



# Bassett Creek Watershed Management Commission

## Agenda

11:30 a.m., Thursday, September 15, 2011

Golden Valley City Hall Council Chambers – 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 August 18<sup>th</sup> meeting minutes \*
  - B. Presentation of Financial Statements \*
  - C. Presentation of Invoices for Payment Approval
    - i. Kennedy & Graven – Legal Services through July 31, 2011
    - ii. Barr Engineering – Engineering Services through August 26, 2011
    - iii. Watershed Consulting, LLC – Geoff Nash Administrator Services through August 30, 2011
    - iv. Amy Herbert – August Secretarial Services
    - v. D'amico-ACE Catering – September 2011 Meeting Catering
    - vi. Finance and Commerce – Publication of Public Hearing Notice
    - vii. Shingle Creek Watershed Management Commission – WMWA Expenses to 9/6/11
  - D. BCWMC Budget Committee Recommendations for remaining BCWMC Fiscal Year 2011 Budget and Scheduled/ Anticipated Work (*verbal*)
  - E. Resolution 11-07 – A Resolution of Appreciation for the Services of Former BCWMC Alternate Commissioner Al Sarvi (*see Resolution 11-07*)
5. PUBLIC HEARING – Receive Public Testimony and Comments of Member Cities Regarding the Proposed Bassett Creek Main Stem Restoration Project from Irving Avenue North in Minneapolis to Golden Valley Road in Golden Valley for 2012 and the Wirth Lake Outlet Structure Modification Project 2012
6. NEW BUSINESS
  - A. Resolution 11-08 – Resolution Approving & Adopting Major Plan Amendment
  - B. Resolution 11-09 – Resolution Ordering 2012 Improvements and Designating Members Responsible for Construction of the Main Stem Restoration and the Wirth Lake Outlet Structure Modification Projects (*see Resolution 11-09*)
  - C. Cooperative Agreement -Main Stem Restoration Proj., Irving Ave. to Golden Valley Rd (*see Agreement*)
  - D. Cooperative Agreement for Wirth Lake Outlet Structure Modification Project (*see Agreement*)
  - E. Certification of Levy to Hennepin County (*see Administrator memo*)
  - F. Presentation by City of Golden Valley on Plans for Ed Silberman Memorial at Shaper Park (*verbal*)
  - G. Aquatic Invasive Species/ Zebra Mussel Monitoring in Bassett Creek Watershed (*verbal*)
  - H. Crossroad Commons: Plymouth (*see Barr Engineering Memo*)
  - I. Canadian Pacific Railway Bridge Replacement: Minneapolis (*see Barr Engineering Memo*)
  - J. 1200 Angelo Drive Shoreline Restoration: Golden Valley (*see Barr Engineering Memo*)
7. OLD BUSINESS
  - A. Clean Water Fund Grant Application Update (*information to be e-mailed out by Administrator*)
  - B. Draft BCWMC Policy Manual (*bring your copy of the draft manual from the July and August meetings*)
8. COMMUNICATIONS
  - A. Chair
  - B. Administrator (*see Administrator's report*)
  - C. Commissioners
  - D. Committees (*see Education and Public Outreach Committee's 9/1/11 meeting minutes*)
  - E. Counsel
  - F. Engineer
9. ADJOURNMENT

**Bassett Creek Watershed Management Commission  
Minutes of the Meeting of August 18, 2011**

**1. CALL TO ORDER**

The Bassett Creek Watershed Management Commission (BCWMC) was called to order at 11:35 a.m., on Thursday, August 18, 2011, at Golden Valley City Hall by Chair Loomis. Ms. Herbert conducted roll call.

**ROLL CALL**

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

*Note:* **Commissioner Michael Welch, Minneapolis, arrived after roll call**

**Also present:** **Laura Adler, BCWMC Technical Advisory Committee, City of St. Louis Park**  
**Pat Byrne, BCWMC Technical Advisory Committee, City of Minneapolis**  
**Jack Frost, Metropolitan Council Environmental Services**  
**Christopher Gise, Watershed Resident**  
**Dave Hanson, Alternate Commissioner, City of Golden Valley**  
**Tom Hogan, General Mills**  
**Tom Mathisen, BCWMC Technical Advisory Committee, City of Crystal**  
**Richard McCoy, BCWMC Technical Advisory Committee, City of Robbinsdale**  
**Bob Moberg, BCWMC Technical Advisory Committee, City of Plymouth**  
**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**

Chair Loomis reported that in the BCWMC's closed session on July 21, 2011, the Commission reached consensus that the Administrator is doing a good job and that the Commission is pleased with his performance.

## 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 Minneapolis, Minnetonka and Robbinsdale absent from vote].

## 3. CITIZEN INPUT ON NON-AGENDA ITEMS

No Citizen Input on Non-agenda Items

## 4. ADMINISTRATION

4A. Presentation of July 21, 2011, Meeting Minutes. The meeting minutes were approved as part of the Consent Agenda.

4B. Presentation of Financial Statements and Mid-Year Budget Review. Administrator Nash said that the financial report is displayed differently this month as a way to communicate more clearly the Commission's financial details. Administrator Nash reported that he had met with Commission Engineers Karen Chandler and Jim Herbert to discuss the mid-year status of the BCWMC's 2011 Engineering Budget and asked Mr. Herbert to report on the status and to identify where the Commission has been spending its engineering budget faster than had been budgeted for 2011.

Mr. Herbert provided a detailed look at the fiscal year 2011 BCWMC engineering budget, the expenditures, and the work that has been directed by the Commission or the Administrator but had not been anticipated during the budget process for 2011. He summarized that based on the current trend the Commission would be looking at an anticipated over-expenditure of approximately \$35,000 in its engineering budget by the end of its 2011 fiscal year. Administrator Nash explained the types of tasks that he has asked the Commission Engineer to do or assist with that had not been included in the 2011 budget. Mr. Herbert said that the Commission Engineer would like Commission direction on how the Commission would like the Engineer to proceed in light of the budget status and provided some options of tasks that could be delayed or halted.

Ms. Black suggested that the Commission Engineer provide that information to the Administrative Services Committee and the Committee could take a look and bring recommendations back to the Commission. Several commissioners agreed with the suggestion. Administrator Nash stated that the group that had met to work on the financial report revisions also suggests revising the annual budget document so that it is easier to interpret and asked for direction to move forward with work on revising that document. Chair Loomis recommending giving that task to the BCWMC Budget Committee. Administrator Nash agreed.

Chair Loomis followed up by saying that both tasks discussed could go to the Budget Committee. Chair Loomis said that the most urgent issue is for the Committee to look at the fiscal year 2011 budget. She said that the revision of the annual budget document is less urgent and she wouldn't want the look of the

document to change mid-year. The Commission directed Administrator Nash to spearhead those tasks.

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

Checking Account Balance	\$545,007.77
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$545,007.77</b>
<b>TOTAL CONSTRUCTION CASH &amp; INVESTMENTS</b>	<b>\$2,545,945.50</b>
Investment due 9/16/2015	\$512,059.83
<b>TOTAL ON-HAND CONSTRUCTION CASH &amp; INVESTMENTS</b>	<b>\$2,530,802.70</b>
CIP Projects Levied – Budget Remaining	(\$2,488,880.12)
Closed Projects Remaining Balance	\$41,922.58
2011 Anticipated Tax Levy Revenue	\$444,068.08

[Commissioner Welch of Minneapolis arrived.]

#### 4C. Presentation of Invoices for Payment Approval.

- i. Kennedy & Graven – Legal Services through May 31, 2011 – invoice for the amount of \$2,144.79.
- ii. Kennedy & Graven – Legal Services through June 30, 2011 – invoice for the amount of \$1,342.76.
- iii. Barr Engineering Company – Engineering Services through July 29, 2011 – invoice for the amount of \$32,169.47.
- iv. Watershed Consulting, LLC – Geoff Nash Administrator Services through July 31, 2011– invoice for the amount of \$1,302.49.
- v. Amy Herbert – July Secretarial Services – invoice for the amount of \$3,187.23.
- vi. D’amico - ACE Catering – August BCWMC meeting catering – invoice for the amount of \$247.00.

Commissioner Black moved to approve payment of all of the invoices. Commissioner Langsdorf seconded the motion. By call of roll the motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

4D. Presentation of Revised Agreement with Metropolitan Council for BCWMC Participation in 2011 CAMP. Chair Loomis said that the Commission first needs to take action to rescind the previous agreement and then needs to approve the new agreement. Commissioner Black moved to rescind the previous agreement approved by the BCWMC and to approve the new agreement. Commissioner Elder seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

## 5. NEW BUSINESS

- A. **Draft Bassett Creek Regional Trail Master Plan (Three Rivers Park District).** Chair Loomis said that this Plan is in its comment period and the Three Rivers Park District (TRPD) is looking for comments. Mr. Herbert said that the comment period is open until August 24<sup>th</sup>. He provided the Commission with a detailed description of the project, which was also provided in the August 10, 2011, Barr Engineering memo included in the meeting packet. He said that the Commission Engineer recommends that the Commission direct staff to prepare a letter of comment to the TRPD that provides comments on four topics: water quality, floodplain management, BMP maintenance, and erosion control. He went over each Commission Engineer recommendation included in the Engineer's August 10<sup>th</sup> memo to the Commission.

Commissioner Welch said that it would be a good addition to the memo to include the comment that Mr. Herbert just made about reducing the negative water quality impacts and that the Commission would want to work with the TRPD to provide ideas regarding how the TRPD could improve water quality.

Mr. Herbert said that the TRPD is looking for project funds for 2013-2016 meaning that the project is still out a ways and may be constructed after the BCWMC's Next Generation Plan is in place. He also mentioned that the entire master plan for the project is available online.

Commissioner Hoshal suggested that the project provides an opportunity for the BCWMC to have some educational signage along the trails. The Commission agreed with his idea. Mr. Herbert said the comment could be added to the BCWMC's comment letter to the TRPD. Chair Loomis directed staff to add that comment to the letter.

Commissioner Black said that the second bullet, second sentence in the water quality section of the Engineer's memo contains a recommendation to reduce water quality impact and said that it could be stronger. Commissioner Welch said that the Commission Engineer had mentioned earlier that the comment could be revised to recommend improving water quality.

Commissioner Welch suggested that the Commission's comment letter include a nonspecific commitment to the TRPD that the Commission Engineer will work with the TRPD such as to provide BMP (Best Management Practices) design assistance or feasibility analysis in a governmental, cooperative way. Ms. Chandler clarified if the Commission wants the comment letter to include a remark saying that the Commission would provide in-kind services to help them with the BMP design or to provide guidance with design. Ms. Black commented that she does like the suggestion but the Commission needs to be careful with its budget and it would be hard to provide such services in this budget year. Chair Loomis said that the comment period is now but the project is likely at least two years off.

Commissioner Welch moved to direct the Commission Engineer to create the comment letter with the revisions as discussed. Commissioner Elder seconded the motion. The motion carried with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote]. Chair Loomis asked if the cost for the work on this item could come out of the Commission's Plat Review item. Mr. Herbert said yes.

### B. TAC Recommendations

- i. **Recommendations on Education and Outreach Plan.** Administrator Nash said that the

- TAC recommended that the Commission approve the Education and Outreach Plan.
- ii. **Gap in Commission Policies on Water Quality Treatment and Non-degradation in Redevelopment Projects and Linear Projects.** Administrator Nash reported that the issue is very complex and was discussed at length by the TAC. He said the TAC asked for some additional information about things that the cities are doing and recommends that it discuss the issue again next month.
  - iii. **Water Quality Trading and Banking Programs.** Administrator Nash said the TAC recommends that it discuss the issue again next month.
  - iv. **Locations to Install Pressure Transducers.** Administrator Nash reported that he has spoken to some lakeshore associations and to cities and is working on finalizing the locations for installation. He said he will have more information by the next time that the TAC meets.

Commissioner Welch asked for more detail on the discussion that took place about the water quality treatment policies and the water quality trading and banking programs. He said that the Commission had put the topics to the TAC in an open-ended way and the conversation may be swirling in a few different directions. He said the Commission needs to make a decision about whether it wants to revisit any or all of the BCWMC standards and BCWMC policies before reviewing them as part of the Next Generation Plan. Chair Welch said the Commission needs to structure the discussion a bit more in order for it to be worthwhile for the TAC to discuss these issues. Administrator Nash said he sent a draft memo to Len Kremer regarding these topics to try to provide focus for the next TAC discussion. Commissioner Welch said he thinks the memo would be a lot better if the Commission focused it from the Commission's perspective. He said one of the questions to the TAC is does the TAC think that there is an urgency for the Commission to revise its standards before completing the next revision of the Commission's Plan and if yes, why and if no, why not. He said his gut feeling is that the Commission is missing opportunities with projects in the watershed but wants to know if the TAC thinks that the box should be opened at all.

Mr. Mathisen said that he thinks that the TAC is on board and that it is time to look at these things, either before or with the Next Generation planning process.

Mr. Moberg commented there are a couple of fundamental questions whose answers would provide direction to the TAC. He said the first is that in situations where the city's requirements are more stringent than the Commission's standards then is that good enough and then the Commission doesn't need to change its standards. He said the second question is that if the Commission is looking at tightening up standards then to look at what cost the Commission is willing to accept. Mr. Moberg said that tighter standards would translate into more project reviews and the costs associated with that work.

Commissioner Welch requested that Administrator Nash distribute to the Commission the memo he and the Commission Engineer are putting together for the TAC once it is ready. He also requested that the Commission direct the TAC to respond on whether the Commission should have a volume control standard and if yes, what should it be – without considering to whom it should or should not apply.

Commissioner Black commented that she thinks factors about the underground chambers should be discussed if there are opportunities such as which ones are the most effective, cost of maintenance, and the best value for the dollar.

Chair Welch said that the Ramsey-Washington Metro Watershed District did a study in conjunction with Capitol Region Watershed District about the feasibility of different standards. He said he thinks that the research is available online and would be good information for Administrator Nash to review and to provide to the TAC. Commissioner Black said that she would like a copy as well.

Chair Loomis reminded the Commission that it had budgeted for six TAC meeting for 2011. Ms. Chandler said that there have been six TAC meetings so far in 2011. Chair Loomis said that the Commission needs to make a determination on whether it wants to continue holding TAC meetings in the remainder of 2011 or if it wants to leave it to the Budget Committee to discuss when it discusses the 2011 budget. Commissioner Black recommended that no TAC meetings be held until the Budget Committee meets to develop recommendations. Chair Loomis said that there will be no September TAC meeting and the next one could be scheduled for October 6<sup>th</sup>, after the Budget Committee would have met to discuss the BCWMC's budget.

Ms. Langsdorf commented that she attended the August TAC meeting. Commissioner Hoshal asked that the TAC memo be revised to indicate that Commissioner Langsdorf had attended the meeting. Administrator Nash said that he would make that change.

- C. **Clean Water Fund Grant Application Update.** Administrator Nash said that the deadline for the grant applications is September 20<sup>th</sup>. He described the two projects that the Commission previously had indicated as contenders for the grant applications. Administrator Nash said he is seeking approval from the Commission to write the applications for the two projects – the Main Stem stream restoration project from Irving Avenue to Golden Valley Road and a financial incentives program.

Commissioner Black moved to direct Administrator Nash to write the applications for the two projects for the Clean Water Fund Grants. Commissioner Elder seconded the motion. Commissioner Welch said the inherent policy decision is that if the Commission gets the grant for the financial incentives for redevelopment – retrofitting project then the Commission is agreeing that it would set up the program.

The Commission directed Administrator Nash to come back to the Commission at its September meeting with either the bullet points or the full proposal for the application on the financial incentives proposal.

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

- D. **General Mills Parking Lot Expansion: Golden Valley.** Mr. Herbert discussed the project and its location as detailed in the August 10, 2011, Barr Engineering memo about the project. Commissioner Black moved to approve the project with the recommendations discussed by the Commission Engineer. Commissioner Elder seconded the motion. Several commissioners asked specific questions that were fielded by Tom Hogan of General Mills. The motion carried with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

## 6. OLD BUSINESS

- A. **Major Plan Amendment Update.** Administrator Nash reported that he participated in the BWSR's Metro Committee meeting about a week ago. He said he gave a brief update to that Committee on the three projects contained in the BCWMC's Major Plan Amendment request. Administrator Nash said that the Committee made a recommendation of full board approval of the Plan Amendment at the Board's meeting in late August. Ms. Chandler said that at its next meeting the Commission will need to approve and adopt its Plan Amendment and then hold a public hearing on the projects. Chair Loomis said that since the last Commission meeting the County Board also has approved the Plan Amendment.

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

- B. **Update on Engineering RFP Process.** Administrator Nash reported that he received eight proposals from the firms that the TAC had asked the Commission to approach. He said that he has already provided the proposals to the TAC and asked that the Commission direct the TAC to review the proposals and to develop a recommendation to the Commission a final list of three firms with whom the BCWMC would enter into a five-year contract for possible future engineering work. Administrator Nash said that he has a scoring sheet already provided by one of the member cities. Commissioner Welch asked the Administrator how he sees the Commission weighing in on the process. Administrator Nash said that he recommends that the Commission wait until the TAC has narrowed the list down to three firms.

Commissioner Welch asked if the Commission has made a policy decision that it can't or won't contract with firms that are not one of the three on the list. Commissioner Black said that she didn't think so. Commissioner Welch said that he would like to see a list of the eight firms that submitted proposals and a copy of Administrator Nash's scoring sheet. Chair Loomis directed him to send it to the entire Commission.

- C. **Draft Education and Public Outreach Plan for 2011-2015.** Administrator Nash said that he had called Brad Wozney of BWSR for information about the state regulation requiring the EOP. He said that he learned that the EOP is required under the state's 8410 rule. Administrator Nash reported that Mr. Wozney recommended that the Commission maintain this EOP outside of the Commission's *Watershed Management Plan* so that the EOP could be revised easier than needing to go through the Plan Amendment process. Commissioner Langsdorf moved to approve the Education and Public Outreach Plan. Commissioner Hoshal seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from the vote].
- D. **Draft BCWMC Policy Manual.** The Commission conducted a detailed review of part of the policy manual. Administrator Nash was directed to make all changes discussed. Chair Loomis directed the policy manual discussion be added to the September meeting agenda where the Commission will pick up the review at section 2.10 "Required Scheduled Activities."

## 7. COMMUNICATIONS

### Chair:

1. Chair Loomis reported that the City of Golden Valley and Len Kremer have discussed the idea of creating a memorial for Ed Silberman and an educational kiosk at Schaper Park in Golden Valley. She said that the City of Golden Valley would like the BCWMC to participate in the cost of the memorial/ kiosk project. Chair Loomis said that the City is open to the idea of the Commission using funds out of Golden Valley's Channel Maintenance allocation. She added that the City of Golden Valley would be ready to make a presentation about the project at the September BCWMC meeting.
2. Chair Loomis said that she received an e-mail update from the Minneapolis Park and Recreation Board (MPRB) about the Wirth Beach improvements. She said the MPRB reports that it has stopped work for the year and won't start construction again until next year. She said the MPRB is trying to figure out how it will mitigate pollution it found in the parking lot area. She said she would forward the update to Administrator Nash to forward to the Commission.

### Administrator:

1. Administrator Nash announced that there was a *Star Tribune* article about floating islands being placed into Spring Lake and that the *Southwest Journal* contacted him for comments on the floating islands.
2. Administrator Nash reminded the Commission that it was the sponsor for the grant the Metro Blooms received for the Conservation Corps to install twenty-seven rain gardens in the Bryn Mawr neighborhood.
3. Administrator Nash said that he has been gathering information about his possible options for employment status with the BCWMC including researching information from the public employee insurance program. Chair Loomis added that she is having the Golden Valley Human Resources staff and Sue Virnig investigating information about requirements. Commissioner Black said that the Plymouth City Manager has also provided some information. Commissioner Welch asked Administrator Nash to develop some categories to use in his reports such as using the high-priority topics assigned to him by the Commission. Commissioner Welch suggested that Administrator Nash identify each month on actions that have occurred within those high-priority topics.

### 4. Commissioners:

1. Commissioner Black thanked Jack Frost of the Metropolitan Council Environmental Services for his dedicated work and service.
2. Commissioner Welch mentioned that he was interviewed by Hennepin County researchers for their project. Commissioner Black said that she had been interviewed as well.
3. Commissioner Langsdorf said that the League of Women voters' kick-off meeting on September 27th for Crytsal, New Hope, and East Plymouth will be a presentation by Jean Coleman on the Minnesota Water Sustainability Framework. She commented that she will provide a copy of the announcement for the September meeting packet.
4. Commissioner Hoshal announced that Minnesota Waters is holding its 2011 awards event on September 14<sup>th</sup> at the Bayview Event Center in Excelsior.

5. Commissioner Hoshal said the NEMO is holding a workshop on September 8<sup>th</sup> as part of the Clean Water Summit.
6. Commissioner Hoshal commented that he spoke with Terrie Christian from the Association of Medicine Lake Area Citizens who expressed disappointment that the BCWMC hasn't gotten involved in the zebra mussel patrolling and the closing of the French Park Landing/ boat access when monitors are not on site. Commissioner Hoshal said that the Commission may need to take another look at the issue. Commissioner Welch agreed that the Commission should put the item on a future Commission agenda for discussion. Mr. Moberg said that since the landing is on Three Rivers Park District property the Commission may want to invite a TRPD representative to participate in the discussion. The Commission indicated agreement.

*[Commissioner Elder departs the meeting]*

**Committees:**

**Education Committee**

1. Commissioner Langsdorf said that the Education and Public Outreach Committee is in the process of scheduling its next meeting.
2. Commissioner Langsdorf announced that the WMWA workshop on TMDLs will be at Brookview in Golden Valley on September 21<sup>st</sup>.

**Counsel:**

1. Mr. LeFevere said that some time ago Len Kremer reported that Hennepin County expressed interest in participating in BCWMC projects as a way for the County to meet its load allocations for TMDLs. Mr. LeFevere said that Mr. Kremer has looked into it and found that comparing Hennepin County's load allocation versus the Commission's categorical load allocation is almost insignificant. It may result in the County contributing only \$1,000 to \$2,000 to a project, but it really wouldn't help the Commission. Mr. LeFevere said that it would help the County for the Commission to provide a way for the County to do projects. He said that he will try to keep the contract as simple as possible where the Commission does a project and sends the County a bill and then the County can take credit to use in its MS4 permit.
2. Mr. LeFevere said that recently the state legislature made a change and added watershed district commissioners and members of joint powers watershed management organizations to the list of public officials. He said he learned from the Board of Campaign Finance Disclosure that the BCWMC board members are required to fill out the disclosure form. He said that he has printed out and handed around today a handbook about what board members are supposed to do with regard to the form.

**Engineer:**

1. Ms. Chandler noted that Jeff Lee of Barr Engineering attended the meeting on the floating islands in Spring Lake Park and also noted that the Star Tribune article mentioned that there isn't scientific data yet on whether the floating islands work.
2. Ms. Chandler asked for direction on whether the Commission wants further information about possible management ideas for Twin Lake and if it wants Dr. Keith Pilgrim to come back to the Commission with information. Chair Loomis suggested that the Commission wait until after the Budget Committee has met to discuss the BCWMC's 2011 budget. She said that the Commission

does need to put the item on a future agenda and decide if the Commission is going to do something or decide to do nothing.

3. Ms. Chandler reported that the BCWMC had communicated its approval with contingencies and recommendations to a permit application that the Commission had reviewed last month. She said that the BCWMC had asked the Tennant Company, the permit applicant, for additional treatment and the applicant did add sump manholes and SAFL Baffles along the storm sewer and added iron filings to the filter media.
4. Ms. Chandler said that Mr. Kremer noted that the Southwest LRT really won't be doing anything with the stations in the Bassett Creek Watershed until 2013.
5. Ms. Chandler said that she has attended a couple of meetings with Plymouth City staff and the design team regarding design scenarios for the Four Seasons Mall Wetland Enhancement Project. She said that she and Barr Engineering staff Kurt Leuthold will be attending a meeting with Plymouth City staff prior to the next project design team meeting in order to brainstorm about stormwater management ideas for that site.
6. Mr. Herbert mentioned asked if the Commission wants to continue its practice of reviewing permit applications that include underground vaults. He said that years ago the Commission decided that it temporarily wanted to review all projects with underground vaults as it was a new technology. Commissioner Welch said that he hasn't heard of anything to indicate that the Commission needs to review underground vaults more than other technologies but since the Commission will be reviewing its policies maybe the Commission shouldn't make a decision about underground vaults now. Chair Loomis directed staff to bring the review practices individually in front of the Commission and then the Commission can decide if it can let some go or not.

**8. PERFORMANCE REVIEW - CLOSED MEETING**

Chair Loomis adjourned the meeting for a brief recess at 2:20 p.m. after which the meeting was to resume as a closed session for a performance evaluation of the Recording Administrator.

**9. INFORMATION ONLY**

**Bassett Creek Erosion Control Inspections, August 4 – 6, 2011**

_____	_____	_____	_____
Linda Loomis, Chair	Date	Amy Herbert, Recorder	Date
_____	_____		
Jim de Lambert, Secretary	Date		

Bassett Creek Watershed Management Commission General Account

General Fund (Administration) Financial Report

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

(UNAUDITED)

4B.

MEETING DATE: September 15, 2011

<b>BEGINNING BALANCE</b>	<b>9-Aug-11</b>			545,007.77
<b>ADD:</b>				
	<b>General Fund Revenue:</b>			
	Interest/(Bank Fees)		8.67	
	Carolines Kids Foundation		550.00	
	<b>Assessment not received - Minneapolis</b>			
	Permits:			
	EMR INC	CP Rail Bridge-Mpls	1,000.00	
	Hammel, Green, & Abrahan Gen Mills Parking Lot		3,000.00	
	Reimbursed Construction Costs		9,229.94	
				<hr/>
		<b>Total Revenue and Transfers In</b>		<b>13,788.61</b>
<b>DEDUCT:</b>				
	<b>Checks:</b>			
	2377 Barr Engineering	Aug Engineering Services	35,255.03	
	2378 D'Amico Catering	Sept Meeting	285.51	
	2379 Amy Herbert	Aug Secretarial	3,457.98	
	2380 Kennedy & Graven	July Legal	1,960.54	
	2381 Watershed Consulting	Aug Administrator	3,989.08	
	2382 Finance and Commerce	PH Notice	158.71	
	2383 Shingle Creek WMC	WMWA General Exp	806.95	
		<b>Total Checks</b>		<hr/> <b>45,913.80</b>
Outstanding from previous years-Prior Year Expenses:				
	Meadowbrook School	2009 Exp-Grant	992.08	
	2376 Watershed Consulting	July Administrator	1,302.49	
<b>ENDING BALANCE</b>	<b>7-Sep-11</b>			<hr/> <hr/> <b>512,882.58</b>

	2011/2012 BUDGET	CURRENT MONTH	YTD 2011/2012	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS	434,150	0.00	402,776.00	31,374.00
PERMIT REVENUE	40,000	4,000.00	20,500.00	19,500.00
GRANTS	0	0.00	0.00	0.00
MISCELLANEOUS	0	550.00	550.00	(550.00)
INTEREST	0	8.67	7.38	(7.38)
REVENUE TOTAL	<hr/> 474,150	<hr/> 4,558.67	<hr/> 423,833.38	<hr/> 50,316.62
<b>EXPENDITURES</b>				
<b>ENGINEERING</b>				
ADMINISTRATION	110,000	11,570.50	86,488.87	23,511.13
PLAT REVIEW	50,000	6,740.50	34,177.42	15,822.58
COMMISSION MEETINGS	13,000	1,546.92	7,038.78	5,961.22
SURVEYS & STUDIES	20,000	675.00	11,986.46	8,013.54
WATER QUALITY/MONITORING	34,000	2,571.31	12,454.88	21,545.12
WATER QUANTITY	11,000	1,610.13	6,841.82	4,158.18
WATERSHED INSPECTIONS	8,000	942.48	4,118.39	3,881.61
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	<hr/> 258,000	<hr/> 25,656.84	<hr/> 165,397.81	<hr/> 92,602.19
ADMINISTRATOR	36,000	3,989.08	22,797.27	13,202.73
LEGAL COSTS	18,500	1,960.54	9,918.65	8,581.35
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	285.51	2,992.28	1,757.72
SECRETARIAL SERVICES	45,000	3,721.23	26,655.99	18,344.01
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	158.71	904.87	2,095.13
WOMP	10,000	105.00	1,831.75	8,168.25
DEMONSTRATION/EDUCATION GRANTS	5,000	0.00	0.00	5,000.00
EDUCATION, OUTREACH & PARTNERSHIPS	19,400	806.95	7,426.65	11,973.35
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	<hr/> 474,150	<hr/> 36,683.86	<hr/> 253,001.02	<hr/> 221,148.98

Cash Balance 08/09/11			
Cash		2,018,742.87	
Investments:			
Federal Home Loan Mtg Corp - Purchased 1/14/11 - Due 9/16/2015 - 0.5% (Current mkt value \$507,801.00)		512,059.83	
<b>Total Cash &amp; Investments</b>			<b>2,530,802.70</b>
Add:			
Interest Revenue		52.20	
<b>Total Revenue</b>			<b>52.20</b>
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(692.00)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(8,369.94)	
<b>Total Current Expenses</b>			<b>(9,061.94)</b>
<b>Total Cash &amp; Investments On Hand</b>	<b>08/09/11</b>		<b><u>2,521,792.96</u></b>
Total Cash & Investments On Hand		2,521,792.96	
CIP Projects Levied - Budget Remaining - TABLE A		(2,488,188.12)	
<b>Closed Projects Remaining Balance</b>		<b>33,604.84</b>	
2011 Anticipated Tax Levy Revenue - TABLE C		444,068.08	
<b>Anticipated Closed Project Balance</b>		<b><u>477,672.92</u></b>	
2012 Proposed & Future CIP Project Amount to be Levied - TABLE B		1,073,000.00	
2013 Proposed & Future CIP Project Amount to be Levied - TABLE B		196,000.00	

**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	692.00	2,295.19	2,897.19	(2,897.19)
	<b>3,966,400</b>	<b>692.00</b>	<b>576,604.07</b>	<b>1,478,211.88</b>	<b>2,488,188.12</b>

**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
<b>2012</b>					
Wirth Lake Outlet Modification (WTH-4)(2012)	180,000	287.50	20,154.29	23,064.29	156,935.71
Main Stem Irving Ave to GV Road (2012 CR)	856,000	218.50	67,803.92	69,523.92	786,476.08
Schaper Pond Enhancement Feasibility (SL-1)	37,000	7,863.94	34,551.88	34,551.88	2,448.12
2012 Project Totals	<b>1,073,000</b>	<b>8,369.94</b>	<b>122,510.09</b>	<b>127,140.09</b>	<b>945,859.91</b>
<b>2013</b>					
Lakeview Park Pond (2013)	196,000	0.00	1,476.00	2,113.50	193,886.50
2013 Project Totals	<b>196,000</b>	<b>0.00</b>	<b>1,476.00</b>	<b>2,113.50</b>	<b>193,886.50</b>
Total Proposed & Future CIP Projects to be Levied	<b>1,269,000</b>	<b>8,369.94</b>	<b>123,986.09</b>	<b>129,253.59</b>	<b>1,139,746.41</b>

**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
				<b>424,107.27</b>			<b>454,195.91</b>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2011 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
<b>TMDL Studies</b>					
TMDL Studies	125,000	168.00	168.00	102,756.15	22,243.85
Sweeney TMDL	119,000	0.00	5,290.50	212,222.86	
Less: MPCA Grant Revenue		0.00	(8,524.20)	(163,870.64)	70,647.78
<b>TOTAL TMDL Studies</b>	<b>244,000</b>	<b>168.00</b>	<b>(3,065.70)</b>	<b>151,108.37</b>	<b>92,891.63</b>
<b>Annual Flood Control Projects:</b>					
Flood Control Emergency Maintenance	500,000	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	523,373	0.00	0.00	13,566.33	509,806.67
Sweeney Lake Outlet (2012 FC-1)	250,000	0.00	2,296.15	6,746.15	243,253.85
<b>Annual Water Quality</b>					
Channel Maintenance Fund	200,000	0.00	0.00	41,818.10	158,181.90
<b>Total Other Projects</b>	<b>1,717,373</b>	<b>168.00</b>	<b>(769.55)</b>	<b>213,238.95</b>	<b>1,504,134.05</b>

Cash Balance 08/09/11	1,261,048.20
Add:	
MPCA Grant-Sweeney Lk	0.00
Less:	
Current Expenses	(168.00)
Ending Cash Balance 08/09/11	<u>1,260,880.20</u>

Bassett Creek Construction Project Details

9/7/2011

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)
<b>Original Budget</b>	<b>3,966,400</b>	<b>140,000</b>	<b>1,100,000</b>	<b>810,200</b>	<b>501,100</b>	<b>580,200</b>	<b>834,900</b>
<b>Expenditures:</b>							
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
Feb 2011 - Jan 2012	576,604.07			570,543.53	1,245.35	2,520.00	602.00
<b>Total Expenditures:</b>	<b>1,478,211.88</b>	<b>5,724.35</b>	<b>744,633.58</b>	<b>631,704.73</b>	<b>24,405.20</b>	<b>37,323.97</b>	<b>31,522.86</b>
<b>Project Balance</b>	<b>2,488,188.12</b>	<b>134,275.65</b>	<b>355,366.42</b>	<b>178,495.27</b>	<b>476,694.80</b>	<b>542,876.03</b>	<b>803,377.14</b>
							<b>(2,897.19)</b>

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)
<b>Project Totals By Vendor</b>							
Barr Engineering	140,545.83	3,758.10	7,004.91	38,467.60	21,156.50	36,531.32	30,730.21
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			
<b>Total Expenditures</b>	<b>1,478,211.88</b>	<b>5,724.35</b>	<b>744,633.58</b>	<b>631,704.73</b>	<b>24,405.20</b>	<b>37,323.97</b>	<b>31,522.86</b>
							<b>2,897.19</b>

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)
<b>Levy/Grant Details</b>							
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			
<b>Total Levy/Grants</b>	<b>3,061,400</b>		<b>1,177,450</b>	<b>468,850</b>	<b>580,200</b>	<b>834,900</b>	
<b>BWSR Grants Received</b>			<b>191,025</b>	<b>132,975</b>			

## Bassett Creek Construction Project Details

<b>Proposed &amp; Future CIP Projects (to be Levied)</b>					
Total Proposed & Future CIP Projects (to be Levied)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond (ML-8)	2012 Schaper Pond Enhancement Feasibility (SL-1)	
<b>Original Budget</b>	1,269,000	180,000	856,000	196,000	37,000
<b>Expenditures:</b>					
Feb 2004 - Jan 2005	637.50			637.50	
Feb 2005 - Jan 2006					
Feb 2006 - Jan 2007					
Feb 2007 - Jan 2008					
Feb 2008 - Jan 2009					
Feb 2009 - Jan 2010					
Feb 2010 - Jan 2011	4,630.00	2,910.00	1,720.00		
Feb 2011 - Jan 2012	123,986.09	20,154.29	67,803.92	1,476.00	34,551.88
<b>Total Expenditures:</b>	<b>129,253.59</b>	<b>23,064.29</b>	<b>69,523.92</b>	<b>2,113.50</b>	<b>34,551.88</b>
<b>Project Balance</b>	<b>1,139,746.41</b>	<b>156,935.71</b>	<b>786,476.08</b>	<b>193,886.50</b>	<b>2,448.12</b>

<b>Proposed &amp; Future CIP Projects (to be Levied)</b>					
Total Proposed & Future CIP Projects (to be Levied)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond (ML-8)	2012 Schaper Pond Enhancement Feasibility (SL-1)	
<b>Project Totals By Vendor</b>					
Barr Engineering	128,454.14	22,376.69	69,457.07	2,068.50	34,551.88
Kennedy & Graven	799.45	687.60	66.85	45.00	
City of Golden Valley					
City of Plymouth					
Com of Trans					
S E H					
Misc					
2.5% Admin Transfer					
<b>Total Expenditures</b>	<b>129,253.59</b>	<b>23,064.29</b>	<b>69,523.92</b>	<b>2,113.50</b>	<b>34,551.88</b>

<b>Proposed &amp; Future CIP Projects (to be Levied)</b>				
Total Proposed & Future CIP Projects (to be Levied)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond (ML-8)	2012 Schaper Pond Enhancement Feasibility (SL-1)
<b>Levy/Grant Details</b>				
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		
<b>Total Levy/Grants</b>	<b>1,046,000</b>	<b>250,000</b>	<b>600,000</b>	<b>196,000</b>
BWSR Grants Received		67,500		



# Kennedy & Graven, Chartered

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

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

August 15, 2011

Statement No. 103795

Bassett Creek Water Management Commission

Sue Virnig  
7800 Golden Valley Road  
Golden Valley, MN 55427

Through July 31, 2011

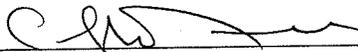
BA295-00001    General

1,960.54

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**Total Current Billing:    1,960.54**

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

July 31, 2011

BA295-00001 General

Through July 31, 2011

For All Legal Services As Follows:

			Hours	Amount
7/1/2011	CLL	Review law and draft email to Campaign Board on need for commissioners to file disclosure forms	1.00	191.00
7/1/2011	CLL	Work on review of minutes	0.20	38.20
7/5/2011	CLL	Complete email to E. White regarding disclosure form request	0.40	76.40
7/6/2011	CLL	Review JPA and statutes and exchange emails with A. Herbert regarding open meeting law and data practices question; intraoffice conference regarding data practices policy	0.70	133.70
7/7/2011	CLL	Complete review of minutes and message to A. Herbert regarding minutes; exchange emails with L. Loomis regarding data practices and open meeting law question	0.75	143.25
7/8/2011	CAH	Review draft of watershed data practices policy; email to G Nash regarding same	0.50	95.50
7/8/2011	CLL	Intraoffice conference and exchange emails on draft data practices policy; phone call from G. Nash regarding same	0.40	76.40
7/13/2011	CLL	Phone call from A. Herbert regarding open meeting and data practices issues for staff evaluation	0.25	47.75
7/15/2011	CLL	Review JPA and bylaws; phone call to L. Loomis regarding procedures for performance reviews	0.30	57.30
7/16/2011	CLL	Review agenda materials	0.90	171.90
7/21/2011	CLL	Attend commission meeting	3.95	754.45
7/22/2011	CLL	Review law on conflict question; phone call to D. Filipiak of SRF; email to G. Nash regarding same	0.85	162.35

**Total Services: \$ 1,948.20**

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

July 31, 2011

For All Disbursements As Follows:

	Photocopies	1.60
	Postage	5.64
7/21/2011	Charles L. LeFevere; Mileage expense	5.10
	<b>Total Disbursements:</b>	<b>\$ 12.34</b>
	<b>Total Services and Disbursements:</b>	<b>\$ 1,960.54</b>



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

Page # 1  
Invoice # 23270051-2011-7  
Project # 23/27-0051  
Client # 59  
September 2, 2011

Invoice of Account with  
BARR ENGINEERING COMPANY

For professional services during the period of  
July 30, 2011 through August 26, 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; internal discussion of grant opportunities to fund implementation of water quality trading program; phone call from Crystal resident regarding floodplain issues at Bassett Creek Park Pond; prepared for and attended meeting with administrator to discuss budgets and 2012 engineering tasks; communications with administrator regarding August meeting agenda and mid-year budget review; prepared for and attended meeting regarding SW LRT station; internal meeting regarding BWSR grants; reviewed draft policy manual and prepared email comments regarding policy document to administrator; call from administrator regarding potential BWSR grant applications; emailed tax levy memo to administrator; communications with administrator regarding task responsibilities from August meeting and for September Commission meeting; prepared for meeting with budget committee; discussion regarding water quality policies and review gaps in water quality policies; prepare memo regarding Spring Lake floating islands meeting, meeting follow up with ASLA-MN; and communications with administrator.

Leonard J. Kremer, Principal Engineer/Scientist		
5.5 hours @ \$160.00 per hour .....	\$	880.00
James P. Herbert, Principal Engineer/Scientist		
4.8 hours @ \$145.00 per hour .....	\$	696.00
Jeffrey T. Lee, Principal Engineer/Scientist.....		
2.3 hours @ \$130.00 per hour .....	\$	299.00
Karen L. Chandler, Engineer/Scientist/Specialist III		
20.6 hours @ \$145.00 per hour .....	\$	2,987.00
Technicians/Administrative.....	\$	314.50
<i>Subtotal, Technical Services.....</i>	<i>\$</i>	<i>5,176.50</i>

PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; coordination with City of Minneapolis and Home Association regarding floodplain storage; coordination with applicant regarding the interchange project; attended meeting with Westwood Professional Services regarding proposed Plymouth project; meeting with HGA, Inc. regarding proposed project and BCWMC requirements; provided GIS shape files of Bassett Creek to EMR; coordination with Quality Site Design regarding proposed Crystal project; preliminary coordination with Bonestroo regarding proposed development; coordination with Wenck regarding proposed remediation and redevelopment site in Minnetonka and requirements for contaminated soils; communications with Crystal staff regarding proposed parking lot expansion and BCWMC requirements.

James P. Herbert, Principal Engineer/Scientist 8.3 hours @ \$145.00 per hour .....	\$ 1,203.50
Karen L. Chandler, Engineer/Scientist/Specialist III 1.0 hours @ \$145.00 per hour .....	\$ 145.00
Michael B. Strong, Engineer/Scientist/Specialist I 0.5 hours @ \$75.00 per hour .....	\$ 37.50
<i>Subtotal, Preliminary Site Review/Correspondence .....</i>	<i>\$ 1,386.00</i>

MONTHLY MEETING PREPARATION

Preparation of monthly memorandums 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 August 2011 meeting; prepared permit figures.

James P. Herbert, Principal Engineer/Scientist 15.6 hours @ \$145.00 per hour .....	\$ 2,262.00
Karen L. Chandler, Engineer/Scientist/Specialist III 8.6 hours @ \$145.00 per hour .....	\$ 1,247.00
Technicians/Administrative .....	\$ 127.50
<i>Subtotal, Monthly Meeting Preparation .....</i>	<i>\$ 3,636.50</i>

TAC MEETING PREPARATION

Coordination with administrator regarding TAC meeting; reviewed TAC memos and prepared for August meeting; reviewed TAC memo and provided comments to administrator.

Leonard J. Kremer, Principal Engineer/Scientist 2.5 hours @ \$160.00 per hour .....	\$ 400.00
James P. Herbert, Principal Engineer/Scientist 6.3 hours @ \$145.00 per hour .....	\$ 913.50

Karen L. Chandler, Engineer/Scientist/Specialist III  
0.4 hours @ \$145.00 per hour.....\$ 58.00  
*Subtotal, TAC Meeting Preparation* ..... \$ 1,371.50  
  
***Subtotal Technical Services*** ..... \$ **11,570.50**

**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.

**Zero-Max**

Erosion control inspection.

Technicians/Administrative.....\$ 68.00  
*Subtotal, Zero-Max* ..... \$ 68.00

**Beacon Academy**

Erosion control inspection.

Technicians/Administrative.....\$ 68.00  
*Subtotal, Beacon Academy* ..... \$ 68.00

**Laurel Hills Condo**

Erosion control inspection.

Technicians/Administrative.....\$ 68.00  
*Subtotal, Laurel Hills Condo*..... \$ 68.00

**2010 Pavement Mgmt Project**

Erosion control inspection.

Technicians/Administrative.....\$ 119.00  
*Subtotal, 2010 Pavement Mgmt Project*..... \$ 119.00

**Hilde Performance Center**

Erosion control inspection.

Technicians/Administrative.....\$ 68.00  
*Subtotal, Hilde Performance Center*..... \$ 68.00

**Walgreens Construction**

Erosion control inspection.

Technicians/Administrative.....\$ 102.00  
*Subtotal, Walgreens Construction* ..... \$ 102.00

**Plymouth Creek Park Hockey Rink**

Erosion control inspection.

Technicians/Administrative.....\$ 76.50  
*Subtotal, Plymouth Creek Park Hockey Rink*..... \$ 76.50

**Menards Golden Valley**

Erosion control inspection.

Technicians/Administrative.....\$ 178.50  
*Subtotal, Menards Golden Valley*..... \$ 178.50

**Wirth Lake 2010 Site Improvements**

Erosion control inspection.

Technicians/Administrative.....\$ 119.00  
*Subtotal, Wirth Lake 2010 Site Impr.*..... \$ 119.00

**2011 Golden Valley PMP**

Erosion control inspection.

Technicians/Administrative.....\$ 187.00  
*Subtotal, 2011 Golden Valley PMP*..... \$ 187.00

**GV Little League BB Fields**

Erosion control inspection.

Technicians/Administrative.....\$ 140.50  
*Subtotal, GV Little League BB Fields*..... \$ 140.50

**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 iron filing specs and provided iron filing documentation to applicant per BCWMC request; reviewed revised grading drainage and erosion control plans and prepared approval letter to City of Plymouth.

James P. Herbert, Principal Engineer/Scientist  
4.8 hours @ \$145.00 per hour .....\$ 696.00  
*Subtotal, Tennant Co. Site Improvements .....\$ 696.00*

**Zachary Park Hockey Rink**

Erosion control inspection.

Technicians/Administrative.....\$ 68.00  
*Subtotal, Zachary Park Hockey Rink.....\$ 68.00*

**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.....\$ 68.00  
*Subtotal, MCES 1-GV-361 .....\$ 68.00*

**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  
3.1 hours @ \$100.00 per hour .....\$ 310.00  
*Subtotal, Crossroads Commons.....\$ 310.00*

**General Mills Parking Lot Expansion**

Telephone conversations with applicant and City staff; reviewed grading, drainage and erosion control plan; reviewed historical submittal for General Mills site and adjacent street reconstruction plans; prepared memorandum to the BCWMC; prepared letter of recommendation to City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist 8.8 hours @ \$145.00 per hour .....	\$ 1,276.00
Karen L. Chandler, Engineer/Scientist/Specialist III 0.6 hours @ \$145.00 per hour.....	\$ 87.00
Rita W. Weaver, Engineer/Scientist/Specialist II 0.4 hours @ \$100.00 per hour .....	\$ 40.00
Technicians/Administrative.....	\$ 33.00
<i>Subtotal, General Mills Parking Lot Expansion.....</i>	<i>\$ 1,436.00</i>

**Bassett Creek Regional Trail Master Plan**

Coordination with administrator; telephone conversations and emails with Three Rivers Park District staff; reviewed regional trail master plan; prepared memorandum to the BCWMC; prepared letter of comment to Three Rivers Park District.

James P. Herbert, Principal Engineer/Scientist 13.6 hours @ \$145.00 per hour .....	\$ 1,972.00
Leonard J. Kremer, Principal Engineer/Scientist 0.5 hours @ \$160.00 per hour .....	\$ 80.00
Karen L. Chandler, Engineer/Scientist/Specialist III 0.9 hours @ \$145.00 per hour.....	\$ 130.50
<i>Subtotal, Bassett Creek Regional Trail Master Plan.....</i>	<i>\$ 2,182.50</i>

**CP Rail Bridge Replacement**

Telephone conversations and emails with city staff and applicant; preliminary review of bridge replacement plans.

James P. Herbert, Principal Engineer/Scientist 3.5 hours @ \$145.00 per hour .....	\$ 507.50
Rita W. Weaver, Engineer/Scientist/Specialist II 0.4 hours @ \$100.00 per hour .....	\$ 40.00
<i>Subtotal, CP Rail Bridge Replacement .....</i>	<i>\$ 547.50</i>

<i>Subtotal Plat Review .....</i>	<i>\$ 6,740.50</i>
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COMMISSION MEETINGS

Attended August 2011 BCWMC meeting and August 2011 TAC meeting.

James P. Herbert, Principal Engineer/Scientist 7.0 hours @ \$145.00 per hour .....	\$ 1,015.00
Karen L. Chandler, Engineer/Scientist/Specialist III 3.5 hours @ \$145.00 per hour .....	\$ 507.50
Expenses (Mileage).....	\$ 24.42
<i>Subtotal, Commission Meetings.....</i>	<i>\$ 1,546.92</i>

SURVEYS AND STUDIES

Attended Financial Reporting Subcommittee meeting with Commissioner Elder, administrator, deputy treasurer, and City of Minnetonka staff at Golden Valley offices to discuss current Commission financial reporting and possible revisions.

Leonard J. Kremer, Principal Engineer/Scientist 1.5 hours @ \$160.00 per hour .....	\$ 240.00
Karen L. Chandler, Engineer/Scientist/Specialist III 3.0 hours @ \$145.00 per hour .....	\$ 435.00
<i>Subtotal, Surveys and Studies.....</i>	<i>\$ 675.00</i>

WATER QUALITY MONITORING

Performed 2011 water quality monitoring at Crane Lake and Westwood Lake.

Henry M. Runke, Principal Engineer/Scientist 2.0 hours @ \$165.00 per hour .....	\$ 330.00
Margaret R. Rattei, Engineer/Scientist/Specialist II 0.5 hours @ \$115.00 per hour .....	\$ 57.50
Kelly Carpenter, Engineer/Scientist/Specialist I 0.5 hours @ \$65.00 per hour .....	\$ 32.50
Technicians/Administrative.....	\$ 1,288.50
Expenses (Braun Intertec/2WD field vehicle/mileage/canoe//WQ meter/other equipment) .....	\$ 862.81
<i>Subtotal, Water Quality Monitoring.....</i>	<i>\$ 2,571.31</i>

WATER QUANTITY

Measured and reviewed lake level elevations as part of the lake-gauging program; reviewed stream locations following rainfall and checked for flooding.

Technicians/Administrative.....	\$ 1,428.00
Expenses (Mileage/2WD Field Vehicle).....	\$ 182.13
<i>Subtotal, Water Quantity.....</i>	<i>\$ 1,610.13</i>

**WATERSHED INSPECTION**

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

James P. Herbert, Principal Engineer/Scientist 2.1 hours @ \$145.00 per hour .....	\$	304.50
Technicians/Administrative .....	\$	467.50
Expenses (Mileage/2WD Field Vehicle) .....	\$	170.48
<i>Subtotal, Watershed Inspection</i> .....	\$	942.48
<b>TOTAL ENGINEERING</b> .....	\$	<b>25,656.84</b>

**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) .....	\$	263.25
Catering (BCWMC) .....	\$	-0-
<b>TOTAL SECRETARIAL SERVICES EXPENSES</b> .....	\$	<b>263.25</b>

**ANNUAL REPORT**

**ANNUAL REPORT**

<b>TOTAL ANNUAL REPORT</b> .....	\$	<b>0.00</b>
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**WATERSHED OUTLET MONITORING PROGRAM (WOMP)**

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

Christopher J. Bonick, Engineer/Scientist/Specialist II 1.0 hours @ \$105.00 per hour .....	\$	105.00
<i>Subtotal, Watershed Outlet Monitoring Program</i> .....	\$	105.00
<b>TOTAL WOMP</b> .....	\$	<b>105.00</b>

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

PLYMOUTH POND NB-07 (NL-2)

Four Seasons Mall in-kind services: attended meeting #2 regarding development scenarios; meeting follow-up; call from Plymouth city staff regarding stormwater management strategy; set up meeting with Plymouth city staff regarding stormwater management strategy.

Karen L. Chandler, Engineer/Scientist/Specialist III 4.7 hours @ \$145.00 per hour .....	\$ 681.50
Expenses (Mileage/parking) .....	\$ 10.50
<i>Subtotal, Pond NB-07</i> .....	\$ 692.00

WIRTH LAKE OUTLET MODIFICATION (WTH-4)

Coordination with BWSR staff and preparation of major plan amendment memorandum.

Timothy P. Brown, Engineer/Scientist/Specialist II 2.5 hours @ \$115.00 per hour .....	\$ 287.50
<i>Subtotal, Wirth Lake Outlet Modification</i> .....	\$ 287.50

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

Coordination regarding major plan amendment work tasks; coordination with MPRB.

Timothy P. Brown, Engineer/Scientist/Specialist II 1.9 hours @ \$115.00 per hour .....	\$ 218.50
<i>Subtotal, Irving Avenue to Golden Valley Rd (Admin)</i> .....	\$ 218.50

SCHAPER POND ENHANCEMENT – FEASIBILITY STUDY (SL-1)

Coordination and internal meetings with project team regarding feasibility study; obtained flow measurements and performed site maintenance; collected composite stormwater samples and delivered to analytical laboratory; created contours and prepared volume calculations of Schaper pond based on LIDAR data and survey data; removed all equipment from field/cleaned and stored equipment; set up database and developed map; reiteration of volume calculations based on Surfer grid, coordination of data analysis; site collection and mass balance; prepared figures/charts; prepared Water Quality Spreadsheet Analysis.

James P. Herbert, Principal Engineer/Scientist 0.8 hours @ \$145.00 per hour .....	\$ 116.00
Keith M. Pilgrim, Engineer/Scientist/Specialist III 5.1 hours @ \$125.00 per hour .....	\$ 637.50

Omid M. Mohseni, Engineer/Scientist/Specialist III 0.2 hours @ \$135.00 per hour .....	\$	27.00
Gregory D. Fransen, Engineer/Scientist/Specialist I 5.5 hours @ \$85.00 per hour .....	\$	467.50
Amy R. Meulebroeck, Engineer/Scientist/Specialist I 1.9 hours @ \$80.00 per hour .....	\$	152.00
James J. Lind, Engineer/Scientist/Specialist I 12.8 hours @ \$70.00 per hour .....	\$	896.00
Technicians/Administrative.....	\$	2,070.50
Expenses (Braun Intertec/Copies/2WD Vehicle/ Mileage/Automatic Sampler/Equipment Shelter/GPS/Auto Sampler) .....	\$	3,497.44
<i>Subtotal, Schaper Pond Enhancement (Feasibility) .....</i>	\$	<i>7,863.94</i>

**TOTAL CAPITAL IMPROVEMENT PROJECTS  
 (Tax Levy) .....\$ 9,061.94**

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

SWEENEY LAKE OUTLET REPLACEMENT CIP (FC-1)

**TOTAL CAPITAL IMPROVEMENT PROJECTS  
 (Maintenance Funds) .....\$ 0.00**

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

WIRTH LAKE TMDL

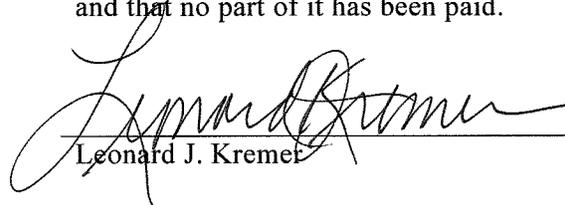
Determined Hennepin County portion of Wirth Lake TMDL watershed.

Gregory J. Wilson, Engineer/Scientist/Specialist III 1.2 hours @ \$140.00 per hour .....	\$	168.00
<i>Subtotal, Wirth Lake TMDL .....</i>	\$	<i>168.00</i>
<b>TOTAL TMDL STUDIES.....</b>	<b>\$</b>	<b>168.00</b>

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

<b>Total Engineering</b> .....	<b>\$ 25,656.84</b>
<b>Total Secretarial Services Expenses</b> .....	<b>\$ 263.25</b>
<b>Total WOMP</b> .....	<b>\$ 105.00</b>
<b>Total Annual Report</b> .....	<b>\$ 0.00</b>
<b>Total Capital Improvement Projects (Tax Levy)</b> .....	<b>\$ 9,061.94</b>
<b>Total Capital Improvement Projects (Maintenance Funds)</b> .....	<b>\$ 0.00</b>
<b>Total TMDL Studies</b> .....	<b>\$ <u>168.00</u></b>
<b>TOTAL PAYABLE</b> .....	<b>\$ 35,255.03</b>

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

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

INVOICE

INVOICE DATE: 9/5/11

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

**Client: Bassett Creek Watershed Management Commission**

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

Task/Project	8/1/11	8/2/11	8/3/11	8/4/11	8/5/11	8/8/11	8/9/11	8/10/11	8/11/11	8/12/11	8/15/11	8/16/11	8/17/11	8/18/11	8/19/11	8/22/11	8/23/11	8/24/11	8/25/11	8/26/11	8/29/11	8/30/11	8/31/11	Month	
	Administrative.	2.0	1.5	4.0	1.5	2.0	2.0	1.0	4.0	3.0	1.0	1.0	1.0	5.0	2.0	1.0	3.5	1.0	1.0	1.0	1.0	2.0	1.0	3.0	45.5
Commission Meeting/Prep.														4.0											4.0
Administrative Committee Meeting/Prep.												1.5			1.0										2.5
Golden Valley/Plymouth BWSR Grant Reporting											1.0														1.0
Education/Outreach Committee																									0.0
TAC Meeting/Prep.	1.0	3.0		3.5		1.0	1.0	1.5	1.0									1.0	1.0	1.0					15.0
Budget Committee Meeting/Prep.							3.5									1.0	1.0			2.0	1.0				8.5
Medicine Lk. TMDL																									0.0
Sweeney Lk. TMDL																									0.0
Wirth Lk. TMDL																									0.0
Wirth Lake BWSR Grant Reporting											0.5				1.0										1.5
Annual Report																									0.0
Communication with Commission/Consultants																									0.0
Communication with Public																									0.0
Policy Manual																									0.0
Major Amendment WMP																									0.0
Third-party meeting/prep.																									0.0
CIP																									0.0
Daily Total:	3.0	4.5	4.0	5.0	2.0	3.0	5.5	5.5	4.0	1.0	2.5	2.5	5.0	6.0	3.0		2.0		1.0		0.5	1.0		4.5	
Weekly Hours:					18.5										19.0										
Monthly Hours:																					17.5			8.5	82.5
Hourly Charges (at \$47/hr):																									\$3,877.50
<b>Actual Hourly Charges:</b>																									<b>\$3,877.50</b>
<b>Unbilled Charges:</b>																									<b>\$0.00</b>

Expenses:	8/1/11	8/2/11	8/3/11	8/4/11	8/5/11	8/8/11	8/9/11	8/10/11	8/11/11	8/12/11	8/15/11	8/16/11	8/17/11	8/18/11	8/19/11	8/22/11	8/23/11	8/24/11	8/25/11	8/26/11	8/29/11	8/30/11	8/31/11	1/2/04	Month	
	Telephone																									
Printing-black&white (\$0.15/sheet)	17			85			21					14							14	20						\$25.65
Printing-color (\$0.50/sheet)																										\$0.00
Postage (\$0.44 ea.)																										\$0.00
External copying																										\$35.64
Mileage (\$0.51/mile)																										\$0.00
Expenses:																										\$111.58
<b>Total invoice amount:</b>																										<b>\$3,989.08</b>

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

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



Copies 7/5/11

FedEx Office is your destination for printing and shipping.

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

7/5/2011

Team Member: Shumon P.

10:23:06 PM CST

SALE

ES BW SS Standard	175 @	0.1000 T
000159 Reg. Price	0.10	
Regular Total	17.50	
Discounts	0.00	
<b>Total</b>	<b>17.50</b>	

Sub-Total	17.50
Tax	1.27
Deposit	0.00
<b>Total</b>	<b>18.77</b>
Visa (S)	18.77
Account: 5198	
Auth: 00103C (A)	
Total Tender	18.77
Change Due	0.00

Copies

Swc 8/18/11



August 18, 2011 08:20  
Receipt #: 927424  
VISA #: XXXXXXXXXXXX5198  
2011/08/18 08:03

Page: 1

Qty	Description	Amount
44	ES B&W S/S White 8.5 x11	4.84
99	ES B&W S/S White 8.5 x11	10.89
SubTotal		15.73
Taxes		1.14
Total		16.87

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

FedEx Office Print & Ship Centers

3535 Hazelton Road  
Edina, MN 55435  
(952) 820-6000  
www.FedExOffice.com

Please Recycle This Receipt

777 BIG TIMBER ROAD  
ELGIN, IL 60123

<b>Manage Your Account &amp; View Your Usage Details</b>	<b>Account Number</b>	<b>Date Due</b>
My Verizon at <a href="http://www.verizonwireless.com">www.verizonwireless.com</a>	<del>XXXXXXXXXX</del>	09/17/11
	<b>Invoice Number</b>	<b>2619896180</b>

KEYLINE  
/5543516065/

CAMILLE NASH  
6920 HILLCREST LN  
EDINA, MN 55435-1606

### Quick Bill Summary

Jul 23 - Aug 22

Previous Balance (see back for details)	\$185.72
Payment - Thank You	-\$185.72
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Access Charges	\$159.96
Usage Charges	
Voice	\$0.00
Messaging	\$0.00
Verizon Wireless' Surcharges and Other Charges & Credits	\$8.96
Taxes, Governmental Surcharges & Fees	\$16.60
<b>Total Current Charges</b>	<b>\$185.52</b>

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

**Total Charges Due by September 17, 2011      \$185.52**

*minus previous invoice      134.23*  
*current amount      → \$50.29*

Pay from Wireless	Pay on the Web	Questions:
#PMT (#768)	My Verizon at <a href="http://www.verizonwireless.com">www.verizonwireless.com</a>	1.800.922.0204 or *611 from your wireless

VN

Bill Date      August 22, 2011  
Account Number      ~~XXXXXXXXXX~~  
Invoice Number      ~~XXXXXXXXXX~~

CAMILLE NASH  
6920 HILLCREST LN  
EDINA, MN 55435-1606

As part of Verizon's Go Green Initiatives, your  
remit envelope will be omitted next month.      \$185.52  
Please see Need-to-Know message for further info.

\$    .

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

/1800255054/

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.

2619896180010880670335000010000185520000185529

NOTICE: Bank account and routing numbers will be retained to enable future payments by phone or online. To opt out, call 1-866-544-0401.

# Amy Herbert · Virtual Administrator Services

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

September 1, 2011

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

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

## **Administrative Services to BCWMC**

- Organized the August 18<sup>th</sup> BCWMC packet materials for copying; copied and assembled meeting packets, delivered meeting packets to Barr Engineering mail room for Barr to weigh, add postage, and mail; posted materials online and e-mailed link to online meeting materials to Commission; e-mailed agenda to agenda list and e-mailed approved meeting minutes to distribution list.
- Maintained BCWMC files; Communicated with BCWMC attorney, engineers, Administrator, Deputy Treasurer, Chair, commissioners, and committee members and performed administrative duties/ file searches as asked by those parties.
- Organized BCWMC monthly invoices; Distributed invoice payments.
- Transcribed the August 2011 meeting minutes; Updated the Commission roster; Forward information about the BCWMC's 2009 and 2011 watershed tours to Shingle Creek/ West Mississippi staff; Helped Administrator coordinate August 26<sup>th</sup> Budget Committee and September 1<sup>st</sup> Education and Public Outreach Committee meeting; Submitted Major Plan Amendment request to BWSR and the necessary reviewing agencies;
- Created meeting notice for the Education and Outreach Committee's September 1<sup>st</sup> and the Budget Committee's August 26<sup>th</sup> meeting
- Web site work: Updated the Meeting Minutes archive; Updated the Plan Amendment section

53.25 hours @ \$57.00 per hour ..... \$3,035.25

## **BCWMC Meetings**

Set up and attended the August 16<sup>th</sup> pre-meeting conference call and the August 18<sup>th</sup> BCWMC meeting (coordinated room reservations and set up; ordered and received catering; coordinated agenda, prepared and provided handouts not provided in meeting packet; recorded meeting);

6.5 hours @ \$57.00 per hour ..... \$370.50

**CIP Administrative Services**

Coordinated publication the notice of the BCWMC's September 15<sup>th</sup> public hearing regarding the Main Stem restoration project (Golden Valley Road to Irving Avenue North) and the Wirth Lake Outlet structure project – included publication submission to Finance & Commerce, Lakeshore Weekly News, and the Sun Sailor news

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

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for August 18<sup>th</sup> BCWMC meeting (17.08 miles x 0.555 = \$9.48);

..... \$9.48

Subtotal Administrative Services	\$3,415.23
Subtotal CIP Annual Services	\$42.75
<b>Total Current Billing:</b>	<b>\$3,457.98</b>

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



Signature of Claimant

**ACE Drop-Off Catering**

**Invoice**

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

INVOICE #
50053

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

SHIP TO
Golden Valley City Hall-2nd Fl-Council Rm 7800 Golden Valley Road Site Contact: Judy N 763/593-3991 PO#23270512008300 952/832-2652 fax: 832-2601

P.O. NUMBER	TERMS	DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Due on receipt	9/15/2011	Thursday	17	11 AM (10:45-11:15)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
17	Cold Monthly Special Buffet	10.95	186.15T
1	Vegetarian Asian Wrap with Napa Cabbage, Red Peppers, Scallions, Carrots, Sunflower Seeds with Sweet & Spicy Sauce on the Side	0.00	0.00T
5	Thai Chicken Wrap with Peapods, Carrots, Scallions and a Spicy Peanut Sauce on the Side.	0.00	0.00T
5	Greek Turkey Wrap with Roasted Peppers, Olives, Spinach, Feta Cheese and Cucumber Yogurt Sauce on the Side	0.00	0.00T
3	Sliced Ham and Mozzarella Wrap	0.00	0.00T
3	Roast Beef Fajita Wrap with Onions, Peppers, Cheddar Cheese and Chipotle Sauce on the Side	0.25	0.75T
17	Gourmet Pasta Salad	0.00	0.00T
17	Seasonal Fresh Fruit	0.00	0.00T
17	Bowl of Potato Chips	0.75	12.75T
17	Assorted Bars & Cookies	0.00	0.00T
1	Dozen-Assorted Bars & Cookies-Sets aside for break-Different than above	18.00	18.00T
5	Mineral Water	1.25	6.25T
15	Spring Water	1.00	15.00T
5	Lemonade	1.45	7.25T
	Subtotal		246.15
	Delivery Charge	20.00	20.00T
	Metro Sales Tax	7.275%	19.36

Thank you for your business.	<b>Total</b>	<b>\$285.51</b>
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\*\*\*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)\_\_\_\_\_





**Watershed Management Commission**

3235 Fernbrook Lane Plymouth MN 55447

**TO:** Amy Herbert  
 Bassett Creek Watershed Management Commission  
 c/o Barr Engineering  
 4700 West 77th Street  
 Minneapolis 55435-4803

6-Sep-11

**Re: WMWA General Expense**

Date	Description	Rate	Hours	Amount	Total
Jan-11	Administrative	50.00	3.10	155.00	
	Administrative	55.00	11.60	638.00	
	Administrative - offsite	65.00	10.15	659.75	
	Copies	0.11	70.00	7.70	
	Color Copies	0.25	104.00	26.00	
	Scans	1.00		0.00	
	Postage	1.25	6.85	8.56	
	Supplies	1.00	60.98	60.98	1,555.99
Feb-11	Administrative	50.00	1.90	95.00	
	Administrative	55.00	5.95	327.25	
	Administrative - offsite	65.00	5.95	386.75	
	Copies	0.11	211.00	23.21	
	Color Copies	0.25	747.00	186.75	
	Scans	1.00	2.00	2.00	
	Postage	1.25	0.88	1.10	
	Supplies	1.00	15.27	15.27	1,037.33
Mar-11	Administrative	50.00	0.17	8.50	
	Administrative	55.00	5.30	291.50	
	Administrative - offsite	65.00	4.84	314.60	
	Copies	0.11	385.00	42.35	
	Color Copies	0.25	307.00	76.75	
	Scans	1.00	7.00	7.00	
	Supplies	1.00	13.91	13.91	754.61
	Total				3,347.93
	Partner Share x .20 paid to SC #2331, #2340				669.59
	Watershed Games			643.65	
	Train the Trainer			65.00	
	Total				708.65
	Partner Share x .20 paid to JASS #2330				141.73
6-Apr-11	Administrative	50.00	3.16	158.00	
	Administrative	55.00	7.10	390.50	
	Administrative - offsite	65.00	3.25	211.25	
	Copies	0.11	174.00	19.14	
	Color Copies	0.25	551.00	137.75	
	Total				916.64
	Partner Share x.20				183.33
1-Jul-11	Administrative	50.00	2.08	104.00	
	Administrative	55.00	33.73	1855.15	
	Administrative - offsite	65.00	9.97	648.05	
	Copies	0.11	221.00	24.31	
	Color Copies	0.25	451.00	112.75	
	Supplies	1.00	76.04	76.04	
	Total				2,820.30
	Partner Share x.20				564.06
6-Sep-11	Administrative	50.00	0.89	44.50	
	Administrative	55.00		0.00	
	Administrative - offsite	65.00	2.75	178.75	
	Copies	0.11	164.00	18.04	
	Color Copies	0.25	226.00	56.50	
	Supplies	1.00	0.00	0.00	
	Total				297.79
	Partner Share x.20				59.56
	<b>TOTAL AMOUNT DUE THIS INVOICE</b>				<b>806.95</b>
	Total Partner Share to date				1,476.53



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Geoff Nash, Administrator  
**Subject:** Item 4D—BCWMC Budget Committee Recommendations for remaining BCWMC Fiscal Year 2011 Budget and Scheduled/ Anticipated Work, BCWMC September 15, 2011 Meeting Agenda  
**Date:** September 8, 2011

### **4D. BCWMC Budget Committee Recommendations for remaining BCWMC Fiscal Year 2011 Budget**

Barr's Engineering Administration budget is projected to be over-budget by \$35,000 by the end of the fiscal year in February 2012. The Commission has requested Barr Engineering to take on additional tasks and we are accomplishing more than we anticipated when the budget was proposed. The Budget Committee met last evening on September 7, and is making the following recommendations to address this situation. The accompanying spreadsheet shows the effects of the changes on the budget.

#### **Recommended/requested Commission actions that would move funds into Barr's Engineering Administration budget:**

1. Eliminate the December 2011 Commission Meeting. Barr estimates that this will save \$4,600 of Engineering Administration.
2. Reduce Plat Review by \$2,500.
3. Reduce Barr's involvement in TAC meetings by \$1,800.
4. Reduce the Water Quality Monitoring funding by \$4,000.
5. Reduce the Water Quantity funding by \$2,500.
6. Reduce Watershed Inspection funding by \$2,000.
7. Eliminate Annual Flood Control Inspections completely, saving \$7,708.81.
8. Eliminate Review Municipal Plans completely, saving \$2,000.
9. Reduce the Secretarial Services funding by \$1,500.
10. Reduce the Website funding by \$3,333.01.
11. Reduce Demonstration/Education Grants funding by \$3,200.

The Committee will provide additional details on this proposal during the meeting.

Bassett Creek Watershed Management Commission General Account  
 General Fund (Administration) Financial Report

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

(UNAUDITED)

MEETING DATE: September 15, 2011

	2011/2012	CURRENT	YTD	BALANCE	PROPOSED	NEW BALANCE	Major changes
	BUDGET	MONTH	2011/2012		REDUCTIONS		
<b>OTHER GENERAL FUND REVENUE</b>							
ASSESSMENTS	434,150	0.00	402,776.00	31,374.00			
PERMIT REVENUE	40,000	4,000.00	20,500.00	19,500.00			
GRANTS	0	0.00	0.00	0.00			
MISCELLANEOUS	0	550.00	550.00	(550.00)			
INTEREST	0	8.67	7.38	(7.38)			
REVENUE TOTAL	474,150	4,558.67	423,833.38	50,316.62			
<b>EXPENDITURES</b>							
ENGINEERING							
ADMINISTRATION	110,000	11,570.50	86,488.87	23,511.13	4,600	<b>58,652.95</b>	<b>35,141.82</b>
PLAT REVIEW	50,000	6,740.50	34,177.42	15,822.58	-2,500	<b>13,322.58</b>	<b>-2,500.00</b>
COMMISSION MEETINGS	13,000	1,546.92	7,038.78	5,961.22	-1,800	<b>4,161.22</b>	<b>-1,800.00</b>
SURVEYS & STUDIES	20,000	675.00	11,986.46	8,013.54		8,013.54	0.00
WATER QUALITY/MONITORING	34,000	2,571.31	12,454.88	21,545.12	-4,000	<b>17,545.12</b>	<b>-4,000.00</b>
WATER QUANTITY	11,000	1,610.13	6,841.82	4,158.18	-2,500	1,658.18	-2,500.00
WATERSHED INSPECTIONS	8,000	942.48	4,118.39	3,881.61	-2,000	<b>1,881.61</b>	<b>-2,000.00</b>
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	2,291.19	7,708.81	-7,709	<b>0.00</b>	<b>-7,708.81</b>
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00	-2,000	<b>0.00</b>	<b>-2,000.00</b>
ENGINEERING TOTAL	258,000	25,656.84	165,397.81	92,602.19	-22,509	<b>105,235.20</b>	<b>12,633.01</b>
ADMINISTRATOR	36,000	3,989.08	22,797.27	13,202.73		13,202.73	0.00
LEGAL COSTS	18,500	1,960.54	9,918.65	8,581.35		8,581.35	0.00
AUDIT, INSURANCE & BONDING	15,000	0.00	12,452.00	2,548.00		2,548.00	0.00
FINANCIAL MANAGEMENT	3,000	0.00	0.00	3,000.00		3,000.00	0.00
MEETING EXPENSES	4,750	285.51	2,992.28	1,757.72		1,757.72	0.00
SECRETARIAL SERVICES	45,000	3,721.23	26,655.99	18,344.01	-1,500	<b>16,844.01</b>	<b>-1,500.00</b>
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	2,410.00	(410.00)		(410.00)	0.00
WEBSITE	4,500	0.00	213.75	4,286.25	-3,333	<b>953.24</b>	<b>-3,333.01</b>
PUBLIC COMMUNICATIONS	3,000	158.71	904.87	2,095.13		2,095.13	0.00
WOMP	10,000	105.00	1,831.75	8,168.25		8,168.25	0.00
DEMONSTRATION/EDUCATION GRANTS	5,000	0.00	0.00	5,000.00	-3,200	<b>1,800.00</b>	<b>-3,200.00</b>
EDUCATION, OUTREACH & PARTNERSHIPS	19,400	806.95	7,426.65	11,973.35		11,973.35	0.00
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00		25,000.00	0.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00		25,000.00	0.00
TMDL STUDIES (moved to CF)	0	0.00	0.00	0.00		0.00	0.00
GRAND TOTAL	474,150	36,683.86	253,001.02	221,148.98	(30,541.82)	225,748.98	4,600.00

	Current	YTD
Construct Exp	9,229.94	708,344.81
Total	45,913.80	961,345.83

NOTE: Bold numbers represent budget changes.

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

RESOLUTION NO. 11-07

A RESOLUTION OF APPRECIATION FOR THE SERVICES OF  
AI SARVI TO THE BASSETT CREEK WATERSHED MANAGEMENT  
COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the “Commission”) is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to Minnesota Statutes, Sections 103B.201-103B.253 (the “Metropolitan Area Surface Water Management Act”); and

WHEREAS, under said Act and the Commission’s joint powers agreement the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, Al Sarvi has served as an Alternate Commissioner from March 2010 to June 2011 in representation of the City of New Hope; and

WHEREAS, Al Sarvi has generously given of his time and talents, without compensation, to serve the public and to protect the environment; and

WHEREAS, Al Sarvi has been an unflagging member of the Commission and has voiced pertinent questions to the benefit of the watershed residents and has been a steadfast advocate for the improved health of the waters of the Bassett Creek Watershed;

NOW, THEREFORE, BE IT RESOLVED by the Bassett Creek Watershed Management Commission that the Board, on behalf of the Commission, its member cities and the public hereby express sincere and grateful appreciation to Al Sarvi for his distinguished service.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission this 15th day of September, 2011.

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Chair

ATTEST:

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Secretary

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

RESOLUTION NO. 11-08

RESOLUTION APPROVING WATERSHED PLAN AMENDMENT

WHEREAS, the Commission is the watershed management organization responsible for preparing a watershed plan for the Bassett Creek watershed, pursuant to Minn. Stat. § 103B.231; and

WHEREAS, the Commission adopted its watershed plan entitled, “Bassett Creek Watershed Management Commission, Water Management Plan, July 2004” on September 16, 2004 (hereinafter the “Plan”); and

WHEREAS, the Commission has submitted for review an amendment to the Plan to modify the capital improvement program as follows (the “Plan Amendment”):

- Three additions to Table 12-2, Water Quality Management and Flood Control 10-Year Capital Improvements Program (CIP);
  - One project is proposed to restore the Main Stem of Bassett Creek from Irving Avenue North in the City of Minneapolis to Golden Valley Road in the City of Golden Valley.
  - One project is proposed to modify the outlet of Wirth Lake in the City of Golden Valley, to prevent back flow from the creek; and
  - One project is proposed to construct a pond at Lakeview Park to reduce nutrient loading to Medicine Lake; and

WHEREAS, the Plan Amendment has been reviewed in accordance with the requirements of Minn. Stat. § 103B.231, which review is complete; and

WHEREAS, the Commission finds that the adoption of the Plan Amendment is in accordance with the requirements of law and in the best interests of the public;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Bassett Creek Watershed Management Commission as follows:

1. The Plan Amendment is hereby approved in accordance with Minn. Stat. § 103B.231, Subd. 10.
2. The Recorder is directed to transmit a copy of the Plan Amendment to Hennepin County, the Minnesota Board of Water and Soil Resources, and the clerks of all member cities.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 15<sup>th</sup> of September, 2011.

Linda R Loomis 9-15-2011  
Chair Date

ATTEST:

J. D. Smith  
Secretary Date

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

RESOLUTION NO. 11-09

A RESOLUTION ORDERING 2012 IMPROVEMENTS,  
DESIGNATING MEMBERS  
RESPONSIBLE FOR CONSTRUCTION, AND MAKING FINDINGS  
PURSUANT TO MINNESOTA STATUTES, SECTION 103B.251

WHEREAS, on September 16, 2004, the Commission adopted the *Bassett Creek Watershed Management Commission, Water Management Plan, July 2004* (the “Plan”); and

WHEREAS, the Plan includes a Capital Improvement Program (“CIP”) listing capital projects in Table 12-2 of the Plan; and

WHEREAS, the CIP, as amended, includes the following capital projects for the year 2012:

Restoration of the Main Stem of Bassett Creek from Irving Avenue North in Minneapolis to Golden Valley Road in the City of Golden Valley (the “Bassett Creek Project”).

Modify the outlet of Wirth lake to prevent backflow from the Creek (the “Wirth Lake Outlet Project”).

(hereinafter collectively referred to as the “2012 Projects”); and

WHEREAS, the Plan specifies a county tax levy under Minn. Stat., § 103B.251 as the source of funding for the 2012 Projects; and

WHEREAS, on September 15, 2011, following published and mailed notice in accordance with the Commission’s Joint Power Agreement and Minn. Stat., § 103B.251, the Commission conducted a public hearing on the 2012 Projects; and

WHEREAS, the Commission has secured a grant in the amount of Seventy-Five Thousand Dollars (\$75,000) for the Wirth Lake Outlet Project from the Minnesota Board of Water and Soil Resources (“BWSR”) (the “BWSR Grant”);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Bassett Creek Watershed Management Commission as follows:

1. The 2012 Projects will be conducive to the public health and promote the general welfare and are in compliance with Minnesota Statutes, Sections 103B.205 to 103B.255 (the “Act”) and with the Plan as adopted and amended in accordance with the Act. The 2012 Projects are hereby ordered.

2. The estimated cost of the Bassett Creek Project is Eight Hundred Fifty-Six Thousand Dollars (\$856,000). Of this amount, One Hundred Seventy-Seven Thousand One Hundred One Dollars (\$177,101) will be paid from the Commission's Capital Improvement Program Closed Project Account. Up to Six Hundred Seventy-Eight Thousand Eight Hundred Ninety-Nine Dollars (\$678,899) will be paid from funds received from a county tax levy pursuant to Minnesota Statutes, Section 103B.251, levied in 2011 for collection in 2012.
3. The estimated cost of the Wirth Lake Outlet Project is One Hundred Eighty Thousand Dollars (\$180,000). Of this amount Twenty-One Thousand Eight Hundred Eighty-Nine Dollars (\$21,889) will be paid from the Commission's Capital Improvement Program Closed Project Account and Seventy-Five Thousand Dollars (\$75,000) will be paid from the BWSR Grant. Up to Eighty-Three Thousand One Hundred Eleven Dollars (\$83,111) will be paid from funds received from a county tax levy pursuant to Minnesota Statutes, Section 103B.251 levied in 2011 for collection in 2012.
4. Of the costs of the 2012 Projects, the Commission hereby certifies costs to Hennepin County in accordance with Minnesota Statutes, Section 103B.251 of Six Hundred Seventy-Eight Thousand Eight Hundred Ninety-Nine Dollars (\$678,899) for the Bassett Creek Project and Eighty-Three Thousand One Hundred Eleven Dollars (\$83,111) for the Wirth Lake Outlet Project. The total amount certified to Hennepin County for the 2012 Projects is Seven Hundred Sixty-Two Thousand Ten Dollars (\$762,010) for payment by the county in accordance with Minnesota Statutes, Section 103B.251, Subd. 6.
5. The Commission receives, accepts and approves the feasibility reports for the 2012 Projects.
6. The costs of each of the 2012 Projects will be paid by the Commission up to the amounts specified in paragraphs 2 and 3 above from proceeds received from Hennepin County pursuant to Minnesota Statutes, Section 103B.251. Additional costs may be paid by the cities constructing the Projects, but no costs will be charged to other members of the Commission.
7. The City of Minneapolis is designated as the member responsible for contracting for the construction of the Bassett Creek Project, and the engineer designated for preparation of plans and specifications is the Minneapolis City Engineer, or other substitute engineers selected and retained by the City of Minneapolis. Contracts for construction shall be let in accordance with the requirements of law applicable to the City of Minneapolis.
8. The City of Golden Valley is designated as the member responsible for contracting for the construction of the Wirth Lake Outlet Project, and the engineer designated for preparation of plans and specifications is the Golden Valley City Engineer, or other substitute engineers selected and retained by the City of Golden Valley. Contracts

for construction shall be let in accordance with the requirements of law applicable to the City of Golden Valley.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the 15<sup>th</sup> day of September, 2011.

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Chair

ATTEST:

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Secretary

**COOPERATIVE AGREEMENT  
FOR  
BASSETT CREEK MAIN STEM RESTORATION**

This Agreement is made as of this \_\_\_\_ day of \_\_\_\_\_, 2011, by and between the Bassett Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the “Commission”), and the City of Minneapolis, a Minnesota municipal corporation (hereinafter the “City”).

WITNESSETH:

WHEREAS, the Commission adopted the Bassett Creek Watershed Management Commission Watershed Management Plan on September 16, 2004 (the “Plan”), a watershed management plan within the meaning of Minn. Stat., § 103B.231; and

WHEREAS, the Plan, as amended, includes a capital improvement program (“CIP”) that lists a number of water quality project capital improvements; and

WHEREAS, the water quality projects identified in the CIP include a stream bank restoration project described as the Restoration of the Main Stem of Bassett Creek from Irving Avenue North in Minneapolis to Golden Valley Road in the City of Golden Valley, as more fully described in the feasibility report for the Project prepared by Barr Engineering Company, entitled Feasibility Report for Bassett Creek Main Stem Restoration Project – Golden Valley Road to Irving Avenue North, which is attached and made a part hereof (the “Project”); and

WHEREAS, the Plan specifies that the Projects will be funded by a County tax levy under Minn. Stat., § 103B.251; and

WHEREAS, on September 15, 2011, the Commission adopted a resolution ordering the Project, directing that it be constructed by the City; and

WHEREAS, it is expected that Hennepin County will levy taxes throughout the watershed in 2011 for the Project for collection and settlement in 2012; and

WHEREAS, the City is willing to construct the Project on the terms and conditions hereinafter set forth.

NOW, THEREFORE, ON THE BASIS OF THE PREMISES AND MUTUAL COVENANTS HEREINAFTER SET FORTH, THE PARTIES AGREE AS FOLLOWS:

1. The Project will consist of the stream bank restoration improvements from Irving Avenue North in Minneapolis to Golden Valley Road in Golden Valley.

2. The City will design the Project and prepare plans and specifications for construction of the Project. Plans and specifications, and any changes to such plans and specifications, are subject to approval by the Commission's consulting engineer.
3. The City will advertise for bids and award contracts in accordance with the requirements of law. The City will award the contract and supervise and administer the construction of the Project to assure that it is completed in accordance with plans and specifications. The City will require the contractor to provide all payment and performance bonds required by law. The City will require that the Commission be named as additional insured on all liability policies required by the City of the contractor. The City will require that the contractor defend, indemnify, protect and hold harmless the Commission and the City, their agents, officers, and employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor. The City will supervise the work of the contractor. However, the Commission may observe and review the work of the Project until it is completed. The City will display a sign at the construction site stating "Paid for by the Taxpayers of the Bassett Creek Watershed".
4. The City will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred.
5. The Commission will reimburse One Hundred Seventy-Seven Thousand One Hundred One Dollars (\$177,101) of Project expenses from its Capital Improvement Program Closed Project Account. The Commission will use its best efforts to secure payment from the County in accordance with Minn. Stat., § 103B.251 in the amount of Six Hundred Seventy-Eight Thousand Eight Hundred Ninety-Nine Dollars (\$678,899) by tax levy in 2011 for collection in 2012. The total reimbursement will be up to Eight Hundred Fifty-Six Thousand Dollars (\$856,000).

Out-of-pocket costs related to the Project, incurred and paid by the Commission for publication of notices, securing County tax levy, preparation of contracts, review of proposed contract documents and administration of this contract shall be repaid from funds received in the tax settlement from Hennepin County. All funds in excess of such expenses are available for reimbursement to the City for costs incurred by the City in the design and construction of the Project. Reimbursement to the City will be made as soon as funds are available provided a request for payment has been received from the City providing such detailed information as may be requested by the Commission to substantiate costs and expenses.

6. Reimbursement to the City will not exceed the amount specified above from the Capital Improvement Program Closed Project Account and the amount received from the County for the Project less any amounts retained by the Commission for Commission expenses. Reimbursement will not exceed the costs and expenses incurred by the City for the Project, less any amounts the City receives for the Project as grants from other sources. All costs of the Project incurred by the City in

excess of such reimbursement shall be borne by the City or secured by the City from other sources.

7. All City books, records, documents, and accounting procedures related to the Project are subject to examination by the Commission.
8. The City will secure all necessary local, state, or federal permits required for the construction of the Project and will not proceed with the Project until any required environmental review is completed. Upon completion of the Project, the City will assume responsibility for its maintenance.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

By: \_\_\_\_\_  
Its Chair

And by: \_\_\_\_\_  
Its Secretary

CITY OF MINNEAPOLIS

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

And by: \_\_\_\_\_  
Its \_\_\_\_\_

**COOPERATIVE AGREEMENT  
FOR  
WIRTH LAKE OUTLET MODIFICATION**

This Agreement is made as of this \_\_\_\_ day of \_\_\_\_\_, 2011, by and between the Bassett Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the “Commission”), and the City of Golden Valley, a Minnesota municipal corporation (hereinafter the “City”).

WITNESSETH:

WHEREAS, the Commission adopted the Bassett Creek Watershed Management Commission Water Management Plan, July 2004 on September 16, 2004 (the “Plan”), a watershed management plan within the meaning of Minn. Stat. § 103B.231; and

WHEREAS, the Plan, as amended, includes a capital improvement program (“CIP”) that lists a number of water quality project capital improvements; and

WHEREAS, the water quality projects identified in the CIP include modification to the Wirth Lake Outlet to prevent flow from the creek to the lake during flood periods, as more fully described in the feasibility report for the Project, prepared by Barr Engineering Company, entitled Feasibility Report for the Wirth Lake Outlet Modification – dated July 2011, which is attached and made a part hereof (the “Project”); and

WHEREAS, on September 15, 2011, the Commission adopted a resolution ordering the Project and directing that it be constructed by the City; and

WHEREAS, the City is willing to construct the Project on the terms and conditions hereinafter set forth.

NOW, THEREFORE, ON THE BASIS OF THE PREMISES AND MUTUAL COVENANTS HEREINAFTER SET FORTH, THE PARTIES AGREE AS FOLLOWS:

1. The Project will consist of the modification to the Wirth Lake Outlet in the City of Golden Valley as more fully described in the attached feasibility report.
2. The City will design the Project and prepare plans and specifications for construction of the Project. Plans and specifications, and any changes to such plans and specifications, are subject to approval by the Commission’s consulting engineer.
3. The City will advertise for bids and award contracts in accordance with the requirements of law. The City will award the contract and supervise and administer the construction of the Project to assure that it is completed in accordance with plans

and specifications. The City will require the contractor to provide all payment and performance bonds required by law. The City will require that the Commission be named as additional insured on all liability policies required by the City of the contractor. The City will require that the contractor defend, indemnify, protect and hold harmless the Commission and the City, their agents, officers, and employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor. The City will supervise the work of the contractor. However, the Commission may observe and review the work of the Project until it is completed. The City will display a sign at the construction site stating "Paid for by the Taxpayers of the Bassett Creek Watershed".

4. The City will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred.
5. The Commission will reimburse Seventy-Five Thousand Dollars (\$75,000) from a grant from the Minnesota Board of Water and Soil Resources ("BWSR") and Twenty-One Thousand Eight Hundred Eighty-Nine Dollars (\$21,889) from its Capital Improvement Program Closed Project Account. The Commission will use its best efforts to secure payment from Hennepin County in accordance with Minn. Stat. § 103B.251 in the amount of Eighty-Three Thousand One Hundred Eleven Dollars (\$83,111) by tax levy in 2011 for collection in 2012. The total reimbursement will be up to One Hundred Eighty Thousand Dollars (\$180,000).

Out-of-pocket costs related to the Project, incurred and paid by the Commission for publication of notices, securing County tax levy, preparation of contracts, review of proposed contract documents and administration of this contract shall be repaid from funds received in the tax settlement from Hennepin County. All funds in excess of such expenses are available for reimbursement to the City for costs incurred by the City in the design and construction of the Project. Reimbursement to the City will be made as soon as funds are available provided a request for payment has been received from the City providing such detailed information as may be requested by the Commission to substantiate costs and expenses.

6. Reimbursement to the City will not exceed the amount specific in paragraph 5 for the Project. Reimbursement will not exceed the costs and expenses incurred by the City for the Project, less any amounts the City receives for the Project as grants from other sources. All costs of the Project incurred by the City in excess of such reimbursement shall be borne by the City or secured by the City from other sources.
7. All City books, records, documents, and accounting procedures related to the Project are subject to examination by the Commission.
8. The City will secure all necessary local, state, or federal permits required for the construction of the Project and will not proceed with the Project until any required environmental review is completed. Upon completion of the Project, the City will assume responsibility for its maintenance.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

By: \_\_\_\_\_  
Its Chair

And by: \_\_\_\_\_  
Its Secretary

CITY OF GOLDEN VALLEY

By: \_\_\_\_\_  
Its Mayor

And by: \_\_\_\_\_  
Its Manager



## Memorandum

To: Bassett Creek Watershed Management Commission  
 From: Geoff Nash, Administrator  
 Subject: Item 6E—Certification of Levy to Hennepin County  
 BCWMC September 15, 2011 Meeting Agenda  
 Date: September 6, 2011

### 6E. Certification of Levy to Hennepin County

#### Recommended/requested Commission actions:

1. Certify levy to Hennepin County for the Main Stem channel restoration and Wirth Lake Outlet modification projects; staff recommends a levy of \$762,010.

#### Background

To develop a recommendation for the 2012 levy for the Main Stem restoration and Wirth Lake Outlet modification projects, staff first considered the costs of the current proposed projects (Table 1 below):

**Table 1. Funds Needed for CIP Projects**

Project	Amount
Main Stem Channel Restoration, 2012, Irving Avenue to Golden Valley Road	\$856,000
Wirth Lake Outlet Modification, 2012, Wirth Lake TMDL Implementation	\$180,000
<b>Total Funds Needed</b>	<b>\$1,036,000</b>

For the 2012 Wirth Lake Outlet Modification project, staff's recommendation for the tax levy takes into consideration the grants received for the project (Table 2 below):

**Table 2. Grants Received for 2012 Wirth Lake Outlet Modification CIP Project**

Grant	Amount
BWSR - BCWMC – 2012 Wirth Lake Outlet Modification project	\$75,000
<b>Total Grant Funds Received</b>	<b>\$75,000</b>

Given the \$1,036,000 cost of the two 2012 CIP projects and reducing the total by the \$75,000 Board of Water and Soil Resources (BWSR) grant funding for the Wirth Lake Outlet project, \$961,000 is anticipated to be the amount the BCWMC will spend of its funds on the 2012 CIP projects.

The anticipated closed project balance available in the CIP reserve is \$485,990. Of this, \$37,000 will be used to fund the Schaper Pond Enhancement Feasibility Study and \$250,000 will be retained as the target

**To:** Bassett Creek Watershed Management Commission  
**From:** Geoff Nash, Administrator  
**Subject:** Item 6E—Certification of Levy to Hennepin County  
BCWMC September 15, 2011 Meeting Agenda  
**Date:** September 6, 2011  
**Page:** 2

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reserve balance, making \$198,990 available for 2012 CIP projects. It should also be mentioned that another 2012 construction project, the Sweeney Lake Outlet project, will be funded by Flood Control Long-term Maintenance funds.

Assuming \$198,990 is available for CIP projects, staff recommends applying this reserve amount to the 2012 Main Stem and Wirth Lake Outlet projects. **Staff further recommends a levy of \$762,010** to cover the remaining costs of the 2012 projects (\$961,000, less \$198,990).

In summary, **staff recommends a total levy request of \$762,010** for the two projects. This is less than the proposed maximum levy of \$998,000. The following is a summary of the staff recommendations:

**2012 Proposed CIP Projects:**

Main Stem Restoration Estimated Project Cost <sup>1</sup>	\$856,000
Wirth Lake Outlet Modification Estimated Project Cost	\$180,000
Less BWSR Grant Received for Wirth Lake Project	-\$75,000
Transfer from CIP Reserve	-\$198,990
<b>Estimated 2012 Levy</b>	<b>\$762,010</b>



## Memorandum

To: Bassett Creek Watershed Management Commission  
 From: Geoff Nash, Administrator  
 Subject: Item 6E—Certification of Levy to Hennepin County  
 BCWMC September 15, 2011 Meeting Agenda  
 Date: September 6, 2011

### 6E. Certification of Levy to Hennepin County

#### Recommended/requested Commission actions:

1. Certify levy to Hennepin County for the Main Stem channel restoration and Wirth Lake Outlet modification projects; staff recommends a levy of \$762,010.

#### Background

To develop a recommendation for the 2012 levy for the Main Stem restoration and Wirth Lake Outlet modification projects, staff first considered the costs of the current proposed projects (Table 1 below):

**Table 1. Funds Needed for CIP Projects**

Project	Amount
Main Stem Channel Restoration, 2012, Irving Avenue to Golden Valley Road	\$856,000
Wirth Lake Outlet Modification, 2012, Wirth Lake TMDL Implementation	\$180,000
<b>Total Funds Needed</b>	<b>\$1,036,000</b>

For the 2012 Wirth Lake Outlet Modification project, staff's recommendation for the tax levy takes into consideration the grants received for the project (Table 2 below):

**Table 2. Grants Received for 2012 Wirth Lake Outlet Modification CIP Project**

Grant	Amount
BWSR - BCWMC – 2012 Wirth Lake Outlet Modification project	\$75,000
<b>Total Grant Funds Received</b>	<b>\$75,000</b>

Given the \$1,036,000 cost of the two 2012 CIP projects and reducing the total by the \$75,000 Board of Water and Soil Resources (BWSR) grant funding for the Wirth Lake Outlet project, \$961,000 is anticipated to be the amount the BCWMC will spend of its funds on the 2012 CIP projects.

The anticipated closed project balance available in the CIP reserve is \$485,990. Of this, \$37,000 will be used to fund the Schaper Pond Enhancement Feasibility Study and \$250,000 will be retained as the target

**To:** Bassett Creek Watershed Management Commission  
**From:** Geoff Nash, Administrator  
**Subject:** Item 6E—Certification of Levy to Hennepin County  
BCWMC September 15, 2011 Meeting Agenda  
**Date:** September 6, 2011  
**Page:** 2

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reserve balance, making \$198,990 available for 2012 CIP projects. It should also be mentioned that another 2012 construction project, the Sweeney Lake Outlet project, will be funded by Flood Control Long-term Maintenance funds.

Assuming \$198,990 is available for CIP projects, staff recommends applying this reserve amount to the 2012 Main Stem and Wirth Lake Outlet projects. **Staff further recommends a levy of \$762,010** to cover the remaining costs of the 2012 projects (\$961,000, less \$198,990).

In summary, **staff recommends a total levy request of \$762,010** for the two projects. This is less than the proposed maximum levy of \$998,000. The following is a summary of the staff recommendations:

**2012 Proposed CIP Projects:**

Main Stem Restoration Estimated Project Cost <sup>1</sup>	\$856,000
Wirth Lake Outlet Modification Estimated Project Cost	\$180,000
Less BWSR Grant Received for Wirth Lake Project	-\$75,000
Transfer from CIP Reserve	-\$198,990
<b>Estimated 2012 Levy</b>	<b>\$762,010</b>



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## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6H – Crossroads Commons Frontage Road - Plymouth  
BCWMC September 15, 2011 Meeting Agenda  
**Date:** September 7, 2011  
**Project:** 23/27 051 2011

### 6H. Crossroads Commons Frontage Road and Senior Housing Complex: Plymouth

#### Summary

**Proposed Work:** Frontage Road Construction

**Basis for Commission Review:** Underground Storage

**Change in Impervious Surface:** 2 acre increase for Phase I

**Recommendation:** Conditional approval

#### General Background & Comments

The proposed Crossroads Commons mixed use development will be located south of Highway 55 and west of County Road 73 in Plymouth, MN. The proposed development includes demolition of an abandoned shopping center and the existing Highway 55 frontage road, updating the frontage road, and construction of commercial and high density residential buildings.

Phase I of the project includes the demolition of the existing shopping center and frontage road, construction of a new frontage road, and grading for a fast food restaurant and a 90-unit senior housing building. Grading during Phase I includes construction of all Phase I stormwater management facilities. Separate applications will be submitted for the restaurant, senior housing complex, and future Phase II development. Phase I construction involves 8 acres of grading, and the final design (including the restaurant and senior housing complex) will increase the impervious surface 2 by two acres.

#### Floodplain

A portion of the property is located in the FEMA-regulated floodplain, however the proposed work will occur on a section of the property that is above the 100-year floodplain and not regulated by the BCWMC.

#### Wetlands

There is a DNR Wetland (SE Wetland) immediately southeast of the construction area, however work is not proposed in the wetland. The City of Plymouth is the Local Government Unit (LGU) responsible for review of the project for conformance to the MN Wetland Conservation Act.

## **Stormwater Management**

The site is in the Medicine Lake Watershed. The southern portion of the site drains towards the south to two existing water quality ponds. The ponds discharge into the SE Wetland, which has an outlet that directs runoff north under the Highway 55 frontage road. The northern portion of the site drains to the north across the Highway 55 frontage road. Runoff from both directions enters a pipe under Highway 55 and eventually discharges into Medicine Lake. Peak flow rates will be controlled by proposed infiltration basins and underground storage.

## **Water Quality Management**

Because grading exceeds 5 acres, the project must provide Level I water quality treatment.

The southern portion of the site is currently treated by water quality treatment ponds, and the northern portion of the site is untreated. Runoff from all impervious surfaces will be treated before it leaves the site. Runoff will be treated as follows:

- 1.91 acres of the new frontage road will be diverted to Infiltration Basin A. The outlet from this basin discharges under the frontage road, where it will enter the pipe under Highway 55.
- The remaining frontage road area (1.60 acres) will be diverted to an underground “storm chamber” infiltration basin located under Outlot B. Overflow from the underground infiltration basin will be diverted into the storm sewer system between the SE Wetland and the Highway 55 culvert.
- 1.19 acres of the senior housing complex will be diverted to Infiltration Basin B. The outlet from this basin discharges to one of the existing water quality ponds upstream of the SE Wetland.
- The remaining senior housing complex area (0.94 acres) will drain to a catch basin next to the complex and the runoff will then be pumped into Infiltration Basin C. The outlet from this basin discharges to one of the existing water quality ponds upstream of the SE Wetland.

The plan also shows that three foot sumps will be used at CBMH12, CBMH13, CBMH105 and CB106. The applicant states that future phases will use underground storage to treat runoff from new impervious areas and BCWMC applications will be submitted before construction.

## **Erosion and Sediment Control**

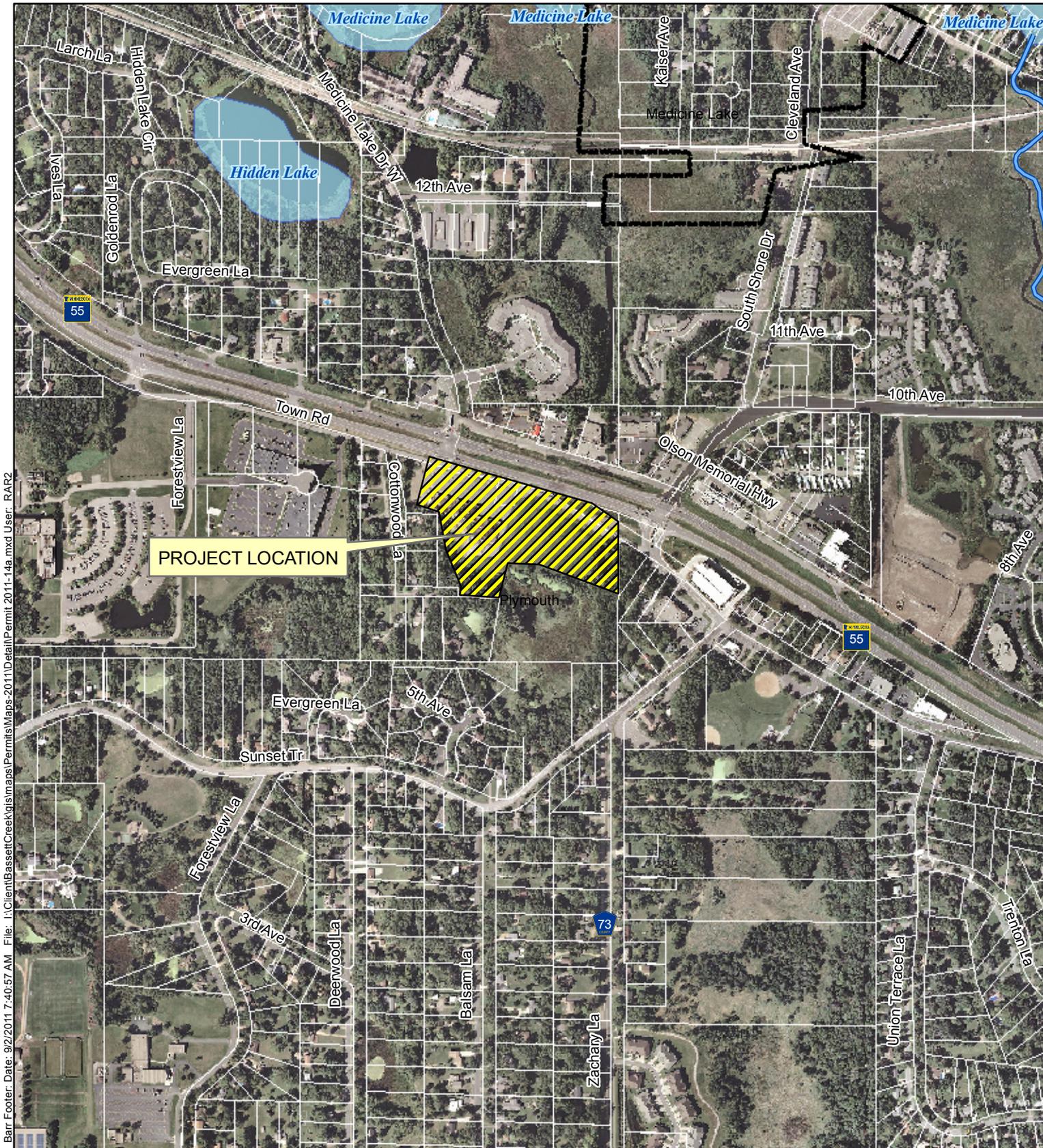
Temporary erosion control features include silt fence, inlet protection at catch basins affected by construction and rock construction entrances.

## **Recommendation**

Conditional approval based on following comments:

1. Outlet pipes must be extended, as necessary, so their inverts are at or below the normal water level of the pond or receiving water body (Sheet 8).
2. Sump depths at CBMH12, CBMH13, CBMH105 and CB106 should be increased to a minimum four feet. Sumps should also be included at STMH1 and STMH5 (Sheet 8). Applicant should consider incorporating “SAFL Baffles” to the sump design for improved water quality treatment.
3. Plant list for the infiltration basins must be included on the plans (Sheet 8 or Sheet 10). Plant recommendations can be found in *Plants for Stormwater Design, Species Selection for the Upper Midwest* (MPCA, July 2003).
4. Applicant must demonstrate how runoff will be distributed through the underground “storage chamber” infiltration basin so short circuiting does not occur. If an isolator row is to be included with the underground storage, detail should be included on the plans.
5. Locations of temporary inlet protection and construction entrances must be shown on plans (Sheet 5). Locations of proposed riprap and filter at pond inlets should be shown on plans, or note to refer to detail ST-3 (Sheet 8).
6. Location where pumped flow will enter Infiltration Basin C must be shown on plans (Sheet 8).
7. Soils report must be reviewed to ensure soils are appropriate for an infiltration system.
8. The following sequencing and construction notes regarding the construction of the infiltration basins should be included on the plans:
  - Prior to construction, the proposed infiltration basin footprint must be protected by silt fence.
  - To the extent possible, the infiltration basin must be constructed after the remaining site and tributary area has been graded and stabilized.
  - To the extent possible, excavation adjacent to the infiltration basin must be performed by equipment with tracks exerting relatively light pressures to prevent the basin floor from being compacted, which reduces the infiltration capacity.
  - After final grading, the basin floor must be tilled to a depth of at least six inches to provide a well-aerated, porous surface texture. Six inches of compost must be tilled in at this time.
  - The bottom and side slopes of the basin must be stabilized within seven days following construction.
9. The following notes should be added to the erosion control comments:

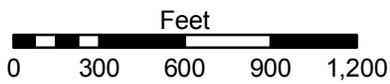
- Temporary or permanent mulch must be uniformly applied by mechanical or hydraulic means and stabilized by disc-anchoring or use of hydraulic soil stabilizers.
  - Provide a temporary vegetation cover consisting of a suitable, fast-growing, dense grass-seed mix spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond the present growing season, two-thirds of the seed mix shall be composed of perennial grasses.
10. Applicant must demonstrate how maintenance of the underground chamber will be achieved. Surface infiltration basins can be maintained in accordance with the *Requirements for Improvements and Development Proposals* document. However, this is not easily done for this system without significant disruption of the site. Applicant must address how its plan ensures the basins will drain completely within 48 hours.
11. A maintenance agreement for the infiltration basins and underground “storm chamber” infiltration basin must be established between the City of Plymouth and applicant. The maintenance agreement must address inspecting the basins for the first year after construction after every rainfall greater than 0.5 inches to ensure the basins drain completely within 48 hours, and other applicable maintenance items in the *Requirements for Improvements and Development Proposals* document.



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Imagery Source: Aerials Express, 2009

-  Permit Location
-  Bassett Creek
-  WMC Boundary
-  Parcel Line
-  Stream



**LOCATION MAP**  
**APPLICATION 2011-14a**  
**Crossroads Commons**  
**Frontage Road**  
**Plymouth, MN**



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## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6I – Canadian Pacific Railway Bridge Replacement - Minneapolis  
BCWMC September 15, 2011 Meeting Agenda  
**Date:** September 7, 2011  
**Project:** 23/27 051 2011

### 6I. Canadian Pacific Railway Bridge Replacement: Minneapolis

#### Summary

**Proposed Work:** Bridge Replacement

**Basis for Commission Review:** Work in floodplain

**Change in Impervious Surface:** None

**Recommendation:** Conditional approval

#### General Background & Comments

Canadian Pacific Railway must replace the bridge crossing Bassett Creek located downstream of Glenwood Avenue North, adjacent to Fruen Mill and Glenwood Inglewood Waters. The proposed work includes replacing and relocating the existing bridge and a section of rail. The proposed bridge will be constructed immediately upstream of the existing bridge. The existing bridge will be removed. The bridge is in the Bassett Creek Main Stem watershed. The project includes approximately 0.26 acres of clearing, grading, fill and excavation and results in no change of impervious area.

#### Floodplain

The 100-year flood elevation is 816 at the bridge. The floodplain will not be filled as part of this project. The proposed bridge is designed to allow the same conveyance as the existing bridge, and the applicant states it will result in no change in floodplain elevation upstream or downstream of the bridge.

#### Wetlands

A wetland complex associated with the Bassett Creek floodplain is located in the vicinity of the project site. Approximately 67 square feet of wetland will be filled as part of this project. The City of Minneapolis is the Local Government Unit (LGU) responsible for review of the project for conformance to the MN Wetland Conservation Act. Staff is assisting the city with its review of the wetland issues.

#### Stormwater Management

The site is in the of Bassett Creek Main Stem watershed. There will be no change in the stormwater management of the site as a result of this project.

## **Water Quality Management**

There is currently no water quality treatment for site runoff. Since there is no increase in impervious surface as a result of this project, incorporation of water quality treatment or BMPs is not required for this site.

## **Erosion and Sediment Control**

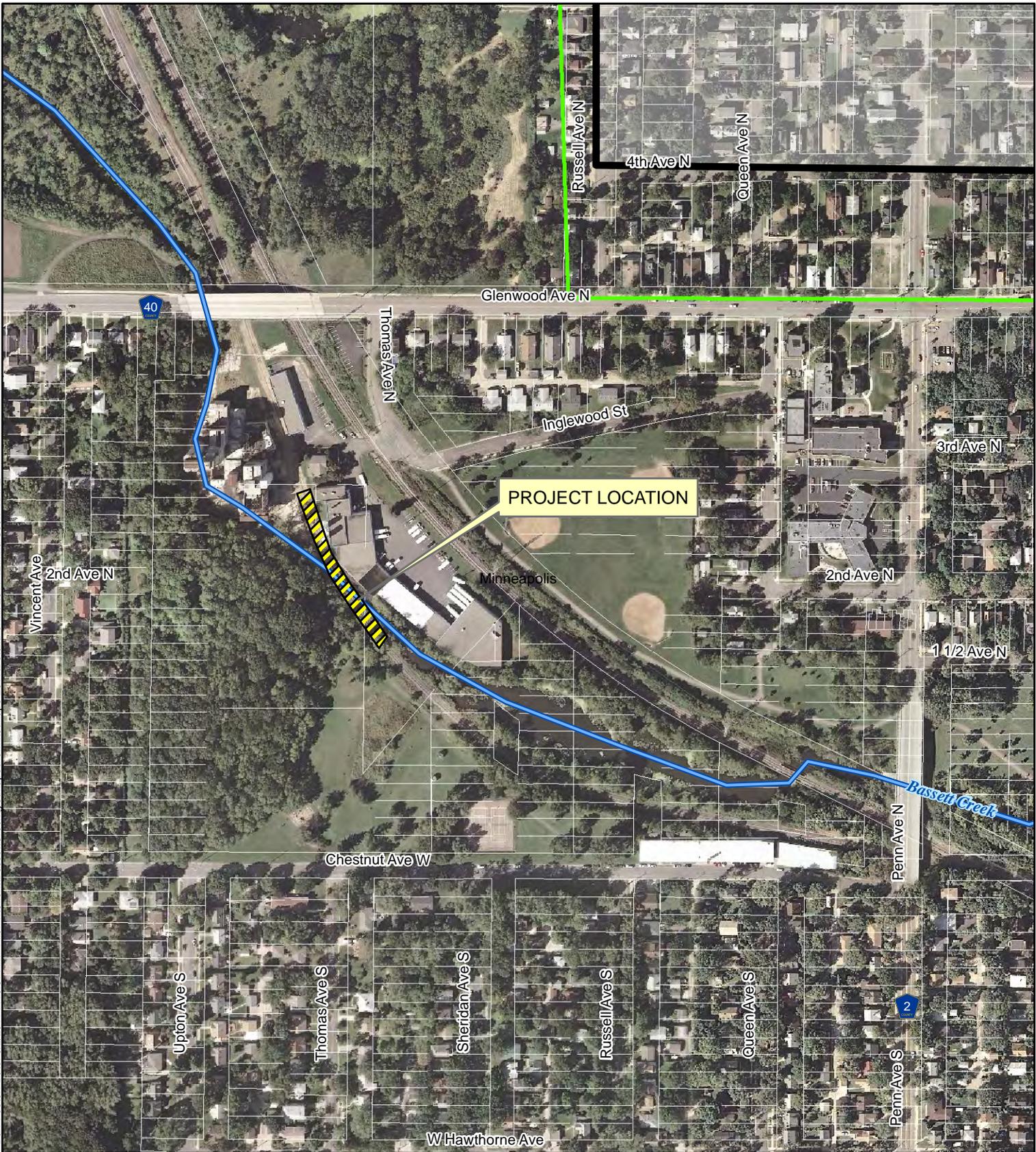
Temporary erosion control features include silt fence surrounding the area to be graded and silt curtain within the creek banks. Silt curtain will be placed at the embankments and downstream of the construction limits to limit sediment transport downstream.

## **Recommendation**

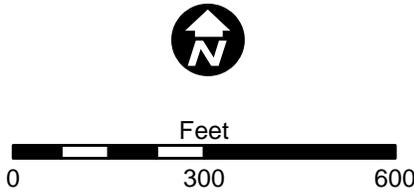
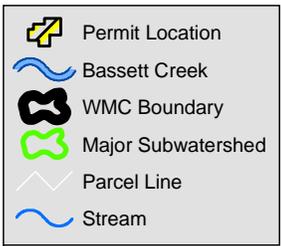
Conditional approval based on following comments:

1. Location of silt curtain downstream of the construction limits should be shown on the Erosion Control BMP Locations plan sheet.
2. The hydraulic model of the existing and proposed bridges has been requested from the applicant and will be reviewed by staff to verify that Bassett Creek flood elevations are not increased as a result of the project. Dependent on velocities shown in the model, rip rap and filter shown on the plans may need to be extended along the banks.
3. A note should be added to the plans stating the existing wood timbers should be demolished by means and methods to prevent creosote release to the creek.
4. The following notes should be added to the erosion control comments:
  - Require that soils tracked from the site be cleaned daily (or more frequently, as necessary) from paved roadway surfaces throughout the duration of construction.
  - All exposed areas must be stabilized as soon as possible, but in no case later than 14 days after the construction activity has temporarily or permanently ceased.
  - Temporary or permanent mulch must be uniformly applied by mechanical or hydraulic means and stabilized by disc-anchoring or use of hydraulic soil stabilizers.
  - Provide a temporary vegetation cover consisting of a suitable, fast-growing, dense grass-seed mix spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond the present growing season, two-thirds of the seed mix shall be composed of perennial grasses.
  - Specify a permanent vegetation cover consisting of sod, a suitable grass-seed mixture, or a combination thereof. Seeded areas shall be either mulched or covered by fibrous blankets to protect seeds and limit erosion.

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Imagery Source: Aerials Express, 2009



**LOCATION MAP**  
**APPLICATION 2011-12**  
**Canadian Pacific Railway**  
**Bridge Replacement**  
**Minneapolis, MN**



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## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6J – 1200 Angelo Drive Shoreline Restoration – Golden Valley  
BCWMC September 15, 2011 Meeting Agenda  
**Date:** September 7, 2011  
**Project:** 23/27 051 2011

### 6J. 1200 Angelo Drive Shoreline Restoration: Golden Valley

#### Summary

**Proposed Work:** Residential Grading and Landscaping

**Basis for Commission Review:** Grading in the Floodplain and Shoreline Stabilization

**Change in Impervious Surface:** 800 square feet increase

**Recommendation:** Conditional Approval

#### General Background & Comments

A BCWMC review of the above referenced property is required because there will be grading in the floodplain and shoreline restoration. Because this project involves a floodplain, it must be presented at a Commission meeting for review. The project is located along the west side of Sweeney Lake, along Angelo Drive. Work is proposed along approximately 100 feet of shoreline, and includes grading, restoration of native plants, and installation of beach sand.

On the upland area, additional proposed work includes removal of a failing retaining wall, steps, and dead trees and construction of a new deck and retaining wall. The existing vegetation will be replaced with native plants and sod.

The project will involve a total of 12,000 square feet of grading and result in an increase in impervious area of approximately 800 square feet due to a new deck area and new retaining wall.

#### Floodplain

The 100-year floodplain of Sweeney Lake is 831.5 feet. Within the floodplain there is proposed grading, restoration, and placement of limestone riprap. There will be no net loss of storage in the floodplain.

#### Wetlands

There are no wetlands on the property. 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 entire site discharges directly into Sweeney Lake. The proposed work on the site will result in no change in stormwater management.

## **Water Quality Management**

Under existing and proposed conditions, all runoff from impervious surfaces first flows over vegetated surfaces before draining to the lake. Native plantings will be installed to act as a buffer along Sweeney Lake. The deeper roots of native plants also help to increase infiltration and reduce runoff. Because of its relatively small size, this project is not required to provide Level I water quality treatment and is not required to meet the BCWMC's non-degradation policy.

## **Erosion and Sediment Control**

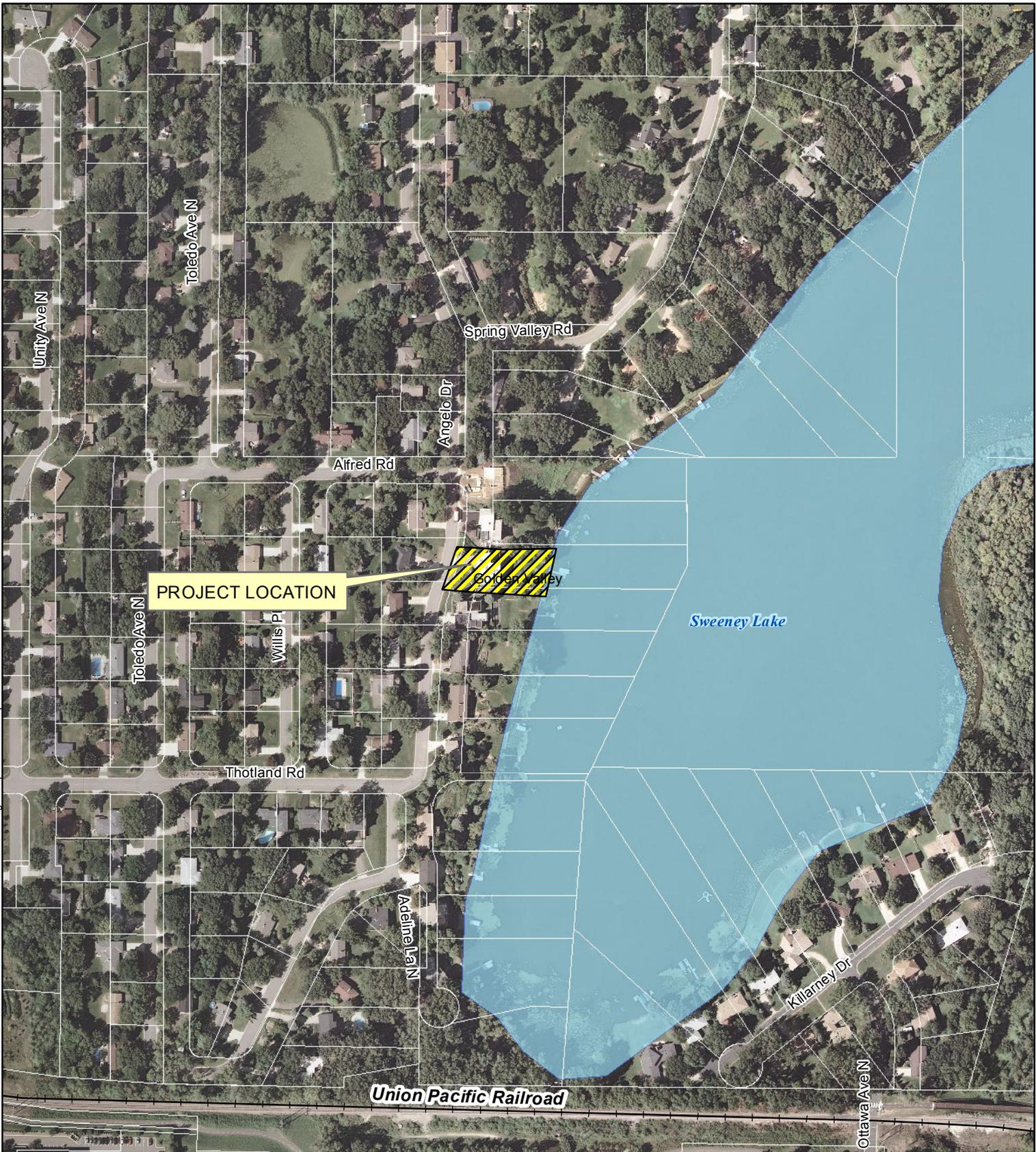
Temporary erosion control features include silt fence surrounding the area to be graded and an erosion control blanket to be placed along the shoreline until vegetation is established.

## **Recommendation**

Conditional approval based on following comments:

1. Silt fence detail must be included on the drawing.
2. New riprap must be placed on filter fabric or a filter blanket. Detail must be included on the drawing.

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Imagery Source: Aerials Express, 2009

-  Permit Location
-  Bassett Creek
-  WMC Boundary
-  Parcel Line
-  Stream



**LOCATION MAP**  
**APPLICATION 2011-15**  
**1200 Angelo Drive**  
**Shoreline Restoration**  
**Plymouth, MN**

# **Bassett Creek Watershed Management Commission**



POLICY MANUAL

July 12, 2011 DRAFT

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**Appendix A. Records Retention Policy**

**References (not included)**

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

## 1 Introduction

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

The foundation documents for the BCWMC are:

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

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

## 2 INTERNAL GOVERNANCE POLICIES

### 2.1 Board Member Interaction with Commission Consultants

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

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

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

**Strategies to implement policy:**

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

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

## 2.2 Guidelines for Consultant Services

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

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

**Applicable funding:** Not applicable

**Adopted:** May 2010

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

### Strategies to implement policy:

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

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

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

### 2.3 Administrator Policies

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

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

**Applicable funding:** Annual budget amount

**Adopted:** April 2010

**Citation:** BCWMC Administrator's contract

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

### 2.4 Cities Responsibilities

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

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

**Applicable funding:** Administrative fund

**Adopted:** 2004

**Citation:** BCWMC Watershed Management Plan

**Strategies to implement policy:**

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

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

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

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

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

Member cities are responsible for funding stream maintenance and repairs that are primarily aesthetic improvements (from Section 7.2.2, policy J).

14. **Wetlands Management:** Member cities will be in conformance with State law, Commission policies, and the WMP.

The member cities are required to manage wetlands in accordance with the WCA (from WMP, Section 8.2.2, policy F). The cities of Crystal, Golden Valley, Minneapolis, Minnetonka, New Hope, and Plymouth are the LGUs responsible for administering the WCA.

15. **Groundwater:** The member cities must conform to State law and the BCWMP WMP regarding groundwater.

## 2.5 Committee Responsibilities

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

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

**Applicable funding:** Not applicable

**Adopted:** July 2001

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

### Strategies to implement policy:

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

## 2.6 Records and Data Retention

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

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

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

**Adopted:**

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

**Strategies to implement policy:**

See Appendix A

## 2.7 Policies and Procedures for Public Access to Documents

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

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

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

**Adopted:**

**Citation:**

**Strategies to implement policy:**

1. Procedure for Review of Commission Documents

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

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

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

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

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

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

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

## 2. Costs

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

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

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

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

require payment in advance.

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

## 2.8 Public Purposes Expenditures

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

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

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

### Strategies to implement policy:

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

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

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

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

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

**8. Miscellaneous.**

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

**2.9 Investment and Depository of Funds**

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

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

**Applicable funding:** Operating budget

**Adopted:**

**Citation:** Minnesota Statute Chapter 118A

**Strategies to implement policy:**

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

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

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

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

i. Security

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

ii. Liquidity

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

iii. Return on Investment

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

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

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

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

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

## **2.10 Required Scheduled Activities**

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

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

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

**Applicable funding:** Not applicable

**Adopted:**

**Citation:** BCWMC Joint Powers Agreement

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

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

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

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

**Strategies to implement policy:**

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

### 3 EXTERNAL/OPERATIONAL POLICIES

#### 3.1 Project Review Fees

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

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

**Applicable funding:** Project review fees

**Adopted:**

**Citation:** See current fee schedule.

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

#### 3.2 Funding

##### 3.2.1 General Administrative Costs

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

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

**Applicable funding:** Annual city funds

**Adopted:** July 30, 2002

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

**Strategies to implement policy:**

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

### 3.2.2 Capital Improvement Program Funding

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

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

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

**Adopted:** 2004

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

**Strategies to Implement Policy:**

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

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

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

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

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

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

**Applicable funding:** Not applicable

**Adopted:** August 2005

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

**Strategies to Implement Policies:**

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

### 3.4 Capital Improvement Program Closed Project Account Policy

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

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

**Applicable funding:** CIP Closed Project Account

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

**Citation:** Policy statement by Commission

**Strategies to Implement Policy:**

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

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

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

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

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

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

**Adopted:** November 13, 2003

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

**Strategies to Implement Policy:**

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

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

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

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

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

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

**Applicable funding:** CIP funding

**Adopted:** March 6, 2008

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

**Strategies to Implement Policy:**

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

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

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

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

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

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

**Adopted:** 2004

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

**Strategies to Implement Policy:** See WMP

### 3.8 Public Involvement

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

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

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

**Adopted:** 2004

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

**Strategies to Implement Policy:**

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

1. BCWMC tries to raise awareness of the watershed's existence and the role that the BCWMC plays in protecting water quality and preserving the watershed's health and aesthetics.
2. Public involvement – Enable the target audiences to have confidence in the BCWMC's expertise and participate in a meaningful way in the planning process and ongoing projects conducted by the BCWMC.
3. Changing behaviors – Raise awareness of the impact that individuals, businesses and organizations have upon water quality and motivate these audiences to change personal/corporate behavior that has a negative impact on water quality and the watershed.

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

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

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

**Applicable funding:** General fund

**Adopted:** 2004

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

**Strategies to Implement Policy:**

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

### 3.10 Dispute Resolution

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

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

**Applicable funding:** Administrative funds

**Adopted:** 2004

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

**Strategies to Implement Policy:**

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

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

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

APPENDIX A

## Bassett Creek Watershed Management Commission

### Records Retention Schedule

Adopted XXX, 2011

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

#### Administration

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

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

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

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Newsletters, press releases generated by the Commission	Retain 10 yrs	Public	
Notices – official Commission meetings	Retain 6 yrs	Public	
Public hearings records	Retain 6 yrs or until recorded in minutes, do not archive	Public	
Recordings a. Board meetings and workshops – audio recordings, closed meetings b. Board meetings and workshops – open	a. Tapes and other recordings may be discarded 3 yrs after meeting; 8 yrs or until purchase or sale is completed or abandoned for real estate negotiations. b. Tapes and other recordings may be reused or discarded 1 yr after formal approval of written minutes by board	a. Nonpublic/ public b. Public	a. 13D.05, subd. 3; 13.37
Technical Information a. Printed material regarding the Commission b. Printed material not regarding the Commission	a. Retain 10 yrs, then transfer to state archives b. Discard when no longer needed	a. Public b. Public	

4

**Bonds**

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

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

**Financial/Accounting**

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

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

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

### **Insurance**

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

### **Permits**

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Applications – permits	Retain 10 yrs, then transfer to state archives	Public	
Correspondence – relating to permits	Retain 10 yrs, then transfer to state archives	Public	
Engineer's reports	Retain 10 yrs, then transfer to state archives	Public	
Inspectors' reports – includes reports, inspectors' documents relating to	Retain 10 yrs, then transfer to state archives	Public	

permit inspections			
Permit financial assurances – bonds, letters of credit	Retain 6 yrs after permit closure	Public	
Permits	Retain permanently	Public	
Plans	Retain permanently	Public	

**Capital Improvement Projects**

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Commission documents relating to projects	Retain 10 yrs, then transfer to archives	Public	
Contracts	Retain 10 yrs, then transfer to state archives	Public	
Correspondence relating to projects	Retain 10 yrs, then transfer to state archives	Public	
Engineer’s reports and related documents	Retain 10 yrs, then transfer to state archives	Public	
Property surveys	Retain permanently	Public	PLZ 02200
Related Public hearing documents	Retain 10 yrs, then transfer to state archives	Public	

**Programs**

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Water quality, lake elevation, stream-flow a. Field notes and raw data b. Final reports	a. Retain until final report completed b. Retain permanently or transfer to state archives	Public	
Public opinion surveys	Retain permanently or transfer to state archives	Public	
Plans a. Watershed	a. Retain permanently or transfer to state	a. Public	

<p>management plans</p> <p>b. Local water management plans</p> <p>c. Program plans and work plans – approved by Board</p>	<p>archives</p> <p>b. Retain until updated</p> <p>c. Retain 6 yrs and do not archive</p>	<p>b. Public</p> <p>c. Public</p>	
<p>Rules – Commission approved</p>	<p>Retain permanently</p>	<p>Public</p>	



Geoff Nash, P.G.  
Watershed Consulting, LLC

Monthly Administrator's Report  
Bassett Creek Watershed Management Commission  
September 5, 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. The full BWSR Board approved our major plan amendment at their August 24th meeting.
3. Compiled the Commissioner's comments on Amy Herbert's Annual Performance Review.
4. The Administrative Services Committee conducted the Annual Review for Amy Herbert following the August Commission meeting. It was the first one Amy had since she began working for the Commission.
5. On August 26, the first meeting of the Budget Committee took place. It was decided that Barr needed to provide recommendations on how to address the potential shortfall in funding for Engineering Administration funding. We have been asking Barr to do more tasks that are not on the budget.
6. I prepared for the second Budget Committee meeting that the Commission requested to discuss how to address the potential shortfall in funding for Engineering Administration. That meeting is scheduled for Wednesday, September 7. Jim Herbert, Barr, provided details stipulating \$16-18,000 in reduced Engineering Administration services on a budget item that could be \$35,000 over budget.
7. Len Kermer send Sweeney Lake homeowners a letter explaining the status of the lake outlet project.
8. The BWSR Clean Water Fund applications for the 2012 Main Stem Streambank Restoration project (Irving Ave to Golden Valley Rd) and the financial incentives project were worked on.
9. On April 1, I attended the Education & Outreach Committee meeting to provide any help I can in arranging a new outreach project, a coloring book for children.
10. On April 1, I met Jacob Millner to brief him on the BCWMC mission and our current projects. He is looking forward to attending the Commission meeting on September 15.
11. I drafted the 2012 Levy Certification memo, stipulating that \$762,010 for the levy amount.
12. Charlie LeFevere is drafting the required resolutions and contracts for the projects that are part of the 2012 Hennepin County Levy.

## **BCWMC Education & Public Outreach Committee Meeting**

**September 1, 2011 – 3:00 p.m. – Plymouth City Hall**

**Members Present:** Liz Thornton, Bonnie Harper-Lore, Ted Hoshal, Margie Vigoren, Pauline Langsdorf and Geoff Nash

### **Fall Article for the Local Newspaper**

We discussed an article to focus on fall yard cleanup to be written in September and submitted to the local newspapers prior to mid-October. It will be e-mailed to TAC members for comment prior to submittal to the paper. The article will focus on keeping leaves out of the gutter, benefits of mulching, aeration as a method of infiltration, and eliminating the last fertilizer treatment in the fall as well as other ideas. The article will come out under Geoff's name and he will coordinate with the writer regarding the article.

### **Develop Activity/Coloring Book**

A recent graduate from the art school at UW Stout has volunteered to develop pages for this activity/coloring book. We have seen some of his sample drawings. Margie will provide guidance to him along with ideas from the Education/Public Education Committee. Page suggestions were:

- A maze of how water and pollutants reach the storm drain
- Life cycle of a variety of things such as frogs
- Simplified map of the watershed
- Habitat
- Wildlife
- Aquatic critters
- Fish
- History of Medicine Lake and/or other places in the watershed
- Find what doesn't belong in this picture

We envision this activity/coloring book to be used in the lower grades and available at community events where the exhibit is used. There will be simple water quality messages that accompany each of the drawings/activities. Printing for this project is in our 2012 budget.

### **Items/Information Shared with Committee**

- Ted brought in some examples of educational pieces he picked up at the State Fair DNR and MPCA booths. He also reminded us of the Clean Water Summit on September 8<sup>th</sup>.
- Margie told us about a video that the City of Plymouth is producing along with Northwest Community Television that depicts design and installation of a residential rain garden. The site is within the Bassett Creek Watershed.
- Bonnie will contact DNR to see if they have photos that could serve as ideas for our artist.
- Pauline handed out invitations from the League of Women Voters to the presentation on the "MN Water Sustainability Framework" at New Hope City Hall on September 27<sup>th</sup> at 6:30 p.m.

Notes by Pauline Langsdorf



Information Only

August 26, 2011

Board of Commissioners  
Bassett Creek Watershed Management Commission  
c/o Barr Engineering Company  
4700 West 77<sup>th</sup> Street  
Minneapolis, MN 55435

**RE: Order, 2011 Amendment to the Watershed Management Plan**

Dear Chair and Commissioners:

I am pleased to forward the enclosed Order dated August 25, 2011, of the Board of Water and Soil Resources (Board) that approves the amendment to the Watershed Management Plan (Plan) for the Bassett Creek Watershed Management Commission. On behalf of the Board, I wish to commend the Commissioners, the technical advisory committee, consultants, and all others associated with development of the amendment and for maintaining an updated Watershed Management Plan. Please be advised per MN Rule 8410.0140 Subpart 5, within 30 days of adoption the Commission must distribute copies of the amendment to all agencies and individuals who have received a copy of the Watershed Management Plan in the form of replacement pages for the Plan. BWSR looks forward to continue working with you as you implement your Plan and document its outcomes.

Please feel free to contact Brad Wozney, Board Conservationist at (651) 296-6068, or at the central office address, for further assistance in this matter.

Sincerely,

Brian Napstad  
Chair

Enclosure

cc: Hennepin County Board of Commissioners  
Joel Settles, Hennepin County Environmental Services (via email)

cc's continued on next page

<i>Bemidji</i>	<i>Brainerd</i>	<i>Duluth</i>	<i>Fergus Falls</i>	<i>Marshall</i>	<i>Mankato</i>	<i>New Ulm</i>	<i>Rochester</i>
701 Minnesota Ave., Suite 234 Bemidji, MN 56601 (218) 333-8024	1601 Minnesota Drive Brainerd, MN 56401 (218) 828-2383	394 South Lake Ave., Room 403 Duluth, MN 55802 (218) 723-4752	100+ Frontier Drive Fergus Falls, MN 56537-2505 (218) 736-5445	1400 East Lyon St., Box 267 Marshall, MN 56258 (507) 537-6060	1160 Victory Drive S., Suite 5 Mankato, MN 56001-5358 (507) 389-1967	261 Highway 15 South New Ulm, MN 56073 (507) 359-6074	2300 Silver Creek Rd N.E. Rochester, MN 55906 (507) 206-2889

Central Office / Metro Office 520 Lafayette Road North Saint Paul, MN 55155 Phone: (651) 296-3767 Fax: (651) 297-5615

August 26, 2011  
Page Two

Becky Balk, MDA (via email)  
Nick Proulx, DNR (via email)  
Art Persons, MDH (via email)  
Judy Sventek, Metropolitan Council (via email)  
Nick Tiedeken, MNDOT (via email)  
David L. Johnson, MPCA (via email)  
Geoff Nash, WMO Administrator (via email)  
Len Kremer, Barr Engineering Company (via email)  
Jim Haertel, BWSR (via email)  
Brad Wozney, BWSR  
Mary Jo Anderson, BWSR (file copy)

Minnesota Board of Water and Soil Resources  
520 Lafayette Road North  
Saint Paul, Minnesota 55155

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**In the Matter** of the review of the  
Amendment to the Watershed Management  
Plan for the **Bassett Creek Watershed  
Management Organization**, pursuant to  
Minnesota Statutes Section 103B.231,  
Subdivision 11.

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**ORDER  
APPROVING  
AMENDMENT TO  
WATERSHED  
MANAGEMENT PLAN**

**Whereas**, the Board of Commissioners of the Bassett Creek Watershed Management Organization (Commission) submitted a Watershed Management Plan Amendment (Amendment) dated August 2011, to the Minnesota Board of Water and Soil Resources (Board) pursuant to Minnesota Statutes Section 103B.231, Subd. 11, and;

**Whereas**, the Board has completed its review of the Amendment;

**Now Therefore**, the Board hereby makes the following Findings of Fact, Conclusions and Order:

**FINDINGS OF FACT**

1. **WMO Establishment.** The Bassett Creek Flood Control Commission was formed in 1968 primarily to study flooding issues in the watershed and adopted a watershed management plan in 1972. In 1984, the Bassett Creek Watershed Management Commission (Commission) was created after revising the Flood Control Commission's joint powers agreement. The Commission prepared its first generation watershed management plan that the Board approved in July 1989. The second generation plan was approved by the Board in August 2004. Subsequently, the Commission completed one major and three minor amendments between years 2005 and 2010.
2. **Authority to Plan.** The Metropolitan Surface Water Management Act requires the preparation of a watershed management plan for the subject watershed area which meets the requirements of Minnesota Statutes Sections 103B.201 to 103B.251. The watershed management plan may be amended according to Minnesota Statutes Section 103B.231, Subd. 11.
3. **Nature of the Watershed.** The Commission is located in the heart of Hennepin County. It is bound by the Mississippi River WMO to the east, on the south and west by the Minnehaha Creek Watershed District, on the northwest by the Elm Creek WMO, and on the north by Shingle Creek WMO. The watershed encompasses all or part of the following nine cities: Plymouth, Medicine Lake, Golden Valley, Robbinsdale, Crystal, New Hope, Minnetonka, St. Louis Park, and Minneapolis. Bassett Creek discharges into the Mississippi River in downtown Minneapolis below St. Anthony Falls. The watershed contains five major lakes and three creek branches. The Bassett Creek watershed covers

39.6 square miles and is predominantly fully developed. Scattered areas of redevelopment throughout the watershed are proposed.

4. **Amendment Development and Review.** The draft Amendment was submitted to the Board, other state agencies, and local governments for the required 60-day review on March 1, 2011. The Amendment adds three capital projects to the Commission's Capital Improvement Program. The Commission held a public hearing on June 16, 2011. No new suggested changes were offered during the comment period or at the hearing. The final draft Amendment was submitted to the Board and plan review agencies on August 3, 2011, for final review and approval.
5. **Metropolitan Council Review.** The Metropolitan Council was supportive of the amendment stating it is consistent with the Council's *Water Resources Management Policy Plan*.
6. **Department of Agriculture Review.** The MDA did not comment on the Amendment.
7. **Department of Health Review.** The MDH did not comment on the Amendment.
8. **Department of Natural Resources Review.** The DNR did not comment on the Amendment.
9. **Pollution Control Agency Review.** The PCA did not comment on the Amendment.
10. **Local Review.** The Commission circulated a copy of the draft Amendment to local units of government for their review pursuant to Minnesota Statutes Section 103B.231, Subd. 7, and received no comments.
11. **Board Review.** Board staff had no comments on the amendment and commended the Commission for maintaining a current capital improvement program.
12. **Highlights of the Plan Amendment.** The plan Amendment proposes to add three capital improvement projects to the Watershed Management Plan. The Amendment reflects the Commission's willingness to regularly review their implementation program and to amend the Plan as project opportunities arise.
13. **Metro Water Planning Committee Meeting.** The Board's Metro Water Planning Committee met on August 8, 2011, to review and discuss the Amendment. Those in attendance from the Board's Committee were Rebecca Flood, Faye Sleeper, Louise Smallidge, LuAnn Tolliver, and Robert Burandt as chair. Geoff Nash, Administrator of the Bassett Creek WMO, attended and summarized the capital projects included in the Amendment. Board staff in attendance were Metro Region Supervisor Jim Haertel and Board Conservationist Brad Wozney. Board staff recommended approval of the Amendment. After discussion, the Committee unanimously voted to recommend approval of the Amendment to the full Board.

## CONCLUSIONS

1. All relevant substantive and procedural requirements of law and rule have been fulfilled.
2. The Board has proper jurisdiction in the matter of approving an Amendment to the Watershed Management Plan for the Bassett Creek Watershed Management Organization pursuant to Minnesota Statutes Section 103B.231, Subd. 11.
3. The Bassett Creek Watershed Management Organization's Amendment attached to this Order defines the need and purpose of the Plan changes and the methods of financing.
4. The attached Amendment is in conformance with the requirements of Minnesota Statutes Sections 103B.201 to 103B.251.

## ORDER

The Board hereby approves the attached Amendment dated August 2011 to the Bassett Creek Watershed Management Organization Watershed Management Plan.

Dated at Saint Paul, Minnesota this 25<sup>th</sup> day of August 2011.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES



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BY: Brian Napstad, Chair

Monthly Meeting

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

Commissioner	Alternate Commissioner	Technical Advisory Committee Member
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**Crystal – 2012**

**Pauline Langsdorf**  
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763-544-1317  
[langsdorfp@aol.com](mailto:langsdorfp@aol.com)

Vacant

**Tom Mathisen**  
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[tmathisen@ci.crystal.mn.us](mailto:tmathisen@ci.crystal.mn.us)

**Golden Valley – 2012**

**Mayor Linda Loomis, Chair**  
City of Golden Valley  
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763-593-3990 763-593-8109 (fax)  
[lloomis@goldenvalleymn.gov](mailto:lloomis@goldenvalleymn.gov)

**David Hanson**  
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**Jeannine Clancy**  
Director of Public Works  
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**Eric Eckman (alternate)**  
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**Medicine Lake – 2012**

**Ted Hoshal**  
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**John O'Toole**  
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**Minneapolis – 2013**

**Michael Welch, Treasurer**  
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**Lois Eberhart**  
Water Resources Administrator  
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612-673-3260 612-673-2048 (fax)  
[Lois.eberhart@ci.minneapolis.mn.us](mailto:Lois.eberhart@ci.minneapolis.mn.us)

**Minnetonka – 2013**

**Jacob Millner**  
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**New Hope – 2013**

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**Plymouth – 2014**

**Ginny Black, Vice Chair**  
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3400 Plymouth Blvd., Plymouth, MN 55447  
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**Bassett Creek Water Management Commission – September 2011**

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

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

<b>St. Louis Park – 2014</b>		
<b>Jim de Lambert, Secretary</b> 9257 West 22 <sup>nd</sup> Lane St. Louis Park, MN 55426 763-489-3150 jimd@liesch.com	<b>Justin Riss</b> 3732 Pennsylvania Avenue South St. Louis Park, MN 55426 612-242-6611 justinriss@yahoo.com	<b>Laura Adler, Engrg. Program Coord. *</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2690      952-924-2663 (fax) <a href="mailto:ladler@stlouispark.org">ladler@stlouispark.org</a> <b>Jim Vaughan, Envl. Coord. * (alternate)</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2699      952-924-2663 (fax) 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:** Karen Chandler, 952-832-2813, E-mail: kchandler@barr.com; Len Kremer, 952-832-2781, E-mail: lkremer@barr.com; Jim Herbert, 952-832-2784, E-mail: jherbert@barr.com, \* Barr Engineering Company, 4700 West 77<sup>th</sup> Street, Minneapolis 55435-4803; (Fax: 952-832-2601).

**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)**

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

## Bassett Creek Watershed Management Commission 2011 Administrative Calendar

<b><i>January 2011</i></b>	<b><i>February 2011</i></b>	<b><i>March 2011</i></b>	<b><i>April 2011</i></b>
<b>MEETING – JANUARY 20</b> <ul style="list-style-type: none"> <li>• <b>January 6</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>January 11</b> – WMWA, 8:30 a.m., Plymouth City Hall</li> <li>• <b>January 20</b> – Administrative Services Committee mtg following BCWMC mtg</li> <li>• <b>January 26</b> – Education and Public Outreach, Plymouth City Hall, 9:00 a.m.</li> <li>• January 31 - End of Fiscal Year</li> <li>• Direct auditor to prepare audit report</li> <li>• Terms end for Plymouth, Robbinsdale, and St. Louis Park</li> <li>• Resolution to appoint official depositories;</li> <li>• Review TAC's recommendation re: CIP modifications; Approve resolution to reimburse Commission 2.5% of 2010 annual tax levy for admin expense charge for CIP projects &amp; move funds from CIP acct to Administrative account.</li> </ul>	<b>MEETING – FEBRUARY 17</b> <ul style="list-style-type: none"> <li>• <b>February 3</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>February 8</b> – Education and Public Outreach, Plymouth City Hall, 10:30 a.m.</li> <li>• <b>February 14</b> – Administrative Services Committee mtg, Golden Valley City Hall, 4:30 p.m.</li> <li>• BCWMC Organizational meeting – elect officers; Discuss BCWMC mission and goals; Discuss 2011 Commission – TAC liaisons</li> <li>• Assessment payments from member-cities due February 1</li> </ul>	<b>MEETING – MARCH 17</b> <ul style="list-style-type: none"> <li>• <b>March 3</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>March 8</b> – WMWA, 8:30 a.m., Plymouth City Hall</li> </ul>	<b>MEETING – APRIL 21</b> <ul style="list-style-type: none"> <li>• <b>April 7</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>April 8 – 9</b> – Plymouth Yard &amp; Garden</li> <li>• April 12 – WMWA meeting, 8:30 a.m. and Education and Public Outreach meeting immediately following</li> <li>• Report to State Auditor</li> </ul>
<b><i>May 2011</i></b>	<b><i>June 2011</i></b>	<b><i>July 2011</i></b>	<b><i>August 2011</i></b>
<b>MEETING – MAY 19</b> <ul style="list-style-type: none"> <li>• <b>May 5</b> – TAC meeting</li> <li>• <b>May 10</b> - WMWA, 8:30 a.m., Plymouth I</li> <li>• <b>May 12</b> – Zachary Lane Env. Fair</li> <li>• <b>May 24</b> – Education and Public Outreach, Plymouth City Hall, 9:00 a.m.</li> <li>• Receive and file final Audit; Review Draft 2012 Budget; Final Annual Report presented for approval and submitted to BWSR and member cities</li> </ul>	<b>MEETING – JUNE 16 – public hearing on proposed Major Plan Amendment</b> <ul style="list-style-type: none"> <li>• Possible presentation of feasibility studies</li> <li>• <b>June 22</b> – BCWMC Watershed tour, 3:45 p.m.</li> <li>• Budget must be approved by Commission by July 1 to meet 30-day city review; Budget sent to member cities by July 1 for 30-day review</li> </ul>	<b>MEETING – JULY 21</b> <ul style="list-style-type: none"> <li>• LMCIT annual invoice; Receive first half of ad valorem tax (early July);</li> <li>• Review and approve 2013 CIP</li> <li>• <b>July 6</b> - Administrative Services Committee mtg, 8:00 a.m.</li> <li>• <b>July 13</b> - Education and Public Outreach, Plymouth City Hall, 3:00 p.m.</li> </ul>	<b>MEETING – AUGUST 18</b> <ul style="list-style-type: none"> <li>• <b>August 4</b> – TAC meeting, 1:30 p.m.</li> <li>• <b>August 26</b> – Budget Cmttee meeting, 4:00 p.m.</li> </ul>
<b><i>September 2011</i></b>	<b><i>October 2011</i></b>	<b><i>November 2011</i></b>	<b><i>December 2011</i></b>
<b>MEETING – SEPTEMBER 15 – public hearing on proposed projects in Plan amendment</b> <ul style="list-style-type: none"> <li>• <b>September 1</b> – Education Cmttee mtg, 3 p.m.</li> <li>• <b>September 7</b> – Budget Cmttee mtg, 4:30 p.m.</li> <li>• Submit maximum levy ad valorem tax request to Hennepin County</li> </ul>	<b>MEETING – OCTOBER 20</b> <ul style="list-style-type: none"> <li>• <b>October 6</b> - TAC meeting, 1:30 p.m.</li> <li>• Prepare letters re: deadline to receive applications for the Channel Maintenance Fund during next year's construction season</li> </ul>	<b>MEETING – WEDNESDAY, NOVEMBER 16</b> <ul style="list-style-type: none"> <li>• <b>November 3</b> – TAC meeting</li> </ul>	<b>MEETING – DECEMBER 15</b> <ul style="list-style-type: none"> <li>• <b>December 1</b> – TAC meeting, 1:30 p.m.</li> <li>• Prepare resolution to transfer 2011 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts.</li> </ul>