



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: June 12, 2013

To: BCWMC Commissioners

From: Laura Jester, Administrator

**RE: Background information on 6/20/13 BCWMC**

1. CALL TO ORDER and ROLL CALL

2. CITIZEN FORUM ON NON-AGENDA ITEMS

3. APPROVAL OF AGENDA – ACTION ITEM

4. CONSENT AGENDA

A. Approval of May 16, 2013 Meeting Minutes – **ACTION ITEM with attachment**

B. Approval of May Financial Report - **ACTION ITEM with attachment**

C. Approval of Payment of Invoices - **ACTION ITEM with attachments**

- i. Keystone Waters, LLC – May 2013 Administrator Services
- ii. Barr Engineering – Engineering Services
- iii. Amy Herbert – May 2013 Secretarial Services
- iv. Kennedy Graven – April 2013 Legal Services
- v. Wenck – May WOMP Tasks
- vi. D'amico-ACE Catering – June 2013 Meeting Catering
- vii. Judy Arginteanu – Watershed Plan Article
- viii. Shingle Creek WMC - Metro Blooms Rain Garden Workshops
- ix. Ted Hoshal – Reimbursement for Exhibit and Education Items
- x. Shingle Creek WMC – WMWA Expenses and Educator Program
- xi. MMKR – Final invoice for 2012/2013 Financial Audit

D. Approval of Roles and Responsibilities Document - **ACTION ITEM with attachment**

*At the 5/16/13 Commission meeting, the Roles and Responsibilities document was discussed and some changes were suggested. Those changes were made and the document was also reviewed by the TAC with no suggested changes. Staff recommends approving the final document at this time.*

**5. PUBLIC HEARING**

A. Receive comments from public on major plan amendment as continued from May 16, 2013

- i. Schaper Pond Diversion Project
- ii. Briarwood/Dawnview Water Quality Improvement Project
- iii. Twin Lake in-lake Alum Treatment

*On 2/28/13 the Commission requested a Major Plan Amendment to add the three projects listed above to the 2004 Watershed Management Plan. On 5/16/13, a public hearing to receive comments on the proposed plan amendment was opened and is continued to this meeting. After comments are heard and recorded, the hearing should be closed.*

## 6. NEW BUSINESS

- A. Discussion of Possible Commission Policy Regarding Feasibility Studies **DISCUSSION ITEM with attachment** *Commissioner Welch requested that the Commission discuss the possibility of developing a policy regarding feasibility studies. The attached memo offers discussion points.*
- B. TAC Recommendations - **INFORMATIONAL ITEM with attachment**  
*At their meeting on 6/6/13, the TAC discussed and made recommendations to the Commission regarding the 2014 budget. They also received presentations and made recommendations on the recently completed watershed-wide models. See memo attached.*
- i. 2014 Budget Items – *The TAC made several recommendations for specific line items in the draft 2014 budget including water quality monitoring, watershed inspections, plat (project) reviews, TMDL implementation reporting, and technical services. These items should be discussed in conjunction with the 2014 budget discussion in item 7A below.*
  - ii. Watershed-wide P8 and XP-SWMM Models – *The TAC received a presentation of the watershed-wide P8 and XP-SWMM models. The TAC recommends presentation of the models to the Commission at their July meeting with fact sheets developed with an overview of each model. The TAC recommends periodic updates to the XP-SWMM model and the addition of greater detail to the model as the budget allows. They also recommend that the Commission develop a clear framework for updating the P8 model.*

## 7. OLD BUSINESS

- A. Consider Draft 2014 Commission Budget and Adjustments to Review Fees – **ACTION ITEM with attachment** - *At the 5/16/13 Commission meeting, a preliminary draft 2014 budget was presented and discussed. Since then the TAC, Budget Committee, Deputy Treasurer, Administrator, and Commission Engineer have provided further information and recommendations regarding both expenses and revenues. A document with details for each budget line item is included along with the current draft budget and a memo regarding possible adjustments to Commission review fees that could go along with the budget adoption. The Commission must adopt an operating budget and submit the member contributions to cities by July 1<sup>st</sup>.*
- B. Receive Update on Next Generation Plan Development – **INFORMATIONAL ITEM – no attachments** – *Linda Loomis and I will update the group on the following items at the meeting.*
- i. Report on Watershed Summit Attendance and Outcomes
  - ii. Additions to Website
  - iii. Preparation for June 24, 2013 Commission and TAC Workshop to Prioritize Issues
  - iv. Reminder of July 18, 2013 (8:30 a.m.; Plymouth City Hall) Commission Meeting to Begin Development of Watershed Goals
- C. Letter from Golden Valley re: Lakeview Park Pond Project – **INFORMATIONAL ITEM with attachment** – *At the 4/18/13 Commission meeting, the City of Golden Valley presented preliminary plans for the Lakeview Park Pond Project. During that meeting, several concerns were raised regarding project constructability and the possible effects on adjacent homes. Due to these issues and other questions, the City has determined the project is not feasible at this time. See the attached letter from Golden Valley.*
- D. Approval to Submit Major Plan Amendment for 90-day Review - **ACTION ITEM with attachment** - *Staff recommends that the Commission authorize staff to submit a letter and supporting information requesting BWSR action on the Major Plan Amendment at BWSR's August 29<sup>th</sup> meeting. Please see the attached memo and draft letter to BWSR from the Commission Engineer.*

- E. Next Steps with JPA Amendment **DISCUSSION ITEM no attachment**  
*On March 28<sup>th</sup> the Commission sent a letter to all member cities to inform them that the Joint Powers Agreement (JPA) expires on January 1, 2015, and to request that they review the current JPA and provide comments on the Commission's recommendation that the term of the JPA be extended to January 1, 2025. None of the cities submitted comments on the JPA or the proposed extension. At this time the Commission should decide when to distribute the JPA amendment to the cities for signatures. The Commission may also wish to consider amending the JPA to change the Commission's fiscal year from February – January to a regular calendar year (January – December).*

## **8. COMMUNICATIONS – INFORMALTIONAL ITEMS with attachments**

- A. Administrator's Report - *attached*
- B. Chair
- C. Commissioners
- D. Committees
  - i. Update on MPCA Chloride Project (verbal)
  - ii. Next Generation Plan Steering Committee Meeting Notes (5/20/13) - *attached*
  - iii. Budget Committee Meeting Notes (6/10/13) - *attached*
- E. Legal Counsel
- F. Engineer

## **9. INFORMATION ONLY - INFORMALTIONAL ITEMS with documents online**

- A. Upcoming Events and Notices
- B. Links to Water Related News Articles
- C. Grant Tracking Summary and Spreadsheet
- D. Water Blues Green Solutions Documentary Trailer: [www.waterblues.org](http://www.waterblues.org)
- E. BWSR 2013 Legislative Summary
- F. Minnesota Assoc. of Watershed Districts Summer Tour, New Ulm <http://www.mnwatershed.org/>

## **10. ADJOURNMENT**

### **Upcoming Meetings**

- **Monday June 24<sup>th</sup> - Bassett Creek Watershed Tour** – Load bus at 12:45 p.m. , depart at 1:00 from Golden Valley City Hall, return at 4:00
- **Monday June 24<sup>th</sup>** – Commission and TAC Workshop – Immediately following Watershed Tour 4:30 – 6:30 p.m.; Council Conference Room; Golden Valley City Hall; Purpose: to prioritize issues for Watershed Plan
- **Monday July 1<sup>st</sup> - Next Generation Plan Steering Committee Meeting** – 4:30 – 6:00 p.m.; Brookview Golf Course meeting room, 200 Brookview Parkway, Golden Valley.
- **Thursday July 18<sup>th</sup>** – Special Commission Meeting – 8:30 a.m. – 12:00 p.m.; Medicine Lake Room; Plymouth City Hall; Purpose: begin to develop goals for Watershed Plan + regular Commission business