-01 | 14 | Biweekly | 0 |
| Sweeney, north site | 27-0035-01 | 14 | Biweekly | 0 |
| Twin | 27-0035-02 | 14 | Biweekly | 0 |
| Westwood | 27-0711 | 14 | Biweekly | 0 |

**2.02 Watershed Responsibilities.** The Watershed agrees that it will have sole responsibility for:

a. Recruiting volunteers (who have access to a boat) to monitor the lakes the Watershed wishes to involve in the program as listed in section 2.01(b) above.

b. Providing the Council and/or volunteers with needed lake information such as lake bathymetric maps and access locations.

c. Paying for the laboratory analysis cost of the samples collected by volunteers which cost is included in the amounts specified in Article III below.

d. Ensuring that the volunteers participate in the training program.

e. Ensuring that the volunteers fill out sampling forms during each sampling event, and collect and store samples until picked up by a Council representative.

**2.03 Council Responsibilities.** The Council agrees that it will:

a. Organize the survey and train volunteers, pick up and deliver samples to the laboratory, and analyze the results of the lake and watershed data collection program.

b. Prepare a final report containing the physical, chemical, and biological data obtained during the Monitoring Period and a brief analysis of the data.

c. Provide quality control by collecting lake samples from random lakes involved in the volunteer program. The resulting parameter values will than be compared to determine if any problems exist

involving the volunteer's sampling methods and what should be done to correct the problem.

d. Provide the sample bottles and labels, and filters for chlorophyll filtration.

## III. COMPENSATION; METHOD OF PAYMENT

**3.01 Payment to Council.** For all labor performed and reimbursable expenses incurred by the Council under this agreement during the Monitoring Period, the Watershed agrees to pay the Council the following amounts per lake site listed in section 2.01(b).

| Number of Sampling Dates | Payment amount (excludes sampling equipment) |
|---|---|
| 8 to 14 | $550 |
| 6 to 7 | $280 |
| 1 to 5 | $200 |

For lake sites requiring sampling equipment, the cost for a kit of sampling equipment is $150 per kit.

**3.02 Payment Schedule.** Payment of the total amount owing to the Council by the Watershed shall be made within 30 days following the end of the Monitoring Period. An invoice specifying the amount owed by the Watershed will be sent under separate cover.

**3.03 Additional Analyses.** The total amount specified in the previous paragraph does not include the cost of any additional analyses requested by the Watershed, such as analysis of bottom samples. The Council will carry out any such additional analyses at the request of the Watershed and subject to the availability of Council resources for carrying out such analyses. The Council will bill the Watershed after the end of the Monitoring Period for any such additional analyses at the Council's actual cost, and the Watershed will promptly reimburse the Council for any such costs billed.

## IV. GENERAL CONDITIONS

**4.01 Period of Performance.** The services of the Council will commence on April 1, 2011, and will terminate on December 31, 2011, or following work completion and payment, whichever occurs first.

**4.02 Amendments.** The terms of this agreement may be changed only by mutual agreement of the parties. Such changes will be effective only on the execution of written amendment(s) signed by duly authorized officers of the parties to this agreement.

**4.03 Watershed Personnel.** Amy Herbert, or such other person as may be designated in writing by the Watershed, will serve as the Watershed's representative and will assume primary responsibility for coordinating all services with the Council.

**4.04 Council's Contract Manager.** The Council's Contract Manager for purposes of administration of this agreement is Kent Johnson, or such other person as may be designated in writing by the Council's Regional Administrator. The Council's Contract Manager will be responsible for coordinating services under this agreement. However, nothing in this agreement will be deemed to authorize the Contract Manager to execute amendments to this agreement on behalf of the Council.

**4.05 Equal Employment Opportunity; Affirmative Action.** The Council and the Watershed agree to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Council and the Watershed agree not to discriminate against any employee, applicant for employment, or participant in this study because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age; and further agree to take action to assure that applicants and employees are treated equally with respect to all aspects of employment, including rates of pay, selection for training, and other forms of compensation.

**4.06 Liability.** Each party to this agreement shall be liable for the acts and omissions of itself and its officers, employees, and agents, to the extent authorized by law. Neither party shall be liable for the acts or omissions of the other party or the other party's officers, employees or agents. Nothing in this agreement shall be deemed to be a waiver by either party of any applicable immunities or limits of liability including, without limitation, Minnesota Statutes, sections 3.736 (State Tort Claims) and chapter 466 (Municipal Tort Claims).

**4.07 Copyright.** No reports or documents produced in whole or in part under this agreement will be the subject of an application for copyright by or on behalf of the Council or Watershed.

**4.08 Termination of Agreement.** The Council and the Watershed will both have the right to terminate this agreement at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination. In the event of such termination, the Council shall retain a pro-rata portion of the amounts provided for in Article III, based on the number of sampling events occurring for each lake before termination versus the total sampling events specified for each lake. The balance of the amounts will be refunded by the Council to the watershed.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be executed by their duly authorized representatives on the dates set forth below. This agreement is effective upon final execution by, and delivery to, both parties.

**WATERSHED MANAGEMENT ORG**

Date _____

By _____

Name _____

Its _____

**METROPOLITAN COUNCIL**

Date _____

By _____

Name _____
EMA Section Manager

# Memorandum

**To:** Bassett Creek Watershed Management Commission
**From:** Barr Engineering Company
**Subject:** Item 5A – Draft Bassett Creek Regional Trail Master Plan
BCWMC August 18, 2011 Meeting Agenda
**Date:** August 10, 2011
**Project:** 23/27 051 2011

# 5A. Draft Bassett Creek Regional Trail Master Plan

**Summary**
**Proposed Work:** Regional Trail – Linear Project
**Basis for Commission Review:** Opportunity to provide comments
**Change in Impervious Surface:** unknown
**Recommendation:** For discussion (should the BCWMC want to provide comments)

## General Background & Comments

Three Rivers Park District (TRPD), in coordination with Cities of Plymouth, New Hope, Crystal, and Golden Valley; has prepared a draft Master Plan for the Bassett Creek Regional Trail (Plan). The proposed trail will extend approximately 7 miles from French Regional Park to Theodore Wirth Regional Park. Several segments of the trail have been completed; others are in the planning stages. TRPD is giving the opportunity to provide comments on the draft master plan. Attached is the executive summary.

The trail crosses the North Branch or Bassett Creek Main Stem at five locations. The trail generally consists of a 10-foot wide paved surface separated from vehicular traffic. As shown in the following figure, minimum boulevard width of 2-ft between road and trail is proposed for new sections of the trail. The Plan does not indicate the proposed increase in impervious surface associated with full development of the trail. It is anticipated the project will be constructed over several years. Runoff from the project discharges to the Medicine Lake, North Branch, Sweeney Lake, and Bassett Creek Main Stem subwatersheds. See the attached executive summary from the Plan.

## Recommendation

We recommend the BCWMC discuss the following issues and direct staff to provide comments to the TRPD:

a. **Water Quality**: The Plan does not indicate the proposed increase in impervious surface along the trail corridor. The Plan states:

> *Bassett Creek trail development is not anticipated to negatively effect Bassett Creek as best management practices will be followed during regional trail construction and maintenance activities, including erosion control measures and vegetation establishment as required.*

However, since specific water quality features were not addressed, it appears this statement is related more to construction issues then to increased impervious surface. Under the current *Requirements for Improvements and Development Proposals* Document (Requirements Document), this project would be reviewed as a road (linear) project. Paragraph 4.6 of the Requirements Document state:

> **4.6 Road Projects**
> *BMPs must be considered to improve the quality of stormwater runoff from road construction and reconstruction projects. The most desirable BMP reduces pollutants to the maximum extent practicable and reduces runoff. The BCWMC realizes that existing development and right-of-way constraints will limit the type of BMPs that can be implemented. At a minimum, temporary measures will be required to address erosion and sediment control during construction. The BCWMC will work with the project applicant to assist with determining the appropriate temporary and permanent BMPs to implement for the project. The project applicant must submit a description of the evaluation process used to identify feasible BMPs to be implemented on the project.*

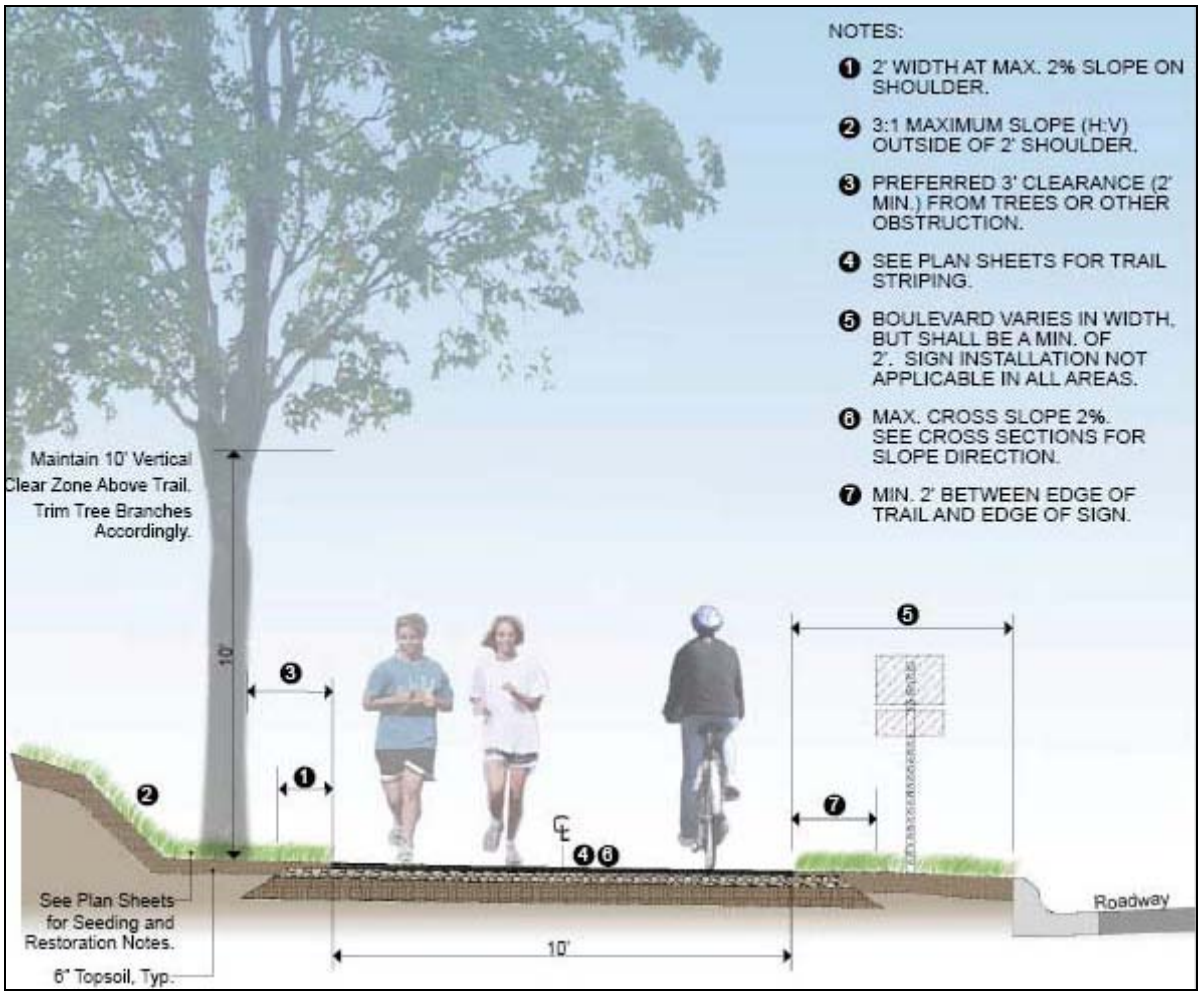
The BCWMC should discuss whether to prepare comments based on its current standards or on anticipated standards that may be required during development of the project. The BCWMC should also discuss impacts of TMDL studies for Medicine Lake, Sweeney Lake, and Wirth Lake. At a minimum the following comments are suggested:

- The Plan should include proposed increases in impervious surface along each trail segment and discuss best management practices to address water quality.
- The Commission urges TRPD to incorporate infiltration and filtration measures, as feasible, along the trail. Maximizing the boulevard width to disconnect the trail from the street is recommended to reduce water quality impacts.

b. **Floodplain**: *Recommended Comment*: The project must be constructed to ensure flood profiles are not increased along the creek. Proposed floodplain fill must be mitigated in accordance to the BCWMC floodplain policies.

**c.** **BMP Maintenance**: *Recommended Comment*: Operation and Maintenance Plan should address maintenance of water quality and storm water BMPs.

d. **Erosion Control**: *Recommended Comment*: The BCWMC's goal is to prevent erosion and sedimentation to the greatest extent possible to protect water resources from increased water quality problems. Temporary and permanent best management practices (BMPs) must be implemented to control construction and post-development runoff and erosion from the site


NOTES:
1 2' WIDTH AT MAX. 2% SLOPE ON SHOULDER.
2 3:1 MAXIMUM SLOPE (H:V) OUTSIDE OF 2' SHOULDER.
3 PREFERRED 3' CLEARANCE (2' MIN.) FROM TREES OR OTHER OBSTRUCTION.
4 SEE PLAN SHEETS FOR TRAIL STRIPING.
5 BOULEVARD VARIES IN WIDTH, BUT SHALL BE A MIN. OF 2'. SIGN INSTALLATION NOT APPLICABLE IN ALL AREAS.
6 MAX. CROSS SLOPE 2%. SEE CROSS SECTIONS FOR SLOPE DIRECTION.
7 MIN. 2' BETWEEN EDGE OF TRAIL AND EDGE OF SIGN.
Maintain 10' Vertical Clear Zone Above Trail. Trim Tree Branches Accordingly.
10'
See Plan Sheets for Seeding and Restoration Notes.
6" Topsoil, Typ.
10'
Roadway

ThreeRivers
PARK DISTRICT

Three Rivers Park District Board of Commissioners

Sara Wyatt
District 1

Marilynn Corcoran,
District 2

Joan Peters
District 3

Dale Woodbeck,
Vice Chair
District 4

John Gibbs
District 5

Larry Blackstad, Chair
Appointed

Barbara Kinsey
Appointed

Cris Gears
Superintendent

July 25, 2011

Bassett Creek Watershed Management Commission
c/o Amy Herbert, Barr Engineering
4700 West 77th Street
Minneapolis, MN 55432

RE: Bassett Creek Regional Trail Master Plan

Dear Ms. Herbert:

Three Rivers Park District (Park District) is concluding the master plan process for the Bassett Creek Regional Trail. The Metropolitan Council 2030 Regional Parks Policy Plan requires that local, state, and federal recreation providers within the regional trail service area be given the opportunity to provide comment on the draft master plan.

The Park District Board of Commissioners approved distribution of the draft master plan for public comment on July 21, 2011. Please provide written comments to the address below by August 24, 2011.

Ann Rexine, Planner
Three Rivers Park District
3000 Xenium Lane North
Plymouth, MN 55441

In the event your agency elects to not provide any comments, please notify me upon the decision so the master plan review and approval process can move forward without undue delay.

Please call me at 763-694-1103 with any concerns or questions. Thank you for your timely response.

Sincerely,

Ann Rexine

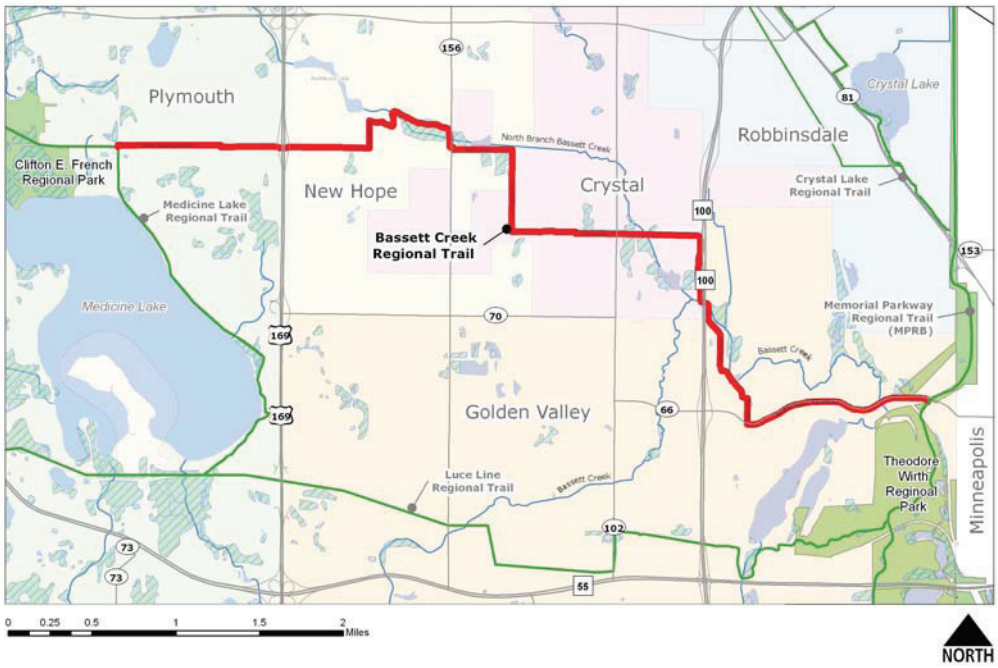
Ann Rexine
Planner

Enclosure: Bassett Creek Regional Trail Master Plan – C.D.

\\Hpas400\h\PROJECTS\Regional Trails\TBC G2 - Bassett Creek Trail Master Plan\B Planning & Design\Bassett Creek 30 Day Public Comment\TBC Comment Period Letter_Adjacent.doc

# Executive Summary

The Bassett Creek Regional Trail will fill a gap in the regional park and trail system with a safe, accessible and enjoyable option. Currently, many Twin Cities metropolitan area residents traveling to and through the first tier suburbs do not have access to safe, convenient and attractive off-road regional trail networks. The Bassett Creek Regional Trail will expand commuting, transit and recreational access to vital employment, retail and recreational sites in the metropolitan region - providing safety, economic development, mobility and environmental benefits. As a linking trail, the Bassett Creek Regional Trail may help reduce congestion and increase transportation efficiency.




**Bassett Creek Regional Trail Location & Contextual Relationship**

Source: Three Rivers Park District

When completed, the regional trail will measure approximately seven miles from French Regional Park, through the Cities of Plymouth, New Hope, Crystal, and Golden Valley to the Minneapolis Grand Rounds at Theodore Wirth Regional Park. The Bassett Creek Regional Trail will provide direct and indirect access to residential neighborhoods, two elementary schools, a middle and high school, commercial nodes, and numerous connections to local and regional parks and trail systems.

The regional trail corridor generally follows a route extending east and south from French Regional Park along 36th Avenue in Plymouth, over Trunk Highway 169 (TH 169) to Boone Avenue in New Hope. At Boone Avenue,

the regional trail diverts through Northwood Park before reconnecting with 36th Avenue to Nevada Avenue in Crystal. From Nevada Avenue, the regional trail corridor traverses south to 32nd Avenue and across Trunk Highway 100 (TH 100) into Golden Valley. From TH 100, the regional trail corridor traverses alongside Lilac Drive, Unity Avenue, Minnequa Drive, Westbend Road, Regent Avenue and Golden Valley Road/County Road 66 (CR 66) before connecting to its eastern destination at Theodore Wirth Regional Park.

Three Rivers Park District (Park District) established a regional trail master planning process that included representatives from all affected municipalities, public agencies, and the general public to provide opportunities for input that contributed to the master plan outcome. A Bassett Creek Regional Trail Task Force was established that guided the trail master plan and coordinated planning efforts within the local communities and greater region. Members of the Task Force included representatives from the following affected stakeholders: Cities of Plymouth, New Hope, Crystal and Golden Valley, Hennepin County Transportation Department, and Minneapolis Park and Recreation Board.

The Park District presented general regional trail information and the preliminary Bassett Creek Regional Trail route to adjacent communities at City Council and Park Board meetings during the fall of 2010. While no formal action was taken by each community, informal approval of the regional trail route was indicated.

The Park District, in conjunction with the adjacent trail communities, hosted a public open house where the general public reviewed the work of Task Force planning efforts and provided comment.

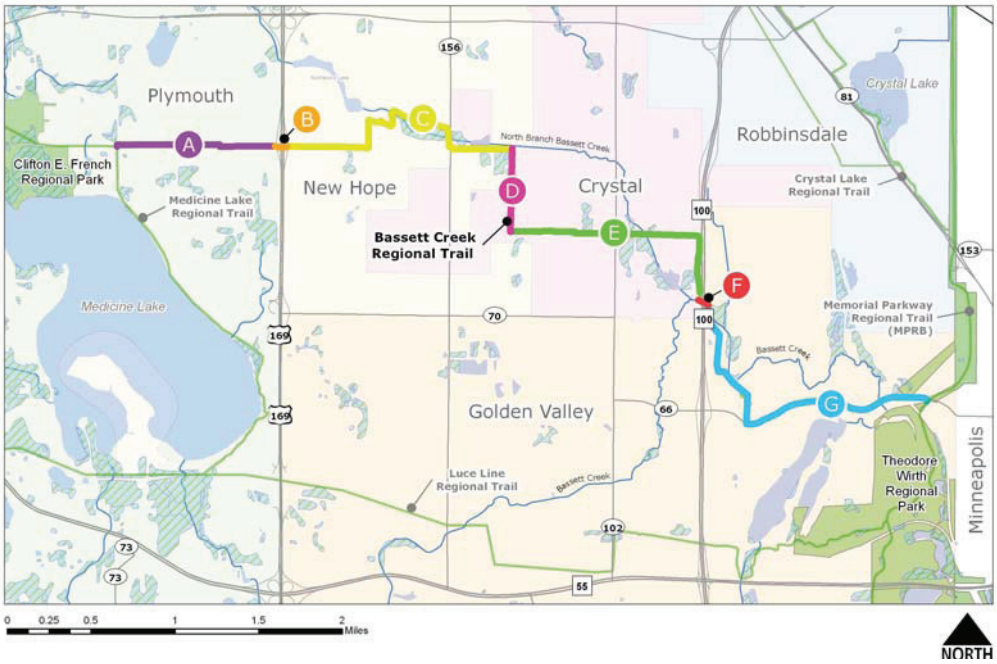
Active use of the Bassett Creek Regional Trail is expected to provide walking/hiking, bicycling, running/jogging, bicycling, in-line skating, and dog walking opportunities during the non-winter months. The Park District's seasonal-use data of existing regional trails indicates that significant use of the trail will occur in the spring, summer and fall seasons. Winter use of the Bassett Creek Regional Trail is dependent on weather conditions and independent winter use agreements with local communities to maintain and operate the trail during the winter season (defined as November 15 to March 31).

When fully constructed, the Bassett Creek Regional Trail is projected to generate 176,425 annual visits. Bassett Creek Regional Trail will connect single and multifamily residential neighborhoods, local schools, institutions, commercial areas and major recreation sites. These local and regional connections are intended to provide underserved Park District communities with a safe, multi-modal transportation option.

The Bassett Creek Regional Trail route is comprised of constructed and unconstructed segments, in varying states of Park District design standard compliance. Bassett Creek Regional Trail has been divided into seven major segments. A detailed route assessment is provided in the master plan document.

### Bassett Creek Regional Trail Segments

| Segment | From | To | Along \| Through | Length |
|---|---|---|---|---|
| **Plymouth** | | | | |
| **A** | Zachary Lane (adjacent to French Regional Park) | TH 169 Pedestrian Bridge | 36th Avenue | 1.10 mile |
| **Plymouth \| New Hope** | | | | |
| **B** | TH 169 Pedestrian Bridge | | | 0.06 mile |
| **New Hope** | | | | |
| **C** | TH 169 Pedestrian Bridge | Nevada Avenue | 36th Avenue \| Boone Avenue \| Northwood Park \| Winnetka Avenue \| 36th Avenue | 1.63 mile |
| **New Hope \| Crystal** | | | | |
| **D** | 36th Avenue | 32nd Avenue | Nevada Avenue | 0.50 mile |
| **Crystal** | | | | |
| **E** | Nevada Avenue | TH 100 Pedestrian Bridge | 32nd Avenue \| Valley Place Park \| Bassett Creek Park | 1.57 mile |
| **Crystal \| Golden Valley** | | | | |
| **F** | TH 100 Pedestrian Bridge | | | 0.18 mile |
| **Golden Valley** | | | | |
| **G** | TH 100 Pedestrian Bridge | Theodore Wirth Parkway (Theodore Wirth Regional Park) | Lilac Drive \| Briarwood Nature Area \| Unity Avenue/Minnaqua Drive \| Westbend Road \| Regent Avenue \| Golden Valley Road/CR 66 | 1.98 mile |
| | | | ***Total*** | ***7.03 miles*** |




Source: Three Rivers Park District

## Operations & Maintenance Plan

Bassett Creek Regional Trail is operated under Park District ordinances and policies. The regional trail is overseen by professional public safety operations and maintenance staff. Services and maintenance staffing levels increase as needed and as funding permits through the employment of seasonal staff. Park Service Officers and Park Police Officers provide public safety services. Volunteers also assist with trail patrol.

Specific patrol of the Bassett Creek Regional Trail will be the primary responsibility of trail patrol staff assigned to French Regional Park, however all public safety staff patrol trails and on an as-needed basis or when call load presents an opportunity to conduct alternative patrol.

Due to extensive property holdings, geographic distribution of facilities and the need to create an efficient and cost-effective work force, the Park District organizes and budgets maintenance services in six geographic clusters that provide maintenance service to Park District regional parks, park reserves and regional trails. The French Work Cluster provides maintenance services for the Bassett Creek Regional Trail.

## Estimated Costs & Funding

Regional trail implementation has both initial costs (acquisition and development) and ongoing costs (operations and maintenance). Trail development will occur as opportunities to coordinate with other agencies/ projects occur, funding becomes available, and at the discretion of the Park District Board of Commissioners. Individual development projects may move forward to coincide with development adjacent to the trail corridor for purposes of cost savings.

Regional trail development includes the cost to prepare the site, reconfigure roadways as required, modify drainage patterns where necessary, pave the trail, and install striping, and landscaping. In total, the estimated development cost for the Bassett Creek Regional Trail is $2,205,725. Additional items including wayfinding signage, traffic signage and devices, rest stops and miscellaneous trail costs are included in Appendix B | Detailed Capital Improvement Cost Estimate.

Annual operations and maintenance costs are estimated at $26,000 per year with one-time costs estimated at $3,000.

# Memorandum

**To:** Bassett Creek Watershed Management Commission
**From:** Technical Advisory Committee
**Subject:** August 4, 2011 Meeting
**Date:** August 10, 2011

The Technical Advisory Committee (TAC) met on August 4, 2011. The following TAC members, city representatives, and BCWMC staff attended the meeting:

| City | TAC Members/Alternates | Other City Representatives |
|---|---|---|
| **Crystal** | Tom Mathisen | |
| **Golden Valley** | Jeff Oliver, Jeannine Clancy | Chair Linda Loomis |
| **Medicine Lake** | Vacant position | |
| **Minneapolis** | Pat Byrne | |
| **Minnetonka** | Liz Stout | |
| **New Hope** | Jason Quisberg | |
| **Plymouth** | Derek Asche | |
| **Robbinsdale** | Richard McCoy | |
| **St. Louis Park** | Laura Adler | |
| **BCWMC Staff** | Geoff Nash, Jim Herbert | |
| Also in attendance was Jack Frost, Metropolitan Council. | | |

The Technical Advisory Committee (TAC) directed staff to forward the following recommendations to the Commission for its consideration. This memorandum presents the recommendations relating to 1) Education & Outreach Plan review, 2) BCWMC policies for water quality treatment and non-degradation, 3) water quality trading programs, and 4) possible locations in lakes for installation of two pressure transducers for lake level data collection.

## 1. Education & Outreach Plan

The TAC discussed the Education and Outreach Committee's Plan. Cities use the education resources provided by BCWMC to comply with their responsibilities as Municipal Separate Storm Sewer System (MS4) permitees and the Plan summarizes our efforts to communicate with the community. Commissioner Langsdorf presented the details of the Plan to the TAC.

**Recommendations**

1. The TAC appreciated the content and detail of the Plan and recommends approval by the Commission.

## 2. BCWMC policies for water quality treatment and non-degradation

At the Commission's July meeting, there was discussion regarding possible BCWMC policy changes needed to implement TMDLs in light of the BCWMC's role as the categorical waste load allocator. Included in the discussion were Commissioner Welch's suggested new policies changing the BCWMC's project review "triggers," which would require BCWMC review of smaller projects than currently come under review. The Commission requested that the TAC review member city ordinances on what amount of land disturbance triggers a permit review.

The TAC discussed the summary of city ordinance triggers and Commissioner Welch's proposed changes to the BCWMC triggers.

**Recommendations**

1. The TAC recommends this issue be discussed further at their next meeting.

## 3. Water Quality Trading and Banking Programs

The Commission requested that the TAC discuss other WMO's approaches to water quality trading. The TAC discussed the information provided by the BCWMC engineer regarding the Ramsey-Washington Metro Watershed District and Nine Mile Creek Watershed District water quality trading approaches (see extensive information in online meeting materials). The TAC discussed how such an approach would be helpful because there will be situations where it will be difficult/not feasible to put infiltration and other water quality treatment practices in place. Such a trading approach would provide a way for projects/practices to be placed where it makes the most sense (e.g., redevelopment projects, city/BCWMC projects, etc.). The TAC was in support of the water quality trading approaches.

**Recommendations**

1. The TAC recommends this issue be discussed further at their next meeting.

## 4. Locations for pressure transducers in two lakes

The TAC discussed how to determine specific locations for installation of two (2) pressure transducers that were authorized for purchase by the Commission. These devices automatically record the height of water above them and this data is used to calculate lake elevation. Possible lakes are Medicine Lake, Westwood Lake, and Sweeney Lake. Prior to their purchase, it has been necessary to determine where they can be deployed to best advantage for recording data without undue concern about their damage.

**Recommendation**

1. The TAC recommends that the Administrator contact the lake associations for the respective lakes and visit the locations to determine how best to install the devices.

2. Justin Riss, Alternate Commissioner, St. Louis Park, volunteered to download lake level elevations and record lake elevations from staff gauges.

## 5. Other discussion

The imminent retirement of Jack Frost, P.E., the Metropolitan Council's Watershed Coordinator for many years was noted. The August meeting of the Commission will be Jack's final meeting with BCWMC. His counsel has been appreciated over the years.

## 6. Next TAC Meeting

The TAC recommends that their next meeting be in September.

Barr Engineering Company
4700 West 77th Street • Minneapolis, MN 55435-4803
Phone: 952-832-2600 • Fax: 952-832-2601 • www.barr.com *An EEO Employer*

Minneapolis, MN • Hibbing, MN • Duluth, MN • Ann Arbor, MI • Jefferson City, MO • Bismarck, ND

# Memorandum

**To:** Bassett Creek Watershed Management Commission
**From:** Barr Engineering Company
**Subject:** Item 5D – General Mills Parking Lot Expansion - Golden Valley
BCWMC August 18, 2011 Meeting Agenda
**Date:** August 10, 2011
**Project:** 23/27 051 2011

# 5D. General Mills Parking Lot Expansion: Golden Valley

**Summary**
**Proposed Work:** Site expansion
**Basis for Commission Review:** Work in floodplain
**Change in Impervious Surface:** Increase 1.5 acres
**Recommendation:** Conditional approval

## General Background & Comments

The General Mills Bassett Creek site is located west of General Mills Boulevard and north of Betty Crocker Drive in the City of Golden Valley. Bassett Creek flows along the south edge of the site. The proposed work includes constructing a new parking lot and expanding the water quality basin. Approximately 3.8 acres will be graded on the 21.8 acre site. The project results in a 1.5 acre increase in impervious area. The existing General Mills facility and water quality pond was constructed during 1998. The site is in the Bassett Creek Main Stem Subwatershed.

## Floodplain

The 100-year flood elevation at the site is 888.3 feet. A portion of the floodplain will be filled due to final grading of the proposed parking lot. Compensating storage volume will be provided west of the parking lot and in the vicinity of the pond to mitigate the proposed fill. Overall the project will result in a 0.2 acre-feet increase in floodplain storage.

## Wetlands

A wetland complex associated with the Bassett Creek floodplain is located along the southwest edge of the site. The wetland boundary was delineated by Barr during June 1998. Grading is proposed outside of the wetland. 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

The site discharges through the water quality pond then to the main stem of Bassett Creek upstream of General Mills Boulevard.

## Water Quality Management

The existing water quality pond was constructed in 1998 as part of the original building project. The pond was designed to provide treatment in accordance to the BCWMC Level III standards (runoff from 1.5" rainfall). In 2003 the water quality pond was enlarged as part of the City of Golden Valley Pavement Management Project. Currently BCWMC requires new development throughout the watershed to Level 1 standards (runoff from 2.5" rainfall). In lieu of constructing a new pond the applicant has proposed expanding and reconstructing the existing pond to provide treatment for increased impervious surface. The pond will be reconstructed and generally moved south to remain outside of the proposed parking lot footprint.

Based on Level 1 standards, the water quality storage required for the new parking lot is 12,700 c.f. The applicant has proposed increasing the pond 21,300 c.f. to compensate for the increased impervious surface. The overall pond volume will be increased from 44,500 c.y. (1.02 acre-ft.) to 67,700 c.y. (1.56 acre-ft.) Although, the pond will not meet Level 1 standards (2.53 ac. ft. required) for the entire contributing drainage area, the increased volume provides adequate compensation for the increased impervious surface.

## Erosion and Sediment Control

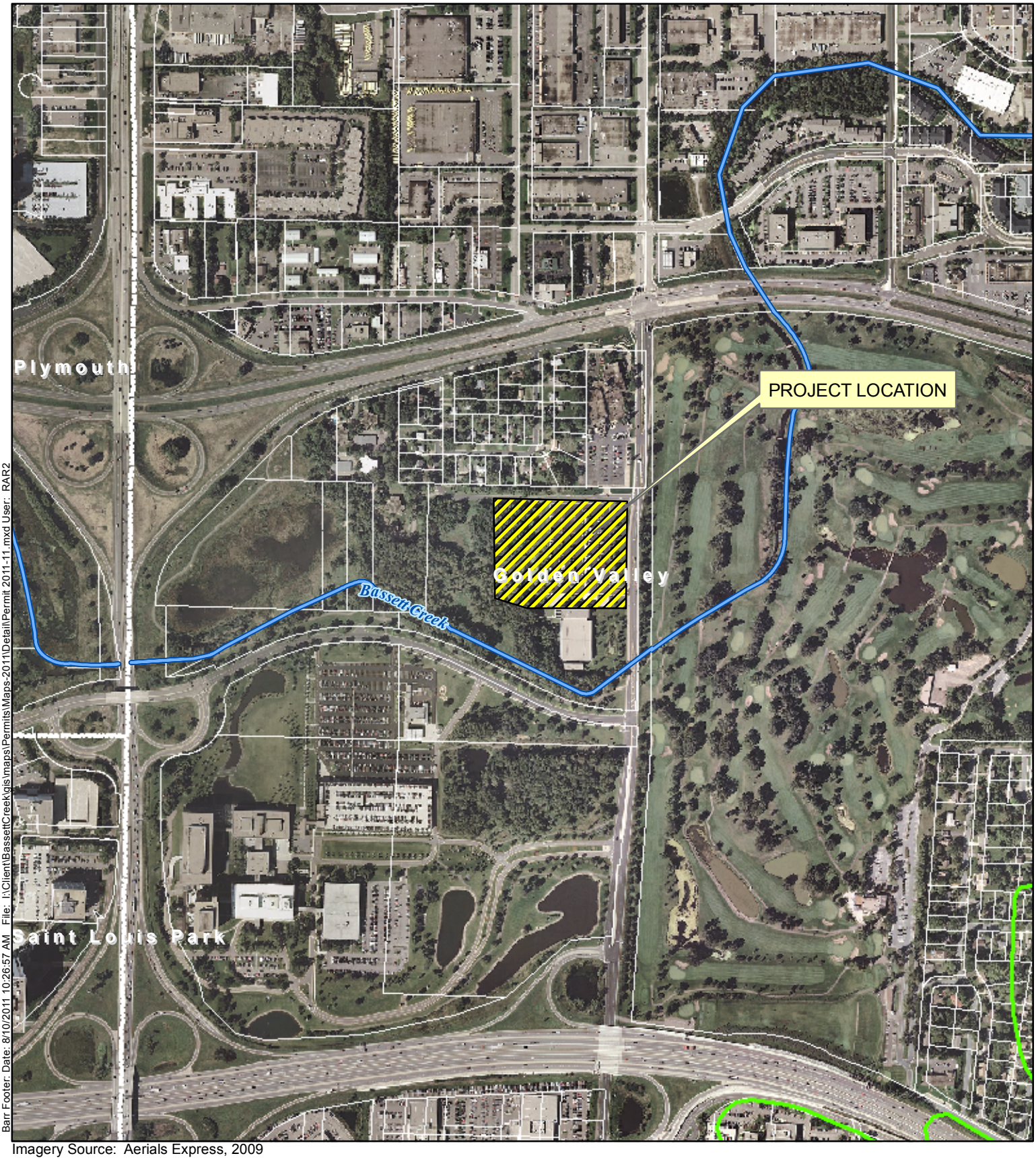
Temporary erosion control features include silt fence, inlet protection around all storm sewer inlets, rock construction entrances and erosion control blankets.

## Recommendation

Conditional approval based on following comments:

1. Pretreatment, such as grit chambers, sump manholes, sediment forebays should be considered to extend the life of the water quality pond.

2. A maintenance agreement must be established between the City of Golden Valley and applicant for inspecting and maintaining the water quality pond.




Barr Footer: Date: 8/10/2011 10:26:57 AM File: I:\Client\BassettCreek\gis\maps\Permits\Maps-2011\Detail\Permit 2011-11.mxd User: RAR2

Imagery Source: Aerials Express, 2009

- Permit Location
- Bassett Creek
- WMC Boundary
- Major Subwatershed
- Municipality
- Parcel Line
- Stream

Feet

0 500 1,000 1,500

Bassett Creek Watershed Management Commission

**LOCATION MAP**
**APPLICATION 2011-11**
**General Mills**
**Parking Lot Expansion**
**Golden Valley, MN**

Date: July 14, 2011

To: BCWMC Commissioners

From: BCWMC Education & Public Outreach Committee

Re: **The Education and Outreach Plan (EOP) 2011-2015**

**The EOP is a road map to educate residents, educators and policy makers about:**

- BCWMC's background and responsibility,
- Watershed history and boundaries,
- Impacts of every-day actions on water quality, and
- Our ongoing actions to protect the watershed.

**This EOP is based on four needs of the watershed:**

1. Reduction of excess nutrients in water resources,
2. Increased public awareness about the watershed and BCWMC,
3. Continued stream and lake data for informed decision-making, and
4. Improved awareness about roles of policy makers and stakeholders.

**The supporting budget:**

Each has a list of related goals with programs and outreach activities. Each activity shows estimated costs, a timeline and its priority. The EOP reflects the 2012 budget as approved in June 2011. Recommended activities and costs from 2013 through 2015 are also included.

## Comparison of Amount Proposed for 2012 – Amount Approved for 2012 – Amount Proposed for 2013 Education & Public Outreach Budget

| Watershed Partnerships Line Item Budget | Proposed 2012 | Approved 2012 | Proposed 2013 |
|---|---|---|---|
| CAMP (citizen assisted monitoring program) | $5,000 | $5,000 | $5,500 |
| River Watch (student river monitoring) | $2,000 | $2,000 | $2,000 |
| Metro WaterShed Partners | $3,500 | $3,000 | $3,000 |
| Blue Thumb | $2,000 | $1,000 | $1,000 |
| Metro Blooms | $2,000 | $2,000 | $2,000 |
| **Total** | $14,500 | $13,000 | $13,500 |

| Education and Public Outreach Line Item | Proposed 2012 | Approved 2012 | Proposed 2013 |
|---|---|---|---|
| Event space costs | $ 200 | $ 200 | $ 200 |
| Display Maintenance and Posters | $ 400 | $ 400 | $ 400 |
| Water Quality Survey & Quiz | $ 75 | $ 75 | $ 75 |
| Seed Packets & Handouts | $ 700 | $ 700 | $ 700 |
| Watershed Coloring Book (develop/print/distribute) | $ 500 | $ 500 | $ 500 |
| Coloring Contest | $ 300 | $ 300 | $ 300 |
| Develop/print fold-out map of Bassett Creek | $7,000 | 0 | $7,000 |
| Educational Articles | $ 600 | $ 600 | $ 600 |
| WMWA Admin/Projects | $5,000 | $3,000 | $5,000 |
| **Total** | $14,775 | $5,775 | $14,775 |

| Grant Program Line Item | Proposed 2012 | Approved 2012 | Proposed 2013 |
|---|---|---|---|
| Grant program | $5,000 | 0 | $5,000 |

Note: What was approved by the BCWMC for 2012 is $14,000 less than what was proposed by the Education and Public Outreach Committee. $7,000 of this was for development and printing of a fold-out map of the watershed – WMWA was reduced by $2,000 - no funding was approved for the Grant Program in 2012. We recommend that the 2013 budget include all of these funds be reinstated in the budget.

Blue Thumb funding was reduced by $1,000 in 2012 over what was recommended. Metro Watershed Partners was reduced by $500 in 2012. We recommend that CAMP be increased by $500 in 2013.

Geoff Nash, P.G.
Watershed Consulting, LLC

Monthly Administrator's Report
Bassett Creek Watershed Management Commission
August 10, 2011

1. Sent TAC agenda to TAC members and Commissioners for meeting on August 3 and led the meeting discussion. Wrote summary TAC memo for the Board.
2. Downloaded MPCA Citizen Stream Monitoring Program data for 2009 and 2010. The data collected is for turbidity (clarity) and there are four volunteers in our watershed taking measurements.
3. Jeff Lee, Barr Engineering attended a meeting at the MPRB related to proposed work at the Spring Lake Biohaven Demonstration Project to install floating vegetated islands for water quality treatment. I could not attend because I was out of town but Jeff had another meeting at the MPRB that morning. The project does not require BCWMC approval and the DNR has yet to determine whether or not installation of floating islands requires a permit. Our logo was requested to add to a press release, but I declined the request because BCWMC is not participating in the project.
4. I renewed the BCWMC domain name for another year ($35).
5. The Hennepin County Board of Commissioners approved the BCWMC 2012 maximum levy of $988,000 on Tuesday, August 2.
6. The Metro Committee of the Board of Water and Soil Resources (BWSR) considered BCWMC plan amendment on Monday, August 8 at 12:00 noon. I explained our proposed CIP projects to the Committee and they voted to recommend the Plan to the full Board. The full BWSR Board will make a decision on the amendment at their August 24th meeting at Camp Ripley as part of the annual Board tour.
7. I have been gathering the performance reviews for Amy Herbert. They will be compiled for her review following the August Commission meeting.
8. The engineering firms recommended by the TAC have returned their proposals to me. The proposals will be considered by the TAC at their next meeting and three will be selected. Barr is automatically on the pre-approved list.
9. A group delegated by the Commission reviewed the financial reporting documents and is going to recommend changes to the financials that are presented monthly, as well as to the annual budget document to make them more easily understood. The group consisted of Commissioner Elder, Sue Virnig, Lee Gustafson, Karen Chandler, and the Administrator.
10. I was unavailable for most of July due to my U of M Hydrogeology class in northern Minnesota.

resourceful. naturally.
engineering and environmental consultants

BARR

# Memorandum

**To:** Bassett Creek Watershed Management Commission

**From:** Barr Engineering Company

**Subject:** Agenda Item 7F – Engineer Communications
Spring Lake Floating Islands Meeting Summary
BCWMC August 18, 2011 Meeting Agenda

**Date:** August 9, 2011

# 7F. Spring Lake Floating Islands – Meeting Summary

### Recommended/requested Commission actions:

1. For information only; no action needed.

### Meeting Summary – July 26, 2011

On July 26th a meeting was convened at the Minneapolis Park and Recreation Board offices to discuss water quality in Spring Lake and, more specifically, the use of floating vegetated islands as a means of improving water quality. The meeting was attended by representatives of the Minneapolis Park and Recreation Board (MPRB), Minneapolis Public Works – Engineering Services, Lowry Hill Neighborhood Association (LHNA), Blake School, Midwest Floating Islands, Minneapolis Parks Foundation, Minnesota Chapter of the American Society of Landscape Architects (MASLA) and Bassett Creek Watershed Management Commission (represented by Jeff Lee – Barr Engineering).

Craig Wilson (representing MASLA; also former Board member of LHNA) explained the project and purpose. National Landscape Architecture Day is August 17th, 2011 and that is the initial reason for completing the Biohaven Demonstration Project for Spring Lake. MASLA started looking at new technologies for improving water quality in the Mississippi River, but because of permitting issues with the Minnesota Department of Natural Resources (MN DNR) and Army Corps of Engineers, they are now concentrating on improving the water quality in Spring Lake. The LHNA and MASLA representatives stated at the meeting that the purpose of the project is to create seven Biohavens and a launch dock for Spring Lake to help restore it to its original designation as a bird and animal sanctuary, make it a livable fishing habitat and take it off the MPCA impaired waters list by improving phosphorus, chlorophyll,

turbidity, alkalinity and salinity to acceptable levels [*note: Spring Lake is not currently on the MPCA's impaired waters list*].

LHNA proposes to buy six floating islands using Neighborhood Revitalizations (NRP) funds; Midwest Floating Islands will donate one additional island. MASLA is organizing a volunteer day on August 17th to plant the islands with vegetation purchased from Minnesota Native Landscapes, and to place the islands in Spring Lake. Each island is 8 feet by 8 feet, will float in the lake tethered from an anchor on the lake bottom, and will be planted with vegetation suitable for lake conditions. Chris Behringer (MASLA) will be selecting the plants to be planted on the islands.

MN DNR staff did not attend the meeting, but have discussed the project with MASLA and have stated that they may permit the floating islands as "temporary docks," or may not require a permit; it appears that this had not yet been completely resolved as of the July 26th meeting. If a MN DNR permit is required, there would be a 30-day permit review period where BCWMC would be requested to provide input. MPRB will also need to provide some kind of permit. MPRB is interested in the project but concerned about the level of MPRB financial support required.

At this time, there is no action needed by BCWMC other than possible review of a MN DNR permit application. The BCWMC position conveyed at the meeting was that the Commission was interested in the project results but had not committed any funding or staff support at this time.

**For more information**:

Carrie Christensen
612-250-1320
carrieannchristensen@gmail.com

**FOR IMMEDIATE RELEASE**

## Minnesota Landscape Architects to install 'floating Islands' in impaired Minneapolis lake

**MINNEAPOLIS (August 10, 2011) –** On August 17, 2011, the American Society of Landscape Architects (ASLA) is launching a campaign to raise public awareness and understanding of the landscape architecture profession. A coordinated launch will take place among ASLA chapters in all 50 states, and the Minnesota Chapter (ASLA-MN) is undertaking one of the most ambitious events in the nation by launching seven "floating islands" on an impaired lake in Minneapolis.

Spring Lake, located in the Lowry Hill Neighborhood between I-394 and Kenwood Parkway, was acquired by the Minneapolis Park and Recreation Board (MPRB) as a wildlife refuge in 1893. Since then, it has become a severely impaired body of water with a shoreline and park ridden with invasive species. This year, ASLA-MN partnered with the Lowry Hill Neighborhood Association (LHNA) to analyze ways to revitalize Spring Lake and its surrounding park. LHNA allocated funds to restore the area to its original designation as a bird and wildlife sanctuary and pledged to have the area removed from the Impaired Waters List of the Minnesota Pollution Control Agency's Clean Water Act. The group's plan includes design and installation of seven floating islands that will improve water quality, attract beneficial plant and animal species and help to restore the lake to a livable fishing habitat.

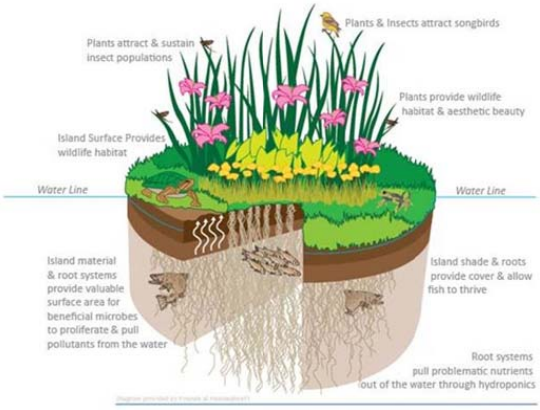
These islands, known as floating treatment wetlands (FTWs), are powerful tools in water stewardship. They mimic natural floating islands to create a concentrated wetland effect. Constructed of durable, non-toxic post-consumer plastics and vegetated with native plants, the islands float on top of the water, providing a beautiful habitat for birds and animals, while underneath the surface, the FTWs aid in cleaning the water by attracting microbes that are responsible for breaking down water-borne pollutants.

ASLA-MN landscape architects designed the floating islands with native wetland species that will provide much-needed habitat and greatly improve the water quality. The islands are being manufactured by St. Paul-based Midwest Floating Islands.

"The Spring Lake floating islands project is a first for Minneapolis, setting an important precedent for all of Minnesota's impaired water bodies," said Craig Wilson, ASLA-MN President-elect. "Minnesota-designed and manufactured floating islands support both our environment and the local economy."

Installation will take place on August 17, 2011, as part of the ASLA “08.17.11” campaign. There will be a celebratory island launch at Spring Lake next to Parade Stadium over the noon hour. ASLA-MN will be offering a light lunch, live music, and comments from local leaders and national experts on the floating island technology. Register for the event at www.asla-mn.org

In addition to the launch of the FTWs, LHNA is contributing a canoe launch that will be used by neighboring Blake School, where students will take part in ongoing water monitoring efforts.




**Partners**
American Society of Landscape Architects Minnesota Chapter (ASLA-MN)
Lowry Hill Neighborhood Association (LHNA)
Minneapolis Park and Recreation Board (Park Board)
City of Minneapolis (City)
Blake School
Minneapolis Parks Foundation
Midwest Floating Islands
Minnesota Native Landscapes

**About ASLA-MN:**
ASLA-MN is the American Society of Landscape Architects (ASLA) – Minnesota Chapter which represents nearly 300 professionals in the landscape architecture profession through advocacy, education, communication, and fellowship. ASLA, the national organization, has more than 18,000 members and 48 chapters, representing all 50 states, U.S. territories, and 42 countries around the world.

As a licensed profession in the state of Minnesota, landscape architecture encompasses the analysis, planning, design, management, and stewardship of the natural and built environments. Landscape Architectural projects range from academic campuses, conservation and natural areas, historic landscapes, parks and recreation, transportation corridors, urban design, water resources, and commercial and residential properties. To learn more about landscape architecture visit www.asla.org or the Minnesota Chapter homepage at www.asla-mn.org.

###

August 9, 2011

Tom Mathisen
City Engineer
City of Crystal
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Jeannine Clancy
Director of Public Works
City of Golden Valley
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Ted Hoshal
6960 Madison Ave West Suite 2
Mpls MN 55427-3627

***Re: Bassett Creek Watershed Erosion Control Inspections***
**August 4-6, 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 August 4-6, 2011. Please review the following for your respective city.

**City of Crystal**

None to report

**City of Golden Valley**

**CVS Pharmacy:** Repair silt fence; install rock construction entrance at east parking lot; sweep street and parking lot, as necessary.

**Menards:** Replace erosion log with silt fence at northwest area of site (erosion log is overtopped and soil is entering ditch); remove soil/sweep Laurel Ave., as necessary (soil has been deposited onto Laurel Avenue, past Louisiana Ave., from trucks accessing the site); implement dust control measures or cover trucks to control wind-blown soils from the site and truck traffic.

**Miner Site:** Install silt fence along exposed soils adjacent to Xenia Ave.

**City of Medicine Lake**

None to report

**City of Minneapolis**

None to report

**City of Minnetonka**

None to report

**City of New Hope**

None to report

**City of Plymouth**

**Four Points:** Repair silt fence.

**City of Robbinsdale**

None to report

**City of St. Louis Park**

None to report

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

**City of Crystal**

None to report

**City of Golden Valley**

Golden Ridge (inactive)
Golden Valley 461 Interceptor Rehabilitation
Golden Valley Little League Fields
Golden Valley Pavement Management Plan
Venture Bank
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)
Cantera Woods (inactive)
Crest Ridge Corporate Center (inactive)

**City of New Hope**

Hillside Terrace (inactive)
Rome Co.

**City of Plymouth**

Annapolis Lane Improvements
Banner Engineering (construction not started)
Bassett Creek Office Center (inactive)
Beacon Academy (inactive)
Executive Woodlands (inactive)
Hidden Acres
Hilde Performance Center
Larkin Pond
1900 E Medicine Lake Blvd
Plymouth Business Center Parking Addition
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)

**<u>The following developments have been completed and removed from the inspection list:</u>**

**City of Golden Valley:**

Golden Valley Country Club Pond Improvement
Laurel Hills East Condominiums
North Hennepin Regional Trail / Golden Valley Trail Phase 2
Theodore Wirth Pedestrian Bridge

**City of Plymouth:**

Plymouth Covenant Church

Contact me at 952-832-2784 (jherbert@barr.com) or Kim Johannessen at 952-832-2686 (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