



# **Bassett Creek Watershed Management Commission**

## **A g e n d a**

**11:30 a.m., Thursday, October 20, 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 September 15<sup>th</sup> meeting minutes \***
  - B. Presentation of Financial Statements \***
  - C. Presentation of Invoices for Payment Approval**
    - i. Kennedy & Graven – Legal Services through August 31, 2011**
    - ii. Barr Engineering – Engineering Services through September 30, 2011**
    - iii. Amy Herbert – September Secretarial Services**
    - iv. D'amico-ACE Catering – October 2011 Meeting Catering**
  - D. BCWMC Budget Committee Recommendations for 2011 Budget, Commission Administration, and 2012 Budget (*verbal*)**
- 5. NEW BUSINESS**
  - A. Sweeney Lake Outlet Replacement Project (*see October 11, 2011, Barr Engineering Company memo*)**
    - i. Order November 16<sup>th</sup> Public Hearing on Project**
    - ii. Feasibility Report Presentation**
    - iii. Cooperative Agreement for Preparation of Plans and Specifications for the Reconstruction of the Sweeney Lake Outlet (*see Agreement*)**
    - iv. Direct Preparation of Materials for November Meeting**
- 6. OLD BUSINESS**
  - A. Status Update on Cooperative Agreements (Main Stem Restoration Proj., Irving Ave. to Golden Valley Rd. and Wirth Lake Structure Modification Project) (*see Kennedy & Graven memo*)**
  - B. Set Agenda for November 3<sup>rd</sup> TAC Meeting (*see October 11, 2011, Barr Engineering Company memo*)**
  - C. Discussion with Three Rivers Park District about Aquatic Invasive Species/ Zebra Mussels (*verbal*)**
  - D. Draft BCWMC Policy Manual (*bring your copy of the draft manual from the July and August meetings*)**
- 7. COMMUNICATIONS**
  - A. Chair**
  - B. Commissioners**
  - C. Committees**
  - D. Counsel \***
  - E. Engineer**
- 8. ADJOURNMENT**

## **Bassett Creek Watershed Management Commission Minutes of the Meeting of September 15, 2011**

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

The Bassett Creek Watershed Management Commission (BCWMC) was called to order at 11:43 a.m., on Thursday, September 15, 2011, at Golden Valley City Hall by Chair Loomis. Ms. Herbert called roll.

#### **ROLL CALL**

<b>Crystal</b>	<b>Commissioner Pauline Langsdorf</b>	<b>Administrator</b>	<b>Geoff Nash</b>
<b>Golden Valley</b>	<b>Commissioner 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>Alternate Commissioner Lisa Goddard</b>	<b>Recorder</b>	<b>Amy Herbert</b>
<b>Minnetonka</b>	<b>Commissioner Jacob Millner</b>		
<b>New Hope</b>	<b>Commissioner John Elder</b>		
<b>Plymouth</b>	<b>Commissioner Ginny Black, Vice Chair</b>		
<b>Robbinsdale</b>	<b>Commissioner Wayne Sicora</b>		
<b>St. Louis Park</b>	<b>Commissioner Jim de Lambert, Secretary</b>		

**Also present:**

- Laura Adler, BCWMC Technical Advisory Committee, City of St. Louis Park**
- Derek Asche, BCWMC Technical Advisory Committee, City of Plymouth**
- John Barten, Three Rivers Park District**
- Rick Bresch, Three Rivers Park District**
- Pat Byrne, BCWMC Technical Advisory Committee, City of Minneapolis**
- Terrie Christian, Area of Medicine Lake Area Residents**
- William Crouch, Golden Valley resident**
- Wayne DiCasiri, Chaska resident**
- Dave Hanson, Alternate Commissioner, City of Golden Valley**
- Gary Holter, Association of Medicine Lake Area Citizens**
- Sharon Janzen, Golden Valley resident**
- Richard McCoy, BCWMC Technical Advisory Committee, City of Robbinsdale**
- Jeff Oliver, BCWMC Technical Advisory Committee, City of Golden Valley**
- Dan Parks, Westwood Professional Services**

**Chuck Phillips, Canadian Pacific Railway**

**Zach Pontzer, EKS**

**Jay Rendall, Minnesota Department of Natural Resources**

**Bryan Ripp, Mced and Hunt**

**Liz Stout, BCWMC Technical Advisory Committee, City of Minnetonka**

**Allen Ward, Golden Valley resident**

**Andrea Weber, Minneapolis Park and Recreation Board**

## 2. APPROVAL OF AGENDA AND CONSENT AGENDA

Administrator Nash requested that the Commission move agenda item 6E – Certification of Levy to Hennepin County – so that it would directly follow agenda item 6A – Resolution 11-08 – Resolution Approving and Adopting Major Plan Amendment. Commissioner Goddard moved to approve the Agenda as amended and the Consent Agenda. Commissioner Elder seconded the motion. The motion carried unanimously with nine votes in favor.

## 3. CITIZEN INPUT ON NON-AGENDA ITEMS

Ms. Terrie Christian of the Association of Medicine Lake Area Citizens requested time to speak about prevention of aquatic invasive species, particularly zebra mussels, under the Commission's agenda item 6G – Aquatic Invasive Species / Zebra Mussel Monitoring in Bassett Creek Watershed.

## 4. ADMINISTRATION

**4A. Presentation of August 18, 2011, Meeting Minutes.** The meeting minutes were approved as part of the Consent Agenda.

**4B. Presentation of Financial Statements.** The BCWMC's September 2011 financial report was approved as part of the Consent Agenda.

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

Checking Account Balance	\$512,882.58
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$512,882.58</b>
<b>TOTAL CONSTRUCTION CASH &amp; INVESTMENTS</b>	<b>\$2,530,802.70</b>
Investment due 9/16/2015	\$512,059.83
<b>TOTAL ON-HAND CONSTRUCTION CASH &amp; INVESTMENTS</b>	<b>\$2,521,792.96</b>

CIP Projects Levied – Budget Remaining	(\$2,488,188.12)
Closed Projects Remaining Balance	\$33,604.84
2011 Anticipated Tax Levy Revenue	\$444,068.08

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

- i. Kennedy & Graven – Legal Services through July 31, 2011 – invoice for the amount of \$1,960.54.
- ii. Barr Engineering Company – Engineering Services through August 16, 2011 – invoice for the amount of \$35,255.03.
- iii. Watershed Consulting, LLC – Geoff Nash Administrator Services through August 31, 2011– invoice for the amount of \$3,989.08.
- iv. Amy Herbert – August Secretarial Services – invoice for the amount of \$3,457.98.
- v. D’amico - ACE Catering – September BCWMC meeting catering – invoice for the amount of \$285.51.
- vi. Finance & Commerce – Public Hearing Notice publication – invoice for the amount of \$158.71.
- vii. Shingle Creek Watershed Management Commission – WMWA Expenses to 9/6/11 – invoice for the amount of \$806.95.

Commissioner Black moved to approve payment of all of the invoices. Commissioner Elder seconded the motion. By call of roll the motion carried unanimously with nine votes in favor.

**4D. BCWMC Budget Committee Recommendations for the Remaining BCWMC Fiscal Year 2011 Budget and Scheduled/ Anticipated Work.** Commissioner Black summarized the Budget Committee’s discussion about potential changes to the BCWMC’s fiscal year 2011 budget and provided the Committee’s recommendations for changes.

Commissioner Black asked Barr Engineering for clarification on the comments it submitted to the Committee regarding possible savings in the Engineer’s meeting preparation budget. Ms. Chandler provided the requested information and stated that the Commission Engineer’s estimation is that the Commission could save in the range of \$2,500 to \$5,000 in the Engineer’s meeting preparation and attendance budget. Ms. Chandler noted that if the Commission decides to cancel one of its remaining 2011 Commission meetings the action would provide cost savings but the work pile up could cause the meeting preparation and attendance for the meeting before or after the cancelled meeting to be higher than the meeting preparation and attendance costs for one regular meeting.

Chair Loomis stated that the Commission doesn’t need to take action today to amend its budget if the Commission wants to have time to think about it but she added that at some point the Commission should probably amend its 2011 budget to move forward with some of the modification presented today.

She announced that the BCWMC received the resignation of Administrator Geoff Nash, effective September 21, 2011. Chair Loomis said that the proposed budget changes may be in flux because of the

news that the Administrator has taken on a new position. She reported that she and Administrator Nash have discussed that he will try to get some items wrapped up before he starts his new position. She asked that Administrator Nash create a list for the Commission that would document all the items he thinks he could take care of before he leaves as well as the items he will need to leave unfinished that will need to be picked up.

Commissioner Black moved to amend the BCWMC's 2011 budget by reducing the Water Quality/Monitoring line item by \$4,000, reducing the Water Quantity line item by \$2,500, zeroing out the watershed inspections, zeroing out the annual flood control inspections, and zeroing out the municipal plan review. Commissioner Elder seconded the motion. The motion carried with eight votes in favor of the motion and one vote against the motion [Commissioner Hoshal of Medicine Lake].

Commissioner Elder requested that as the year moves on the Commission evaluate whether it should cancel its December 2011 meeting.

Chair Loomis asked the Commission to give direction to staff to have the Administrator work with the Commission Engineer to transfer tasks that may still be left unresolved. She said she didn't know who else would do it if the Commission doesn't ask Barr Engineering to do it. Commissioner Black moved to direct the Administrator to work with Barr Engineering and the Recording Secretary to transfer any unfinished duties to the appropriate staff. Commissioner Elder seconded the motion. The motion carried unanimously with nine votes in favor.

Commissioner Elder volunteered to continue being part of the group working on revising the budget document and asked to be informed when the group tries to coordinate its next meeting.

4E. Resolution 11-07 – A Resolution of Appreciation for the Services of Al Sarvi as BCWMC Alternate Commission from the City of New Hope. Commissioner Black moved to approve Resolution 11-07. Acting Commissioner Goddard seconded the motion. The motion carried unanimously with nine votes in favor.

## 5. PUBLIC HEARING

Prior to opening the public hearing Chair Loomis asked Ms. Chandler to conduct presentations on both proposed projects that are part of the public hearing: 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. Ms. Chandler made the presentations.

Chair Loomis opened the public hearing and called for comments. Seeing no one come forward to offer comments and hearing no comments, Chair Loomis closed the public hearing.

## 6. NEW BUSINESS

A. Resolution 11-08 – Resolution Approving & Adopting Major Plan Amendment. Mr. LeFevere read Resolution 11-08 aloud to the Commission. Commissioner Black moved to approve Resolution 11-08 approving and adopting the Major Plan Amendment. Acting Commissioner Goddard seconded the motion. The motion carried unanimously with nine votes in favor.

E. Certification of Levy to Hennepin County. Commissioner Black moved to approve certifying the levy in the amount of \$762,010.00 to Hennepin County. Commissioner Elder seconded the motion. The motion carried unanimously with nine votes in favor.

- 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.** Commissioner Black moved to approve Resolution 11-09. Commissioner de Lambert seconded the motion. The motion carried unanimously with nine votes in favor.
- C. Cooperative Agreement – Main Stem Restoration Project, Irving Avenue to Golden Valley Road.** Chair Loomis requested that the item be tabled to allow the City of Minneapolis, the City of Golden Valley, and Commission staff more time to discuss the agreement. Commissioner Black moved to table the item until the Commission’s October meeting. Commissioner de Lambert seconded the motion. The motion carried unanimously with nine votes in favor.
- D. Cooperative Agreement for Wirth Lake Outlet Structure Modification Project.** Chair Loomis requested that the item be tabled to allow the City of Golden Valley more time to review the agreement. Commissioner Elder moved to table the item until the Commission’s October meeting. Commissioner Black seconded the motion. The motion carried unanimously with nine votes in favor.
- F. Presentation by City of Golden Valley on Plans for Ed Silberman Memorial at Schaper Park.** Golden Valley City Engineer Jeff Oliver presented the preliminary ideas for the Ed Silberman Memorial at Schaper Park in Golden Valley. He said that the City anticipates the dedication of the memorial would occur in spring 2012.
- G. Aquatic Invasive Species/ Zebra Mussel Monitoring in Bassett Creek Watershed.** Administrator Nash reminded the Commission that it scheduled this agenda item based on a request from the Association of Medicine Lake Area Citizens (AMLAC). John Barten of the Three Rivers, Park District, Terrie Christian of AMLAC, Gary Holter of AMLAC, and Jay Rendall of the Minnesota Department of Natural Resources provided information about different aspects of zebra mussels and the means by which they spread from water body to water body, prevention tools being used around Medicine Lake including measures being used to monitor the boat launches of Sweeney Lake, the desire for further prevention measures around the boat launches on Medicine Lake, action and policy statewide, and training and grant opportunities available in Minnesota.
- The Commission questioned what type of action AMLAC was asking the Commission to take and Ms. Christian responded that AMLAC would like the Commission to help as a local entity to prevent the spread of zebra mussels. Commissioner Hoshal said that he thought it would be helpful for the Commission to review the City of Minneapolis’ zebra mussels control plan. The Commission asked him to forward the link to the document to Ms. Herbert and directed Ms. Herbert to distribute it via e-mail to the Commission.
- Commissioner Elder said he would like the Commission to have a conversation with the Three Rivers Park District before the Commission takes any action. The Commission agreed and decided that it would invite the Three Rivers Park District to a future Commission meeting. Commissioner Elder said that he could work with Ms. Herbert to coordinate inviting the TRPD to a future meeting.
- H. Crossroad Commons: Plymouth.** Ms. Chandler explained that this project is in the City of Plymouth in the Medicine Lake Watershed and is located south of Highway 55 and west of County Road 73. She said that the project is in front of the Commission because the project proposes an underground infiltration basin. She stated that the two-phase project includes the demolition of the existing shopping center and frontage road, the construction of a new frontage road and two buildings, and includes eight acres of grading.

Ms. Chandler answered many questions about the proposed infiltration system. Commissioner Hoshal asked if there was a potential to daylight the stream on the site as part of this project. Mr. Dan Parks of Westwood Professional Services, the developer's engineer, answered many specific questions about soils, location of the underground infiltration system in relation to the water table, and maintenance of the infiltration system, namely who would maintain it. Mr. Parks commented that his latest information was that the City would maintain it but Mr. Asche of Plymouth said that he would need to confirm the maintenance plan with its staff.

[Commissioner John Elder departs the meeting.]

Commissioner Black moved to approve the project with the Engineer's recommendations and two additional conditions:

1. The estimated phosphorous removal is calculated for the project.
2. The developer investigates the possibility of daylighting the creek.

Commissioner Sicora seconded the motion. The motion carried with seven votes in favor [Cities of Crystal, Golden Valley, Minneapolis, Minnetonka, Plymouth, Robbinsdale, and St. Louis Park], one vote against [City of Medicine Lake], and one vote absent [City of New Hope].

- I. **Canadian Pacific Railway Bridge Replacement: Minneapolis.** Ms. Chandler explained that the project is the construction of a new bridge a short distance from the existing bridge and the removal of the old bridge. She said that the project is in front of the Commission because the project includes work in the flood plain. Mr. Chuck Phillips of Canadian Pacific Railway answered the Commission's specific questions about the project. Commissioner Goddard moved to approve the project with the Commission Engineer's recommendations. Commissioner Sicora seconded the motion. The motion carried unanimously with eight votes in favor [City of New Hope absent from vote].
- J. **1200 Angelo Drive Shoreline Restoration: Golden Valley.** Ms. Chandler said that the project is in front of the Commission because it proposes work in the floodplain. Ms. Chandler said that the project will involve work along approximately 100 feet of shoreline and will include grading, restoration of native plants, and installation of beach sand. Commissioner de Lambert moved to approve the proposed project. Commissioner Hoshal seconded the motion. The motion carried unanimously with eight votes in favor [City of New Hope absent from vote].

## 7. OLD BUSINESS

- A. **Clean Water Fund Grant Application Update.** Administrator Nash asked that Barr Engineering be the main contact in the grant application for the 2012 Main Stem project. He said that the grant application will be ready to go by the time he is ready to leave the Commission and commented that the deadline for the grant application is September 20th.

The Commission discussed the idea of a grant application for financial incentives for best management practices and decided that the Commission does not have the funds to expend on staff time to prepare the grant application. The Commission took no action on the item.

- B. **Draft BCWMC Policy Manual.** The Commission deferred this item to a future meeting.

## 8. COMMUNICATIONS

### Chair:

1. Chair Loomis reported that she received a letter of resignation from the Administrator and that his last day will be September 20<sup>th</sup>. She recommended that the Commission pass this issue back to the Administrative Services Committee to make some recommendations to the Commission next month on where the Commission goes from here. The Commission consented.

### Commissioners:

1. Commissioner Goddard reported on the Powderhorn raingarden project that occurred through Metro Blooms.  
[Commissioner Goddard departs the meeting.]
2. Commissioner Black moved to direct the Recording Secretary to abbreviate the Commission's minutes and to save the recordings of the meetings for one year. Commissioner Langsdorf seconded the motion.

### Committees:

#### Education Committee

1. Commissioner Langsdorf said that the Education and Public Outreach Committee has an article ready for publication and recommended that it be published under Chair Loomis' name. The Commission consented.  
[Jacob Millner departs the meeting.]

## 9. ADJOURNMENT

The meeting adjourned at 3:10 p.m.

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Linda Loomis, Chair

Date

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Amy Herbert, Recorder

Date

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Jim de Lambert, Secretary

Date



## Bassett Creek Watershed Management Commission General Account

## General Fund (Administration) Financial Report

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

(UNAUDITED)

MEETING DATE: October 20, 2011

4B.

BEGINNING BALANCE 7-Sep-11 512,882.58

## ADD:

## General Fund Revenue:

Interest/(Bank Fees) 5.82

Anonymous Donation Educ Fund 20.00

## Assessment:

Minneapolis 31,375.00

## Permits:

Jeffrey Weber 1200 Angelo Dr-GV 300.00

S E H N Tyrol Park/10th Ave &amp; M 2,000.00

Olivet Baptist Church Cornerstone Church-CRY 2,000.00

Waters Senior Living Crossroad Sr Housing-Ply 1,500.00

Oppidan Inc Crossroad Commons-Ply 2,000.00

Wenck Const 10600 Wayzata Blvd-Mtka 1,500.00

Loucks &amp; Associates CVS-NH 1,500.00

Hammel, Green, &amp; Abrahan Hazelden Ctr-Ply 2,000.00

Reimbursed Construction Costs 6,829.54

Total Revenue and Transfers In 51,030.36

## DEDUCT:

## Checks:

2377 Barr Engineering Sept Engineering Services 33,090.58

2379 Amy Herbert Sept Secretarial 3,087.48

2380 Kennedy &amp; Graven August Legal 1,533.55

Total Checks 37,711.61

Outstanding from previous years-Prior Year Expenses:

Meadowbrook School 2009 Exp-Grant 992.08

ENDING BALANCE 11-Oct-11 526,201.33

	2011/2012 BUDGET	CURRENT MONTH	YTD 2011/2012	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS	434,150	31,375.00	434,151.00	(1.00)
PERMIT REVENUE	40,000	12,800.00	33,300.00	6,700.00
GRANTS	0	0.00	0.00	0.00
MISCELLANEOUS	0	20.00	570.00	(570.00)
INTEREST	0	5.82	13.20	(13.20)
REVENUE TOTAL	474,150	44,200.82	468,034.20	6,115.80
<b>EXPENDITURES</b>				
ENGINEERING				
ADMINISTRATION	110,000	9,868.30	96,357.17	13,642.83
PLAT REVIEW	50,000	12,258.00	46,435.42	3,564.58
COMMISSION MEETINGS	13,000	681.50	7,720.28	5,279.72
SURVEYS & STUDIES	20,000	0.00	11,986.46	8,013.54
WATER QUALITY/MONITORING	34,000	1,690.87	14,145.75	19,854.25
WATER QUANTITY	11,000	772.33	7,614.15	3,385.85
WATERSHED INSPECTIONS	8,000	708.43	4,826.82	3,173.18
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	2,291.19	7,708.81
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
ENGINEERING TOTAL	258,000	25,979.43	191,377.24	66,622.76
ADMINISTRATOR	36,000	0.00	22,797.27	13,202.73
LEGAL COSTS	18,500	1,533.55	11,452.20	7,047.80
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	0.00	2,992.28	1,757.72
SECRETARIAL SERVICES	45,000	3,369.09	30,025.08	14,974.92
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	2,410.00	(410.00)
WEBSITE	4,500	0.00	213.75	4,286.25
PUBLIC COMMUNICATIONS	3,000	0.00	904.87	2,095.13
WOMP	10,000	0.00	1,831.75	8,168.25
DEMONSTRATION/EDUCATION GRANTS	5,000	0.00	0.00	5,000.00
EDUCATION, OUTREACH & PARTNERSHIPS	19,400	0.00	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	474,150	30,882.07	283,883.09	190,266.91

## BCWMC Construction Account

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

(UNAUDITED)

## October 2011 Financial Report

Cash Balance 09/08/11

Cash		2,009,733.13	
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>2,521,792.96</b>
Add:			
Interest Revenue		5,037.08	
<b>Total Revenue</b>			<b>5,037.08</b>
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(1,323.43)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(3,751.61)	
<b>Total Current Expenses</b>			<b>(5,075.04)</b>
<b>Total Cash &amp; Investments On Hand</b>	<b>10/11/11</b>		<b>2,521,755.00</b>

Total Cash & Investments On Hand 2,521,755.00  
 CIP Projects Levied - Budget Remaining - TABLE A (2,486,864.69)

**Closed Projects Remaining Balance 34,890.31**  
 2011 Anticipated Tax Levy Revenue - TABLE C 444,068.08

**Anticipated Closed Project Balance 478,958.39**

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	60.00	60.00	31,582.86	803,317.14
Plymouth Pond NB-07(NL-2)	0	1,263.43	3,558.62	4,160.62	(4,160.62)
	3,966,400	1,323.43	577,927.50	1,479,535.31	2,486,864.69

**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	483.50	20,637.79	23,547.79	156,452.21
Main Stem Irving Ave to GV Road (2012 CR)	856,000	2,277.00	70,080.92	71,800.92	784,199.08
Schaper Pond Enhancement Feasibility (SL-1)	37,000	991.11	35,542.99	35,542.99	1,457.01
2012 Project Totals	1,073,000	3,751.61	126,261.70	130,891.70	942,108.30
<b>2013</b>					
Lakeview Park Pond (2013)	196,000	0.00	1,476.00	2,113.50	193,886.50
2013 Project Totals	196,000	0.00	1,476.00	2,113.50	193,886.50
Total Proposed & Future CIP Projects to be Levied	1,269,000	3,751.61	127,737.70	133,005.20	1,135,994.80

**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	0.00	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>0.00</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	1,754.50	4,050.65	8,500.65	241,499.35
<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>1,754.50</b>	<b>984.95</b>	<b>214,993.45</b>	<b>1,502,379.55</b>

Cash Balance 09/08/11		1,260,880.20
Add:		
MPCA Grant-Sweeney Lk		0.00
Less:		
Current Expenses		(1,754.50)
Ending Cash Balance	10/11/11	<u>1,259,125.70</u>

# Bassett Creek Construction Project Details

10/12/2011

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	577,927.50			570,543.53	1,245.35	2,520.00	60.00
<b>Total Expenditures:</b>	<b>1,479,535.31</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>31,582.86</b>
<b>Project Balance</b>	<b>2,486,864.69</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>803,317.14</b>
							<b>(4,160.62)</b>

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>Project Totals By Vendor</b>							
Barr Engineering	141,869.26	3,758.10	7,004.91	38,467.60	21,156.50	36,531.32	30,790.21
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>1,479,535.31</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>31,582.86</b>
							<b>4,160.62</b>

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>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

Proposed & Future CIP Projects (to be Levied)					
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)	
Original Budget	1,269,000	180,000	856,000	196,000	37,000
Expenditures:					
Feb 2004 - Jan 2005	637.50		637.50		
Feb 2005 - Jan 2006					
Feb 2006 - Jan 2007					
Feb 2007 - Jan 2008					
Feb 2008 - Jan 2009					
Feb 2009 - Jan 2010					
Feb 2010 - Jan 2011	4,630.00	2,910.00	1,720.00		
Feb 2011 - Jan 2012	127,737.70	20,637.79	70,080.92	1,476.00	35,542.99
Total Expenditures:	133,005.20	23,547.79	71,800.92	2,113.50	35,542.99
Project Balance	1,135,994.80	156,452.21	784,199.08	193,886.50	1,457.01

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)	
Project Totals By Vendor					
Barr Engineering	132,205.75	22,860.19	71,734.07	2,068.50	35,542.99
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					
Total Expenditures	133,005.20	23,547.79	71,800.92	2,113.50	35,542.99

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)	
Levy/Grant Details					
2009/2010 Levy					
2010/2011 Levy					
2011/2012 Levy - Future ?	971,000	175,000	600,000	196,000	
Construction Fund Balance					
BWSR Grant- BCWMO	75,000	75,000			
Total Levy/Grants	1,046,000	250,000	600,000	196,000	
BWSR Grants Received		67,500			

# Bassett Creek Construction Project Details

Other Projects						
Total					2012	
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
Original Budget	1,717,373	125,000	500,000	773,373 (250,000.00)	200,000	
Expenditures:	(163,870.64)	(163,870.64)				
Feb 2004 - Jan 2005						
Feb 2005 - Jan 2006	6,949.19			3,954.44		2,994.75
Feb 2006 - Jan 2007	10,249.09	637.20		9,611.89		
Feb 2007 - Jan 2008	113,141.44	23,486.95	89,654.49			
Feb 2008 - Jan 2009	117,455.33	31,590.12	47,041.86			38,823.35
Feb 2009 - Jan 2010	76,184.64	31,868.63	44,316.01			
Feb 2010 - Jan 2011	45,375.25	15,005.25	25,920.00		4,450.00	
Feb 2011 - Jan 2012	9,509.15	168.00	5,290.50		4,050.65	
Total Expenditures:	214,993.45	102,756.15	48,352.22	13,566.33	8,500.65	41,818.10

**Totals - All Projects**

6,952,773  
(163,870.64)  
2,621.00  
8,665.89  
12,414.04  
115,013.14  
156,801.69  
99,373.09  
881,341.40  
715,174.35  
1,827,533.96

Project Balance

1,502,379.55 22,243.85 70,647.78 500,000.00 509,806.67 241,499.35 158,181.90

5,125,239.04

Total					2012	
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
Project Totals By Vendor						
Barr Engineering	212,180.69	99,879.70	94,948.17	9,549.32	7,803.50	
Kennedy & Graven	5,143.54	1,164.30	2,902.59	24.75	697.15	354.75
City of Golden Valley	2,640.00					2,640.00
City of Plymouth	38,823.35					38,823.35
Com of Trans	3,992.26			3,992.26		
S E H	101,598.10		101,598.10			
Misc	14,486.15	1,712.15	12,774.00			
2.5% Admin Transfer						
Total Expenditures	378,864.09	102,756.15	212,222.86	13,566.33	8,500.65	41,818.10

**Totals - All Projects**

486,255.70  
15,410.19  
2,640.00  
1,343,647.20  
3,992.26  
101,598.10  
14,486.15  
23,375.00  
1,991,404.60

Total Expenditures

Total					2012	
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
Levy/Grant Details	163,870.64	163,870.64				
2009/2010 Levy						
2010/2011 Levy						
2011/2012 Levy - Future ?						
Construction Fund Balance						
BWSR Grant- BCWMO						
Total Levy/Grants	163,870.64	163,870.64				
BWSR Grants Received						

**Totals - All Projects**

935,000  
862,400  
971,000  
904,000  
435,000  
4,107,400

Levy/Grant Details

2009/2010 Levy  
2010/2011 Levy  
2011/2012 Levy - Future ?  
Construction Fund Balance  
BWSR Grant- BCWMO

Total Levy/Grants

BWSR Grants Received

# Kennedy & Graven, Chartered

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

(612) 337-9300

September 23, 2011  
Statement No. 104469

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

RECEIVED

SEP 27 2011

BARR ENGINEERING CO

Through August 31, 2011

BA295-00001

General

1,533.55

Total Current Billing: 1,533.55

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

August 31, 2011

BA295-00001 General

Through August 31, 2011

For All Legal Services As Follows:

			Hours	Amount
8/13/2011	CLL	Review agenda materials	0.45	85.95
8/15/2011	CLL	Phone call from L. Kremer regarding contract with Hennepin County for participation in TMDL contract	0.35	66.85
8/16/2011	CLL	Continue revision of financial disclosure requirements for commissioners	0.70	133.70
8/18/2011	CLL	Review additional material on commissioner disclosure; prepare handout; attend commission meeting	4.70	897.70
8/19/2011	CLL	Work on contract with Hennepin County for participation in TMDL projects	1.00	191.00
8/22/2011	CLL	Continue work on project cost sharing agreement with Hennepin County	0.45	85.95
8/26/2011	CLL	Work on Hennepin County contract for TMDL project participation	0.35	66.85
<b>Total Services:</b>			<b>\$</b>	<b>1,528.00</b>

For All Disbursements As Follows:

8/18/2011	Charles L. LeFevere; Mileage expense	5.55
<b>Total Disbursements:</b>		<b>\$ 5.55</b>

**Total Services and Disbursements: \$ 1,533.55**



# Amy Herbert · Virtual Administrator Services

bcra@barr.com · 952-832-2652

October 6, 2011

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

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

## **Administrative Services to BCWMC**

- Organized the September 15<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 September 2011 meeting minutes; Sent the tax levy request and certification to Hennepin County;
- Web site work: Updated the Meeting Minutes archive, roster, meeting calendar, and Plan Amendment section

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

## **BCWMC Meetings**

Set up and attended the September 15<sup>th</sup> BCWMC meeting/ public hearing (coordinated room reservations and set up; ordered and received catering; coordinated agenda, prepared and provided handouts not provided in meeting packet; recorded meeting);

5.5 hours @ \$57.00 per hour ..... \$313.50

**CIP Administrative Services**

Prepared notice and cover letter to member cities regarding BCWMC's November public hearing (Sweeney Lake Outlet Replacement Project) and distributed letter and notice to appropriate parties

2.00 hours @ \$57.00 per hour..... \$114.00

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for

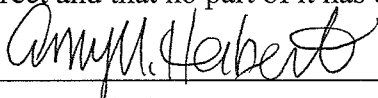
September 15<sup>th</sup> BCWMC meeting (17.08 miles x 0.555 = \$9.48); ..... \$9.48

Subtotal Administrative Services \$2,973.48

Subtotal CIP Annual Services \$114.00

**Total Current Billing: \$3,087.48**

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 #

50444

## SHIP TO

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

## BILL TO

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

P.O. NUMBER	TERMS		DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Due on receipt		10/20/2011	Thursday	20	11 AM (10:45-11:15)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
20	The Basic Box Lunch SERVED BUFFET STYLE in Eco Friendly Recyclable Foil Pans with Mustard Packets, Mayo Packets, Chinnet Plate & Napkin	8.25	165.00T
2	Vegetable Sandwich	0.00	0.00T
12	ACE Club	0.00	0.00T
6	Santa Fe Chicken Wrap	0.00	0.00T
20	Potato Chips	0.00	0.00T
20	Assorted 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		211.50
	Delivery Charge	20.00	20.00T
	Metro Sales Tax	7.275%	16.84

Thank you for your business.

**Total** \$248.34

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

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 5A – Sweeney Lake Outlet Replacement Project  
BCWMC October 20, 2011 Meeting Agenda  
**Date:** October 11, 2011  
**Project:** 23/27-0051 2011 625

### 5A. Sweeney Lake Outlet Replacement Project

#### Recommended/requested Commission actions:

1. Order November 16th public hearing on project/publication of hearing notice
2. Approve feasibility report, and direct staff to produce and distribute feasibility study.
3. Approve agreement providing for reimbursement to Golden Valley for preparation of plans and specifications.
4. Direct preparation of materials for November meeting (publication of public hearing notice, draft resolution ordering project, draft cooperative agreement for project construction).

#### Sweeney Lake Outlet Replacement Project

In early September, City of Golden Valley staff indicated their wish to construct the Sweeney Lake Outlet Replacement project this winter. For this to happen, the Commission needs to hold a public hearing and order the project at their November meeting. Because the hearing must be preceded by 45 days mailed notice to the city clerks, the notice had to be mailed out no later than September 28. Ideally, the Commission would have acted at their September meeting to set the public hearing for November. Instead, staff mailed the notice on September 28 and the Commission is being asked to order the November hearing at their October meeting.

Before the public hearing and ordering of the project, the feasibility report needs to be presented to the Commission. The attached feasibility report ("Feasibility Report for the Sweeney Lake Outlet Replacement Project") will be presented at the October meeting. The estimated total project cost shown in the February 9, 2011 CIP was \$250,000. The estimated total project cost provided in the feasibility report is \$180,000. In addition to the construction costs, the estimated total project cost includes engineering, permitting, construction administration and contingency.

Paper copies of the feasibility report will be sent to each Commissioner and each TAC member. The feasibility report is available on the BCWMC web site. Alternate Commissioners, and other interested

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 5A – Sweeney Lake Outlet Replacement Project  
**Date:** October 11, 2011  
**Page:** 2

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parties may receive a paper copy of the report, by request, from the Bassett Creek Recording Administrator at [bcra@barr.com](mailto:bcra@barr.com) or at 952-832-2652.

The following actions are needed at the October and November Commission meetings:

October 20<sup>th</sup> Commission meeting:

- Order November 16th public hearing on project and publication of hearing notice
- Present the Sweeney Lake Outlet Replacement Project feasibility report, and approve or direct revisions to the feasibility report.
- Approve agreement providing for reimbursement to Golden Valley for preparation of plans and specifications.

November 16<sup>th</sup> Commission meeting:

- Hold the public hearing
- Order the project
- Approve an agreement with the city for construction of the project.

***Feasibility Report  
for the  
Sweeney Lake Outlet Replacement Project***



***Prepared for  
City of Golden Valley***

***October 2011***



***Feasibility Report  
for the  
Sweeney Lake Outlet Replacement Project***

***Prepared for  
City of Golden Valley***

***October 2011***



4700 West 77<sup>th</sup> Street  
Minneapolis, MN 55435-4803  
Phone: (952) 832-2600  
Fax: (952) 832-2601

# Feasibility Report for the Sweeney Lake Outlet Replacement Project

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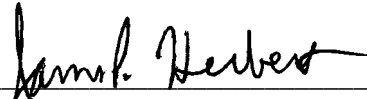
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I hereby certify that this plan, specification, or report  
was prepared by me or under my direct supervision  
and that I am a duly Licensed Professional Engineer  
under the Laws of the State of Minnesota.



James P. Herbert  
Reg. No. 19926, Date: October 11, 2011



# **1.0 Background and Objective**

---

## **1.1 Project Background**

During the summer of 2010, City of Golden Valley Public Works staff became aware of erosion on the embankments of the Sweeney Branch of Bassett Creek at the outlet of Sweeney Lake. Upon investigation, it was determined that the outlet structure is deficient and had been modified to raise the water level of Sweeney Lake several inches. High water flows had eroded the banks on both sides of the existing concrete structure because the existing structure did not provide any protection for the banks. The modifications included installation of boulders on the downstream side of the outlet structure. City staff temporarily repaired the erosion damage and removed the modification to the structure during the winter of 2010-2011.

Upon notification by City staff of the lake outlet issues, the Bassett Creek Watershed Management Commission (BCWMC) directed its engineer to investigate the history of the structure. This investigation determined that the Minnesota Department of Natural Resources (DNR) had no record of an outlet structure for Sweeney Lake, and that the existing concrete structure had been installed by private parties in the 1970s. Based upon this information, and the importance of Sweeney Lake in the Bassett Creek watershed as a flood storage basin, the City of Golden Valley requested that the BCWMC install a new outlet structure that will adequately control lake levels and greatly reduce the risk of embankment erosion. The BCWMC programmed the reconstruction of the Sweeney Lake Outlet Structure in its Capital Improvement Plan (CIP) for 2012. The estimated total project cost included in the CIP was \$250,000.

The BCWMC CIP process requires that a feasibility study for the proposed reconstruction of the Sweeney Lake outlet be prepared. The BCWMC and the City of Golden Valley entered into a Cooperative Agreement for the preparation of a feasibility report for the Sweeney Lake Outlet replacement project earlier this year. Following completion of the feasibility report, the BCWMC will hold a hearing on the project and order the project to be completed. The City of Golden Valley anticipates completing the design and construction of the project in 2012.

## **1.2 Goals and Objective**

The objective of the project is to replace the deficient structure, prevent erosion from occurring on the embankments at the outlet, and minimize seepage from occurring under/around the structure. Due to the importance of the structure for both flood control and recreation, the existing structure

will be replaced with the same control elevation and discharge characteristics. Modifications will be designed to result in no increased flood levels at Sweeney Lake and along the creek.

### **1.3 Site Conditions**

The Sweeney Lake Outlet allows water from the lake to discharge into the downstream reach of the Sweeney Lake Branch of Bassett Creek. The outlet is located at the northeast end of the lake (see Figure 1). The existing structure consists of a 10-foot long, 2-foot wide precast concrete dam. Sweeney Lake has a normal water level (NWL) of 827.5 feet and a 100-year flood elevation 831.5 feet (NGVD 29). The dam appears to have been installed monolithically with construction equipment due to the presence of a lifting eye on the south end of the dam, and appears to be positioned relatively level. The dam serves the function of a broad-crested weir and controls the NWL of the lake. During low flow periods the NWL of the lake has dropped below the top of the outlet structure due to the erosion of the embankments on each end of the concrete structure. Also, it is unlikely that a barrier exists under the structure to prevent seepage under the concrete dam, which could contribute to low water levels on the lake during drought periods. Seepage may also be occurring around the ends of the concrete structure.

Property surrounding the outlet structure is owned by the Hidden Lakes Community Association. Also, some of the property north of the outlet structure is owned by Minneapolis Clinic Building Company. Work required to replace the outlet structure will occur on both properties. The City has obtained drainage and utility easements access from both property owners, which will be necessary for the construction of the new outlet structure.

Access to the site for construction of the new structure is possible from both the North and South sides of Bassett Creek. It is anticipated that construction operations will occur on both sides of the creek. Access to this area is from Hidden Lakes Parkway along the private bituminous pavement driveway to the Minneapolis Clinic of Neurology on the Minneapolis Clinic Building Company property. The area to the south of the creek is the public boat launch to Sweeney Lake. There is also a driveway and small parking lot in this area along with landscaped trees and shrubs. To the extent feasible, construction activities and staging should be kept to south side of the creek to minimize potential damage to the properties.

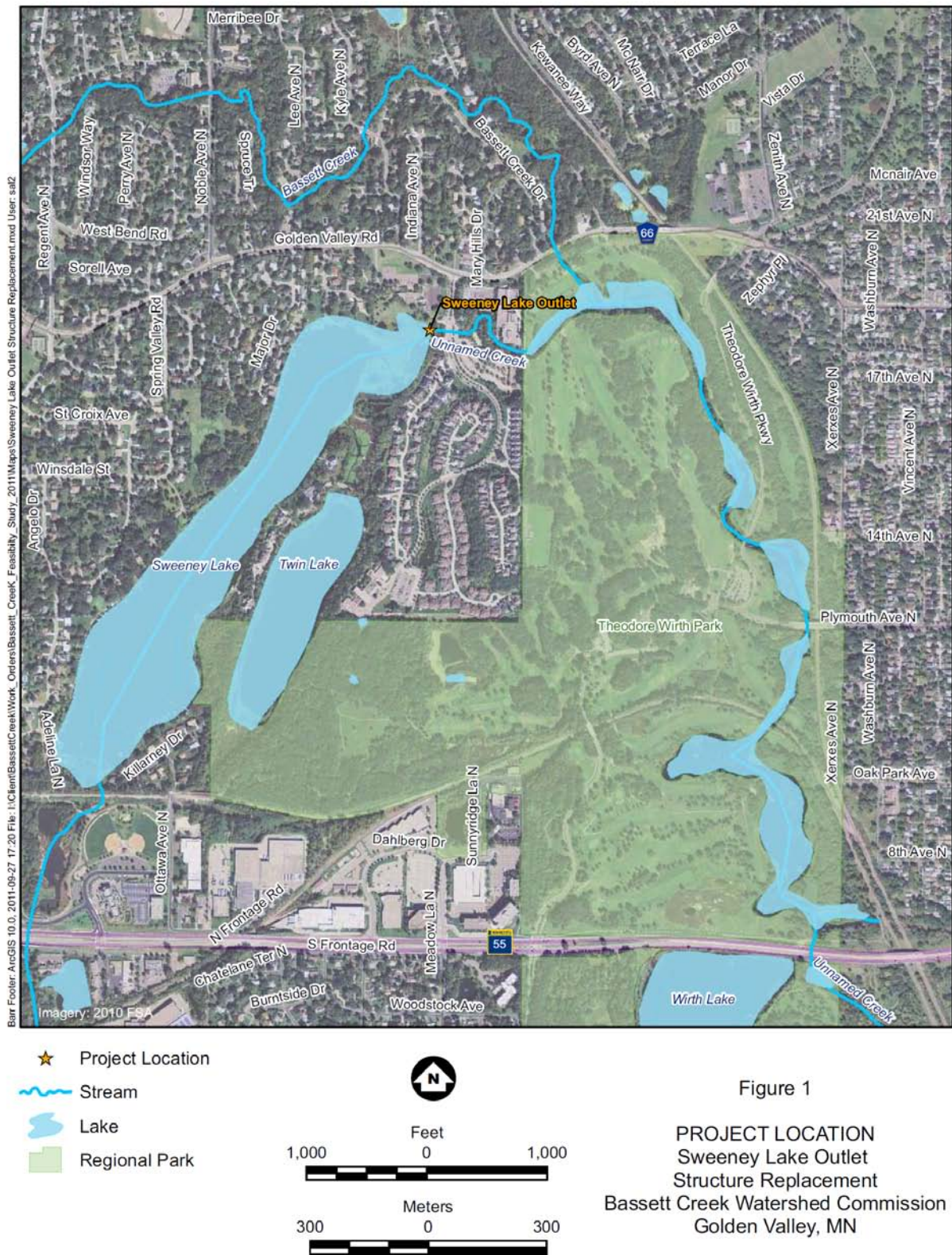


Figure 1 Project Location Map



A soil boring was taken next to the existing outlet structure to gain a better understanding of the subsurface conditions and will provide the necessary data to complete engineering and final design of a new outlet structure. Visual observations, manual plasticity tests, and mechanical resistance tests were performed while boring. Generally the observations and tests indicated subsurface conditions consisting of very loose to medium dense materials, increasing in density as a function of depth. The top 6 feet of material is very loose silty sand with a 2-3 foot layer of organic peat. Materials below 6 feet were determined to be clayey sand in the loose to medium dense range. Groundwater was encountered at about 5 feet below ground surface at the boring, or at an elevation of about 3 feet below the top of the existing outlet structure. The boring was conducted about 10 feet northeast of the existing structure.

Figure 2 shows the existing Sweeney Lake Outlet Structure. The orientation of the photo is looking north toward the Minneapolis Clinic Building Company Property. The riprap surrounding the concrete dam is part of the repair efforts city staff implemented to control erosion.



**Figure 2 Existing Sweeney Lake Outlet Structure**

## **2.0 Recommended Improvements**

---

This study includes replacing the existing structure with a new outlet structure at Sweeney Lake. The structure will be installed across the creek, extending into each embankment. Sheet piles are often the most viable alternative for this type of application in the sense that they can be driven directly into the ground, thus minimizing excavation and significant site disturbance. Therefore, only two options for the Sweeney Lake Outlet structure were reviewed: (1) do nothing, and (2) install a sheet pile weir.

### **2.1 Do Nothing**

As noted, the existing outlet structure is in poor condition and significant erosion has occurred at each embankment, resulting in potentially unstable lake elevations. The BCWMC recognizes the structure must be replaced and has included the project in its CIP. Therefore, “do nothing” was not considered a viable long-term option.

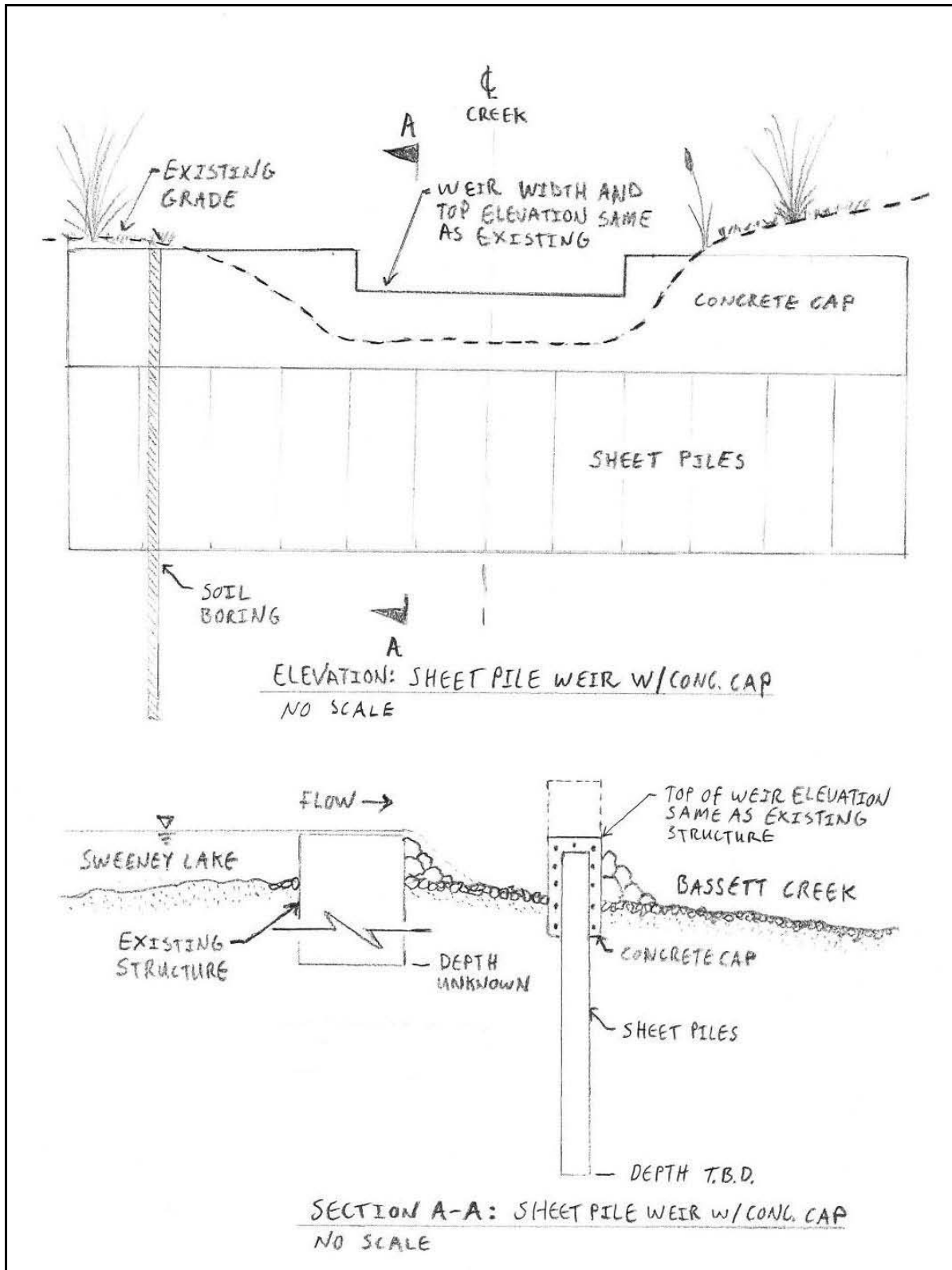
### **2.2 Sheet Pile Weir with Concrete Cap**

The recommended option for the new outlet structure consists of installing a sheet pile weir across the creek about 5 feet downstream of the existing outlet structure. A reinforced concrete cap would be installed to provide level overflow and to protect the sheet piles. The overflow elevation of the weir would be set at 827.5 feet, such that the NWL of Sweeney Lake remains unchanged. The width of the new weir will generally match the width of the existing concrete dam to maintain a similar flow capacity. The top of the structure on each side of the overflow will be consistent with the existing embankments. Water will pass over the entire structure during flood flows. Erosion protection will be provided on the embankments on both sides of the new structure. Also, riprap will be installed in the channel downstream of the structure. The piling would extend into each embankment to minimize seepage around the ends of the structure.

The sheet piles would be driven into the ground to a depth to provide adequate stability. Actual pile material, shape, thickness and depth will be selected during final design.

The reinforced concrete may also include a decorative finish using form liners or placing stonework similar to materials used on the Hidden Lakes Parkway Bridge.

Figure 3 shows the recommended design concept.



**Figure 3 Sheet Pile Weir with Concrete Cap Concept Drawing**

## 2.2 Constructability of Recommended Improvements

The recommended outlet structure, shown on Figure 3 was selected based on its estimated cost and constructability. Sheet piles are relatively easy to install assuming there are no large boulders in the path of the sheets. Anticipated pile installation equipment includes an excavator-mounted vibratory hammer attachment or a crane and separate hammer attachment. Construction of the concrete cap requires minor excavation into the creek bed and embankments. Water management is a key component of the work. Creek flows shall be maintained and lake levels should remain relatively constant. Also, groundwater is expected to flow into the shallow excavations on in the embankments. Although actual construction “means and methods” will be the responsibility of the Contractor, the conceptual design was based upon the following procedure:

- **Task 1:** Install a temporary sandbag dike across the creek immediately downstream of the existing concrete structure. This will create a small pool of water immediately downstream of the existing structure, which will be used as a bypass pumping sump pit as well as dam water from flowing through the construction area. Additional sandbags may be necessary along, or upstream, of the existing dam.
- **Task 2:** Install bypass pump and route hose(s) around proposed construction area. If necessary, pump water through filter bag downstream of proposed structure location to capture suspended sediments in discharge stream. Upstream floating silt curtain and other necessary erosion controls should also be installed at this time.
- **Task 3:** Upon successful operation and performance of the dam and bypass pumping system, remove existing riprap from creek bottom and embankments along alignment of the proposed sheet pile alignment to prepare for unrestricted pile installation.
- **Task 4:** Install sheet pile weir along proposed alignment. Sheet pile should adequately extend into both the north and south creek embankments. The tops of the sheet piles shall be driven or cut-off to the desired elevations.
- **Task 5:** Excavate on each side of sheet pile wall to prepare for concrete cap construction. Sandbag dike may be relocated to facilitate dewatering below the bottom of the concrete cap and removal of the existing dam.

- **Task 6:** Install concrete reinforcement, install and secure formwork, and place concrete. The amount of cure time required prior to removing formwork is dependent on concrete mix design parameters. A fast curing mix may be necessary to expedite this process.
- **Task 7:** Upon removal of formwork, place desired backfill materials in creek bottom and embankments on both sides of the new structure. Remove riprap from the downstream side of the existing structure and place on the downstream side of the new structure.
- **Task 8:** Remove old outlet structure and grade creek bottom to the new structure. Additional riprap and filter may need to be placed to complete this task. Once the area upstream of the new structure is restored, final site cleanup and restoration shall be completed. Remove sandbag dikes, bypass pumping system, and floating silt curtain.

City of Golden Valley, with assistance from its consultant, will manage the construction of the new structure to ensure compliance with contract documents and permit requirements.

## 2.3 Opinion of Probable Cost

Table 1 on the next page includes a summary of probable costs for the total project.

The estimate includes a breakdown of probable construction costs using estimated quantities and unit pricing based on past projects of similar nature. The estimated cost for engineering, permits, and construction administration has also been included to give an opinion of the total project cost. The estimate also includes a cost contingency of twenty percent to account for lack of detail to the design scope. A more detailed and precise opinion of probable cost for construction will be produced during final design.



**Table 1    Opinion of Probable Cost for Sheet Pile Weir with Concrete Cap**

<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Extension</b>
1. Mobilization and Demobilization	LS	1	\$8,000	\$8,000
2. Erosion Control/Silt Curtain	LS	1	\$2,000	\$2,000
3. Diversion and Dewatering	Hours	100	\$50	\$5,000
4. Sheet Piling	SF	1,000	\$50	\$50,000
5. Reinforced Concrete Cap	LS	1	\$10,000	\$10,000
6. Decorative Stone Finish (Concrete Cap)	LS	1	15,000	\$15,000
7. Remove Existing Structure	LS	1	\$5,000	\$5,000
8. Riprap	CY	20	\$100	\$2,000
9. Site Cleanup and Restoration	LS	1	\$3,000	\$3,000
Construction Subtotal				\$100,000
Engineering, Permits, Construction Admin				\$50,000
Contingency (~20%)				\$30,000
<b>TOTAL<sup>1</sup></b>				<b>\$180,000</b>

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<sup>1</sup>Total cost does not include easements acquisition (City has drainage and utility easement for the site)

## 3.0 Permits and Schedule

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### 3.1 Permits

The proposed project will require a Public Waters Work Permit from the Minnesota Department of Natural Resources (DNR). The following is a list of other potential permits:

#### **Public Waters Work Permit**

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

#### **Section 404 Permit**

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

#### **Minnesota Wetland Conservation Act**

The Minnesota Wetland Conservation Act (WCA) regulates filling and draining wetlands and excavating within Type 3, 4, and 5 wetlands. In addition, WCA may regulate all types of wetland alteration if any wetland fill is proposed. The WCA is administered by local government units (LGU), which include: cities, counties, watershed management organizations, soil and water conservation districts, and townships. The City of Golden Valley is the LGU for the proposed project site. The Minnesota Board of Water and Soil Resources (BWSR) oversees administration of the WCA statewide. It is expected that the proposed project will involve little, if any, grading or excavation within wetlands. When final design plans are complete this impact should be assessed and contact made with the LGU.

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

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

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

### **Agreement between Property Owners and the City of Golden Valley**

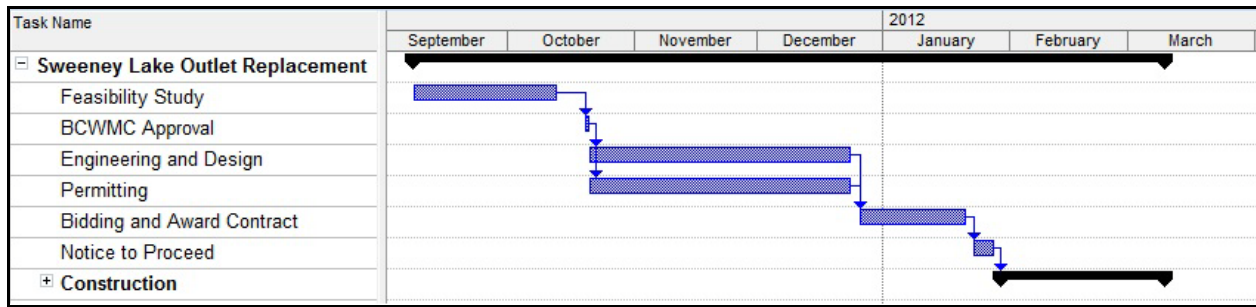
The project is expected to occur exclusively on land owned by the Hidden Lakes Community Association and the Minneapolis Clinic Building Company. Although the City has obtained drainage and utility easements, the project may require an agreement between the City of Golden Valley and the Hidden Lakes Community Association and/or Minneapolis Clinic Building Company for gaining access to staging areas and other construction related activities.

## **3.2 Project Schedule**

The construction of the Sweeney Lake Outlet Replacement is anticipated to be completed in the winter of 2011-12. Construction of the project during winter months provides advantages in terms of minimizing ground disturbance and relatively predictable and constant water flows. The primary disadvantage to completing the work during winter months is the effects of cold weather on equipment and manpower. Freezing of the bypass system and improper concrete curing are concerns with winter construction.

Table 2 depicts a preliminary project schedule including approval of the project by the BCWMC, engineering and design, permitting, bidding, Notice to Proceed and construction.

**Table 2 Preliminary Project Schedule**



**COOPERATIVE AGREEMENT  
FOR  
PREPARATION OF PLANS AND SPECIFICATIONS FOR THE  
RECONSTRUCTION OF THE SWEENEY LAKE OUTLET**

This Agreement is made as of this 20th day of October, 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, provides that the trunk system of Bassett Creek is the responsibility of the Commission; and

WHEREAS, the Sweeney Lake Outlet structure, which is a part of the trunk system, is in need of replacement (the "Project"); and

WHEREAS, the Commission has received and approved a feasibility report for the Project; and

WHEREAS, the City is willing to prepare plans and specifications for 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 replacement of the Sweeney Lake Outlet structure in the City of Golden Valley.
2. The City will prepare plans and specifications for the Project.
3. The Commission will reimburse up to Forty-Nine Thousand Dollars (\$49,000) of the cost of preparing the plans and specifications for the Project from its Flood Control Long Term Maintenance Account.
4. Reimbursement to the City will not exceed the amount specified in paragraph 3. 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.

5. All City books, records, documents, and accounting procedures related to the preparation of plans and specifications for the Project are subject to examination by the Commission.

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:** Barr Engineering Company  
**Subject:** Item 6C – Set Agenda for November 3<sup>rd</sup> TAC Meeting  
BCWMC October 20, 2011 Meeting Agenda  
**Date:** October 11, 2011  
**Project:** 23/27-0051 2011 008

### 6C. Set Agenda for November 3<sup>rd</sup> TAC Meeting

#### Recommended/requested Commission actions:

1. Discuss remaining TAC meeting agenda items and set agenda for November 3<sup>rd</sup> TAC Meeting

#### November 3<sup>rd</sup> TAC Meeting Agenda

Based on previous Commission and TAC meetings, and communications with former Administrator Nash, following are the remaining TAC agenda items that could be discussed at the November 3<sup>rd</sup> (or a later) TAC meeting:

1. Engineering RFP process – based on the direction provided at the August BCWMC meeting, the TAC is to take the next step in this process. This includes reviewing the received qualifications, discussing the submittals at a TAC meeting, and providing a recommendation to the Commission for a final list of three firms, in addition to Barr Engineering, with whom the BCWMC would enter into a contract. Former administrator Nash completed a scoring sheet, which will be provided to the TAC (and Commission) prior to the TAC meeting.
2. BCWMC policies for water quality treatment and non-degradation – at the August Commission meeting, the TAC was directed to look into a few questions on this topic:
  - a. Does the Commission need to revisit any or all of the water quality policies before beginning the Next Generation Plan review? The Commission may be missing opportunities on projects in the interim.
  - b. The Commissioners directed the TAC to recommend whether or not the BCWMC should adopt a volume control standard, irrespective of what entities to which it might be applied.
  - c. Commissioners asked the TAC to recommend types of designs for underground treatment chambers based on cost and effectiveness. A link to the Capitol Region Watershed

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6C – Set Agenda for November 3rd TAC Meeting  
**Date:** October 11, 2011  
**Page:** 2

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District's *BMP Performance Assessment & Cost Benefit Analysis* was sent via email to the TAC and Commissioners Black and Welch, as requested.

At the August 4 TAC meeting, the TAC asked the administrator to provide a list of post-construction best management practice (BMP) rules for each city in the watershed. The administrator drafted a nearly complete table of permit “triggers” for each city, but had not developed a list of each city’s BMP rules before his departure.

3. Water quality trading and banking programs – although the TAC generally supported such programs, further discussion is anticipated at a future TAC meeting, as it would likely be needed as a result of new BCWMC water quality treatment policies.
4. Pressure transducers – at the August 4 TAC meeting, the TAC recommended that former administrator Nash contact the lake associations for the respective lakes and visit the locations to determine how best to install the devices. Also at the August 4 TAC meeting, it was noted that Alternate Commissioner Riss, St. Louis Park, volunteered to download lake level elevations and record lake elevations from staff gauges. At the September Commission meeting, former administrator Nash reported that he spoke to some lakeshore associations and to cities, that he was working on finalizing the locations for installation, and that he would have more information by the next time that the TAC meets. The status of this item is not known.

See former administrator Nash’s attached August 26, 2011 memo for more information.





# Memorandum

**To:** Technical Advisory Committee of the Bassett Creek Watershed Management Commission  
**From:** Administrator, BCWMC  
**Subject:** August 4, 2011 TAC Meeting,  
Water Quality Policy changes needed to implement TMDLs and Water Quality  
Banking/Trading Program  
**Date:** August 26, 2011

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

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

The Technical Advisory Committee (TAC) wanted to discuss two issues further at the next TAC meeting and requested that the Administrator draft a memo outlining the major points of discussion concerning 1) BCWMC policies for water quality treatment and non-degradation and 2) a water quality trading or banking program. This memo is in addition to the monthly TAC concerning their discussion and recommendations. Some background and BCWMC Commissioners' requests from the August 18, 2011 Board meeting are also included.

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

At the Commission's July meeting, there was discussion regarding possible BCWMC policy changes needed to implement TMDLs in light of the BCWMC's role as the categorical waste load allocator.

The current BCWMC non-degradation policies do apply to new development projects, site expansions or to linear projects such as road reconstruction, trails or rail corridors. Nutrient loads could increase as a result of those projects.

The Sweeney Lake TMDL requires a 15% reduction in the current external watershed phosphorus load, the Medicine Lake TMDL requires a 27% load reduction, and the Wirth Lake TMDL requires a 33% load reduction to meet water quality standards. Projects have been identified that could achieve these external load reductions for Wirth Lake and Medicine Lake and studies are underway to evaluate projects to reduce the nutrient load in the Sweeney Lake watershed. However, restrictions to prevent increased loads from new development, site expansions and linear road projects are not in place.

Current BCWMC water quality policies require that redevelopment projects be designed so that nutrient loads from the redeveloped site do not increase. The BCWMC could consider changing the current policy to require reductions in the nutrient load from sites that are redeveloped up to the reduction required by the TMDL.

Current BCWMC water quality policies for new development projects and site expansions projects allow increases in nutrient loads from those sites. The current policy requires storm water management facilities that remove about 50% to 60% of the nutrients and about 70% of the suspended solids. So current water quality policies for new development and site expansions allow loads to increase. Any increased loads from either new development projects or site expansion projects will make it more difficult to achieve the proposed TMDL load reductions. A non-degradation policy for new development and site expansion projects would prevent future load increases. The BCWMC could also consider changing the current policy to require reductions in the nutrient load from sites that are redeveloped up to the reduction required by the TMDL.

Current BCWMC policies for road projects and other linear projects require a thorough review of the right-of-way for the installation of storm water quality treatment facilities, but a reduction in nutrient loads is not required. The expansion or redevelopment of existing transportation systems or the construction of new trails could result in increased nutrient loads that will make it more difficult to achieve the proposed TMDL load reductions. A non-degradation policy for road or linear projects would prevent future load increases. The BCWMC could also consider changing the current policy to require reductions in the nutrient load from sites that are redeveloped up to the reduction required by the TMDL.

Included in the discussion were Commissioner Welch's suggested new policies changing the BCWMC's project review "triggers," which would require BCWMC review of smaller projects than currently come under review. The Commission requested that the TAC review member city ordinances on what amount of land disturbance triggers a permit review.

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

Discussion included:

- The TAC favored closing the “hole” (outlined above) related to new development and linear projects.
- Member cities already have pretty stringent requirements for development/redevelopment projects.
- The TAC asked if the Administrator would provide a list of post-construction best management practice (BMP) rules for each city in the watershed.
- Member cities feel that they effectively pay twice for linear projects, the first time when they construct watershed BMP’s to reduce nutrient loads and again when they redevelop linear projects and construct additional BMPs.
- The need for a process for MnDOT to contribute funds for water quality projects was discussed.

Later discussion during the August 18 Commission meeting focused on several related issues in order to focus the TAC’s future recommendations:

- Does the Commission need to revisit any or all of the water quality policies before we get to the Next Generation Plan review? The Commission may be missing opportunities on projects in the interim.
- The Commissioners directed the TAC to recommend whether or not the BCWMC should adopt a volume control standard, irrespective of what entities to which it might be applied.
- Commissioners asked the TAC to recommend types of designs for underground treatment chambers based on cost and effectiveness. A link to the Capitol Region Watershed District’s *BMP Performance Assessment & Cost Benefit Analysis* was sent via email to the TAC and Commissioners Black and Welch, as requested.

## **2. Water Quality Trading and Banking Programs**

The Commission requested that the TAC discuss other WMO’s approaches to water quality trading. It is difficult to implement enough BMPs to achieve no increases in load from linear road projects. If there were load reduction credits available from a “bank” that could be purchased or if contributions could be made to a nutrient load reduction fund, then the project could proceed without a load increase. The TAC discussed the information provided by the BCWMC engineer regarding the Ramsey-Washington Metro Watershed District and Nine Mile Creek Watershed District water quality trading approaches (extensive information were provided in online meeting materials).

The TAC discussed how such an approach would be helpful because there will be situations where it will be difficult/not feasible to put infiltration and other water quality treatment practices in place. Such a trading approach would provide a way for projects/practices to be placed where it makes the

most sense (e.g., redevelopment projects, city/BCWMC projects, etc.). The TAC was in support of the water quality trading approaches.

Discussion included:

- Under any trading/banking concept, “sequencing” would still be required.
- Consideration of a program offering cash for water quality projects instead of a “bank”. This would encourage developers to add water quality treatment by eliminating the speculation inherent in the bank concept.
- This concept would apply to non-watershed member groups who cannot meet goals. Applying it to member cities would not account for member cities’ work on water quality projects through the watershed. (credits for member city work on water quality projects will be part of the credits that are tracked and reported to the MPCA as part of the MS4 reporting process).

# **Bassett Creek Watershed Management Commission**



## **POLICY MANUAL**

**July 12, 2011 DRAFT**

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## Appendices:

### Appendix A. Records Retention Policy

#### References (not included)

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

## 1 Introduction

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

The foundation documents for the BCWMC are:

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

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

## 2 INTERNAL GOVERNANCE POLICIES

### 2.1 Board Member Interaction with Commission Consultants

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

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

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

**Strategies to implement policy:**

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

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

## **2.2 Guidelines for Consultant Services**

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

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

**Applicable funding:** Not applicable

**Adopted:** May 2010

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

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

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



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

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

## **2.3 Administrator Policies**

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

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

**Applicable funding:** Annual budget amount

**Adopted:** April 2010

**Citation:** BCWMC Administrator's contract

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

## **2.4 Cities Responsibilities**

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

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

**Applicable funding:** Administrative fund

**Adopted:** 2004

**Citation:** BCWMC Watershed Management Plan

**Strategies to implement policy:**

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

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

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

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

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

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

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

## 2.5 Committee Responsibilities

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

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

**Applicable funding:** Not applicable

**Adopted:** July 2001

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

### Strategies to implement policy:

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

## 2.6 Records and Data Retention

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

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

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

**Adopted:**

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

**Strategies to implement policy:**

See Appendix A

## 2.7 Policies and Procedures for Public Access to Documents

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

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

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

**Adopted:**

**Citation:**

**Strategies to implement policy:**

1. Procedure for Review of Commission Documents

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

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

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

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

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

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

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

## 2. Costs

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

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

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

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

require payment in advance.

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

## 2.8 Public Purposes Expenditures

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

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

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

### Strategies to implement policy:

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

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

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

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

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



**8. Miscellaneous.**

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

**2.9 Investment and Depository of Funds**

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

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

**Applicable funding:** Operating budget

**Adopted:**

**Citation:** Minnesota Statute Chapter 118A

**Strategies to implement policy:**

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

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

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

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

i. Security

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

ii. Liquidity

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

iii. Return on Investment

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

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

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

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

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

## **2.10 Required Scheduled Activities**

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

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

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

**Applicable funding:** Not applicable

**Adopted:**

**Citation:** BCWMC Joint Powers Agreement

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

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

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

**Applicable funding:** Not applicable

**Adopted:**

**Citation:**

**Strategies to implement policy:**

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

### 3 EXTERNAL/OPERATIONAL POLICIES

#### 3.1 Project Review Fees

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

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

**Applicable funding:** Project review fees

**Adopted:**

**Citation:** See current fee schedule.

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

#### 3.2 Funding

##### 3.2.1 General Administrative Costs

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

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

**Applicable funding:** Annual city funds

**Adopted:** July 30, 2002

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

**Strategies to implement policy:**

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

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

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

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

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

**Adopted:** 2004

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

**Strategies to Implement Policy:**

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

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

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

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

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

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

**Applicable funding:** Not applicable

**Adopted:** August 2005

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

**Strategies to Implement Policies:**

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

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

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

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

**Applicable funding:** CIP Closed Project Account

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

**Citation:** Policy statement by Commission

**Strategies to Implement Policy:**

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

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

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

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

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

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

**Adopted:** November 13, 2003

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

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

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



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

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

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

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

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

**Applicable funding:** CIP funding

**Adopted:** March 6, 2008

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

**Strategies to Implement Policy:**

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

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

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

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

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

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

**Adopted:** 2004

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

**Strategies to Implement Policy:** See WMP

### 3.8 Public Involvement

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

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

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

**Adopted:** 2004

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

**Strategies to Implement Policy:**

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

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

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

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

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

**Applicable funding:** General fund

**Adopted:** 2004

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

**Strategies to Implement Policy:**

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

### 3.10 Dispute Resolution

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

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

**Applicable funding:** Administrative funds

**Adopted:** 2004

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

**Strategies to Implement Policy:**

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

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

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

## APPENDIX A

# Bassett Creek Watershed Management Commission

## Records Retention Schedule

Adopted XXX, 2011

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

### Administration

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

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

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



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

4

**Bonds**

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

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

### Financial/Accounting

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

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

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

### Insurance

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

### Permits

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

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

### Capital Improvement Projects

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

### Programs

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

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

## Application Received

Your application number is C12-226.

Please print this page as it includes a summary of your application contents for your records.

You may direct any questions about the application process to your clean water specialist:

Northern Region: Jeff Hrubes - 218-833-8608  
Southern Region: Matt Drewitz - 507-359-6076  
Metro Region: Marcey Westrick - 651-284-4153



## Applicant Information

LGU Name:	<i>Bassett Creek Watershed Management Commission</i>	LGU Type:	<i>WMO</i>
Name:	<i>Karen Chandler</i>	Phone:	<i>952-832-2813</i>
Comments:			

## Grant Forms

Excel Workbook:	<i>9-20-11 BCWMC Streambank Restoration BWSR Grant Appl.xlsx</i>
Narrative FY12-A:	<i>FY12-A_2012 Applic GV Rd to Irving Ave-A_Clean_Water_Assistance_Project_Description.docx</i>
Narrative FY12-B:	
Narrative FY12-C:	
Narrative FY12-D:	
Narrative FY12-E:	
Narrative FY12-F:	

## Supplemental Documentation

Uploaded Map(s):

**Map Title:**      *2012 Bassett Creek Project*      *LOCATION MAP.pdf*  
                         *Location Map*

**Uploaded Photo(s):**

None

[Go to BWSR Home Page](#)

[Submit another application.](#)

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FY 2012 Clean Water Fund  
Clean Water Assistance  
Project Description  
Form FY12-A



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*The entire project description portion of the application should be no more than 6 pages in length, use no less than 10 point font, and must include the following topics as section headings. Applications containing a project description longer than 6 pages (page number does not include a map or photos) will not be accepted by BWSR.*

**1. Project Description**

**a. Title (10 words or less):**

Bassett Creek Golden Valley Road to Irving Avenue Restoration Project

**b. Project Abstract (300 words or less): What are you trying to achieve and how do you intend to achieve those results? Keep this brief and high level – imagine a paragraph on the BWSR website describing your project to members of the public.**

Bassett Creek has severely eroded banks at many locations within the Cities of Golden Valley and Minneapolis. This project will stabilize the stream and the stream banks at eight locations. The project will stabilize a total of 3,100 feet of stream bank over a total reach length of approximately 15,000 feet.

**2. Water Plan and/or Completed TMDL Relationship and Prioritization**

**a. Is the water resource identified in this application of local, regional, or state significance? Briefly describe that significance; including identification in basin-level, regional or statewide conservation and/or water quality plans.**

The reach to be stabilized is located primarily within Theodore Wirth Park. This park is heavily used by area residents and stabilizing these locations will help preserve stream aesthetics by maintaining clear water and preventing sedimentation.

Bassett Creek discharges into the Mississippi River near St. Anthony Falls. Further downstream, the Mississippi River is impaired for turbidity. Therefore, this project will also contribute to the reduction in turbidity in the Mississippi River.

**b. Identify the specific local water management plan reference by section and page number; provide a brief description of the implementation activities associated with that reference.**

This project is specifically discussed in a major plan amendment (approved by BWSR on August 25, 2011) to the 2004 BCWMC Watershed Management Plan. As part of the major plan amendment, this project is discussed in Section 12.6.4 of the plan and has been added to the BCWMC CIP. The plan also included a section on Stream Restoration, pages 7-1 to 7-5. The Bassett Creek Golden Valley Road to Irving Avenue stream stabilization project will reduce the contribution of suspended solids and phosphorus to downstream impaired waters from this reach by 1) repairing actively eroding sites, 2) repairing sites that eroded in the past, and 3) preventing erosion at other sites by installing preemptive measures to protect existing stream banks.



- c. **Based on the State approved and locally adopted comprehensive local water plan reference above, explain why this project is a priority for your organization.**

Monitoring data from the Bassett Creek WOMP station in 2003 indicates an annual TP loading of 9,300 lbs and TSS loading of 2,140,000 lbs (1,070 tons). The BCWMC CIP includes stream restoration projects to address channel and bank erosion problems identified by member cities. The BCWMC feasibility study (completed in 2011) found that stabilizing the project reach would reduce the TP loading by 60 lbs per year and the TSS loading by 105,000 lbs per year. Other upstream reaches of Bassett Creek have had streambank restoration projects successfully completed that have repaired erosion and reduced TP and TSS loading to receiving water bodies.

- d. **If applicable, identify the completed TMDL and describe the relationship of the project to priorities and management strategies outlined in the TMDL (required only for projects relating to a completed TMDL).**

N/A

- e. **Describe the methods and results of inventory and source targeting done to date to identify the most critical pollution sources within the project area that are responsible for causing impairments or threats to surface and/or ground water quality.**

The Minneapolis Park and Recreation Board (MPRB) completed an erosion inventory along Bassett Creek in Minneapolis in 2005 and documented 28 individual erosion sites. While completing the 2011 feasibility study, Barr Engineering (Barr) staff confirmed many of the sites, updated relevant information, and added more sites. Many of these individual sites are grouped within the project sites identified in the feasibility study. The selected sites were deemed to be the most critical for meeting the BCWMC goals and objectives while providing cost effective benefits. MPRB staff were also involved with selecting the final sites.

- f. **Describe additional inventory and source targeting that is needed, including qualitative and quantitative tools you will use to identify the most critical pollution sources within the project area.**

No further inventory or source targeting is necessary.

### **3. Integrated Water Resource Management**

- a. **Explain how this project will protect the water resource(s) from future water quality impairments or help restore the water resource(s) to State water quality standards.**

Without the stabilization, the eroding banks of Bassett Creek from Golden Valley Road to Irving Avenue will continue to erode and thus reduce water quality in the stream and downstream creeks and rivers. Stabilizing this reach will immediately reduce TSS and TP loadings from this stream and reduce downstream impairments caused by these pollutants. This project is part of the Commission's overall water quality management plan. As part of that plan, several hundred water quality management facilities have been constructed in the upstream watershed to remove suspended solids and reduce nutrient loads. These facilities also reduce peak discharge and runoff volume.

- b. **Describe the hydrologic benefits of this project and how it will keep water on the land?**

The intent of the stabilization project is to create a stream channel that is in equilibrium with its watershed. At most of the erosion sites, the stream banks will be graded to be less steep to help facilitate growth of a stabilizing plant community. In other locations, grade stabilization measures will be added to

the stream bed to prevent significant stream bed erosion. The combination of bank stabilization and grade control will be used to ensure the proper channel geometry is achieved and that the adjacent floodplain is flooded at the appropriate frequency. Proper floodplain inundation is important for maintaining riparian habitat. Floodplain inundation also typically results in water remaining on the land as additional infiltration occurs during inundation and from pools that remain behind after the high water recedes.

- c. **Will the overall project have additional secondary benefits, including those that enhance aquatic and terrestrial wildlife, improve native habitats, or protect rare and native species? If so, please specifically describe what will be done, such as buffers, filter strips, hydrologic restoration, etc.**

The project will preserve natural beauty along Bassett Creek and contribute to the natural habitat and species diversification by planting eroded areas with native vegetation. It will also prevent future erosion along the creek and the resultant negative water quality impact of such erosion on downstream water bodies. Lastly, this project will maintain existing floodplain storage and cross sectional areas of the creek.

- d. **Is your project located in a vulnerable drinking water supply area? Statewide maps of vulnerable drinking water supply areas can be found at**

<http://www.bwsr.state.mn.us/easements/wellhead/index.html>.

No, the project is located outside of the designated vulnerable DWSMAs shown on the St. Louis Park figure (DWSMA ID - 274).

- e. **The tendency for chemical contaminants to move between surface water and ground water is a key consideration in managing water resources. If your project intends to keep water on the land by infiltrating runoff, describe why this activity will not be a threat to groundwater quality.**

This project will help protect drinking water supplies because the Bassett Creek system is a tributary to the Mississippi River, which is a source of drinking water for dozens of downstream communities. Cleaner water from tributaries and the upper watershed will reduce water treatment costs for downstream municipalities. The purpose of the project does not involve enhancing infiltration and thus does not pose an increased threat to groundwater quality.

- f. **Describe any known interactions between surface water and groundwater resources in the project area or any conditions that indicate such interactions exist.**

No interactions between surface water and groundwater are known in this area.

#### **4. Project Management, Partnerships, and Readiness**

- a. **Describe the strength of staff qualifications and other collaborating organizations to the success of this project.**

The BCWMC has helped facilitate the completion of several CIP projects by reimbursing member cities for the costs of implementing projects in the BCWMC CIP. Recent examples are the restoration of the Sweeney Lake Branch of Bassett Creek in the City of Golden Valley (completed in 2008), Plymouth Creek Branch in Plymouth (completed in 2011), and the Bassett Creek Main Stem Reach 2 in Crystal and Golden Valley (completed in 2011). Bassett Creek Reach 2 is in both the City of Crystal and the City of Golden Valley, so the two cities are coordinating efforts to complete that stream restoration project. The Bassett Creek Golden Valley Road to Irving Avenue project will be coordinated by the City of Golden Valley and

the MPRB. The City of Golden Valley has completed numerous BCWMC CIP projects and the MPRB has completed numerous projects throughout the Minneapolis park system.

In addition to the coordinating entities, the Conservation Corps of Minnesota will be working with the BCWMC on this project to install new vegetation at the erosion sites. It is anticipated that approximately \$10,000 of the budget will be used for Conservation Corps crew time for planting vegetation to control erosion.

**b. Provide an anticipated timeline for when all implementation activities are to begin, including project development and construction.**

The feasibility study for the project has been completed. The final design and permitting will take place in the first half of 2012 with construction anticipated in the fall of 2012 through the spring of 2013.

**c. Identify long-term inspections and maintenance needs of the project and how these activities will be accomplished. Identify how this project provides assurance that the practice(s) will remain in place for practice(s) effective life.**

After completion of the project, it will require periodic inspection, trash and debris removal, weed control, establishment of project landscaping features (first several years), replacement of dead plants/reseeding, trimming (if needed), and repair of bank failures. The inspection and maintenance activities will be undertaken by the City of Golden Valley, the Minneapolis Park and Recreation Board, and/or the BCWMC, depending on the level of effort required. The City of Golden Valley and the Minneapolis Parks and Recreation Board complete an annual erosion inventory of Bassett Creek; city staff walk the stream to photograph and measure erosion sites. Maintenance needs will typically be identified during the annual inventory, and the City of Golden Valley will be responsible for routine maintenance. If significant or non-routine maintenance needs arise, then the City may seek assistance from the BCWMC to offset maintenance costs. Through this process, maintenance needs will be identified and addressed relatively quickly.

**d. List and provide the status of any permits (federal, state, or local) that may be required for this project (for example, NPDES construction permit applied for on January 1, 2010, etc.).**

The BCWMC prepared a Resource Management Plan (RMP) that was submitted to the St. Paul Corps of Engineers (COE); the RMP was put out for public notice in September 2009. The goal of the RMP was to complete as much of the coordination and review for the COE permitting process as possible for all of the projects included in the RMP.

While the Bassett Creek Golden Valley Road to Irving Avenue Restoration Project was not included in the RMP, permit requirements would be similar to the projects included in the RMP. The RMP also provided details about the permitting required by federal, state, and local governments for the projects.

Comments were received from the Minnesota Department of Natural Resources and the Minnesota Historical Society. The Bassett Creek Golden Valley Road to Irving Avenue Restoration Project will require review by the City of Golden Valley and the City of Minneapolis for WCA determination. It is anticipated that applications for a Clean Water Act Section 404 Permit and a Public Waters Work Permit will be submitted during the final design phase.

**e. Indicate whether the proposed project has been reviewed by or otherwise involves the participation of appropriate local, state, or federal government agencies.**

As indicated above, the project involves the COE, Minnesota DNR, and the Minnesota Historical Society, the Cities of Golden Valley and Minneapolis, and the Minneapolis Park and Recreation Board.

- f. If the project participants choose to consider the conservation value of land where Clean Water Fund conservation practices will be installed as local match, please describe the valuation methods of the land and how this value will be applied as match (answer if applicable).

N/A

- g. If using Clean Water Funds for incentives to encourage landowners to install structural practices or to adopt land management practices that improve or protect water quality, please describe the LGU's adopted policy for evaluating the necessity, method of calculation, and effectiveness of the proposed incentives (answer if applicable).

N/A

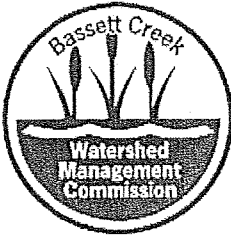
## 5. Supplementing Traditional Funding

**The Constitutional Amendment requires that Amendment funding must not substitute traditional funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.**

The BCWMC funds its CIP projects through an ad valorem tax levied by Hennepin County over the entire Bassett Creek watershed. Through the ad valorem tax, it is possible to generate enough funding to complete an average of one CIP project per year. With the help of a Clean Water Fund grant, the BCWMC will be able to start one additional CIP project in 2012 without increasing the ad valorem tax over 2011 levels. Doubling the number of 2012 CIP projects also allows the BCWMC to take advantage of a competitive marketplace for construction projects, while providing needed jobs, and without raising the ad valorem tax. If necessary, the BCWMC would also be willing to accept grant funding of less than the 25 percent of project costs requested from BWSR in this application.

## Project Location Map and Photos

- Attach an 8.5" x 11" map (required) in image (jpg, gif, tiff, bmp, png) or pdf formats showing both the specific project location and the general location in the State.  
**Optional:** Applicants may attach a photo of the project area in ONLY image (jpg, gif, tiff, bmp, png) format.



September 28, 2011

TO: City Clerk - BCWMC Member Cities  
FROM: Bassett Creek Watershed Management Commission (BCWMC)  
RE: **Notice of Public Hearing – November 16, 2011, hearing on Proposed  
BCWMC Capital Improvement Project – the Sweeney Lake Outlet  
Reconstruction Project in Golden Valley**

Attached is a Notice of Public Hearing notifying the Bassett Creek Watershed Management Organization Member Cities that the Bassett Creek Watershed Management Commission (BCWMC) is holding a public hearing to explain a proposed Capital Improvement Project and to hear testimony and comments of the public and member cities regarding the proposed project.

The public hearing will be held during the BCWMC's 11:30 a.m. meeting on Wednesday, November 16, 2011, at the BCWMC's regular meeting location of Golden Valley City Hall. Interested persons are invited to attend the public hearing.

The proposed Sweeney Lake Outlet Reconstruction Project in Golden Valley involves:

- The replacement of the twenty-year old Sweeney Lake outlet structure with a structure that will include a sheet pile weir extending into the embankments to prevent seepage under the structure and to prevent erosion of the embankments and the installation of riprap on the embankment portions of the structure and in the channel downstream of the weir to prevent erosion.
- The estimated cost of the project is \$250,000 to be paid through existing funds in the Bassett Creek Watershed Management Commission's Flood Control Long-Term Maintenance Fund.
- The anticipated construction year is 2012.

If you have any questions regarding the public hearing, please contact the BCWMC's Engineer, Len Kremer, at 952-832-2781 or [LKremer@barr.com](mailto:LKremer@barr.com) or me at or [linda.loomis@ci.golden-valley.mn.us](mailto:linda.loomis@ci.golden-valley.mn.us) or 763-593-3990.

Sincerely,

*Linda R. Loomis*

Linda Loomis, Chair, Bassett Creek Watershed Management Commission  
Enclosure

**BASSETT CREEK WATERSHED MANAGEMENT COMMISSION**

**NOTICE OF PUBLIC HEARING**

**Proposed Capital Improvement Project - Sweeney Lake Outlet Reconstruction  
Project in Golden Valley**

NOTICE IS HEREBY GIVEN that the Bassett Creek Watershed Management Commission (BCWMC) will meet at Golden Valley City Hall, 7800 Golden Valley Road, Golden Valley, Minnesota, on Wednesday, November 16, 2011, and will hold a public hearing at 11:30 a.m. Interested persons are invited to attend. The purpose of the public hearing is to explain the proposed BCWMC Capital Improvement Project and to hear testimony and comments of the public and member cities regarding the proposed project. The proposed Sweeney Lake Outlet Reconstruction Project in Golden Valley involves the following:

- The replacement of the twenty-year old Sweeney Lake outlet structure with a structure that will include a sheet pile weir extending into the embankments to prevent seepage under the structure and to prevent erosion of the embankments and the installation of riprap on the embankment portions of the structure and in the channel downstream of the weir to prevent erosion.
- The estimated cost of the project is \$250,000.
- The anticipated construction year is 2012.

The proposed method by which the costs of the improvements are to be paid is through existing funds in the Bassett Creek Watershed Management Commission's Flood Control Long-Term Maintenance Fund.

**BASSETT CREEK WATERSHED MANAGEMENT COMMISSION**

Linda Loomis, 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**  
8100 33<sup>rd</sup> Ave. N., Crystal 55427  
763-544-1317  
[langsdorfp@aol.com](mailto:langsdorfp@aol.com)

**Vacant**

**Tom Mathisen**  
4141 Douglas Dr. North, Crystal 55422  
763-531-1160 763-531-1188 (fax)  
[tmathisen@ci.crystal.mn.us](mailto:tmathisen@ci.crystal.mn.us)

**Golden Valley – 2012**

**Mayor Linda Loomis, Chair**  
City of Golden Valley  
7800 Golden Valley Road, GV 55427  
763-593-3990 763-593-8109 (fax)  
[lloomis@goldenvalleymn.gov](mailto:lloomis@goldenvalleymn.gov)

**David Hanson**  
1030 Angelo Dr., Golden Valley 55422  
763-588-1478  
[davewhanson@gmail.com](mailto:davewhanson@gmail.com)

**Jeannine Clancy**  
Director of Public Works  
City of Golden Valley  
7800 Golden Valley Road, GV 55427  
763-593-8035 763-593-3988 (fax)  
[jclancy@goldenvalleymn.gov](mailto:jclancy@goldenvalleymn.gov)  
**Jeff Oliver (alternate)**  
City Engineer, City of GV  
763-593-8034 763-593-3988 (fax)  
[joliver@goldenvalleymn.gov](mailto:joliver@goldenvalleymn.gov)  
**Eric Eckman (alternate)**  
Public Works Specialist, City of GV  
763-593-8084 763-593-3988 (fax)  
[eeckman@goldenvalleymn.gov](mailto:eeckman@goldenvalleymn.gov)

**Medicine Lake – 2012**

**Ted Hoshal**  
6960 Madison Ave. W., Ste 2  
Minneapolis, MN 55427-3627  
763-541-1140 763-541-0223 (fax)  
[dthoshal@luma-gard.com](mailto:dthoshal@luma-gard.com)

**John O'Toole**  
MGO4SE, General Mills, Inc.  
PO Box 1113, Mpls., MN 55440  
763-764-2422 763-764-2268 (fax)  
[john.otoole@genmills.com](mailto:john.otoole@genmills.com)

**Minneapolis – 2013**

**Michael Welch, Treasurer**  
212 Thomas Avenue S.  
Minneapolis, MN 55405  
612-385-6885  
[mjewelch@gmail.com](mailto:mjewelch@gmail.com)

**Lisa Goddard**  
214 Logan Avenue North  
Minneapolis, MN 55405  
612-374-2481 (home)  
763-475-0010 763-475-2429 (fax)  
[lgoddard@srfconsulting.com](mailto:lgoddard@srfconsulting.com)

**Lois Eberhart**  
Water Resources Administrator  
Room 300 City of Lakes Building  
309 Second Ave. S.  
Minneapolis, MN 55401-2268  
612-673-3260 612-673-2048 (fax)  
[Lois.eberhart@ci.minneapolis.mn.us](mailto:Lois.eberhart@ci.minneapolis.mn.us)

**Minnetonka – 2013**

**Jacob Millner**  
2300 Nottingham Court  
Minnetonka, MN 55305  
612-804-0578 [jbmiller@gmail.com](mailto:jbmiller@gmail.com)

**Tony Wagner**  
1804 Traymore Road  
Minnetonka, MN 55305  
952-512-1817 [twagner@eminnetonka.com](mailto:twagner@eminnetonka.com)

**Lee Gustafson**  
14600 Minnetonka Boulevard  
Minnetonka, MN 55345  
952-939-8239 952-939-8244 (fax)  
[lgustafson@eminnetonka.com](mailto:lgustafson@eminnetonka.com)

**Liz Stout**  
14600 Minnetonka Boulevard  
Minnetonka, MN 55345  
952-939-8233 952-939-8244 (fax)  
[lstout@eminnetonka.com](mailto:lstout@eminnetonka.com)

**New Hope – 2013**

**John Elder**  
City of New Hope, 4401 Xylon Ave. N.  
New Hope, MN 55428  
763-531-5100  
[jelder@ci.new-hope.mn.us](mailto:jelder@ci.new-hope.mn.us)

**Daniel Stauner**  
City of New Hope, 4401 Xylon Ave. N.  
New Hope, MN 55428  
763-536-1415  
[dstauner@ci.new-hope.mn.us](mailto:dstauner@ci.new-hope.mn.us)

**Guy Johnson**  
Dir. Of Public Works, City of New Hope  
5500 Intl. Pkwy., New Hope 55428  
763-592-6766 763-533-7650 (fax)  
[gjohnson@ci.new-hope.mn.us](mailto:gjohnson@ci.new-hope.mn.us)

**Plymouth – 2014**

**Ginny Black, Vice Chair**  
Plymouth City Hall  
3400 Plymouth Blvd., Plymouth 55447  
763-509-5004  
[Ginny.black@q.com](mailto:Ginny.black@q.com)

**Judy Johnson**  
Plymouth City Hall  
3400 Plymouth Blvd., Plymouth, MN 55447  
763-509-5001 (voicemail)  
[jjohnson@plymouthmn.gov](mailto:jjohnson@plymouthmn.gov)

**Bob Moberg**  
3400 Plymouth Blvd.  
Plymouth, MN 55447  
763-509-5525  
[bmoberg@ci.plymouth.mn.us](mailto:bmoberg@ci.plymouth.mn.us)

**Derek Asche (alternate)**  
3400 Plymouth Blvd., Plymouth, MN 55447  
763-509-5526  
[DAsche@ci.plymouth.mn.us](mailto:DAsche@ci.plymouth.mn.us)

# Bassett Creek Water Management Commission – October 2011

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

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

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

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

**Engineer:** Karen Chandler, 952-832-2813, E-mail: [kchandler@barr.com](mailto:kchandler@barr.com); Len Kremer, 952-832-2781, E-mail: [lkremer@barr.com](mailto:lkremer@barr.com); Jim Herbert, 952-832-2784, E-mail: [jherbert@barr.com](mailto: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](mailto:bcra@barr.com)

## Administrative Personnel (Municipalities)

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



# 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/ file 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>• No October TAC meeting.</li> <li>• <b>October 14</b> – Budget Cmttee mtg; 8 a.m.</li> <li>• Prepare letters re: deadline to receive applications for the Channel Maintenance Fund during next year's construction season</li> </ul>	<b>PUBLIC HEARING/ MEETING– WEDNESDAY, NOVEMBER 16</b> <ul style="list-style-type: none"> <li>• <b>November 3</b> – TAC meeting; 1:30 p.m.</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>