



Bassett Creek Watershed Management Commission

Regular Meeting

11:30 a.m.

Thursday, May 16, 2013

Golden Valley City Hall Council Conference Room
7800 Golden Valley Road; Golden Valley, MN 55427

AGENDA

1. CALL TO ORDER and ROLL CALL

2. CITIZEN FORUM ON NON-AGENDA ITEMS - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. Approval of April 18, 2013 Meeting Minutes
- B. Approval of May Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – April 2013 Administrator Services
 - ii. Barr Engineering – Engineering Services
 - iii. Amy Herbert – April 2013 Secretarial Services
 - iv. Kennedy Graven – March 2013 Legal Services
 - v. Wenck – April WOMP Tasks
 - vi. D'amico-ACE Catering – May 2013 Meeting Catering
 - vii. Finance & Commerce, Inc. – Public Communications / Public Hearing Notice
 - viii. Lakeshore Weekly News – Public Communications / Public Hearing Notice
 - ix. Sun Newspapers – Public Communications / Public Hearing Notice
 - x. MMKR – Audit Services through 3/31/13
 - xi. Prairie Moon Nursery – Education & Outreach – Seed Packets
- D. Approval of Reimbursement to City of Golden Valley for 2012 Bassett Creek Reach 1 Restoration Project
- E. Accept and authorize distribution of 2012/2013 Financial Audit
- F. Motion to not waive monetary limits on municipal tort liability
- G. Approve cooperative agreement between BCWMC and City of Golden Valley for feasibility report preparation for Main Stem Channel Restoration Project 2015CR

5. PUBLIC HEARING

- A. Receive comments from public on major plan amendment and continue hearing to June 20, 2013

6. NEW BUSINESS

- A. Review Roles and Responsibilities document
- B. Review Committee appointments

- C. Consider reimbursement to Commissioners and volunteers for mileage to special events/meetings
- D. Review proposed 2014 budget
- E. TAC Recommendations
 - i. Appoint liaison to June 6th TAC meeting
 - ii. Consider future TAC agenda items

7. OLD BUSINESS

- A. Receive Update on Next Generation Plan Development
 - i. Issues identified at small group mtgs and survey results (full document available online)
 - ii. Proposed schedule for Commission and TAC prioritizing issues/developing goals
 - iii. Review Tables 5-4 and 5-5 of Draft Plan
 - iv. Update on preparation for watershed summit
- B. Review draft Response to Comments for Major Plan Amendment
- C. Consider additional expenditures for Wirth Lake Outlet Structure
- D. Update on Watershed Tour
- E. Update on JPA Amendment

8. COMMUNICATIONS

- A. Administrator's Report
- B. Chair
- C. Commissioners
- D. Committees
 - i. Budget Committee Meeting Notes
 - ii. Administrative Services Committee Meeting Notes
- E. Legal Counsel
- F. Engineer
 - i. Atlas 14 Memo and figures

9. INFORMATION ONLY (Information online only)

- A. Upcoming Events and Notices
- B. Links to Water Related News Articles
- C. Grant Tracking Summary and Spreadsheet
- D. Met Council Storm Water Reuse Workshops
- E. Comments received by MPCA on Upper Mississippi River Bacteria TMDL

10. ADJOURNMENT

Upcoming Meetings

- **Monday, May 20th** – Next Generation Plan Steering Committee Meeting – 4:30 p.m. at Golden Valley City Hall, Council Conference Room
- **Tuesday, June 4th** – Hennepin County Environment, Energy and Natural Resources Committee Meeting – 1:30 at Hennepin County Government Center
- **Thursday, June 6th** – TAC meeting, 1:30 p.m. – 3:00 p.m. at Golden Valley City Hall
- **Thursday, June 13th** – **Bassett Creek Watershed Summit** – 7:00 p.m. - Plymouth City Hall
- **Monday June 24th** - **Bassett Creek Watershed Tour** – 1:00 p.m. – leaving from Golden Valley City Hall

Future Commission Agenda Items list

- Construct policy/procedure for feasibility studies
- Develop a post-project assessment to evaluate whether it met the project's goals
- Medicine Lake rip-rap issue over sewer pipe
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation by Claire Bleser and Kevin Bigalke on Chloride

Future TAC Agenda Items List

- Look into implementing "phosphorus-budgeting" in watershed – allow "x" lbs. of TP/acre.



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: May 7, 2013

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background information on 5/16/13 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 April 18, 2013 Meeting Minutes – ACTION ITEM with attachment
 - B. Approval of April Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – April 2013 Administrator Services
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 - iii. Amy Herbert – April 2013 Secretarial Services
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 - vi. D'amico-ACE Catering – May 2013 Meeting Catering
 - vii. Finance & Commerce, Inc.
 - viii. Lakeshore Weekly News
 - ix. Sun Newspapers
 - x. MMKR
 - xi. Prairie Moon Nursery
 - D. Approval of Reimbursement to City of Golden Valley for 2012 Bassett Creek Reach 1 Restoration Project - ACTION ITEM with attachment

The City of Golden Valley is requesting reimbursement from the BCWMC for the referenced project. The City and BCWMC entered into a cooperative agreement for this project on 10/21/10. Commission Engineers reviewed the documents provided by the City and recommends payment of \$483,848.65 in accordance with the attached letter. Note the following documentation (from Jim Herbert):

BCWMC Reimbursement Summary (per 10/21/10 Cooperative Agreement)

BCWMC CIP Closed Project Account:	\$419,500
BCWMC 2010 Levy collected 2011:	<u>\$160,700</u>
Total Approved Project Budget:	\$580,200
<u>Project Summary (Golden Valley)</u>	
Total completed as of April 8, 2013:	\$483,848.65
Previous Reimbursement from BCWMC:	<u>(\$0.00)</u>
Current BCWMC Reimbursement Request:	\$483,848.65

Project balance

The April 2013 BCWMC financial report (Table A- CIP Projects Levied) indicates a project balance (remaining budget) of \$526,976.55 (not including the current Golden Valley reimbursement request and current BCWMC expenses).

- Construction is substantially completed as of April 8, 2013.
- Current reimbursement includes Professional Services (consulting fees), City Staff Time (salaries, insurance, retirement), Operating Expenses (Public Notices) and Construction.
- A portion of the work north of Westbrook Road was not completed under this contract due to limited access on private properties. The City may request the Commission's assistance to revisit stream restoration opportunities in this area in the future.
- A final reimbursement request will be provided by the City after final completion in the next several weeks.

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- E. Accept and authorize distribution of 2012/2013 Financial Audit -**ACTION ITEM with attachment** *The financial audit for the Commission fiscal year ending January 31, 2013 is complete. Deputy Treasurer Virnig reports that it is a "clean" audit and recommends the Commission accept the audit. The Commission should also authorize distribution of the audit to the BWSR.*
- F. Motion to not waive monetary limits on municipal tort liability- **ACTION ITEM with attachment** *This is a routine, annual task. Commission Counsel LeFevere recommends the Commission take action to not waive monetary limits on municipal tort liability.*
- G. Approve cooperative agreement between BCWMC and City of Golden Valley for feasibility report preparation for Mainstem Channel Restoration Project 2015CR – **ACTION ITEM with attachment** *The at 3/21/13 Commission meeting, there was consensus for the City of Golden Valley to contract with WSB to prepare a feasibility study for Main Stem Restoration Project from 10th Ave to Duluth St. Staff recommends approval of the cooperative agreement between the Commission and Golden Valley.*

5. PUBLIC HEARING

- A. Receive comments from public on Major Plan Amendment and continue hearing to June 20, 2013
On 2/28/13 the Commission requested a Major Plan Amendment to add three projects to the 2004 Watershed Management Plan. Find proposed plan amendment information here:
www.bassettcreekwmo.org/PlanAmendments/PlanAmendmentHome.htm

The public hearing will be opened and the public will be asked for comments on the proposed major plan amendment. All comments will be entered into the public record. The public hearing should remain open until the June 20, 2013 Commission meeting in order to meet the requirements of responding to agency comments received during the 60-day review period.

6. NEW BUSINESS

- A. Review Roles and Responsibilities document - **ACTION ITEM with attachment**
At their meeting on 4/25/13, the Administrative Services Committee reviewed the roles and responsibilities of Commission consultants as well as TAC members, Commissioners, and Commission Committees. Subsequent to that meeting, some additions were proposed by the Commission Engineer – now shown with tracked changes. Staff recommends review, adjustments as needed, and approval of a final document to provide direction to all Commission members and consultants.

B. Review Committee appointments - **DISCUSSION ITEM no attachment**

At the 2/21/13 Commission meeting, the following appointments were made to Commission Committees: Budget Cmte = Commissioners Black (Chair), de Lambert, and Hoshal, Hoschka; Administrative Services Cmte = Commissioners de Lambert (Chair), Hoshal, Black, Hoschka, Welch and Sicora; Education Cmte = Commissioner Hoshal; Next Gen Plan Steering Cmte = Linda Loomis (Chair), Commissioners Black, Welch, Hoshal, de Lambert, Sicora, and Alternate Commissioners Goddard, Riss. There has been a request to review and possibly adjust Committee appointments at this time.

C. Consider reimbursement to Commissioners and volunteers for mileage to special events/meetings –

DISCUSSION ITEM no attachment *At their meeting on 4/22/13 the Administrative Services Committee (at the request of the Administrator) considered developing a policy to reimburse Commission volunteers and Commissioners or Alternates that drive to special meetings (e.g. small group meetings), or events and expos (e.g. Plymouth Yard and Garden Expo, etc). Additional liability insurance would be needed by the Commission at a rate of \$145/year. If appropriate, a policy could be drafted outlining exactly who and for what events volunteers or Commissioners could be reimbursed.*

D. Review proposed 2014 budget - **DISCUSSION ITEM with attachment**

At their meeting on 4/25/13, the Budget Committee considered possible 2014 expenditures, taking into consideration information from Commissioner Hoshal on educational expenses and information from the Commission Engineer, Recording Secretary, Legal Counsel and Administrator about projected expenses in 2014. The Commission should review the proposed budget and decide on next steps. A final recommendation on 2014 assessments on member cities should be made at the June Commission meeting.

E. TAC Recommendations

i. Appoint liaison to June 6th TAC meeting - **ACTION ITEM no attachments**

At the 4/18/13 Commission meeting, it was recommended that a Commissioner be appointed to attend TAC meetings. The Commission should appoint a liaison for the 6/6/13 TAC meeting.

ii. Consider future TAC agenda items - **ACTION ITEM no attachments**

Staff recommends that the following topics be discussed at the June 6th TAC meeting (or future TAC meetings as time allows: 1) Review of technical memos and recommendations resulting from completed XP-SWMM and P8 models; 2) Discussion on developing guidance on appropriate cost per pound pollutant removal for future projects; 3) How and if cities are preparing for emerald ash borer and how loss of ash trees might affect waterbodies. Rainbow Tree Care has offered to give a presentation or otherwise assist cities or the Commission with this issue; and 4) Blue Star Award – A program coordinated by Friends of the Mississippi River that recognizes excellence in community stormwater management.

7. OLD BUSINESS

A. Receive Update on Next Generation Plan Development

- i. Issues identified and results of small group meetings and survey – **INFORMATIONAL ITEM with attachment**** – *At their meeting on 4/22/13, the Next Gen Plan Steering Committee reviewed and categorized approximately 200 notecards from 9 small group meetings. These summarized results as well as the results of the online survey through 5/3/13 are attached. This information will be used at the 6/13/13 Watershed Summit where participants will be asked to prioritize issues.*

- ii. Proposed schedule for Commission and TAC prioritizing issues/developing goals –
DISCUSSION ITEM no attachment *At their meeting on 4/22/13, the Next Gen Plan Steering Committee recommended a workshop for Commissioners, Alternates and TAC members to prioritize issues for the Plan after the Watershed Summit. Rather than a separate workshop during the busy summer months, staff recommends the following:*

5/20 Plan Steering Cmte Meeting: *Continue discussion on Plan layout; discuss process to develop goals; work with GTS (who will be in attendance) to plan for Summit*

6/13 Watershed Summit: *The public and other attending partners prioritize issues;*

Commissioners, Alternates and city staff do not participate in prioritizing during this meeting

6/20 Commission Meeting: *Whole group prioritization of issues in lieu of separate workshop*

6/24 Plan Steering Cmte Meeting: *Begin goal setting (or brainstorming exercise that leads to draft goals)*

7/18 Commission Meeting: *Whole group discussion of draft goals, begin to finalize goals which may be continued to August meeting*

- iii. Review Tables 5-4 and 5-5 of Draft Plan – **INFORMATION ITEM with attachments (2)**
Although the table numbers may change, these tables will be included in the Next Generation Watershed Management Plan. They list the Capital Improvements since the completion of the 2004 Watershed Management Plan and the non-CIP accomplishments of the Commission since the 2004 Plan. Staff is seeking comments from the Commission or city staff on the tables.

- iv. Update on preparation for watershed summit – **INFORMATION ITEM no attachment**
I will update the group on preparations for the watershed Summit including correspondence with GTS.

- B. Review draft Response to Comments for Major Plan Amendment – **ACTION ITEM with attachment** *On 2/28/13 the Commission requested a Major Plan Amendment to add three projects to the 2004 Watershed Management Plan. Find proposed plan amendment information here: www.bassettcreekwmo.org/PlanAmendments/PlanAmendmentHome.htm A 60-day review period ended on 4/30/13. The Commission received comments from DNR and letters with no substantive comments from BWSR, Met Council and MN Department of Agriculture. All 4 letters and draft responses to the DNR comments are attached. The Commission must take action to submit responses to comments to the review agencies in order to complete the Public Hearing on June 20, 2013 and move forward with the plan amendment process.*
- C. Consider additional expenditures for Wirth Lake Outlet Structure – **ACTION ITEM with attachment** *The City of Golden Valley is requesting additional funding to complete the Wirth Lake Outlet Project as outlined in the attached letter. Staff recommends approval of these expenses due to the use of project funds for the feasibility study and grant administration. (These types of costs are now included in CIP project expenses.)*
- D. Update on Watershed Tour – **INFORMATION ITEM no attachment**
Staff has invited elected officials to the Watershed Tour (along with an invitation the Watershed Summit). Staff recommends reconsidering including the Wirth Lake Outlet Structure on the tour. Staff can arrange to have the gates open and working and believes would make a good project to showcase.
- E. Update on JPA Amendment – **INFORMATION ITEM no attachment**
To date, the cities of Minnetonka, New Hope and St. Louis Park have reviewed the proposed amendment to extend the JPA to January 1, 2025. None of these cities have any comments on the JPA or the proposed extension.

8. COMMUNICATIONS – **INFORMATIONAL ITEM with attachments**

- A. Administrator’s Report – *attached*
- B. Chair
- C. Commissioners
- D. Committees
 - i. Budget Committee Meeting Notes - *attached*
 - ii. Administrative Services Committee Meeting Notes - *attached*
- E. Legal Counsel
- F. Engineer
 - i. Atlas 14 Memo and figures - *attached*

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

- A. Upcoming Events and Notices
- B. Links to Water Related News Articles
- C. Grant Tracking Summary and Spreadsheet
- D. Met Council Storm Water Reuse Workshops
- E. Comments received by MPCA on Upper Mississippi River Bacteria TMDL

10. ADJOURNMENT

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- **Thursday, June 6th** – TAC meeting, 1:30 p.m. – 3:00 p.m. at Golden Valley City Hall
- **Thursday, June 13th** – **Bassett Creek Watershed Summit** – 7:00 p.m.-Plymouth City Hall
- **Monday June 24th** - **Bassett Creek Watershed Tour** – 1:00 p.m. –leaving from Golden Valley City Hall



Bassett Creek Watershed Management Commission

Minutes of the Regular Meeting

April 18, 2013

Golden Valley City Hall, 11:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Dan Johnson	Robbinsdale	<i>Not represented</i>
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	<i>Not represented</i>
Medicine Lake	Commissioner Ted Hoshal, Secretary	Administrator	Laura Jester, Keystone Waters LLC
Minneapolis	Commissioner Michael Welch	Attorney	Charlie LeFevere, Kennedy & Graven
Minnetonka	<i>Not represented</i>	Engineer	Karen Chandler, Barr Engineering Co.
New Hope	<i>Not represented</i>	Recorder	Amy Herbert
Plymouth	Commissioner Ginny Black, Chair		

Technical Advisory Committee (TAC) Members/ Other Attendees Present:

Derek Asche, TAC, City of Plymouth	Guy Mueller, Alternate Commissioner, City of Crystal
Jeannine Clancy, TAC, City of Golden Valley	John O'Toole, Alternate Commissioner, City of Medicine Lake
Christopher Gise, Resident, City of Golden Valley	David Spicer, Friends of Northwood Lake, New Hope
Dave Hanson, Alternate Commissioner, City of Golden Valley	Liz Stout, TAC, City of Minnetonka
Justin Klabo, SEH, Inc.	Jim Vaughn, TAC, City of St. Louis Park
Linda Loomis, BCWMC Next Generation Plan Steering Committee Chair	Robert White, Friends of Northwood Lake, New Hope
Tom Mathisen, TAC, City of Crystal	Pete Willbenbring, WSB & Associates
Richard McCoy, TAC, City of Robbinsdale	

1. CALL TO ORDER AND ROLL CALL

On Thursday, April 18, 2013, at 11:34 a.m., Chair Black called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. The cities of Minnetonka, New Hope, Robbinsdale and St. Louis Park were absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

Robert White of the Friends of Northwood Lake in New Hope introduced himself, described the goals of the Friends of Northwood Lake, and mentioned his history of volunteering with the BCWMC's sponsored CAMP monitoring of Northwood Lake. David Spicer of the Friends of Northwood Lake introduced himself. Guy Mueller, BCWMC alternate commissioner from the City of Crystal, introduced himself.

3. AGENDA

Commissioner Hoschka moved to approve the agenda. Commissioner Johnson seconded the motion. The motion carried unanimously 5-0 [Cities of Minnetonka, New Hope, Robbinsdale, and St. Louis absent from vote].

4. CONSENT AGENDA

Commissioner Welch requested the removal of item 4E – Approval of Hennepin County Request to extend major plan amendment comment period – from the Consent Agenda. The Commission agreed. Commissioner Welch moved to approve the Consent Agenda as amended. Commissioner Hoshal seconded the motion. The motion carried unanimously 5-0 [Cities of Minnetonka, New Hope, Robbinsdale, and St. Louis absent from vote].

[The following items were approved as part of the Consent Agenda: the March 21, 2013, BCWMC meeting minutes, the April Financial Report, payment of the invoices, and approval of the 2013 CAMP contract with the Metropolitan Council.]

The general and construction account balances reported in the April 2013 Financial Report are as follows:

Checking Account Balance	\$723,109.26
TOTAL GENERAL FUND BALANCE	\$723,109.26
TOTAL CASH & INVESTMENTS ON-HAND (4/11/13)	\$2,946,484.10
CIP Projects Levied – Budget Remaining	(\$3,524,544.50)
Closed Projects Remaining Balance	(\$578,060.40)
2013 Anticipated Tax Levy Revenue	\$986,000.00
Anticipated Closed Project Balance	\$407,939.60

5. NEW BUSINESS

A. Clarification of Open Meeting Law with Regards to Electronic or Telephone Participation. Mr.

LeFevere said that the Open Meeting Law applies to the Commission and its Committees. He explained that those groups can conduct meetings where people participate remotely, but it is difficult to comply with the law because law requires that the members of the governing body, no matter the location of each member, must be able to hear and see one another and hear and see all discussion. He said that in addition, members of the public must be able to hear and see all discussion and all votes of the members of the governing body. Mr. LeFevere said that you would need an audiovisual device set up in order to meet the requirement and recently it was ruled that Skype can be used to meet the requirement. He said he thinks it would be difficult to make Skype work for a group this large. He said that using only a telephone would not meet the requirements of the Open Meeting Law. Mr. LeFevere said that if someone wanted to listen in to the meeting but not participate or speak, then it would be fine to use a conference call for listening in, but not for participating.

B. TAC Recommendations.

- i. Lakeview Park Pond. Mr. Asche said that the TAC met on April 4th and discussed the Lakeview Park Pond project in Golden Valley that would treat stormwater runoff draining to Medicine Lake and where currently no stormwater treatment exists. He reminded the Commission that there was a feasibility report on the project prepared in 2004 and updated in 2011. He commented that the report addressed the project at the concept level. Mr. Asche said that the primary issue to be addressed by the project is flooding and the other issue to be addressed is water quality. He said that last year in its levy request to Hennepin County, the BCWMC requested \$162,000 for the \$196,000 project, which will be payable to the Commission this year.

Mr. Asche described the four project design options that the City of Golden Valley and the project's consultant, SEH, Inc., investigated: a parallel trunk storm sewer system, a partial build for ponding, which would collect water from about half of the area, a full build for ponding, and home buyouts in the area. He described the TAC's discussion and reported that the TAC recommends the full build out, which would bring the cost of the project from about \$200,000 to approximately \$400,000.

Justin Klabo of SEH provided a summary of the four design options, described Golden Valley's preferred design option of the full build, and addressed extensive questions and concerns from the Commission. Mr. LeFevere asked what would happen if the soils of the project site move and impact the houses adjacent to the project site. The group discussed the possibility of the soils moving. Chair Black said that before she votes she would like SEH to have a discussion with its geotechnical engineer and bring the information to the Commission. Ms. Clancy noted that at one point the City looked at designing the project solely to reduce flooding, instead of a water quality pond, and restoring the area with natural grasses; but the water quality pond could help address nutrient impairments in Medicine Lake. Chair Black asked SEH to come to the Commission's May meeting to respond to the concerns raised today by the Commission.

Chair Black said that in regard to the approximate \$200,000 project cost gap, the Commission could draw funds from its Closed Project Account. She said that doing so would draw down that account below the \$250,000 minimum that the Commission set for that fund. Mr. Asche said that the TAC discussed that point and did not have any issues with going below that \$250,000 minimum.

Chair Black said that at the May meeting the Commission will continue its discussion about the

- project. There was consensus that it was appropriate to use Closed Project funds to cover the additional costs of the project due to the special circumstances. The group also recognized this was a good opportunity to improve the water quality of Medicine Lake.
- ii. **XP-SWMM Model and P8 Model Completion.** Mr. Asche said that the TAC recommends a presentation of the models by the Commission Engineer to the TAC at its June 6th meeting and present the models to the Commission at one of its future meetings. Chair Black asked why the models aren't coming in front of the Next Generation Plan Steering Committee. Ms. Chandler said that she is sure the models will get incorporated into the plan since modeling will be addressed but she doesn't see that the Plan Steering Committee needs to make any decisions. She said the model results need to be accepted by the Commission, first. Ms. Chandler indicated the Commission should consider how the results will be used and maintained and that information will get carried into the plan. The Commission indicated agreement to the TAC's recommendation.
 - iii. **Improving the BCWMC Finance/ Budgeting Reporting.** Mr. Asche stated that several months ago the Commission authorized the TAC to look into the financial reports and determine if any changes or additions could be made to the reports to make them more useful. He said the TAC had a great discussion on this topic and talked about how the Commission accounts for funds that are left over from one budget year into another. He said that for the funds that accrue each year like the channel maintenance, long-term maintenance, and TMDL funds, the running totals could be listed on the financial report. The Commission indicated consent to the TAC's recommendation.
 - iv. **Watershed Tour Sites.** The Commission discussed and finalized its tour stops: WOMP station, Tunnel entrance, Sweeney Lake outlet, Stream restoration site (post construction), and Crystal Lake treatment plant. The Commission set its tour date and time for Monday, June 24th at 1:00 p.m.
 - v. **Next TAC meeting.** Chair Black announced that the next TAC meeting will be on Thursday, June 6th and the TAC will discuss the XP-SWMM and the P8 models. She said that an item on the TAC's future items list is the phosphorus budgeting in the watershed. Chair Black brought up the fact that the Commission doesn't always annualize the cost of projects, like a pond versus a rain garden and amount of phosphorous removed, and it would be helpful to have such information to facilitate comparison of the projects. She said it would be helpful for the TAC to look at this issue. Chair Black said that the Next Generation Watershed Management Plan should be on the TAC's agenda on an as-needed basis.

C. Approve 2012 Annual Report. The Commission provided comments on the draft report and authorized staff to make the changes. Commissioner Welch moved to approve the annual report with the changes discussed and to authorize staff to submit the report to BWSR (the Minnesota Board of Water and Soil Resources). Commissioner Johnson seconded the motion. The motion carried unanimously 5-0 [Cities of Minnetonka, New Hope, Robbinsdale, and St. Louis absent from vote].

6. OLD BUSINESS

- A. Briarwood/Dawnview Water Quality Improvement Project: Golden Valley - Presentation of Final Feasibility Report and Select Option for CIP Project.** Pete Willenbring of WSB & Associates described the project and its goal to improve the quality of the water discharged from the Briarwood/Dawnview watershed. He reviewed the five options investigated, which are described in detail in

the final feasibility report. Mr. Willenbring recommended option number 5: Construct stormwater retention and treatment pond with deadpool storage and iron-enhanced filtration system. This is the option preferred by the City of Golden Valley. In response to Commissioner Welch's question on the topic, Mr. Willenbring confirmed that option number 5 includes an official wetland delineation in the course of the project.

Mr. Mathisen asked about the life-span of the iron filings. Mr. Willenbring said that reports vary but the idea is to let the sand filter operate as long as it can. He said that it would be approximately 20 years before the sediment would need to be cleaned out of the pond and perhaps the iron filings would be replaced when the sediment is cleaned out. Mr. Willenbring responded to some questions from Commissioner Hoshal regarding impact to private properties in the area. Commissioner Welch asked Ms. Chandler for the Commission Engineer's thoughts on the project. Ms. Chandler said that everything discussed at the TAC meeting has been addressed, such as the maintenance of the iron filter. She said that the final feasibility report contains annual maintenance costs and the costs for option 5 are higher than the other options so she is assuming that it contains the costs for maintaining the filter. Ms. Chandler indicated she is comfortable with option 5 as it provides the most water quality improvements for the investment.

Commissioner Hoschka moved to accept the feasibility report and to move forward with implementing option 5. Commissioner Welch seconded the motion. Commissioner Hoshal asked for more detail about the cost of option 2. Mr. Willenbring responded. Commissioner Welch asked Golden Valley if it anticipates any difficulties with Hennepin County regarding the land. Ms. Clancy responded no. The motion carried unanimously 5-0 [Cities of Minnetonka, New Hope, Robbinsdale, and St. Louis absent from vote].

- B. Major Plan Amendment.** Ms. Chandler reported that on June 11th Hennepin County will be considering approval of the Commission's Major Plan Amendment. She said that if the Commission is comfortable with setting the maximum levy for 2014 projects today, then it could be acted upon at the County's June 11th meeting as well. Alternatively, the Commission could set its maximum levy at its May or June Commission meeting. Ms. Chandler reminded the Commission that in addition to project construction costs, the Commission incurs costs for feasibility studies, plan amendments, grant applications and administration, and follow up tasks in the pre-construction phase. The Commission considered the costs of the projects slated for next year's levy:

Project	Item	Cost
Briarwood/ Dawnview	Construction	\$234,000
	Feasibility study	\$11,700
	Costs Expended (per financial report)	\$933
	<i>Project Total:</i>	<i>\$246, 600</i>
Twin Lake Alum Treatment	Construction	\$148,000
	Feasibility study	\$7,300
	<i>Project Total:</i>	<i>\$155,300</i>
Schaper Pond Improvements	Construction	\$550,000
	Feasibility study/ plan amendment/ BCWMC follow up tasks	\$44,900

	<i>Project Total:</i>	<i>\$594,900</i>
	Grand Total 2014 CIP Project Costs	\$996,900

Ms. Chandler recommended the Commission set the maximum levy at \$1,000,000. Commissioner Welch moved to set the maximum levy for the 2014 CIP projects at \$1,000,000. Commissioner Johnson seconded the motion. The motion carried unanimously 5-0 [Cities of Minnetonka, New Hope, Robbinsdale, and St. Louis absent from vote].

Ms. Chandler said that she typically provides the levy number to Joel Settles at Hennepin County and will do so as long as the Commission approves. The Commission indicated approval. Commissioner Welch asked that Ms. Chandler notify the Commission of the date of the County's hearing on the Commission's plan amendment and maximum levy request. Ms. Chandler said that it would be the County's May 14th hearing. Several commissioners and staff indicated interest at attending the hearing. Commissioner Welch asked that the Commission discuss at a future time the BCWMC's Plan Amendment structure and schedule and how it works with Hennepin County's structure and schedule. The Commission agreed that this is a policy issue to be discussed.

From Consent Agenda: Commissioner Welch moved to grant Hennepin County's request for an extension on the Major Plan Amendment comment period until June 11, 2013. Commissioner Johnson seconded the motion. The motion carried unanimously 5-0 [Cities of Minnetonka, New Hope, Robbinsdale, and St. Louis absent from vote]. Ms. Chandler said that the public hearing on the Major Plan Amendment is on the Commission's calendar for its May 16th meeting and she recommends that the Commission open the hearing on May 16th and continue it to the Commission's June 20th meeting. The Commission agreed.

- C. Review of Draft FEMA Hennepin County Floodplain Maps.** Ms. Chandler said that in November the Commission authorized the Commission Engineer to review the FEMA (Federal Emergency Management Agency) draft floodplain maps. She reported that the Commission Engineer completed the review and found good matches in the Main Stem and North Branch but disparities in the Sweeney Branch and Plymouth Creek. She said that the tables in the April 10th Engineer's Memo provides details on the differences. Ms. Chandler summarized the information in the tables.

Ms. Chandler recommended she draft a letter to FEMA for BCWMC signature requesting that FEMA modify the draft floodplain maps to include information from the 2007 Letter of Map Revision to accurately map the floodplains and base flood elevations for the Sweeney Lake Branch; and request that FEMA restudy Plymouth Creek using the information in the BCWMC's new XP-SWMM model of the Plymouth Creek watershed to incorporate up-to-date information about the current hydrology and road crossings. Ms. Chandler indicated that FEMA was unlikely to delay its finalization process for a restudy, but the Commission can ask. She noted that comments are due to FEMA on June 29th.

Commissioner Welch moved to accept the Engineer's recommendation to send a letter to FEMA with the requests described by the Commission Engineer and for the letter to strongly encourage FEMA to consider this information in its present process. Commissioner Johnson seconded the motion. Commissioner Hoschka offered comments on the maps and legends for Figures 1 and 3 included with the Engineer's Memo. The motion carried unanimously 5-0 [Cities of Minnetonka, New Hope, Robbinsdale, and St. Louis absent from vote]. Chair Black said that she would sign the letter when it is prepared.

- D. Update on CAMP Volunteers.** Administrator Jester provided information on the CAMP volunteers for the 2013 season. She noted that the contract approved under today's Consent Agenda is for eight sites and she noted that there is funding for up to ten sites. She said that the contract can be amended if needed to add up to two additional monitoring sites. Administrator Jester said that a volunteer for Parkers Lake is still needed.
- E. Update on Twin Lake Fishery Investigation.** Ms. Chandler reported that an investigation of the Twin Lake fishery had found that the most recent fish survey of Twin Lake, done in 1991 by the DNR, was actually a combined survey of Twin and Sweeney Lakes. She reported that Ms. Jester asked the DNR if it could do a fishery study of the lake and the DNR said it would not fit into its budget. Ms. Chandler said the Commission Engineer did talk to some residents and the The Minneapolis Park and Recreation Board and received some anecdotal information about pike and crappies but not carp. She said that due to the depth of the lake and its steep sides, Twin Lake isn't favorable habitat for carp. Ms. Chandler reported said that she does not think that carp are a big problem in Twin Lake. She said that through some work in Ramsey County, staff with Barr Engineering has been studying the impact of carp on the mixing depth in lakes. Ms. Chandler said that since carp dig up the bottom of lakes, the alum dosing would need to take that mixing effect into account. She summarized that she did not find evidence that carp are a problem in Twin Lake but if the Commission wants to know more it would need to conduct a fish survey. There was a discussion about carp and techniques to locate carp in a lake such as releasing a tagged carp into the lake and tracking it.
- F. Receive Update on Next Generation Plan Development.** Administrator Jester provided an update on the Plan Steering Committee's March 25th meeting and on the small group meetings that have taken place and that are coming up. She explained the Committee's interest in getting information from GTS for assistance with planning and executing the June 13th Watershed Summit and commented that the organization worked with the City of Golden Valley on its Envision process. She provided information on the proposal that GTS submitted to the Commission. Administrator Jester said that the cost would be \$2,250 for the work as described in the proposal, which would include two GTS staff facilitating the Watershed Summit. She said that if the Commission wanted help planning the event but not using GTS to facilitate the Summit, the cost would be \$1,125 and the cost would be \$1,700 for GTS to provide one facilitator at the Summit.
- Administrator Jester said that she liked GTS' ideas for the summit and recommends using GTS for the planning. She said that the issue of using internal vs external facilitators is really a Commission decision. Commissioner Welch moved to approve using GTS for help planning and facilitating the Watershed Summit at a cost not to exceed \$2,000. Commissioner Johnson seconded the motion. The motion carried unanimously 5-0 [Cities of Minnetonka, New Hope, Robbinsdale, and St. Louis absent from vote].

7. ADJOURNMENT

The meeting adjourned at 1:48 p.m.

Amy Herbert, Recorder	Date
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Commission Secretary	Date
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BEGINNING BALANCE	11-Apr-13	723,109.26
ADD:		
General Fund Revenue:		
Interest (Bank Charges)	(4.23)	
Permits:		
Global One Commercial	2,000.00	
City of Plymouth	1,000.00	
Steiner Construction Services	3,000.00	
Trammell Crow	1,500.00	
Insite Architects Inc	1,500.00	
City of Robbinsdale	1,000.00	
Reimbursed Construction Costs	490,864.89	
	Total Revenue and Transfers In	500,860.66
DEDUCT:		
Checks:		
2520 Barr Engineering	Apr Engineering	42,013.93
2521 D'Amico Catering	May Meeting	174.97
2522 Amy Herbert	Apr Secretarial	3,069.65
2523 Kennedy & Graven	Mar Legal	1,633.15
2524 Keystone Waters LLC	Apr Administrator	4,387.50
2525 Finance & Commerce Inc	Legal Notices	102.00
2526 Lakeshore Weekly News	Legal Notices	167.20
2527 MMKR	Audit-Progress billing	1,500.00
2528 Prairie Moon Nursery	Flower seed packets	256.50
2529 Sun Newspapers	Legal Notices	519.48
2530 Wenck Associates	Outlet Monitoring	1,831.60
2531 void		0.00
2532 City of Golden Valley	Wisc Ave/Duluth St	483,848.65
	Total Checks	539,504.63
Outstanding from previous month:		
2488 Henn Cty Dept Envir Ser	2012 Riverwatch	2,000.00
Meadowbrook School	2009 Exp-Grant	992.08
	Total Expenses	539,504.63
ENDING BALANCE	8-May-13	684,465.29

Item 4B
BCWMC 5-16-13

	2013/2014 BUDGET	CURRENT MONTH	YTD 2013/2014	BALANCE
OTHER GENERAL FUND REVENUE				
INTEREST EARNED (BANK CHARGES)		(4.23)	(17.43)	
ASSESSMENTS	515,045.00	0.00	459,158.00	55,887.00
PERMIT REVENUE	48,000.00	10,000.00	20,300.00	27,700.00
REVENUE TOTAL	563,045.00	9,995.77	479,440.57	83,587.00
EXPENDITURES				
ENGINEERING				
ADMINISTRATION	120,000.00	11,219.00	35,096.63	84,903.37
PLAT REVIEW	60,000.00	9,504.50	19,096.00	40,904.00
COMMISSION MEETINGS	14,250.00	1,485.00	3,716.11	10,533.89
SURVEYS & STUDIES	10,000.00	2,207.00	4,369.00	5,631.00
WATER QUALITY/MONITORING	40,000.00	1,059.00	6,707.00	33,293.00
WATER QUANTITY	11,000.00	694.38	1,604.64	9,395.36
WATERSHED INSPECTIONS	7,000.00	879.67	1,466.17	5,533.83
ANNUAL FLOOD CONTROL INSPECTIONS	15,000.00	0.00	0.00	15,000.00
REVIEW MUNICIPAL PLANS	2,000.00	0.00	0.00	2,000.00
ENGINEERING TOTAL	279,250.00	27,048.55	72,055.55	207,194.45
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	7,361.00	0.00	0.00	7,361.00
WATERSHED-WIDE P8 WATER QUALITY MODEL	6,693.86	362.50	7,361.00	(667.14)
NEXT GENERATION PLAN	40,000.00	4,255.00	6,693.86	33,306.14
PLANNING TOTAL	54,054.86	4,617.50	14,054.86	40,000.00
ADMINISTRATOR	50,000.00	4,387.50	13,000.00	37,000.00
LEGAL COSTS	18,500.00	1,364.50	3,984.01	14,515.99
AUDIT, INSURANCE & BONDING	15,225.00	1,500.00	6,700.00	8,525.00
FINANCIAL MANAGEMENT	3,045.00	0.00	0.00	3,045.00
MEETING EXPENSES	2,750.00	174.97	895.64	1,854.36
SECRETARIAL SERVICES	40,000.00	4,292.44	10,712.61	29,287.39
PUBLICATIONS/ANNUAL REPORT	2,000.00	585.00	1,845.00	155.00
WEBSITE	2,500.00	0.00	125.00	2,375.00
PUBLIC COMMUNICATIONS	3,000.00	984.18	984.18	2,015.82
WOMP	17,000.00	3,428.60	3,883.20	13,116.80
EDUCATION AND PUBLIC OUTREACH	14,775.00	256.50	1,632.78	13,142.22
WATERSHED EDUCATION PARTNERSHIPS	15,000.00	0.00	3,500.00	11,500.00
EROSION/SEDIMENT (CHANNEL MAINT)	25,000.00	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000.00	0.00	0.00	25,000.00
TMDL STUDIES (moved to CF)	10,000.00	0.00	0.00	10,000.00
GRAND TOTAL	577,099.86	48,639.74	133,372.83	443,727.03

	Current	YTD
Construct Exp	490,864.89	505,503.89
Total	539,504.63	638,876.72

BCWMC Construction Account
Fiscal Year: February 1, 2013 through January 31, 2014
May 2013 Financial Report

(UNAUDITED)

Cash Balance 4/11/13			
Cash			2,946,484.10
Investments:			
	Total Cash & Investments		2,946,484.10
Add:			
Interest Revenue (Bank Charges)		(19.24)	
Investment Interest		2,518.72	
	Total Revenue		2,499.48
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(487,087.29)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(2,472.60)	
	Total Current Expenses		(489,559.89)
	Total Cash & Investments On Hand	05/08/13	2,459,423.69
Total Cash & Investments On Hand		2,459,423.69	
CIP Projects Levied - Budget Remaining - TABLE A		(3,037,457.21)	
Closed Projects Remaining Balance		(578,033.52)	
2013 Anticipated Tax Levy Revenue - TABLE C		986,000.00	
Anticipated Closed Project Balance		407,966.48	
Proposed & Future CIP Project Amount to be Levied - TABLE B		935,000.00	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2013 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Plymouth Creek Channel Restoration (2010 CR)	965,200.00	0.00	135.00	933,688.61	31,511.39
Main Stem Crystal to Regent (2010 CR)	636,100.00	85.00	673.50	296,973.53	339,126.47
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	484,058.40	484,210.40	537,281.85	42,918.15
North Branch-Crystal (2011 CR-NB)	834,900.00	39.80	439.80	225,760.46	609,139.54
Wirth Lake Outlet Modification (WTH-4)(2012)	180,000.00	0.00	1,013.50	31,155.38	148,844.62
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	2,588.09	4,136.09	97,928.22	758,071.78
Lakeview Park Pond (ML-8) (2013)	196,000.00	316.00	2,448.00	7,525.55	188,474.45
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	0.00	0.00	70,629.19	919,370.81
	5,238,400.00	487,087.29	493,056.29	2,200,942.79	3,037,457.21

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2013 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2014					
Briarwood / Dawnview Nature Area (BC-7)	200,000.00	344.55	1,125.05	1,277.85	198,722.15
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	587,000.00	1,681.00	2,398.50	46,603.96	540,396.04
Twin Lake Alum Treatment Project (TW-2)	148,000.00	357.50	6,004.50	7,675.75	140,324.25
2014 Project Totals	935,000.00	2,383.05	9,528.05	55,557.56	879,442.44
2015					
Main Stem 10th to St Croix	0.00	89.55	89.55	89.55	(89.55)
2015 Project Totals	0.00	89.55	89.55	89.55	(89.55)
Total Proposed & Future CIP Projects to be Levied	935,000.00	2,472.60	9,617.60	55,647.11	879,352.89

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
2013 Tax Levy	986,000.00		986,000.00				986,000.00	
2012 Tax Levy	762,010.00		762,010.00		754,412.36	754,412.36	7,597.64	762,010.00
2011 Tax Levy	863,268.83	(2,871.91)	860,396.92		3,686.47	854,632.98	5,763.94	862,400.00
2010 Tax Levy	935,298.91	(4,927.05)	930,371.86		350.44	927,355.07	3,016.79	935,000.00
2009 Tax Levy	800,841.30	(8,054.68)	792,786.62		589.46	792,732.39	54.23	800,000.00
2008 Tax Levy	908,128.08	(4,357.22)	903,770.86		178.28	903,724.28	46.58	907,250.00
				<u>0.00</u>			<u>1,002,479.18</u>	

BCWMC Construction Account

Fiscal Year: February 1, 2013 through January 31, 2014

(UNAUDITED)

May 2013 Financial Report

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2013 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	1,525.00	107,475.15	27,524.85
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
TOTAL TMDL Studies	<u>254,000.00</u>	<u>0.00</u>	<u>1,525.00</u>	<u>155,827.37</u>	<u>98,172.63</u>
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	573,373.00	0.00	0.00	13,566.33	559,806.67
Sweeney Lake Outlet (2012 FC-1)	250,000.00	1,305.00	1,305.00	133,072.24	116,927.76
Annual Water Quality					
Channel Maintenance Fund	250,000.00	0.00	0.00	59,718.10	190,281.90
Total Other Projects	<u>1,827,373.00</u>	<u>1,305.00</u>	<u>2,830.00</u>	<u>362,184.04</u>	<u>1,465,188.96</u>

Cash Balance 4/11/13 **1,343,206.40**

Add:

Transfer from GF 0.00

MPCA Grant-Sweeney Lk 0.00

Less:

Current (Expenses)/Revenue (1,305.00)

Ending Cash Balance 05/08/13 **1,341,901.40**

Additional Capital Needed **(123,288)**

Bassett Creek Construction Project Details

5/8/2013

CIP Projects Levied									
	Total	2010	2010	2011	2011	2012	2012	2013	2013
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Main Stem Crystal to Regent (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (2011 CR-NB)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)
Original Budget	5,238,400	965,200	636,100	580,200	834,900	180,000	856,000	196,000	990,000
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	20,954.25	20,954.25							
Feb 2009 - Jan 2010	20,889.00	9,319.95	11,569.05						
Feb 2010 - Jan 2011	114,036.63	30,887.00	11,590.80	34,803.97	31,522.86	2,910.00	1,720.00		602.00
Feb 2011 - Jan 2012	1,183,414.67	825,014.32	235,316.17	9,109.50	10,445.00	22,319.34	71,647.97	1,476.00	8,086.37
Feb 2012 - Jan 2013	367,954.45	47,378.09	37,824.01	9,157.98	183,352.80	4,912.54	20,424.16	2,964.05	61,940.82
Feb 2013 - Jan 2014	493,056.29	135.00	673.50	484,210.40	439.80	1,013.50	4,136.09	2,448.00	
Total Expenditures:	2,200,942.79	933,688.61	296,973.53	537,281.85	225,760.46	31,155.38	97,928.22	7,525.55	70,629.19
Project Balance	3,037,457.21	31,511.39	339,126.47	42,918.15	609,139.54	148,844.62	758,071.78	188,474.45	919,370.81

	Total	2010	2010	2011	2011	2012	2012	2013	2013
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Main Stem Crystal to Regent (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (2011 CR-NB)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)
Project Totals By Vendor									
Barr Engineering	295,362.50	47,863.10	31,435.50	48,363.20	36,727.71	25,691.69	80,254.26	6,325.00	18,702.04
Kennedy & Graven	13,762.40	2,120.10	2,435.25	1,052.50	832.45	2,225.15	1,862.25	1,200.55	2,034.15
City of Golden Valley	738,980.48		255,131.83	483,848.65					
City of Plymouth	911,036.86	861,143.86							49,893.00
City of Crystal	177,815.30				177,815.30				
Com of Trans									
S E H									
Misc									
2.5% Admin Transfer	63,985.25	22,561.55	7,970.95	4,017.50	10,385.00	3,238.54	15,811.71		
Total Expenditures	2,200,942.79	933,688.61	296,973.53	537,281.85	225,760.46	31,155.38	97,928.22	7,525.55	70,629.19

	Total	2010	2010	2011	2011	2012	2012	2013	2013
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Main Stem Crystal to Regent (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (2011 CR-NB)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)
Levy/Grant Details									
2009/2010 Levy	935,000	902,462	32,538						
2010/2011 Levy	862,400		286,300	160,700	415,400				
2011/2012 Levy	762,010					83,111	678,899		
2012/2013 Levy	986,000							162,000	824,000
Construction Fund Balance	1,302,990	62,738	2,262	419,500	419,500	21,889	177,101	34,000	166,000
BWSR Grant- BCWMO	652,500	212,250	147,750			75,000	217,500		
Total Levy/Grants	5,500,900	1,177,450	468,850	580,200	834,900	180,000	1,073,500	196,000	990,000
BWSR Grants Received		BWSR Final 4/8/13	BWSR Final 4/8/13			67,500	108,750		

	Bdgt	Exp	Balance
West Medicine	Project closed 6/30/12	1,100,000.00	744,633.58
Twin Lake	Project closed 4/11/13	140,000.00	5,724.35
			355,366.42
			134,275.65

Bassett Creek Construction Project Details

Proposed & Future CIP Projects (to be Levied)					
	Total Proposed & Future CIP Projects (to be Levied)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Twin Lake In-Lake ULUM Treatment Project (TW-2)	2015 Main Stem - 10th Ave to St Croix
Original Budget	385,000 550,000	200,000	37,000 550,000	148,000	
Expenditures:					
Feb 2004 - Jan 2005					
Feb 2005 - Jan 2006					
Feb 2006 - Jan 2007					
Feb 2007 - Jan 2008					
Feb 2008 - Jan 2009					
Feb 2009 - Jan 2010					
Feb 2010 - Jan 2011					
Feb 2011 - Jan 2012	39,632.49		39,632.49		
Feb 2012 - Jan 2013	6,397.02	152.80	4,572.97	1,671.25	
Feb 2013 - Jan 2014	9,528.05	1,125.05	2,398.50	6,004.50	
Total Expenditures:	55,557.56	1,277.85	46,603.96	7,675.75	
Project Balance	879,442.44	198,722.15	540,396.04	140,324.25	

	Total Proposed & Future CIP Projects (to be Levied)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Twin Lake In-Lake ULUM Treatment Project (TW-2)	2015 Main Stem - 10th Ave to St Croix
Project Totals By Vendor					
Barr Engineering	55,133.76	1,035.50	46,565.76	7,532.50	
Kennedy & Graven	513.35	242.35	38.20	143.25	89.55
City of Golden Valley					
City of Plymouth					
City of Crystal					
Com of Trans					
S E H					
Misc					
2.5% Admin Transfer					
Total Expenditures	55,647.11	1,277.85	46,603.96	7,675.75	89.55

	Total Proposed & Future CIP Projects (to be Levied)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Twin Lake In-Lake ULUM Treatment Project (TW-2)	2015 Main Stem - 10th Ave to St Croix
Levy/Grant Details					
2009/2010 Levy					
2010/2011 Levy					
2011/2012 Levy					
2012/2013 Levy					
Construction Fund Balance					
BWSR Grant- BCWMO					
Total Levy/Grants					

Bassett Creek Construction Project Details

Other Projects								Totals - All 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	1,647,373.00	105,000.00	119,000.00	500,000.00	748,373.00	175,000.00	7,270,773.00	
					(250,000.00)		550,000.00	
MPCA Grant From GF	163,870.64	163,870.64			250,000.00		163,870.64	
	180,000.00	30,000.00			75,000.00	75,000.00	180,000.00	
Expenditures:								
Feb 2004 - Jan 2005							637.50	
Feb 2005 - Jan 2006	6,949.19					2,994.75	6,949.19	
Feb 2006 - Jan 2007	10,249.09	637.20					10,249.09	
Feb 2007 - Jan 2008	113,141.44	23,486.95	89,654.49		3,954.44		113,141.44	
Feb 2008 - Jan 2009	117,455.33	31,590.12	47,041.86		9,611.89		138,409.58	
Feb 2009 - Jan 2010	76,184.64	31,868.63	44,316.01				97,073.64	
Feb 2010 - Jan 2011	45,375.25	15,005.25	25,920.00			4,450.00	159,411.88	
Feb 2011 - Jan 2012	12,656.65	168.00	5,290.50			7,198.15	1,235,703.81	
Feb 2012 - Jan 2013	21,094.00	3,194.00					395,445.47	
Feb 2013 - Jan 2014	122,949.09	1,525.00				121,424.09	625,533.43	
Total Expenditures:	526,054.68	107,475.15	212,222.86		13,566.33	133,072.24	2,782,555.03	
Project Balance	1,465,188.96	27,524.85	70,647.78	500,000.00	559,806.67	116,927.76	5,382,088.61	

Other Projects								Totals - All 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		
Project Totals By Vendor								
Barr Engineering	220,588.19	104,598.70	94,948.17		9,549.32	11,492.00	571,084.45	
Kennedy & Graven	5,907.54	1,164.30	2,902.59		24.75	1,461.15	20,183.29	
City of Golden Valley	140,659.09					120,119.09	879,639.57	
City of Plymouth	38,823.35						949,860.21	
City of Crystal							177,815.30	
Com of Trans	3,992.26				3,992.26		3,992.26	
S E H	101,598.10		101,598.10				101,598.10	
Misc	14,486.15	1,712.15	12,774.00				14,486.15	
2.5% Admin Transfer							63,985.25	
Total Expenditures	526,054.68	107,475.15	212,222.86		13,566.33	133,072.24	2,782,644.58	

Other Projects								Totals - All 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		
Levy/Grant Details								
MPCA Grant	163,870.64	163,870.64						
2009/2010 Levy							935,000	
2010/2011 Levy	60,000.00	10,000		25,000		25,000	922,400	
2011/2012 Levy	60,000.00	10,000		25,000		25,000	822,010	
2012/2013 Levy	60,000.00	10,000		25,000		25,000	1,046,000	
Construction Fund Balance 2013/2014							1,302,990	
BWSR Grant- BCWMO							652,500	
Total Levy/Grants	343,870.64	30,000	163,870.64	75,000		75,000	5,680,900	



May 2, 2013

Ginny Black, Chair
Bassett Creek Watershed Management Commission
c/o City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

Subject: 2012 Bassett Creek Reach I Restoration Project (City Project No. 10-29)
1st Request for Reimbursement

Dear Chair Black:

Enclosed you will find documentation for engineering and construction expenses for the 2012 Bassett Creek Reach I Restoration Project. This is the first request to the Bassett Creek Watershed Management Commission (BCWMC) for reimbursement of expenses incurred under this project.

The City is requesting reimbursement of \$483,848.65 from the BCWMC for funds spent to date, per the terms of the Cooperative Agreement for the Bassett Creek Main Stem Restoration dated October 21, 2010, for the restoration area described as the Restoration of the Main Stem of Bassett Creek from Wisconsin Avenue to Rhode Island Avenue in the City of Golden Valley and from Duluth Street in the City of Golden Valley to the City of Crystal boundary (Golden Valley Project No. 10-29, Bassett Creek Reach I Restoration). The attached expenditure report called "General Ledger Activity" shows expenses through April 8, 2013. As you may recall, the contract includes work in the St. Croix Avenue area (Area B1), which is being funded by private sources. The costs for Area B1 have been removed from the General Ledger and reimbursement request, as summarized below:

Professional Services (through January 2013 services)
81,918.50
- 8,903.50 (Area B1 St. Croix Ave Reach – funded privately)
\$ 73,015.00

Construction Contract (through Payment 3)
482,106.66
- 79,619.33 (Area B1 St. Croix Ave Reach – funded privately)
\$402,487.33

Request for Reimbursement

73,015.00	Professional Services
402,487.33	Construction Contract
8,139.82	City Staff Time (Salaries, Insurance, Retirement)
+ 206.50	<u>Operating Supplies</u>
\$ 483,848.65	

The expenditure report, professional service invoices, contract pay vouchers, and the Cooperative Agreement with BCWMC are attached to this letter for reference.

Reimbursement to the City should be sent to my attention at:

Eric Eckman, Public Works Specialist
City of Golden Valley
Public Works Department
7800 Golden Valley Road
Golden Valley, MN 55427

The creek restoration project is substantially complete. The remaining work items include spring touch-up and restoration, planting live stakes, and establishing vegetation throughout the project. A final reimbursement request will be made to the BCWMC when the project is completed this summer. For your information, we were not able to complete the work proposed in the area north of Westbrook Road due to the limited access onto private properties. The City feels this area is important and would like to work with the BCWMC in the future to identify stream bank stabilization opportunities for this area.

Thank you again for your support on this project. If you have any questions regarding the submission, please contact me at 763.593.8084.

Sincerely,



Eric Eckman
Public Works Specialist

Enclosures

C: Jeannine Clancy, Director of Public Works
Jeff Oliver, PE, City Engineer
Sue Virnig, Finance Director
Laura Jester, Administrator, BCWMC
Amy Herbert, BCWMC Recording Administrator, w/encl.

April 17, 2013

Board of Commissioners and Management
Bassett Creek Watershed Management Commission

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the Board of Commissioners, administration, or those charged with governance of the Bassett Creek Watershed Management Commission (the Commission).

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA AND *GOVERNMENT AUDITING STANDARDS*

We have audited the financial statements of the governmental activities and each major fund of the Commission as of and for the year ended January 31, 2013. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINION AND FINDINGS

Based on our audit of the Commission's financial statements for the year ended January 31, 2013:

- We have issued an unqualified opinion on the Commission's financial statements. The Commission has elected not to present management's discussion and analysis, which accounting principles generally accepted in the United States of America have determined necessary to supplement, although not required to be a part of, the basic financial statements.
- We reported no deficiencies in the Commission's internal control over financial reporting that we considered to be material weaknesses.
- The results of our testing disclosed no instances of noncompliance required to be reported under *Government Auditing Standards*.
- We reported no findings based on our testing of the Commission's compliance with Minnesota laws and regulations.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 of the notes to basic financial statements. For the year ended January 31, 2013, the Commission has implemented Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. GASB Statement No. 63 created two new financial statement elements, *deferred outflows of resources* (a consumption of net position that is applicable to a future reporting period) and *deferred inflows of resources* (an acquisition of net position that is applicable to a future reporting period), which are distinct from assets and liabilities. It also defined *net position* as the residual of all other elements presented in a statement of net position (assets + deferred outflows of resources – liabilities – deferred inflows of resources = net position). GASB Statement No. 65 identified specific items previously reported as assets that will now be classified as either deferred outflows of resources or outflows (expenditures/expenses), and items previously reported as liabilities that will now be reported as either deferred inflows of resources or inflows (revenues).

We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this report, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated April 17, 2013.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no consultations with other accountants.

OTHER AUDIT MATTERS

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER INFORMATION IN DOCUMENTS CONTAINING AUDITED FINANCIAL STATEMENTS

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. Other information, including the introductory section, accompanying the basic financial statements are presented for purposes of additional analysis and are not required parts of the basic financial statements. With respect to the introductory section accompanying the financial statements, our procedures were limited to reading this other information, and in doing so we did not identify any material inconsistencies with the audited financial statements.

CLOSING

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

The purpose of this report is solely to provide those charged with governance of the Commission, management, and those who have responsibility for oversight of the financial reporting process required communications related to our audit process. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radanovich & Co., P.A.
Minneapolis, Minnesota

April 17, 2013

**BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION**

**Financial Statements and
Supplemental Information
Year Ended
January 31, 2013**

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

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INTRODUCTORY SECTION

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

Board of Commissioners
Year Ended January 31, 2013

<u>Commissioner</u>	<u>Position</u>	<u>Governmental Unit</u>
Ginny Black	Chairperson	City of Plymouth
Jim de Lambert	Vice Chairperson	City of St. Louis Park
Stacy Hoschka	Treasurer	City of Golden Valley
Ted Hoshal	Secretary	City of Medicine Lake
John Elder	Commissioner	City of New Hope
Daniel Johnson	Commissioner	City of Crystal
Jacob Millner	Commissioner	City of Minnetonka
Wayne Sicora	Commissioner	City of Robbinsdale
Michael Welch	Commissioner	City of Minneapolis

FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners and Management
Bassett Creek Watershed Management Commission

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2013, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents. The prior year partial comparative information presented has been derived from the Commission's financial statements for the year ended January 31, 2012, and in our report dated March 30, 2012, we expressed unqualified opinions on the respective financial statements of the governmental activities and each major fund.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

(continued)

OPINIONS

In our opinion, the financial statements referred to on the previous page present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Commission as of January 31, 2013, the respective changes in financial position thereof, and the budgetary comparison for the General Fund for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

As discussed in Note 1 of the notes to basic financial statements, the Commission has implemented Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities* during the year ended January 31, 2013.

The financial statements include prior year partial comparative information, which does not include all of the information required in a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended January 31, 2012, from which it was derived.

OTHER MATTERS

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis (MD&A) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The Commission has not presented the MD&A that accounting principles generally accepted in the United States of America have determined necessary to supplement, although not required to be a part of, the basic financial statements.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The introductory section, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 17, 2013 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

Malloy, Montague, Kaniowski, Radosevich & Co., P.A.

Minneapolis, Minnesota

April 17, 2013

BASIC FINANCIAL STATEMENTS

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

Statement of Net Position
as of January 31, 2013
(With Partial Comparative Information as of January 31, 2012)

	Governmental Activities	
	2013	2012
Assets		
Cash and temporary investments	\$ 5,293,244	\$ 4,574,749
Interest receivable	3,405	3,752
Delinquent taxes receivable	9,175	13,538
Due from other governments	36,000	—
Prepays	1,595	1,595
Total assets	\$ 5,343,419	\$ 4,593,634
Liabilities		
Accounts payable	\$ 254,745	\$ 41,620
Unearned revenue	435,829	407,597
Total liabilities	690,574	449,217
Net position		
Restricted for watershed improvements	4,320,910	3,751,710
Unrestricted	331,935	392,707
Total net position	4,652,845	4,144,417
Total liabilities and net position	\$ 5,343,419	\$ 4,593,634

See notes to basic financial statements

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

Statement of Activities
Year Ended January 31, 2013
(With Partial Comparative Information for the Year Ended January 31, 2012)

	Governmental Activities	
	2013	2012
Expenses		
Watershed management		
Administration	\$ 524,278	\$ 388,142
Improvement projects	376,396	1,214,144
Total expenses	<u>900,674</u>	<u>1,602,286</u>
Program revenues		
Watershed management		
Charges for services – member assessments	461,045	434,151
Charges for services – permit fees	41,600	35,300
Capital grants and contributions	144,750	400,024
Total program revenues	<u>647,395</u>	<u>869,475</u>
Net program revenue (expense)	(253,279)	(732,811)
General revenues		
Property taxes	754,027	830,856
Unrestricted state aids	845	24,575
Investment earnings	5,099	4,111
Other	1,736	1,868
Total general revenues	<u>761,707</u>	<u>861,410</u>
Change in net position	508,428	128,599
Net position		
Beginning of year	<u>4,144,417</u>	<u>4,015,818</u>
End of year	<u>\$ 4,652,845</u>	<u>\$ 4,144,417</u>

See notes to basic financial statements

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

Balance Sheet
Governmental Funds
as of January 31, 2013
(With Partial Comparative Information as of January 31, 2012)

	General Fund	Improvement Capital Projects Fund	Total Governmental Funds	
			2013	2012
Assets				
Cash and temporary investments	\$ 835,037	\$ 4,458,207	\$ 5,293,244	\$ 4,574,749
Interest receivable	2	3,403	3,405	3,752
Delinquent taxes receivable	—	9,175	9,175	13,538
Due from other governments	—	36,000	36,000	—
Prepays	1,595	—	1,595	1,595
Total assets	\$ 836,634	\$ 4,506,785	\$ 5,343,419	\$ 4,593,634
Liabilities				
Accounts payable	\$ 68,870	\$ 185,875	\$ 254,745	\$ 41,620
Unearned revenue	435,829	—	435,829	407,597
Total liabilities	504,699	185,875	690,574	449,217
Deferred inflows of resources				
Unavailable revenue – property taxes	—	9,175	9,175	13,538
Fund balances				
Nonspendable for prepaids	1,595	—	1,595	1,595
Restricted for watershed improvements	—	4,311,735	4,311,735	3,738,172
Unassigned	330,340	—	330,340	391,112
Total fund balances	331,935	4,311,735	4,643,670	4,130,879
Total liabilities, deferred inflows of resources, and fund balances	\$ 836,634	\$ 4,506,785		

Amounts reported for governmental activities in the Statement of Net Position are different because:

Certain revenues (including delinquent taxes) are included in net position, but are excluded from fund balances until they are available to liquidate liabilities of the current period.

	9,175	13,538
Net position of governmental activities	\$ 4,652,845	\$ 4,144,417

See notes to basic financial statements

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

Statement of Revenue, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended January 31, 2013
(With Partial Comparative Information for the Year Ended January 31, 2012)

	General Fund	Improvement Capital Projects Fund	Total Governmental Funds 2013	2012
Revenue				
Member contributions	\$ 461,045	\$ —	\$ 461,045	\$ 434,151
Permit fees	41,600	—	41,600	35,300
Property taxes	—	758,390	758,390	832,428
State aid	—	145,595	145,595	424,599
Investment earnings	75	5,024	5,099	4,111
Miscellaneous	1,736	—	1,736	1,868
Total revenue	<u>504,456</u>	<u>909,009</u>	<u>1,413,465</u>	<u>1,732,457</u>
Expenditures				
Current				
Engineering	432,400	—	432,400	279,847
Legal	16,196	—	16,196	16,953
Professional services	12,927	—	12,927	12,771
Secretarial services	32,784	—	32,784	39,303
Public relations and outreach	9,889	—	9,889	13,173
Financial management	3,000	—	3,000	3,100
Education	14,347	—	14,347	19,055
Miscellaneous	2,735	—	2,735	3,940
Capital outlay				
Improvement projects	—	376,396	376,396	1,214,144
Total expenditures	<u>524,278</u>	<u>376,396</u>	<u>900,674</u>	<u>1,602,286</u>
Excess (deficiency) of revenue over expenditures	(19,822)	532,613	512,791	130,171
Other financing sources (uses)				
Transfers in	19,050	60,000	79,050	71,560
Transfers (out)	(60,000)	(19,050)	(79,050)	(71,560)
Total other financing sources (uses)	<u>(40,950)</u>	<u>40,950</u>	<u>—</u>	<u>—</u>
Net change in fund balances	(60,772)	573,563	512,791	130,171
Fund balances				
Beginning of year	<u>392,707</u>	<u>3,738,172</u>		
End of year	<u>\$ 331,935</u>	<u>\$ 4,311,735</u>		

Amounts reported for governmental activities in the Statement of Activities are different because:

Certain revenues (including delinquent taxes) are included in net position, but are excluded from fund balances until they are available to liquidate liabilities of the current period.

	<u>(4,363)</u>	<u>(1,572)</u>
Change in net position of governmental activities	<u>\$ 508,428</u>	<u>\$ 128,599</u>

See notes to basic financial statements

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

Statement of Revenue, Expenditures, and Changes in Fund Balances
Budget and Actual
General Fund
Year Ended January 31, 2013

	Original and Final Budget	Actual	Over (Under) Budget
Revenue			
Member contributions	\$ 461,045	\$ 461,045	\$ -
Permit fees	48,000	41,600	(6,400)
Investment earnings	-	75	75
Miscellaneous	-	1,736	1,736
Total revenue	<u>509,045</u>	<u>504,456</u>	<u>(4,589)</u>
Expenditures			
Current			
Engineering	548,250	432,400	(115,850)
Legal	18,500	16,196	(2,304)
Professional services	15,225	12,927	(2,298)
Secretarial services	40,000	32,784	(7,216)
Public relations and outreach	17,500	9,889	(7,611)
Financial management	3,045	3,000	(45)
Education	18,775	14,347	(4,428)
Miscellaneous	2,750	2,735	(15)
Total expenditures	<u>664,045</u>	<u>524,278</u>	<u>(139,767)</u>
Excess (deficiency) of revenue over expenditures	(155,000)	(19,822)	135,178
Other financing sources (uses)			
Transfers in	215,000	19,050	(195,950)
Transfers out	(60,000)	(60,000)	-
Total other financing sources (uses)	<u>155,000</u>	<u>(40,950)</u>	<u>(195,950)</u>
Net change in fund balances	<u>\$ -</u>	<u>(60,772)</u>	<u>\$ (60,772)</u>
Fund balances			
Beginning of year		<u>392,707</u>	
End of year		<u>\$ 331,935</u>	

See notes to basic financial statements

**BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION**

**Notes to Basic Financial Statements
January 31, 2013**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Bassett Creek Watershed Management Commission (the Commission) is a joint venture of the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park, formed under the authority of Minnesota Statute § 471.59. The Commission's purpose is to provide for cooperative planning, usage, and improvement of the watershed drained by the nine member communities. It is governed by a board consisting of nine commissioners, one appointed by each member city. The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America as applicable to governmental units.

B. Reporting Entity

A joint venture is a legal entity resulting from a contractual agreement that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain either an ongoing financial interest or an ongoing financial responsibility. The Commission, as described above, is considered a joint venture of the nine member cities, and is included as such in their financial statements.

As required by accounting principles generally accepted in the United States of America, these financial statements include the Commission (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit includes whether or not the primary government appoints the voting majority of the potential component unit's board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria, there are no component units required to be included in the Commission's financial statements.

C. Government-Wide Financial Statements

The government-wide financial statements (Statement of Net Position and Statement of Activities) display information about the reporting government as a whole. These statements include all of the financial activities of the Commission. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; 2) operating grants and contributions; and 3) capital grants and contributions. Taxes and other internally directed revenues are reported as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the fiscal year for which they are levied. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the provider have been met. Generally, the effect of interfund activity has been eliminated from the government-wide financial statements.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The Commission applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

D. Fund Financial Statement Presentation

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures. The resources of the Commission are accounted for in two funds:

General Fund – The General Fund is the primary operating account of the Commission and is used to account for all financial resources except those required to be accounted for in another fund.

Improvement Capital Projects Fund – The Improvement Capital Projects Fund is used to account for resources set aside for the construction of improvements to the watershed. Its primary resources are a property tax levy and state aids.

Separate fund financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets, current liabilities, and deferred inflows/outflows of resources generally are included on the balance sheet. Operating statements of this fund present increases (revenue and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under this basis of accounting, transactions are recorded in the following manner:

1. **Revenue Recognition** – Revenue is recognized when it becomes measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if collected within 60 days after year-end. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the provider have been met. All significant revenue sources are considered susceptible to accrual.
2. **Recording of Expenditures** – Expenditures are generally recorded when a liability is incurred; however, expenditures are recorded as prepaid for approved disbursements or liabilities incurred in advance of the year in which the item is to be used.

E. Budget

A budget for the General Fund is adopted annually by the Commission’s Board of Commissioners on a modified accrual basis of accounting. Budgetary control is at the fund level. All appropriations lapse at year-end.

F. Investments

Investments are reported at fair value. Securities traded on national exchanges are valued at the last reported sales price.

G. Prepaids

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids. Prepaids are recorded as expenditures/expenses at the time of consumption.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Capital Assets

The Commission has no capital assets. The Improvement Capital Projects Fund is used to construct holding ponds and other improvements to the drainage system within the watershed district. The improvements are to land belonging to the Commission's member communities, and are not capitalized by the Commission.

I. Property Taxes

Under Minnesota Statute § 103B.251, the Commission is authorized to certify to Hennepin County, the costs of capital projects that are included in the capital improvement program in the Commission's watershed management plan. Project costs are certified to the county before October 1. The county is required by Minnesota Statute § 103B.251, Subd. 6 to provide funds for the cost of such improvements. The county has elected to levy an ad valorem property tax on taxable properties within the watershed to provide such funds. Such taxes become a lien on January 1 and are recorded as receivables by the Commission on that date. Property taxes may be paid by taxpayers in two equal installments on May 15 and October 15. The county provides tax settlements to all taxing districts several times a year. Taxes which remain unpaid at December 31 are classified as delinquent taxes receivable, and are offset by deferred inflow of resources on the governmental funds financial statements.

J. Risk Management

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended January 31, 2013.

K. Deferred Inflows of Resources

In addition to liabilities, statements of financial position or balance sheets will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has only one type of item, which arises under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds Balance Sheet. The governmental funds report unavailable revenue from property taxes. These amounts are deferred and recognized as an inflow of resources in the period the amounts become available.

L. Net Position

In the government-wide financial statements, net position represents the difference between assets, deferred outflows of resources (if any), liabilities, and deferred inflows of resources. Net position is displayed in three components:

- **Net Investment in Capital Assets** – Consists of capital assets, net of accumulated depreciation, reduced by any outstanding debt attributable to acquire capital assets.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- **Restricted Net Position** – Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.
- **Unrestricted Net Position** – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

M. Fund Balance Classifications

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

- **Nonspendable** – Consists of amounts that are not in spendable form, such as prepaid items, inventory, and other long-term assets.
- **Restricted** – Consists of amounts related to externally imposed constraints established by creditors, grantors, or contributors; or constraints imposed by state statutory provisions.
- **Committed** – Consists of internally imposed constraints that are established by resolution of the Board of Commissioners. Those committed amounts cannot be used for any other purpose unless the Board of Commissioners removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.
- **Assigned** – Consists of internally imposed constraints. These constraints consist of amounts intended to be used by the Commission for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority.
- **Unassigned** – The residual classification for the General Fund, which also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is the Commission’s policy to first use restricted resources, then use unrestricted resources as they are needed.

When committed, assigned, or unassigned resources are available for use, it is the Commission’s policy to use resources in the following order: 1) committed, 2) assigned, and 3) unassigned.

N. Change in Accounting Principle

For the year ended January 31, 2013, the Commission has implemented Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. GASB Statement No. 63 created two new financial statement elements, *deferred outflows of resources* (a consumption of net position that is applicable to a future reporting period) and *deferred inflows of resources* (an acquisition of net position that is applicable to a future reporting period), which are distinct from assets and liabilities. It also defined *net position* as the residual of all other elements presented in a statement of net position (assets + deferred outflows of resources – liabilities – deferred inflows of resources = net position). GASB Statement No. 65 identified specific items previously reported as assets that will now be classified as either deferred outflows of resources or outflows (expenditures/expenses), and items previously reported as liabilities that will now be reported as either deferred inflows of resources or inflows (revenues).

NOTE 2 – DEPOSITS AND INVESTMENTS

A. Deposits

In accordance with applicable Minnesota Statutes, the Commission maintains deposits at depository banks authorized by its Board of Commissioners, including checking and savings accounts.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk – In the case of deposits, this is the risk that in the event of a bank failure, the Commission’s deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bonds, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated “A” or better; revenue obligations rated “AA” or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The Commission has no additional deposit policies addressing custodial credit risk.

At year-end, the carrying amount of the Commission’s deposits and the balance on the bank records was \$0. The Commission maintains a checking account with Wells Fargo Bank, the balance of which is swept into an overnight repurchase agreement at the end of each business day. At January 31, 2013, deposits were fully covered by federal depository insurance.

B. Investments

The Commission has the following investments at year-end:

Investment Type	Credit Risk		Interest Risk – Maturity in Years		Total
	Rating	Agency	Less Than 1	1 to 5	
U.S. agencies	AAA	S&P	\$ –	\$ 1,001,910	\$ 1,001,910
Repurchase agreement (U.S. agency underlying security)	AAA	S&P	\$ 4,291,334	\$ –	<u>4,291,334</u>
Total investments					<u>\$ 5,293,244</u>

Investments are subject to various risks, the following of which are considered the most significant:

Custodial Credit Risk – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the Commission would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Commission does not have a formal investment policy addressing this risk, but typically limits its exposure by purchasing insured or registered investments, or by controlling who holds the securities.

NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

Credit Risk – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the Commission’s investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated “A” or better; revenue obligations rated “AA” or better; general obligations of the Minnesota Housing Finance Agency rated “A” or better; bankers’ acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a “depository” by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. The Commission does not have an investment policy that further addresses credit risk.

Concentration Risk – This is the risk associated with investing a significant portion of the Commission’s investment (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The Commission does not have an investment policy that limits the concentration of investments. At January 31, 2013, the Commission’s portfolio includes the following percentages of specific issuers:

U.S. agencies	
Federal Home Loan Bank	18.9%
Repurchase Agreement – Wells Fargo	81.1%

Interest Rate Risk – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The Commission does not have an investment policy limiting the duration of investments.

NOTE 3 – TRANSFERS

The following interfund transfers were made during the year ended January 31, 2013:

Transfers Out	Transfers In		
	General Fund	Improvement Capital Projects Fund	Total
General Fund	\$ –	\$ 60,000	\$ 60,000
Improvement Capital Projects Fund	19,050	–	19,050
	<u>\$ 19,050</u>	<u>\$ 60,000</u>	<u>\$ 79,050</u>

Transfers are used to finance certain improvement projects or allocate revenues between funds. Interfund transfers are reported in the fund financial statements, but are eliminated in the government-wide financial statements.

NOTE 4 – RELATED PARTY TRANSACTIONS

The nine member cities support the Commission through annual contributions, which are computed using a formula based on the net tax capacity of all property within the watershed and the total area of each member city within the watershed as compared to the total area within the watershed. Contributions are assessed on a fiscal year basis. Contributions received in advance of the year to which they pertain are reported as unearned revenue in the year received.

Member contributions, unearned revenue, and permit fees revenue for the year ended January 31, 2013 were as follows:

	<u>Contributions</u>	<u>Unearned Revenue</u>	<u>Permit Fees Revenue</u>
Crystal	\$ 24,941	\$ —	\$ —
Golden Valley	115,080	129,156	—
Medicine Lake	3,484	—	—
Minneapolis	32,661	35,236	—
Minnetonka	24,920	—	—
New Hope	25,533	27,648	—
Plymouth	209,101	235,310	3,000
Robbinsdale	8,022	8,479	1,000
St. Louis Park	17,303	—	—
	<u>\$ 461,045</u>	<u>\$ 435,829</u>	<u>\$ 4,000</u>

OTHER REQUIRED REPORTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners and Management
Bassett Creek Watershed Management Commission

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2013, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated April 17, 2013.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

(continued)

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Malloy, Montague, Kamowski, Radosenich & Co., P.A.

Minneapolis, Minnesota

April 17, 2013

INDEPENDENT AUDITOR'S REPORT

ON MINNESOTA LEGAL COMPLIANCE

Board of Commissioners and Management
Bassett Creek Watershed Management Commission

We have audited the basic financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2013, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated April 17, 2013.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the Office of the State Auditor pursuant to Minnesota Statute § 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions* covers seven main categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our study included all of the listed categories, except that we did not test for compliance in tax increment financing, because the Commission does not utilize tax increment financing.

The results of our tests indicate that, for the items tested, the Commission complied with the material terms and conditions of applicable legal provisions.

The purpose of this report on Minnesota legal compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statute § 6.65. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota

April 17, 2013

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

_____ accepts liability coverage limits of \$_____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- ☐ The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- ☐ The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting _____

Signature _____ Position _____

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044

**COOPERATIVE AGREEMENT
FOR
PREPARATION OF A FEASIBILITY REPORT FOR
MAIN STEM CHANNAL RESTORATION PROJECT 2015CR**

This Agreement is made as of this ____ day of _____, 2013, by and between the Bassett Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the City of Golden Valley, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

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

WHEREAS, the Plan, as amended, includes in the Commission's Capital Improvement Program ("CIP") a Project referred to as Main Stem Channel Restoration, 10th Avenue to ~~St. Croix Avenue~~ (2015CR) (the "Project"); and

Duluth Street

WHEREAS, the Joint Powers Agreement for the Commission requires the preparation of a feasibility report for projects in its CIP; and

WHEREAS, the City is willing to prepare a feasibility report 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 Main Stem Channel Restoration, 10th Avenue to ~~St. Croix Avenue~~ (2015CR).
2. The City will prepare a feasibility report for the Project (the "Report") in accordance with the proposal of WSB and Associates, dated _____, attached as Attachment One.
3. The Commission will reimburse up to _____ Dollars (\$ 54,100) of the cost of preparing the Report.
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 preparation of the Report, less any amounts the City receives for preparation of the Report as grants from other sources. All costs of preparing the Report incurred by the

Duluth Street

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

5. All City books, records, documents, and accounting procedures related to the preparation of a Report 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



May 8, 2013

Mr. Jeff Oliver
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

Re: Work Plan to Provide Professional Engineering Services
for the 2015 Bassett Creek Main Stem Restoration Project
City of Golden Valley, MN

Dear Mr. Oliver:

As requested, outlined below is a Scope of Work associated with providing engineering services needed for the development of a feasibility study for the 2015 Bassett Creek Main Stem Restoration Project, Subreach 2 of Reach 1. This feasibility study will be similar to the studies developed by the Bassett Creek Watershed Commission (BCWMC), in that it will provide more detail to the study than is typically associated with these types of studies. Based on the available information provided by the BCWMC, this subreach extends about 9,500 feet from 10th Avenue north to Duluth Street. The tasks to complete the feasibility study include the following:

Task 1: Gather Background Information

As part of this task, a project kickoff meeting will be held and background information related to the project will be obtained from various sources in order to best describe the project. These sources will include information from previously constructed projects, Barr Engineering, staff members from the City of Golden Valley, GIS and record drawings from Golden Valley, and other background information that may be made available as the project develops. A preliminary inspection of the channel will provide documentation of the eroded sections of the creek, estimated tree removals, identification of potential access routes and staging areas, and identification of any infrastructure repairs that may be required. Information regarding property boundaries, wetlands, and existing easements that are dedicated over the area will also be collected.

The estimated cost to complete this task: \$8,200

Task 2: Complete Review and Analysis of Background Information

As part of this task, the background information collected as part of Task 1, will be reviewed and analyzed to prioritize the eroded sections of the creek and to evaluate a wide variety of stabilization practices to facilitate the restoration of the creek. In addition to this analysis, tree

removals will be quantified, access routes and staging areas will be further defined, and recommendations will be suggested for any infrastructure repairs identified along the subreach, for the purpose of further refining the feasibility study.

The estimated cost to complete this task: \$4,500

Task 3: Complete Wetland Delineation and Survey

As part of this task, we will perform a Level 1 wetland delineation (completed in-office with field verification) to approximate wetland boundaries and types within a specific review area. Available water and wetland resource related information will be reviewed for an evaluation of the conditions that may be present within the project corridor and will be field verified. Permitting for wetland impacts associated with the project will be associated with the final design of the project. In the case where additional wetland delineation work will be required by a permitting agency, the cost to complete the additional wetland delineation will be included as part of this task. Therefore, the cost for this task is provided as a range.

The estimated range of costs to complete this task: \$4,000-\$9,500

Task 4: Complete Cultural Resource Survey

As part of this task, we will complete a cultural resource survey of the reach to determine if there are historical artifacts or the likelihood of encountering any historical artifacts during restoration activities. Once completed, the information gathered will be discussed with the permitting agency representatives to obtain general concurrence on the survey and will to be taken into consideration as part of any future project design. Cultural Resource Permitting for the project will be associated with the final design of the project.

The estimated cost to complete this task: \$6,200

Task 5: Complete Environmental Review

As part of this task, we will perform an Environmental Regulatory Review to obtain information for evaluating the presence of contamination that could be encountered during restoration activities. Sites within 200 feet from the creek centerline will be searched to evaluate for potential soil and/or groundwater contamination risk along the project area. Environmental permitting will be associated with the final design of the project. In the case where additional environmental assessment, completion of a Phase I, is required by a permitting agency, the cost to complete the additional environmental assessment will be included as part of this task. Therefore, the cost for this task is provided as a range.

The estimated range of costs to complete this task: \$1,200-\$4,500

Task 6: Prepare Preliminary Plan and Costs

As part of this task, a preliminary plan will be developed and the maintenance areas will be prioritized and selected and restoration options will be assessed for long term stability and cost effectiveness. For each of these maintenance areas a preliminary estimate of cost will be

prepared, along with a rough estimate of the benefits of each of these improvements in regard to their ability to stabilize the channel.

The estimated cost to complete this task: \$7,500

Task 7: Review Preliminary Plan with Stake Holders

As part of this task, we anticipate holding a meeting to which we would invite City staff, representatives from the BCWMC, Corps of Engineers, DNR, and potentially homeowners in the project area to review the options and obtain feedback on the alternatives.

The estimated cost to complete this task: \$3,200

Task 8: Select Most Cost-Effective Feasible Alternative/Refine Design

The most cost-effective feasible alternative that appears to receive the most stakeholder support will be further developed and refined. A more accurate estimate of construction cost, and benefits will be developed.

The estimated cost to complete this task: \$2,500

Task 9: Prepare Feasibility Report

As part of this task, a feasibility report will be prepared having the following format:

1. Executive Summary
 - 1.1. Reach Background
 - 1.2. General Project Description and Estimated Cost
 - 1.3. Recommendations
2. Background and Objectives
 - 2.1. Goals and Objectives
 - 2.2. Background
 - 2.2.1. Reach Description
 - 2.2.2. Past Documents and Activities Addressing this Reach
3. Site Characteristics
 - 3.1. Bassett Creek Watershed
 - 3.2. Stream Characteristics
 - 3.3. Site Access
 - 3.4. Wetlands
 - 3.5. Cultural and Historical Resources
 - 3.6. Phase I Environmental Assessment

4. Potential Improvements
 - 4.1. Description of Potential Improvements
 - 4.2. Project Impacts
 - 4.2.1. Easement/Right of Entry Acquisition
 - 4.2.2. Permits Required for Project
 - 4.2.3. Other Project Impacts
 - 4.3. Opinion of Cost
 - 4.4. Funding Sources
 - 4.5. Project Schedule

Tables

- BCWMC Channel Projects
- Potential Stabilization Measures at Each Site
- Potential Permit Requirements by Work Site
- Site Locations, Potential Stream Stabilization Practices, and Overall Option of Cost for Project

Figures

- Location Map
- Stream Stabilization Sites
- Stream Stabilization Options

Appendices

- a) Preliminary Plan Set
- b) Site Photos
- c) Wetland Delineation Report
- d) Cultural and Historical Resource Report
- e) Phase I Environmental Assessment
 - f) City Erosion Inventory

The estimated cost to complete this task: \$4,500

Task 10: Review Report with City Staff and BCWMC

As part of this task, the findings contained in the final feasibility report will be reviewed and presented to City staff, BCWMC, and other interested parties. Should the City and BCWMC wish to proceed with the project, we will provide information and recommendations on the best approach to move forward with implementation of the project.

The estimated cost to complete this task: \$1,500

Task 11: Submit Project Plans to Permitting Agencies

As part of this task, permit applications will be prepared and submitted to the U.S. Army Corps of Engineers for a 404 Permit and Section 401 Certification from the Minnesota Pollution Control Agency. Permits will also be prepared and submitted to the LGU in compliance with Minnesota Wetland Conservation Act, and a permit application will be prepared and submitted to the DNR for a Public Waters Work Permit. A NPDES Storm Water Pollution Prevention Permit

Mr. Jeff Oliver
May 8, 2013
Page 5

application will also be submitted for the project that will address managing erosion during construction.

The estimated cost to complete this task: \$2,000

Cost for Study/Feasibility Report

We estimate the cost to complete **Tasks 1 – 11** to range from **\$45,300 to \$54,100**. Unless unforeseen issues are identified that are outside the scope of work described above, this work should be able to be completed within nine months of the date we receive notice to proceed. If you are in agreement with the terms as outlined above, please sign where indicated below and return one copy to our office.

Sincerely,

WSB & Associates, Inc.

Pete Willenbring, PE
Project Manager/Vice President

ef

ACCEPTED BY:

Thomas D. Burt, City Manager
City of Golden Valley

Date

Shepard M. Harris, Mayor
City of Golden Valley

Date

cc: Todd Hubmer, WSB and Associates, Inc.



Bassett Creek Watershed Management Commission

DRAFT Roles and Responsibilities Consultants, Commissioners, Technical Advisory Committee, and other Commission Committees May 2013

ADMINISTRATOR

1. Implements the strategic direction as set by the Commission.
2. Responds to direction from the Commission.
3. Acts as the primary point of contact and maintains direct communication with Commissioners, TAC members, member cities, consultants, state and local agencies, the public, and other partners (e.g. Met Council, West Metro Water Alliance, Hennepin County, etc.).
4. Attends meetings of the Commission, Technical Advisory Committee, and other Commission Committees.
5. Represents the Commission at various meetings and through correspondence with partners and outside interests or groups.
6. Provides primary coordination during the development of the Watershed Management Plan, policy manuals, Education and Outreach Plan, and other organizational documents.
- ~~6-7.~~ 7. Works with the Commission, and the Commission engineer, legal counsel, deputy treasurer, and recording secretary, as necessary, to update and follow the policy manual.
- ~~7-8.~~ 8. Coordinates the work of Commission engineer, legal counsel, deputy treasurer, and recording secretary as necessary.
- ~~8-9.~~ 9. Prepares meeting agendas and meeting materials for regular and special Commission meetings and meetings of Commission committees.
- ~~9-10.~~ 10. Works with Commission engineer, legal counsel, deputy treasurer and recording secretary to coordinate and communicate the work of the Commission.
- ~~10-11.~~ 11. Coordinates and oversees work of other consultants, contracts and agreements; reviews all invoices to the Commission.
12. Works with TAC and Commission Engineer to develop annual CIP and to keep CIP "fact sheets" updated.
- ~~11-13.~~ 13. Tracks status of Commission budget, including CIP project budgets and the closed project account, and coordinates this work with the Deputy Treasurer.
- ~~12-14.~~ 14. Coordinates administrative tasks related to shepherding capital projects through various processes including Plan amendments, Hennepin County approval process, BWSR approval process, etc.
- ~~13-15.~~ 15. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals, in coordination with Commission Engineer.

- ~~14~~.16. Tracks progress and implementation of Commission projects and activities including objectives, schedules and budgets, in coordination with Commission Engineer, including monitoring and tracking monthly expenditures in relation to the budget.
- ~~15~~.17. Leads the development of annual budget (in coordination with Budget Committee), annual report, and annual work plan; communicates with Hennepin County regarding maximum and actual annual levy amounts.
- ~~16~~.18. Assists the Commission with performance reviews of contractors.

ENGINEERS

1. Responds to direction from the Commission and Administrator.
2. Reviews development plans and reports to Commission and member cities on compliance of the plans with regards to Commission review standards, requirements, policies and procedures.
3. Performs erosion control inspections of Commission-approved projects.
4. Performs inspections of the Commission's flood control project and prepares report with recommendations.
- ~~2~~.5.Performs inspections of the Commission's CIP projects and prepares report with recommendations.
- ~~3~~.6. Develops and writes the Watershed Management Plan at the direction of the Commission and with input from the TAC, watershed residents, state agencies, and partners; and assists the Administrator with coordinating certain aspects of Watershed Management Plan development.
- ~~4~~.7. Represents the Commission on a technical level at various meetings and through correspondence with partners and others as directed by the Commission or Administrator.
- ~~5~~.8. Provides technical recommendations to the Commission on projects, plans, and monitoring programs.
- ~~6~~.9. Coordinates and performs (as directed) water monitoring activities, feasibility studies, project designs and other projects or programs as directed by the Commission.
- ~~7~~.10. Coordinates with the TAC, helps set TAC meeting agendas, provides meeting materials as needed, and prepares TAC meeting-memo to Commission, minutes with assistance from the TAC and Administrator.
- ~~8~~.11. Provides meeting agenda items and meeting materials to the Administrator.
- ~~9~~.12. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals.
13. Reviews watershed-municipalitiesmember cities' local surface-water management plans for conformity with eCommission plan, as directed by the Commission.
14. Assists Commission with reporting on TMDL implementation progress (including water quality modeling).
15. Maintains the Commission's watershed-wide hydrologic and hydraulic (XS SWMM) model and water quality (P8) model for use in floodplain management and to assess impacts of water quality best management practices.

16. Apprises the Commission of technical innovations in stormwater management and proposed policy/rule/statute changes that could affect the Commission.

17. Stores the Commission's files regarding development/project review files and technical data.

LEGAL COUNSEL

1. Responds to direction from the Commission and Administrator.
2. Reviews or prepares contracts and agreements; makes recommendations to the Commission.
3. Advises the Commission on pertinent legal matters.
4. Represents the Commission in lawsuits or other matters, as necessary.
5. Develops resolutions for Commission action, as requested.
6. Provides meeting agenda items and/or meeting materials to the Administrator.

RECORDING SECRETARY

1. Responds to direction from the Commission and Administrator.
2. Coordinates meeting logistics such as room reservation and setup, catering, materials.
3. Assembles, posts and distributes meeting agendas and materials.
4. Provides notice for public hearings.
5. Records Commission meetings and prepares Commission meeting minutes.
6. Assists Administrator with tracking Commission calendar, making recommendations for agenda items and activities, and preparing the Annual Report.
7. Assists with communication and correspondence to Commission, TAC members, and others as directed by the Administrator.
8. Maintains the official records of the Commission and the Commission website, in coordination with the Administrator.

TECHNICAL ADVISORY COMMITTEE

1. Responds to requests for input from the Commission and Administrator.
2. Acts as a forum for the exchange of ideas between the member cities, presentation of city activities, and one source of ideas for projects, programs, etc. This may help avoid duplication among cities ~~or~~ on watershed-wide activities.
3. Acts a vehicle for communication to the Commission; one source of information from the cities.
4. Provides technical advice and local knowledge to Commission; offers recommended alternatives and solutions.
5. Generates a list of possible CIP projects and project budgets each year for Commission consideration.
6. Recommend projects to be funded through the Commission's channel maintenance fund for Commission consideration.

~~5~~.7. Reviews recommendations from flood control project and CIP project inspections.

COMMISSIONER

1. Provides overall direction for the Commission; monitors and controls its function.
2. Establishes policies of the Commission.
3. Directs the development and implementation of the Watershed Management Plan.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.
5. Directs the work of the Administrator, engineers, and legal counsel.
6. Recruits, supervises, retains, evaluates and compensates all consultants to carry out the work of the Commission.
- ~~6~~.7. Attends Commission meetings or arranges for alternate commissioner to attend if unable to attend, and communicates this to the Chair and Administrator.
- ~~7~~.8. Participates in Committees, as assigned.
- ~~8~~.9. Takes action each year to set the annual operating budget, set the annual levy amount, review and approve the annual activity report; review and accept the annual financial audit.
10. Conducts regular performance reviews of contractors.
- ~~9~~.11. Reviews and approves invoices.

ADMINISTRATIVE SERVICES COMMITTEE – meets approximately quarterly

1. Makes recommendations on overall administration, processes, and administrative details of the Commission.
2. Provides feedback to the Administrator on performance; provides direction for improvement or changes to tasks or priorities.

BUDGET COMMITTEE – meets during budget development; approximately April - June

1. Develops annual draft budget in coordination with the Administrator for consideration by the Commission.
2. Assists with developing the “budget detail” to fully describe budget line items.

EDUCATION COMMITTEE – meets as needed

1. Develops and refines the Education and Outreach Plan of the Commission.
2. Assists with carrying out the tasks outlined in the Education and Outreach Plan, in coordination with the Administrator.
3. Represents the Commission at various events and recruits volunteers to assist at events.
4. Makes recommendations to the Budget Committee for annual expenditures in education and outreach tasks.

5. Attends meetings of the West Metro Watershed Association and assists the Administrator with coordinating events, publications, and programs that involve and benefit the Commission.

NEXT GENERATION PLAN STEERING COMMITTEE – meets monthly

1. Guides the development of the Next Generation Watershed Management Plan (Plan).
2. Guides the work of the Administrator and Engineer on tasks related to the development of the Plan.
3. Tracks the budget and schedule of the Plan development; recommends adjustments as necessary.
4. Assists with implementing the public input process of the Plan development.
5. Discusses and reviews sections of the draft Plan; recommends changes and/or submission to the Commission for review.

	A	E	F	G	H	I	BCWMC 3-16-13
1	Preliminary Proposed 2014 Operating Budget						
2	Bassett Creek Watershed Management Commission - May 6, 2013						
3	Item	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2014 Proposed Budget
4	ENGINEERING & MONITORING						
5	Technical Services	119,832	127,840	120,000	97,715	120,000	125,000
6	Plat Reviews (partially funded by permit fees)	53,128	50,971	60,000	49,972	60,000	65,000
7	Commission and TAC Meetings	12,316	9,919	14,250	8,284	14,250	16,000
8	Surveys and Studies	17,899	21,411	10,000	7,024	10,000	20,000
9	Water Quality / Monitoring	24,489	29,957	20,000	19,686	40,000	45,000
10	Water Quantity	8,264	8,532	11,000	9,671	11,000	11,000
11	Inspections						
12	Watershed Inspections	10,842	4,827	7,000	13,037	7,000	8,000
13	Annual Flood Control Project Inspections	5,714	2,291	9,000	3,848	15,000	20,000
14	Municipal Plan Review	7,927	0	2,000	0	2,000	2,000
15	Watershed Outlet Monitoring Program (WOMP)	6,818	9,106	10,000	5,710	17,000	17,000
16	Subtotal Engineering & Monitoring	\$267,229	\$264,854	\$263,250	\$214,947	\$296,250	\$329,000
17	PLANNING						
18	Watershed-wide XP-SWMM Model			70,000	69,509	0	0
19	Watershed-wide P8 Water Quality Model			135,000	125,031	0	0
20	Next Generation Plan Development			40,000	23,959	40,000	40,000
21	Subtotal Planning	\$0	\$0	\$245,000	\$218,499	\$40,000	\$40,000
22	ADMINISTRATION						
23	Administrator	30,297	24,099	50,000	4,662	50,000	60,000
24	Legal	17,331	16,953	18,500	16,197	18,500	18,500
25	Financial Management	3,054	3,100	3,045	3,000	3,045	3,045
26	Audit, Insurance & Bond	13,328	12,771	15,225	12,927	15,225	15,500
27	Meeting Catering Expenses	4,609	3,940	2,750	2,735	2,750	3,000
28	Admin Services (Recording Secretary+Printing+Postage)	42,578	39,303	40,000	32,784	40,000	35,800
29	Subtotal Administration	\$111,197	\$100,166	\$129,520	\$72,305	\$129,520	\$135,845
30	OUTREACH & EDUCATION						
31	Publications / Annual Report	5,169	2,410	2,000	2,449	2,000	2,000
32	Website	1,031	214	2,500	120	2,500	2,000
33	Demonstration/Education Grants	3,140	0	0	0	0	0
34	Watershed Education Partnerships	16,150	19,055	13,000	11,030	15,000	14,500
35	Education and Public Outreach	2,911	0	5,775	3,316	14,775	16,000
36	Public Communications	692	1,443	3,000	1,609	3,000	3,000
37	Subtotal Outreach & Education	\$29,093	\$23,122	\$26,275	\$18,524	\$37,275	\$37,500
38	MAINTENANCE FUNDS						
39	Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000	25,000	25,000
40	Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000	25,000	25,000
41	Subtotal Maintenance Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
42	TMDL WORK						
43	TMDL Studies	10,000	-				0
44	TMDL Implementation Reporting, incl. P8 Model Updates	0	-	10,000	10,000	10,000	30,000
45	Subtotal TMDL Studies	\$10,000	\$0	\$10,000	10,000	\$10,000	\$30,000
46	GRAND TOTAL	\$467,519	\$438,142	\$724,045	\$584,275	\$563,045	\$622,345
47							
48	2013 Financial Information - Operating Budget			2014 Financial Information - Operating Budget			
49	Audited fiscal year fund balance at January 31, 2013	331,935		Estimated fund balance as of January 31, 2014		331,935	
50	Expected income from assessments in 2013	515,045		Expected income from assessments in 2014		565,345	
51	Transfer from Long-term Maintenance Fund for XP SWMM Mc	0		Transfer from Long-term Maintenance Fund for XP S'		0	
52	Transfer from Long-term Maintenance Fund for P8 Model*	0		Transfer from Long-term Maintenance Fund for P8 M		0	
53	Expected interest income in 2013	0		Expected interest income in 2014		0	
54	Expected income from project review fees	48,000		Expected income from project review fees		52,000	
55	Estimated funds available for fiscal year 2013	894,980		Income from WOMP reimbursement		5,000	
56	Estimated expenditures for fiscal year 2013	563,045		Estimated funds available for fiscal year 2014		954,280	
57	Estimated fund balance as of January 31, 2014	331,935		Estimated expenditures for fiscal year 2014		622,345	
58				Estimated fund balance as of January 31, 2015		331,935	
59							
60	2013 Budget			Proposed 2014 Budget			
61	2013 Capital Projects	1,000,000		Proposed 2014 Capital Projects		1,000,000	
62	2013 Operating Budget	563,045		Proposed 2014 Operating Budget		622,345	
63	Total 2013 Budget	1,563,045		Proposed total 2014 Budget		1,622,345	
64	2013 Assessments and Fees			2013 Assessments and Fees			
65	2013 Operating Budget	563,045		2014 Proposed Operating Budget		565,345	
66	Estimated 2013 permit fees (80% of permit expenditures)	48,000		Estimated 2014 permit fees (80% of permit expenditu		52,000	
67							

OVER FOR NOTES

	A	E	F	G	H	I	J	K
68	NOTES							
69	(1) Partially funded by permit fees.							
70	(2) Includes attendance at BCWMC meetings, TAC meetings and (in 2014) Next Generation Plan Steering Committee meetings. 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings							
71	(3) For Commission-directed studies, surveys and XP-SWMM model use and revision							
72	(4) Budget for monitoring Medicine Lake at two sites, general water quality requests, and city water quality requests; lake monitoring includes monitoring two locations at Medicine Lake on six to twelve occasions for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, pH and chlorophyll a), sample analysis, phytoplankton and zooplankton collection and analysis, an aquatic plant survey (two occasions), and preparation of a final report. Budget does not include monitoring of Sweeney and Twin Lake, which the TAC recommended performing in 2014.							
73	(5) 2014 budget Includes inspection of double box culvert (performed once every 5 years), and assumes City of Minneapolis will assist with access. (2013 budget includes sediment survey of Bassett Creek Park Pond.)							
74	(6) Assumed budget to address municipal and adjacent WMO plan amendments.							
75	(7) Reimbursed \$5,000 from Met Council. \$17,000 includes \$11,000 for Wenck or similar contractor + \$6,000 for Barr's data management and analyses							
76	(8) Total estimated budget = \$95,485; \$23,960 spent in 2012, and the remainder (\$71,525) budgeted for 2013 and 2014; includes costs for Commission Engineer, recording secretary, writer							
77	(9) Includes \$32,400 for recording secretary and \$3,400 for printing and postage (average of \$283/mo)							
78	(10) Includes CAMP (\$5,000), River Watch (\$2,000), Metro WaterShed Partners (\$3,500), Blue Thumb (\$2,000), Metro Blooms (\$2,000)							
79	(11) Includes \$5,250 for event space, display materials and maintenance, WQ survey & quiz, seed packets, watershed coloring book and coloring contest,							
80	Watershed fold-out map - printing, and educational articles + \$10,750 for West Metro Watershed Alliance administration and programs							
81	(12) Will be transferred to Channel Maintenance Fund							
82	(13) Will be transferred to Long-Term Maintenance Fund							
83	(14) Task includes reporting on TMDL implementation and updating P8 model to include new BMPs							

Bassett Creek Watershed Management Commission
Preliminary Proposed 2014 Assessment

Community	For Taxes Payable in 2013 Net Tax Capacity *	2013 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	Average Percent	2012 Assessment \$461,045	2013 Assessment \$515,016	Proposed 2014 Assessment \$565,345	Percent Change
Crystal	\$6,392,836	5.31	1,264	5.09	5.20	\$24,941	\$27,424	\$29,405	7.22%
Golden Valley	\$28,334,293	23.56	6,615	26.63	25.09	\$115,080	\$129,126	\$141,852	9.86%
Medicine Lake	\$743,280	0.62	199	0.80	0.71	\$3,484	\$3,909	\$4,011	2.61%
Minneapolis	\$7,984,657	6.64	1,690	6.80	6.72	\$32,661	\$35,236	\$37,993	7.82%
Minnetonka	\$8,079,544	6.72	1,108	4.46	5.59	\$24,920	\$28,464	\$31,594	11.00%
New Hope	\$6,929,451	5.76	1,252	5.04	5.40	\$25,533	\$27,648	\$30,530	10.42%
Plymouth	\$54,117,769	44.99	11,618	46.77	45.88	\$209,101	\$235,310	\$259,367	10.22%
Robbinsdale	\$2,128,605	1.77	345	1.39	1.58	\$8,022	\$8,479	\$8,928	5.29%
St. Louis Park	\$5,578,665	4.64	752	3.03	3.83	\$17,303	\$19,420	\$21,666	11.57%
TOTAL	\$120,289,100	100.00	24,843	100.00	100.00	\$461,045	\$515,045	\$565,345	9.77%

Q1: What are the indicators of healthy waterbodies?	
Wildlife and Plants	
1.	Abundant and diverse wildlife in and around water
2.	Abundant birds, wading birds and waterfowl present, including swans
3.	Abundant and diverse vegetation
4.	Little or no aquatic vegetation (weeds in water)
5.	Healthy fishery, including minnows; that provides good fishing opportunities
6.	Natural shoreline with good wildlife habitat
7.	Amphibians present
8.	Macroinvertebrates (bugs) present
9.	No Eurasian watermilfoil or other invasive species present
10.	Native species thrive
Water Quality	
1.	Lack of algae; not slimy
2.	No odor
3.	Unpolluted
4.	Good water clarity
5.	Good water temperatures (not too warm)
6.	Nice water color
7.	Non-oily or greasy
8.	Fishable and swimmable (meeting standards)
Physical Aspects of Waterbodies	
1.	Not clogged with leaves
2.	Bottom is not mucky
3.	Deep
4.	No trash in or along water
5.	Nice aesthetics
6.	Less streambank or shoreline erosion; shorelines are vegetated
7.	No sedimentation
8.	No direct stormwater runoff reaching waterbody
9.	Not as much flooding
10.	No stagnant water, streams are flowing
11.	Less flashy
12.	Stable water levels in lakes
13.	Good oxygen levels in water
Public Enjoyment and Practices	
1.	Visible public use
2.	People enjoying swimming; good swimming beach
3.	Includes access for walking and hiking
4.	Peaceful
5.	Sustainably used by people
6.	Residents keep yard fertilizers out of lake
7.	Year-round access to lakes (due to consistent water levels)

Q2: What concerns do you have regarding the waterbodies in your community?

Effects of Individuals

1. Too much trash
2. Too many motorboats
3. Too much pet waste
4. Runoff from yards and streets
5. Too much groundwater consumption
6. Lack of infiltration or diversion in lawns
7. Lack of sense of responsibility and respect/lack of attention from residents and businesses

Development/Infrastructure

1. Salt use
2. Lightrail – encroachment in wetlands
3. Stormwater runoff without filtration or treatment, more treatment ponds needed
4. Concentration of impervious surfaces
5. Chemical and pollutant inputs from runoff
6. Modifications to waterbodies due to development
7. Runoff from older commercial/industrial areas
8. Construction site erosion
9. Effects of housing developments
10. Leaks and spills from railroads
11. Aging infrastructure
12. Effects of dredging

Biology

1. Too many weeds
2. Non-natural shorelines
3. Aquatic invasive species, including rough fish
4. Terrestrial invasive species
5. Too much algae
6. Too many geese
7. Lack of wildlife diversity
8. Lack of buffers
9. Fish consumption advisories
10. Loss of thousands of ash trees in watershed

Physical/Chemical Aspects of Waterbodies

1. Lack of public access and well maintained access
2. Non-consistent water levels
3. Sediment build-up
4. Streambank erosion
5. Increased rainfall events
6. Too much total phosphorus, including internal loading
7. Low water clarity
8. Low water levels on Medicine Lake
9. Bassett Creek south of Glenwood is “terrible”
10. Flooding
11. Groundwater quality and quantity in wells in Medicine Lake
12. Abundance of cattails in ponds resulting in flooding problems

Q2: What concerns do you have regarding the waterbodies in your community?**Funding/Governance/Societal**

1. Lack of funding
2. Commitment from all 9 cities
3. Lack of education
4. Not enough benefit to not enough people (projects?)
5. Need better prioritization of projects
6. Apathy of public; need to change behavior, actions, habitats of residents
7. Not enough projects in Northwood Lake subwatershed
8. Lack of city-implemented projects like raingardens
9. Need better sources of information
10. Need more tax incentives for better projects
11. Expectations that water quality problems can be solved quickly with a silver bullet
12. Need more land acquisition for flood easements
13. Balance management of recreational lakes vs. scenic ponds
14. Pond management before lake management
15. Balancing habitat with recreation
16. Need to fully study effects of Medicine Lake's possible water level manipulation on the floodplain, water quality, water temperatures, and overall lake health

Q3: What are the barriers to improving water quality?**Physical**

1. Poorly drained soils
2. Flooding
3. Lack of space for water quality projects
4. Zebra mussels
5. Too many weeds

Government

1. Lack of funding and resources
2. Lack of education and knowledge
3. Time
4. Lower priority for decision makers
5. Science of water quality is still young
6. Lack of consensus and common ground on what it takes to improve water quality
7. Government inefficiency
8. Inability to identify the problem and install correct project in correct location
9. Push for development
10. Government agency restrictions
11. Not being willing to dredge

Public

1. Too many motorboats
2. Angry residents
3. Unwillingness to change, self interests
4. Disconnection of public from natural resources
5. Property rights
6. Stigma of environmental issues, in general
7. Public unwilling to give more funding

Q4: How can we address the barriers to improving water quality?

Information and Education

1. More education, information, outreach to residents
2. Education of children; involve schools
3. Educational signage
4. Public service announcements
5. Neighborhood outreach
6. Sponsorship by companies that make water-related products (boats, motors, etc)
7. Newsletters
8. City celebrations
9. Citizen monitoring programs (CAMP, WHEP)
10. National Night Out as a venue for education and outreach
11. Consistent message among watershed organizations
12. Labeling stormdrains
13. Focused volunteer efforts; organize stakeholder volunteer group
14. City Park and Rec programs focused on water; summer camps
15. Coordinated clean ups among all cities
16. Use natural constituencies and existing groups
17. All 9 cities working together on education and outreach
18. Sponsor events linking water quality to water use
19. Show visual impacts
20. Install paths near projects
21. More trails along creek
22. Start Bassett Creek Farmers Market near creek

Government

1. Streamline permitting; more uniform regulations
2. Be a watershed management organization; not a watershed district
3. Transparency of actual costs
4. Look regionally vs. jurisdictionally
5. Need more scientific proof of negative impacts
6. Reward good behavior
7. Provide small grants

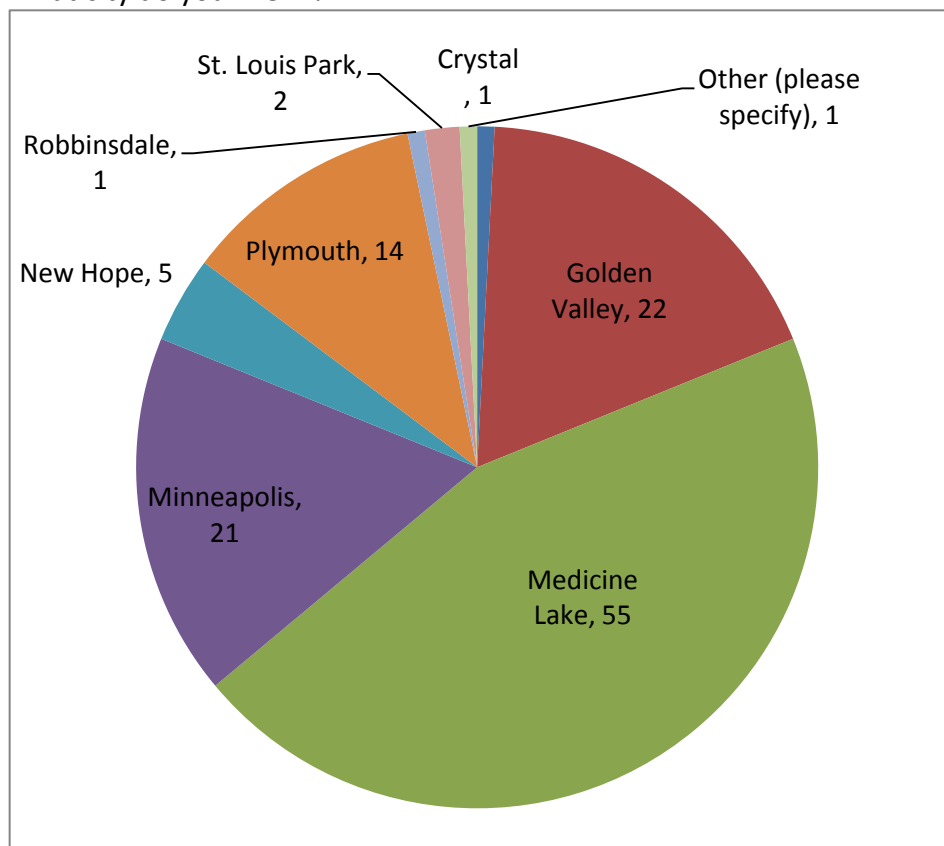
Bassett Creek Watershed Management Commission

Watershed Assessment and Visioning Exercise (WAVE) Survey

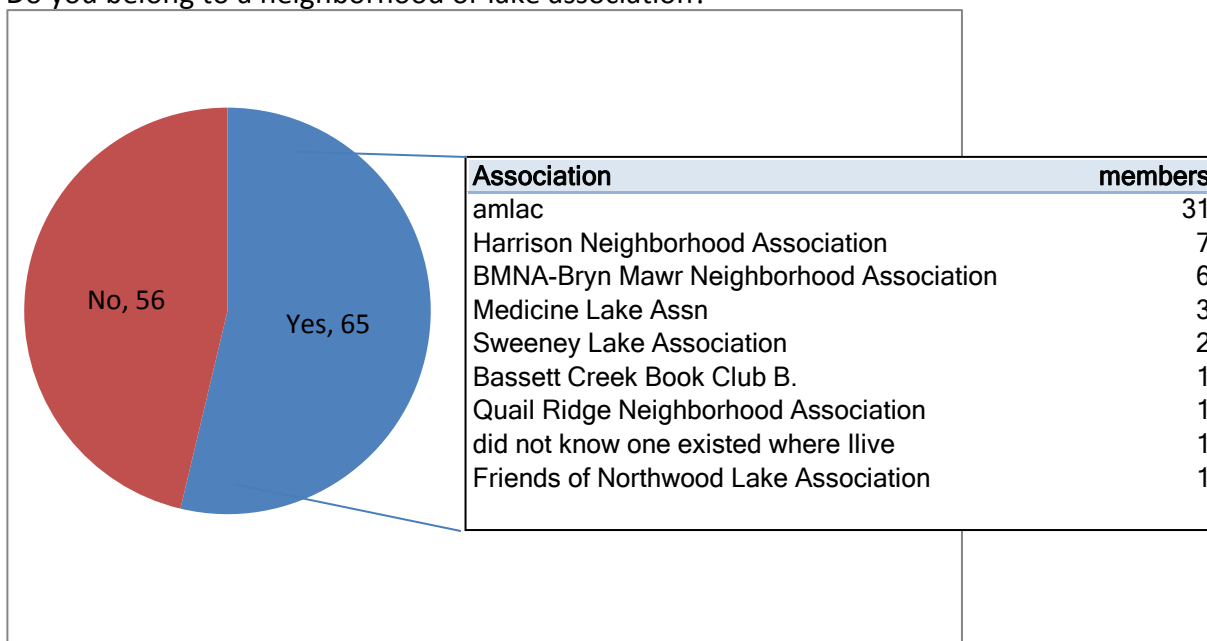
Preliminary results as of: 5/3/2013

Item 7Ai
BCWMC 5-16-13

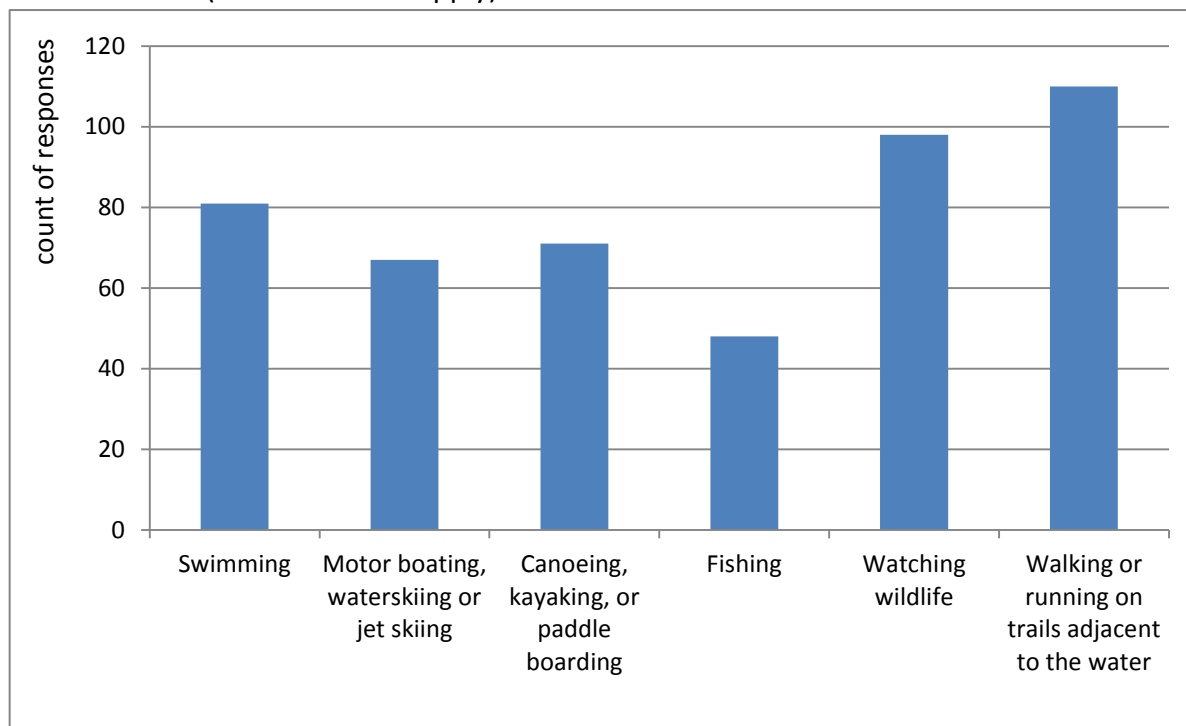
1. What city do you live in?



2. Do you belong to a neighborhood or lake association?

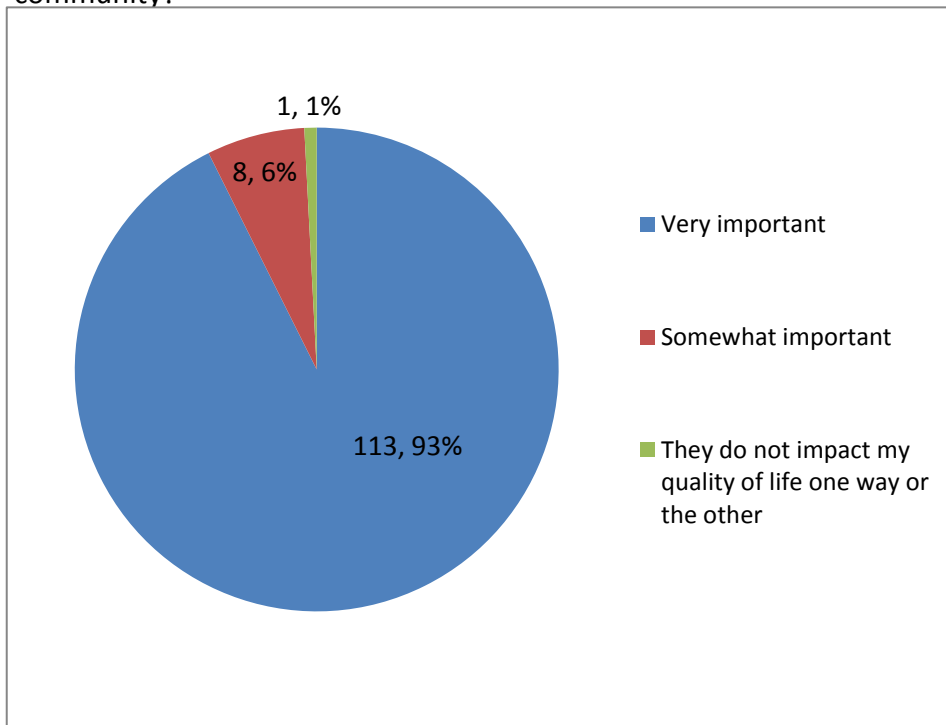


3. How do you use the lakes, streams, ponds and wetlands in your community or surrounding communities? (Choose all that apply)



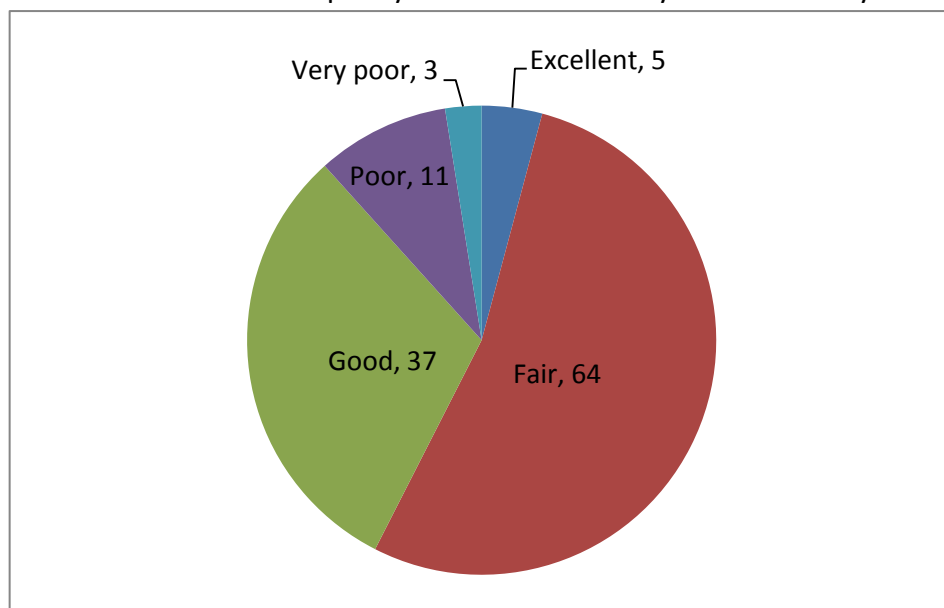
see narrative report for "In what other ways do you use water resources in your community"

4. How important are the lakes, streams, ponds and wetlands to your quality of life in your community?



see narrative report for "HOW do the water resources impact life in your community"

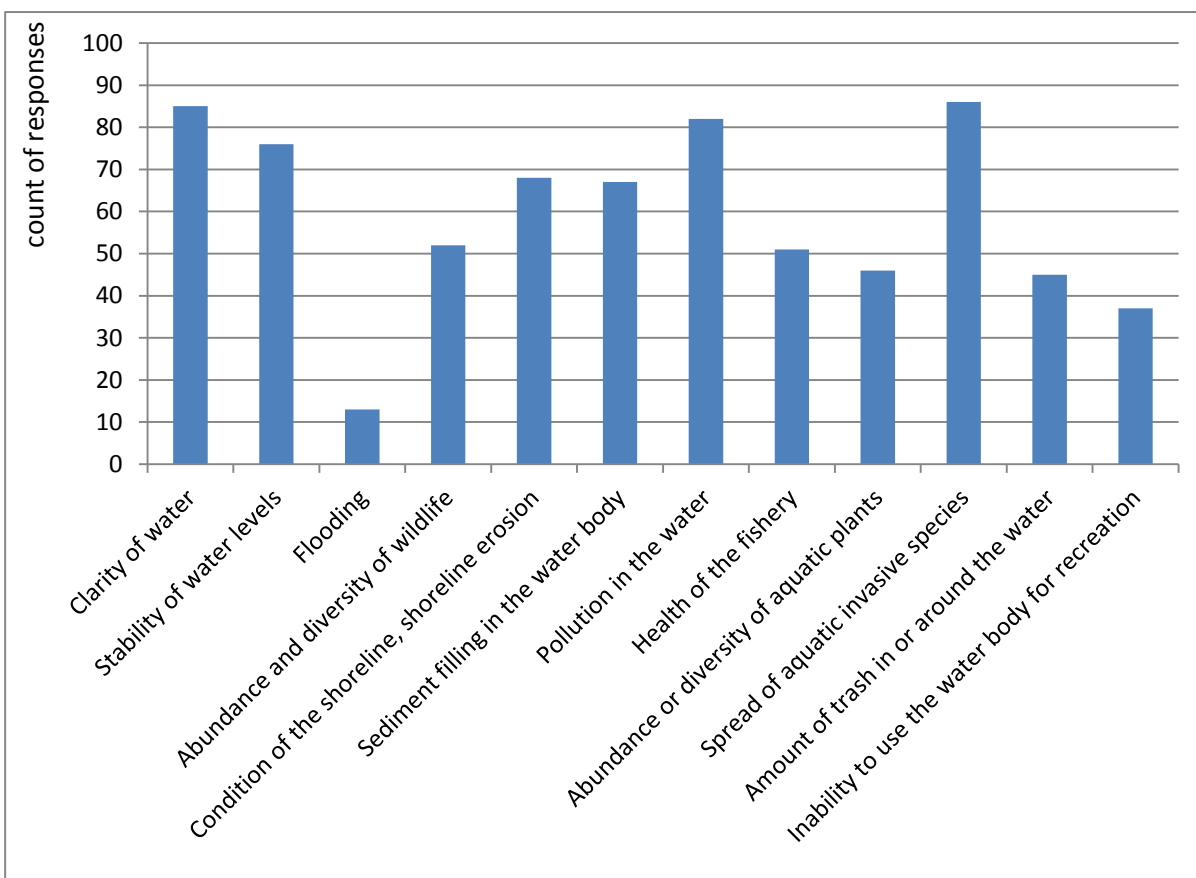
5. Please rank the overall quality of water bodies in your community.



see narrative report for "5a. Why do you believe the water resources currently have this quality?"

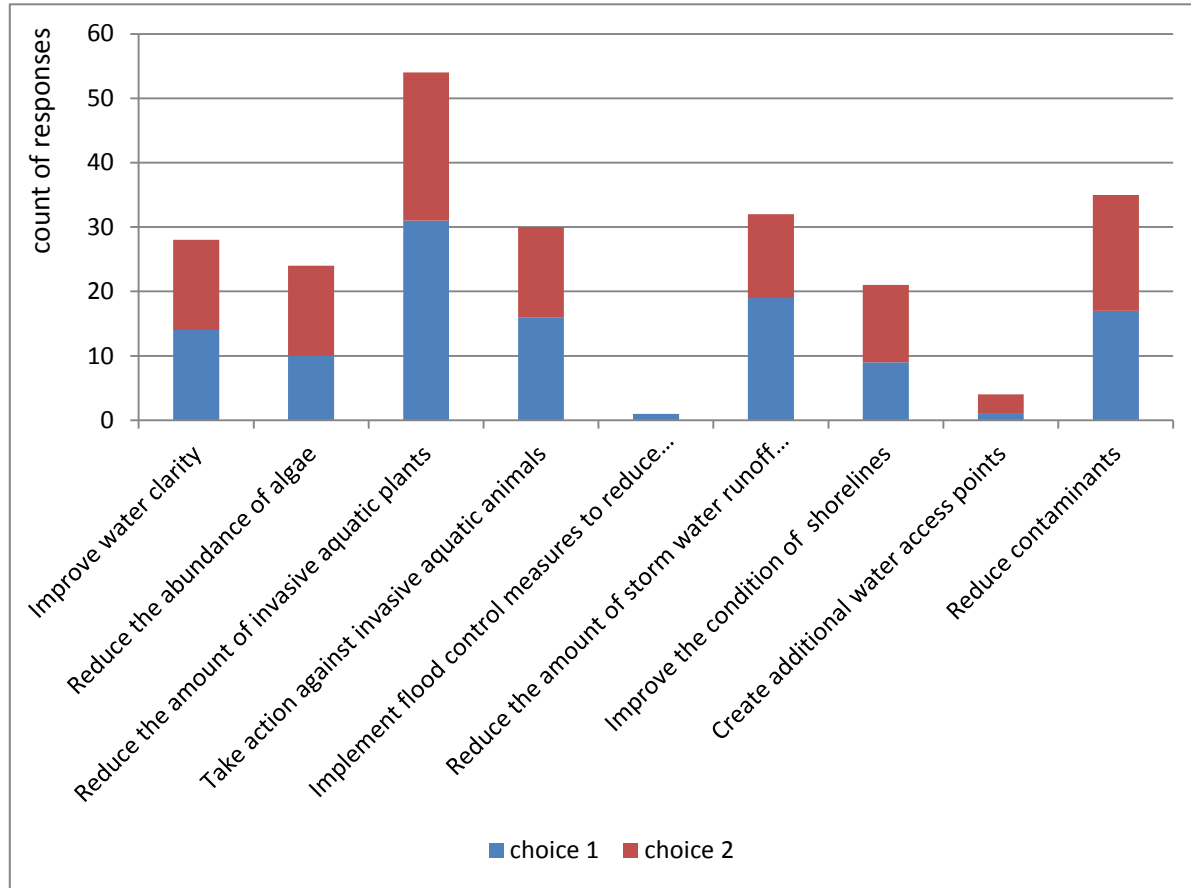
see narrative report for "5b. Are there one or two water bodies that stand out?"

6. What concerns you about the condition of the lakes, streams, ponds and wetlands in your community? (Choose all that apply)

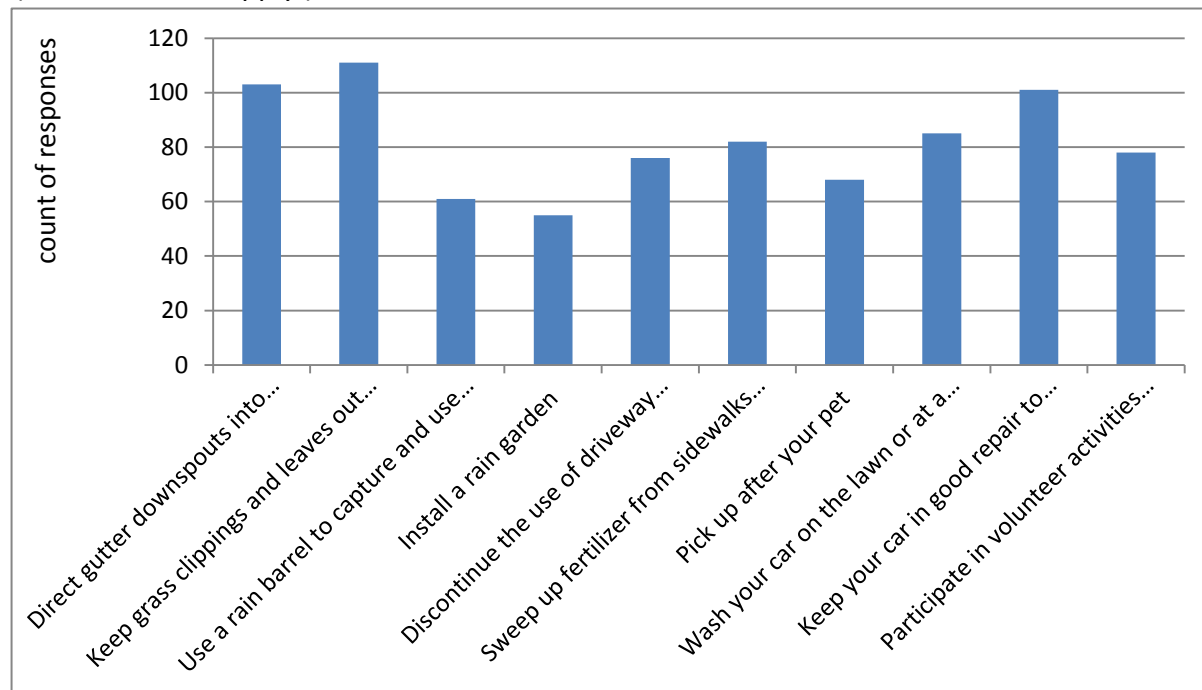


see narrative report for additional open ended responses to this question

7. What results will make the biggest difference in the overall quality of water bodies in your community? (Choose two)



8. What actions are you willing to take around your home and yard to improve water quality? (Choose all that apply.)



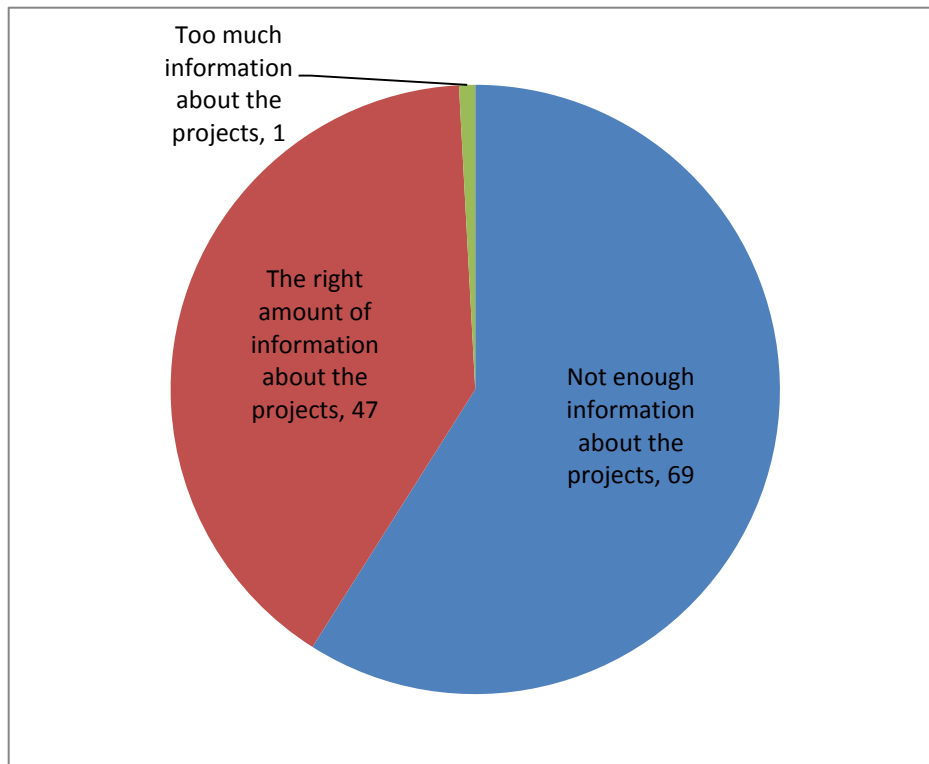
9. If you had a question or concern about the water bodies in your community, who would you contact? - Open-Ended Response

see narrative report

10 How do you learn about water projects going on in your community? - Open-Ended Response

see narrative report

11 Do you feel that in terms of information about water projects being done in your community you receive:



12 How would you like to receive information about water projects going on in your community? - Open-Ended Response

see narrative report

13 Considering the water bodies in your community, what are your major concerns or issues that should be addressed? - Open-Ended Response

see narrative report

14 What actions should be taken to address your issues and who should take those actions? - Open-Ended Response

see narrative report

15 Other comments about water resources - Open-Ended Response

see narrative report

Table 5-4 Capital Improvements since Completion of the 2004 BCWMC Plan - Draft

Location and Task	Project No Table 12-2 of 2004 Plan (as amended) ¹	Year of Implementation ²	Status / Description
<i>Medicine Lake:</i>			
Construction of wet detention pond to treat runoff from subwatershed BC94B1	ML-1	Pre-2004	Pond constructed by the City of Plymouth prior to 2004 Plan without BCWMC funding.
Reduce goose loading by 75 percent	ML-2	Ongoing	Option 17 in the Medicine Lake Plan. Periodically performed by the City.
Reroute flows from subwatershed BC94 to wet detention pond for BC92	ML-3	2006	Option 9a from the Medicine Lake Plan and included the dredging of accumulated sediment.
Construction of Medicine Lake East Beach wet detention pond for subwatershed BC107	ML-4	2006	Option 11 from the Medicine Lake Plan and included the dredging of accumulated sediment.
Construction of wet detention pond for subwatersheds BC98, BC98A and BC98B	ML-5	2004	Option 10a from the Medicine Lake Plan and included the dredging of accumulated sediment.
In-lake Herbicide Treatment	ML-7	2004, 2005, 2006, 2008	Herbicide application to treat Curlyleaf Pondweed was performed in multiple years; a report was published in 2007.
Construction of Lakeview Park Pond	ML-8	In Progress	Project includes <1 acre pond located in periodically-flooded are of Lakeview park. Pond will provide water quality treatment for an area draining to Medicine Lake currently without treatment.
West Medicine Lake Park Ponds water quality project	ML-11	2010	Project to improve quality of stormwater runoff to Medicine Lake. The project was constructed by the City of Plymouth
<i>Plymouth Creek:</i>			
Channel restoration – Medicine Lake to 26 th Avenue (Plymouth)	PC-1	2010-2012	Project completed by the City of Plymouth. Partially funded by BWSR CWF grant.

Table 5-4 Capital Improvements since Completion of the 2004 BCWMC Plan - Draft (continued)

Location and Task	Project No Table 12-2 of 2004 Plan (as amended) ¹	Year of Implementation²	Status / Description
Channel restoration –26 th Avenue to 37 th Avenue (Plymouth)	PC-2	Not Implemented	
<i>Parkers Lake:</i>			
Improvements to stormwater basin in PL-A13 near Circle Park	PL-6	2010	Project completed by the City of Plymouth as part of street redevelopment.
<i>Wirth Lake:</i>			
Dredging of detention pond in subwatershed FR- 5	WTH-1	2007	Option 2 in the Wirth Lake Plan
Highway 55 detention pond	WTH-2	Not Implemented	Option 3 in the Wirth Lake Plan. Project delayed by issues regarding MnDOT participation and future maintenance.
In-lake alum treatment of Wirth Lake	WTH-3	Not Implemented	Option 1 in the Wirth Lake Plan. Project delayed by issues regarding MnDOT participation and future maintenance.
Wirth Lake outlet modification to prevent backflow	WTH-4	2012	Project includes the addition of two rubber check valves to prevent backflow from Bassett Creek into Wirth Lake under flooding conditions, reducing annual phosphorus loading to Wirth Lake. Project is part of the Wirth Lake TMDL Implementation Plan and is partially funded by a BWSR CWF grant.
<i>Sweeney Lake:</i>			
Sweeney Lake outlet replacement	FC-1	2012	Project includes stabilization of eroding embankments and replacement of outlet structure to prevent further erosion and maintain lake level for flood control purposes. Funded through BCWMC Flood Control Project Long-term Maintenance Fund (see Table 5-4).

Table 5-4 Capital Improvements since Completion of the 2004 BCWMC Plan - Draft (continued)

Location and Task	Project No Table 12-2 of 2004 Plan (as amended) ¹	Year of Implementation²	Status / Description
Schaper Pond diversion project	SL-3	Pending	Pending approval of 2014 amendment. Project includes rerouting of inflow from Highway 55 inlet to northwest side of the pond to improve phosphorus removal efficiency within the pond. Project is anticipated to meet required load reduction of the Sweeney Lake TMDL.
<i>Twin Lake:</i>			
Pond expansion	TW-1	Not Implemented	Option 1 in the Twin Lake Plan. Project delayed due to site contamination and right-of-way issues.
In-lake alum treatment of Twin Lake	TW-2	Pending	<i>Twin Lake Feasibility Study</i> (2013) recommended in-lake alum treatment as the most feasible option to reduce phosphorus and algae in Twin Lake to pre-2008 levels. Pending approval of 2014 amendment.
<i>Westwood Lake:</i>			
Construction of detention/ skimming facility at Flag Avenue	WST-1	2009	Option 1 in Westwood Lake Plan.
<i>Bassett Creek Park Pond: None Proposed</i>			
<i>Northwood Lake:</i>			
Construction of ponds NB-35A, NB-35B, NB-35C and ponds NB-29A, NB-29B	NL-1	Not Yet Implemented	Option 4 in the Northwood Lake Plan. The City of New Hope constructed ponds NB-35A, NB-35B, and NB-35C, but not to degree of Northwood Lake Plan. Construction of ponds NB-29A, NB-29B, and a pond west of Northwood Lake (Jordan Outlet Pond) is planned for 2017-2018.

Table 5-4 Capital Improvements since Completion of the 2004 BCWMC Plan - Draft (continued)

Location and Task	Project No Table 12-2 of 2004 Plan (as amended) ¹	Year of Implementation ²	Status / Description
Four Seasons Mall area water quality project	NL-2	In Progress	Scenario 1 of a 2012 feasibility study. Project includes: <ul style="list-style-type: none"> • Construction of water quality treatment pond one site • Construction of water quality treatment pond southwest of the mall near the intersection of 40th Avenue N and Pilgrim Lane • Restoration of an existing eroding stream channel.
Diversion of Lancaster Lane storm sewer	NL-3	Not Yet Implemented	Option 3 in the Northwood Lake Plan. Project will divert drainage from a degraded wetland into another wetland for treatment prior to discharge into Northwood Lake. Planned for 2019
Construction of ponds NB-36A, NB-37A, and NB-38A.	NL-4	2007	Option 5 in the Northwood Lake Plan. Ponds were constructed by the City of New Hope.
Northwood Lake East Pond water quality project	NL-7	2009	The City of New Hope constructed a pond to improve quality of stormwater runoff to Northwood Pond.
<i>Bassett Creek Main Stem:</i>			
Construction of Pond BC 10-3	BC-1	2004	This project was completed as part of the Boone Ave and Brookview Golf Course improvement projects in 2004. Project completed without BCWMC funding.
Channel restoration – Crystal Border to Regent Avenue (Crystal/Golden Valley)	2010CR	2011	Project partially funded by a BWSR CWF grant.
Channel restoration – Wisconsin Ave. to Rhode Island Ave. and Duluth St. to Crystal/Golden Valley border	2011CR	In Progress	
Briarwood / Dawnview water quality improvement project (Golden Valley)	BC-7	Pending	Pending approval of 2014 amendment.

Table 5-4 Capital Improvements since Completion of the 2004 BCWMC Plan - Draft (continued)

Location and Task	Project No Table 12-2 of 2004 Plan (as amended) ¹	Year of Implementation²	Status / Description
Channel restoration – Golden Valley Rd. to Irving Ave. N. (Golden Valley/Minneapolis)	2012CR	In Progress	Project partially funded by a BWSR CWF grant.
<i>Sweeney Lake Branch of Bassett Creek:</i>			
Channel Restoration – from Cortlawn Pond to Turner's Crossroad		2008	Constructed by the City of Golden Valley.
<i>North Branch of Bassett Creek:</i>			
Channel restoration – 32 nd Ave. N. to Douglas Dr. N. (Crystal)	2011CR-NB	In Progress	
<i>Grimes, North Rice and South Rice Ponds</i>			
Construction of Grimes Pond wet detention pond	GR-2	Not Implemented	Option 4 in the Rice and Grimes Ponds Plan
<i>Crane Lake:</i>			
Construction of detention/skimming facility at Ramada Inn	CL-1	Not Implemented	Option 1 in the Crane Lake Plan
Construction of wet detention pond at Joy Lane	CL-2	Not Implemented	Project deemed not feasible by the City of Minnetonka in 2008.
<i>Turtle Lake: None Proposed</i>			
<i>Lost Lake: None Proposed</i>			
<i>Flood Control Project:</i>			
Perform flood-proofing of homes along Bassett Creek Trunk System		2008	Funded by remaining portion of the Flood Control Project construction funds.

Table 5-4 Capital Improvements since Completion of the 2004 BCWMC Plan - Draft (continued)

Location and Task	Project No Table 12-2 of 2004 Plan (as amended) ¹	Year of Implementation ²	Status / Description
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¹ Project Number is based on Table 12-2 of the 2004 Plan (as amended). Table 12-2 from the 2004 Plan is proposed to become Table 5-1 in the next generation Plan, and the project number will serve as an identifier in proposed next generation Plan Figure 5-1 Completed CIP Projects.

² Based on year of substantial progress (project completion may occur at a later date).

Table 5-5 Accomplishments (non-CIP) since completion of the 2004 BCWMC Plan - Draft

Location and Task	Implementation Date	Status / Description
<i>Administrative and Review Activities:</i>		
Review projects for consistency with BCWMC requirements	Ongoing	Number of development proposals reviewed: <ul style="list-style-type: none"> • 2004 – ??? • 2005 – ??? • 2006 – ??? • 2007 – 26 • 2008 – 31 • 2009 – 13 • 2010 – 28 • 2011 – 32 • 2012 – 37 • 2013 –
Review of member city local water management plans	Periodic	<ul style="list-style-type: none"> • 2006 – Minneapolis • 2008 – Golden Valley, Minnetonka, New Hope, Plymouth • 2009 – St. Louis Park, Crystal • 2010 – Robbinsdale, Medicine Lake
Complete minor and major plan amendments as necessary to update the Capital Improvement Program (CIP)	Ongoing	
Erosion Control Inspections	Ongoing	Performed monthly at construction sites within the watershed.
Flood control project inspections	Annual	Performed annually; results are summarized and provided to appropriate municipalities and Mn/DOT.
Bassett Creek tunnel inspection	2008	Performed every 20 years in coordination with City of Minneapolis, Mn/DOT, and U.S. Army Corps of Engineers
Long-term maintenance of the flood control project	Ongoing	Funded by annual assessments. Remaining funds used to complete Sweeney Lake outlet (see Table 5-5).
Complete annual report, submit to BWSR and post to website	Annually	Completed annually; available at BCWMC website.
Apply for grants and/or assist in city application for grants	Ongoing	The BCWMC has received multiple grants for projects, including: <ul style="list-style-type: none"> • \$360,000 BWSR Clean Water Fund for stream restoration projects (2010) • \$75,000 BWSR Clean Water Fund for Wirth Lake outlet modifications (2010) • \$217,500 BWSR Clean Water Fund for Bassett Creek Main Stem restoration projects (2011)
Complete annual audit and submit to BWSR	Annually	Completed annually.

Table 5-5 Accomplishments (non-CIP) since completion of the 2004 BCWMC Plan - Draft (continued)

Location and Task	Implementation Date	Status / Description
Update BCWMC Watershed Management Plan	2012-	The BCWMC began updating its 2004 Watershed Management Plan in 2012, including establishing a Steering Committee and public participation process. Plan completion is expected in 2014. A gaps analysis was completed in 2012.
<i>Water Quality and Quantity Monitoring and Studies:</i>		
Detailed lake water quality monitoring <i>(Note that additional water quality monitoring is performed by other entities with varying levels of cooperation by the BCWMC)</i>	Annual	BCWMC performs detailed monitoring of waterbodies within the watershed on a rotating schedule: <ul style="list-style-type: none"> • 2007 – Crane Lake, Westwood Lake • 2008 – Sweeney Lake, Twin Lake • 2009 – Sweeney Lake, Twin Lake, Northwood Lake, North Rice Pond, South Rice Pond • 2010 – Medicine Lake • 2011 – Crane Lake, Westwood Lake • 2012 – None
Operate stormwater runoff monitoring station (i.e., WOMP)	Ongoing	Performed in cooperation with the Metropolitan Council and Minneapolis Parks and Recreation Board (MPRB). MPRB's involvement ended in 2012.
Conduct Fish Index of Biological Integrity (IBI) of Bassett Creek Main Stem	2008	Performed in cooperation with MPCA.
E. coli bacteria monitoring of Bassett Creek Main Stem	2008, 2009, 2010	Performed in cooperation with MPCA. Analysis of monitoring results completed in 2010.
Biotic index monitoring of Bassett Creek Main Stem and tributaries	2006, 2009, 2012	Performed every 3 years at sampling sites on the Main Stem of Bassett Creek, North Branch of Bassett Creek, Plymouth Creek, and Sweeney Lake Branch of Bassett Creek
Lake and stream gauging program (water level readings)	Ongoing	Lake level data collected at Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake, and Northwood Lake. Readings taken twice monthly from April 1 – September 30 and one per month in other months.
Twin Lake internal loading investigation	2010-2011	Investigation included water quality monitoring and sediment analysis of Twin Lake. Report completed in 2011.
Updates to watershed-wide hydrologic/hydraulic model	2012-2013	Converted existing models to a single watershed-wide XP-SWMM model.
Updates to the P8 water quality model	2012-2013	Portions of the existing P8 water quality model were updated to reflect current land use and BMP conditions.
Completion of a <i>Resource Management Plan</i>	2009	BCWMC completed a plan to expedite US Army Corps of Engineers' permitting process for water quality improvement projects in the BCWMC CIP.
Sweeney Lake TMDL Study and Implementation Plan	2007-2010	BCWMC cooperated with the MPCA to undertake the Sweeney Lake TMDL study beginning with Phase I in 2007-2008 and continuing in 2008-2009 with Phase 2. A draft of the TMDL was completed in 2010. The TMDL was approved by the MPCA and EPA in 2011.

Table 5-5 Accomplishments (non-CIP) since completion of the 2004 BCWMC Plan - Draft (continued)

Location and Task	Implementation Date	Status / Description
Medicine Lake TMDL Study and Implementation Plan	2008-2010	BCWMC cooperated with the MPCA to undertake the Medicine Lake TMDL study beginning in 2008 with the MPCA taking the lead role. BCWMC partnered with the MPCA and Three Rivers Park District to develop the TMDL Implementation Plan beginning in 2009. The TMDL was approved by the MPCA and EPA in 2011.
Wirth Lake TMDL Study and Implementation Plan	2008-2010	BCWMC cooperated with the MPCA to undertake the Wirth Lake TMDL study beginning in 2008 with the MPCA taking the lead role. A draft of the TMDL was completed in 2009. The TMDL was approved by the MPCA and EPA in 2010
<i>Education and Public Involvement:</i>		
Publishing articles in local newspapers	Ongoing	
Conducting tours of the watershed	Every other year	Conducted tours in 2005, 2007, 2009, 2011, 2013
Co-sponsoring MetroBlooms rainwater garden workshops	2008, 2011	
Staffing informational booths at fair, expos, and other events	Ongoing	Events include: <ul style="list-style-type: none"> • Plymouth Yard/Garden Expo • Plymouth Environmental Quality Fair • Golden Valley Days Informational booths are placed on display at city halls between events.
Participating in Blue Thumb	Ongoing since 2008	Blue Thumb is a local program that encourages homeowners to use native planting, rain gardens, and shoreline stabilization to reduce runoff.
Participating in Metro WaterShed Partners	Ongoing	Including the Minnesota Waters “Let’s Keep Them Clean” campaign
Conducting surveys of watershed residents	Periodically	Surveys include a 2007 survey of residents’ knowledge of water-related issues and 2013 resident survey intended to guide next generation Plan development.
Participated in watershed education alliance (West Metro Watershed Alliance, WMWA) with four neighboring WMOs	Ongoing since 2009	
Giving away native seed packets	Ongoing	
Participating in the development of educational materials distributed to target audiences	Periodically	Including the “10 Things You Can Do” brochure distributed to member cities (2009)
Maintaining the Technical Advisory Committee	Ongoing	The TAC meets about six times per year to review and make recommendations regarding topics assigned by the Commission.
Maintain the BCWMC Website	Ongoing	Continually update website with Commission meeting materials and minutes, technical reports and studies, and watershed news.



Item 7B
BCWMC 5-16-13

May XX, 2013

Mr. John (Jack) Gleason
DNR Hydrologist
Minnesota Department of Natural Resources
1200 Warner Road
St. Paul, MN 55106-6793

**Re: Response to Comments Regarding Bassett Creek Watershed Management
Commission's Proposed Major Plan Amendment**

Dear Mr. Gleason:

Thank you for your April 5, 2013 letter regarding the Bassett Creek Watershed Management Commission's (Commission) proposed major plan amendment. In that letter (**attached**), the Minnesota Department of Natural Resources (DNR) commented on the proposed Schaper Pond Diversion Project, one of the three proposed additions to the Commission's capital improvement program (CIP). In the letter, the DNR notes that Schaper Pond is a DNR Public Water Wetland (#27-649) and that the proposed additional diversion structure would require an amendment to DNR permit 1997-6094.

However, of most concern to the Commission is the statement that "the DNR may not be able to authorize this proposal or a similar concept" because of changes in rules and policies at the Minnesota Pollution Control Agency (MPCA). The DNR's understanding is that the MPCA rules do not allow enhancement of public waters that have been previously modified to serve as stormwater ponds. The DNR letter also encourages the Commission to 1) conduct subwatershed assessments to identify retrofit opportunities for stormwater best management practices (BMPs); 2) review its requirements to address infiltration/abstraction BMPs for redevelopment as well as development projects; and 3) to incorporate the MPCA's work on minimal impact design standards (MIDS), as appropriate.

Commission's Response to DNR's Comments

The Commission appreciates that the DNR brought the MPCA issues to the Commission's attention. However, the Commission feels that this is a project worth pursuing, and the Commission will apply for a permit to construct the project, assuming the Minnesota Board of Water and Soil Resources approves the major plan amendment.

DNR permit 1997-6094 authorized the City of Golden Valley to make alterations to Schaper Pond, which at that time was a wetland severely degraded by the presence of demolition debris in the western portions of the wetland. According to the Voluntary Response Action Plan prepared for the project (April 1997), environmental investigations at the site identified polycyclic aromatic hydrocarbons and lead as the primary contaminants of concern with the demolition debris. Clean-up efforts at the site were undertaken in conjunction with the DNR-permitted activities to provide

Bassett Creek Watershed Management Commission

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

recreational development and water quality improvement measures in and near Schaper Pond and the adjacent park. As a result of the project, a better shoreline was established (i.e., construction debris no longer exposed) and a berm was installed in the pond to improve treatment of stormwater entering the pond from the northwest corner of the pond.

As noted in the DNR letter, Schaper Pond is immediately upstream of Sweeney Lake, which is an impaired water. The Sweeney Lake TMDL (approved by the MPCA in 2011) calls for an external load reduction of 99 pounds of total phosphorus from the contributing watershed during the June through September period. The Implementation Plan for the Sweeney Lake TMDL includes several options for reducing phosphorus loads to Sweeney Lake. One option in the implementation plan was modification of Schaper Pond to improve the pond's ability to remove phosphorus. In response to this recommendation, the Commission completed a feasibility study in 2012 (Feasibility Report for the Schaper Pond Improvement Project) that investigated alternatives for modifying the pond. The feasibility study recommended construction of a diversion structure to direct more of the stormwater from the south to the northwest (larger, deeper) lobe of Schaper Pond where more treatment could be provided. The feasibility study found that the project could remove an estimated 81 – 156 pounds of phosphorus during the June through September period each year. This amount of phosphorus removal would go a long way towards reaching the Sweeney Lake TMDL phosphorus removal requirement of 99 pounds. Whereas the earth diversion berm constructed under DNR permit 1997-6094 resulted in more treatment of the stormwater discharging directly into the northwest side of Schaper Pond, the proposed diversion will provide for more treatment of the stormwater entering the south side of Schaper Pond (the main inflow into the pond).

The proposed diversion is envisioned to be a floating/movable structure that would force the water to the northwest side of Schaper Pond and toward the bottom of the pond, to significantly improve phosphorus removal.

The proposed Schaper Pond Diversion Project will not increase the amount of pollutants/nutrients entering Schaper Pond, but it will decrease the amount of pollutants/nutrients entering Sweeney Lake. The diversion project would allow the sediment in the stormwater entering Schaper Pond more time to settle in the pond, thus decreasing the amount of pollutants/nutrients leaving the pond and entering Sweeney Lake.

The Commission also has the following comments in response to the DNR's recommendations regarding subwatershed assessments, infiltration/abstraction BMPs, and MIDS.

- The Sweeney Lake TMDL also found that the network of 44 in-place stormwater BMPs are already removing 34 percent of the watershed total phosphorus loading to Sweeney Lake. Some of those BMPs were constructed more than 25 years ago. Because of the fully-developed nature of the tributary watershed, there are limited opportunities to install significant new BMPs in the upstream watershed. The best opportunities for installing such BMPs will come with redevelopment in the tributary watershed, but it would likely take decades to reach the phosphorus removal requirements of the TMDL. Through the Sweeney Lake TMDL and earlier Commission studies regarding improving the water quality of Sweeney Lake and other waterbodies in the watershed, detailed subwatershed assessments have already been undertaken and BMPs have been implemented.
- The Commission adopted a water quality management policy in 1994, and adopted water quality management standards in 1995 (Requirements for Improvements and Development Proposals), which were updated in 2008. The Commission's 1995 water quality management standards required the use of water quality treatment basins (designed to "NURP" standards) to reduce the phosphorus and sediment loading caused by development and redevelopment.

The 2008 update to the standards allow for infiltration and other BMPs to be used to meet the Commission's water quality treatment requirements. In addition, the 2008 update requires no increase in total phosphorus discharge from redevelopment sites. To meet the Commission and member city requirements, many developers often need to implement infiltration BMPs. The 2008 standards include design requirements and operation and maintenance guidelines for selected/approved BMPs.

- The Commission is currently in the process of updating their Watershed Management Plan. During the planning process, the Commission will review its water quality management standards, and consider whether infiltration requirements and the outcome of the MPCA's MIDS work should be incorporated into the Commission's standards.

In summary, the Commission wishes to pursue this project because it is the most feasible project for reaching the MPCA's approved TMDL load reduction goals in a reasonable timeframe. The Commission selected this alternative because it can be implemented in the immediate future, while most of the other alternatives in the TMDL implementation plan would require a much longer timeframe (decades) to see the same result, as they are dependent on redevelopment in the watershed. We believe the proposed project is necessary to meet the TMDL requirements for Sweeney Lake and is consistent with the Commission's, the city's, the MPCA's, and the DNR's shared objective of responsible management of our valued water resources.

Again, thank you for your review and comments on the Commission's proposed plan amendment. If you have any questions, please contact Karen Chandler, P.E., the BCWMC's engineer, at (952) 832-2813 (or kchandler@barr.com), or Charlie LeFevere, Esq., the BCWMC's legal representative, at (612) 337-9215 (or clefevere@Kennedy-Graven.com).

Sincerely,

Virginia (Ginny) Black,
Chair, Bassett Creek Watershed Management Commission

c:
Enclosure(s)



April 17, 2013

Ms. Laura Jester, Administrator
Bassett Creek Watershed Management Commission
c/o Barr Engineering Co.
4700 West 77th Street
Minneapolis, MN 55435

RE: 60-DAY REVIEW OF DRAFT 2013 MAJOR PLAN AMENDMENT

Dear Ms. Jester:

Board of Water and Soil Resources staff have completed review of the 60-day draft plan amendment to add three capital projects to the Capital Improvement Program (CIP) totaling \$898,000. We believe the amendment is compliant with rule and statute and we commend the Commission for maintaining a current CIP.

Sincerely,

Bradley J. Wozney
Board Conservationist

Cc: State Reviewing Agencies (via email)
Joel Settles, Hennepin County Environmental Services (via email)
Tom Petersen, HCD (via email)

<i>Bemidji</i>	<i>Brainerd</i>	<i>Duluth</i>	<i>Fergus Falls</i>	<i>Marshall</i>	<i>New Ulm</i>	<i>Rochester</i>	<i>Saint Paul</i>
701 Minnesota Avenue Suite 234 Bemidji, MN 56601 phone (218) 755-4235 fax (218) 755-4201	1601 Minnesota Drive Brainerd, MN 56401 phone (218) 828-2383 fax (218) 828-6036	394 S. Lake Avenue Room 403 Duluth, MN 55802 phone (218) 723-4752 fax (218) 723-4794	1004 Frontier Trail Fergus Falls, MN 56537 phone (218) 736-5445 fax (218) 736-7215	1400 E. Lyon Street Box 267 Marshall, MN 56258 phone (507) 537-6060 fax (507) 537-6368	261 Highway 15 S. New Ulm, MN 56073 phone (507) 359-6074 fax (507) 359-6018	2300 Silver Creek Road N.E. Rochester, MN 55906 phone (507) 281-7797 fax (507) 285-7144	520 Lafayette Road N. Saint Paul, MN 55155 phone (651) 296-3767 fax (651) 297-5615

March 12, 2013

Mr. Brad Wozney
Board of Water and Soil Resources
520 Lafayette Road North
St. Paul, MN 55155

RE: Bassett Creek Watershed Management Commission's (BCWMC) – Major Watershed Management Plan Amendment 60 day review
Metropolitan Council Review File No. 19848-6

Dear Mr. Wozney:

The Metropolitan Council has completed its review of the BCWMC Watershed Management Plan Amendment. The plan amendment includes three new projects to the Capital Improvement Program. The first proposed project modifies Schaper Pond to improve the pond's ability to remove phosphorus and to help meet the Sweeney Lake TMDL phosphorus reduction goals. This project is estimated to remove 81-156 pounds of phosphorus each year and cost \$550,000. The second proposed project would construct a water quality treatment pond that is estimated to remove 14 pounds per year at a cost of \$200,000. The third proposed project is to treat Twin Lake with alum at a cost of \$148,000 to reduce an estimated 242 pounds per year of internal phosphorus loading for the lake.

The plan amendment is consistent with the Council's *Water Resources Management Policy Plan* and Council goals of reducing nutrient loads in our regional water resources.

Thank you for the opportunity to comment on this plan. If you would like to discuss the comments contained in this letter, please contact Judy Sventek at 651-602-1156.

Sincerely,



William G. Moore
Deputy General Manager

WM: js

CC: Laura Jester, Administrator BCWMC
Roxanne Smith, Metropolitan Council District 1
Lona Schreiber, Metropolitan Council District 2
Jennifer Munt, Metropolitan Council District 3
James Brimeyer, Metropolitan Council District 6
Gary Cunningham, Metropolitan Council District 7
Keith Buttleman, Assistant General Manager, MCES, Environmental Quality Assurance Dept.
Freya Thamman and Tori Dupre, Metropolitan Council Sector Representatives
Raya Esmaeili, Metropolitan Council Reviews Coordinator

From: Sip, Rob (MDA) [<mailto:rob.sip@state.mn.us>]
Sent: Monday, March 04, 2013 8:01 AM
To: Bassett Creek Recording Administrator
Subject: RE: Major Plan Amendment Request from the Bassett Creek Watershed Management Commission

The MDA does not have any comments at this point.

Robert L. Sip
Environmental Policy Specialist
Pesticide and Fertilizer Management Division
Minnesota Department of Agriculture
625 Robert Street North
St. Paul, MN 55155-2538

651-201-6487 (Office)
651-319-1832 (Cell)
651-201-6120 (Fax)

rob.sip@state.mn.us
<http://www.mda.state.mn.us/>



Minnesota Department of Natural Resources

1200 Warner Road
Saint Paul, MN 55106-6793



April 5, 2013

Laura Jester, Administrator
Bassett Creek Watershed Management Commission
c/o, Barr Engineering
4700 West 77th St.
Edina, MN 55435

RE: DNR Comments on Major Plan Amendment for Bassett Creek Watershed Management
Commission's 2004 Watershed Management Plan

Dear Ms. Jester:

The Minnesota Department of Natural Resources (DNR) offers the following comments on the Commission's Major Plan Amendment.

The Commission proposes to reduce phosphorus loads into Sweeney Lake by modifying Schaper Pond to improve the pond's ability to remove phosphorus by constructing an additional diversion structure (BCWMC Project SL-3, 2014). Schaper Pond is immediately upstream of Sweeney Lake. Schaper Pond is DNR Public Water Wetland #27-649 so DNR authorization is required to construct the diversion structure.

In 1997 DNR issued Public Waters Work Permit 1997-6094 to the City of Golden Valley authorizing dredging of Schaper Pond to create deeper water areas that would collect sediment and to construct a berm that would facilitate the flow of water into these deeper areas. The proposed additional diversion structure would require an amendment to permit 1997-6094. However, due to changes in rules and policies, the DNR may not be able to authorize this proposal or a similar concept. A similar, recent proposal in the metropolitan area to enhance a Public Water's function as sediment basin was denied. Like Schaper's Pond, this Public Water also had previous DNR authorization that allowed dredging and berm construction to trap sediment. Our understanding is that Minnesota Pollution Control Agency (MPCA) rules do not allow enhancement of Public Waters that have previously been modified to serve as storm water ponds. We recommend you consult with Brian Livingston at the MPCA on their rules and regulations.

As we stated in our input in August 2012 to the Commission's 3rd Generation Plan, we recommend and encourage the Commission to allocate funding to systematically conduct intensive subwatershed assessments aimed at identification of opportunities to retrofit storm water Best Management Practices (BMPs) that will achieve runoff volume reductions, which we'd expect to lead to less sediment entering Bassett Creek and the lakes in the Commission's area. For an example, you may wish to look into the Metro Conservation District's program which recently completed an assessment in the Crystal Lake subwatershed in the City of Robbinsdale. We also encourage the Commission to review its rules and standards to address

infiltration/abstraction BMPs for redevelopment as well as new development projects. The Minnesota Pollution Control Agency's work on Minimal Impact Design Standards should also be reviewed and incorporated as appropriate.

Thank you for the opportunity to comment on the Commissions Major Plan Amendment. If you have questions or would like further discussion, please contact DNR Area Hydrologist Kate Drewry at Kate.Drewry@state.mn.us or 651-259-5753.

Sincerely,



John (Jack) Gleason
DNR Hydrologist
John.Gleason@state.mn.us
651-259-5754

ec: Brad Wozney, BWSR
Daryl Ellison, Fisheries
Kate Drewry, EWR

Terri Yearwood, EWR
Melissa Doperalski, EWR
Nick Proulx, EWR



7800 Golden Valley Road
Golden Valley, MN 55427

May 8, 2013

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

Subject: Additional Funding Request for Wirth Lake Outlet Project (WTH-4)
City Project No. 11-18

Dear Chair Black:

This letter provides an update of project expenses and requests an additional \$20,000 to complete the Wirth Lake Outlet Project (WTH-4), City Project No. 11-18.

According to the *Cooperative Agreement for Wirth Lake Outlet Modification* that was authorized by the Bassett Creek Watershed Management Commission (BCWMC) and the City of Golden Valley, \$180,000 was allocated to the City for construction, indirect costs associated with project design, management, and construction observation. Based on City's understanding, this reimbursement did not include the preparation of the feasibility study, preparation of the BWSR grant application, or the BWSR grant reporting/administration. Unknown to the City, \$31,155.38 was already drawn out of the account for these purposes. It is our understanding that this leaves the City of Golden Valley approximately \$148,844.62 remaining to complete the project (based on the April, 2013 BCWMC financial report).

Following is a summary of the City's project expenses incurred to date:

Project Administration (City Staff):	\$9,389.35
Permit and Valves (Purchased by City):	\$11,192.00
Construction:	\$71,625.25
Professional Services:	\$51,656.46
Total Expenses to Date:	\$143,863.06

Following are the anticipated remaining Golden Valley project expenses:

Remaining Construction:	\$3,800
Change Order (Skimmer):	\$11,500
Remaining Professional Services	\$10,000
Total Remaining Expenses:	\$25,300

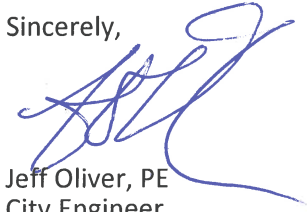
Included in the anticipated remaining project expenses are final restoration and a change order to install a skimmer on the outlet structure. Since the installation of the new outlet structure, debris has periodically accumulated at the new structure. The skimmer will reduce maintenance costs and improve efficiency of the structure.

The City of Golden Valley anticipates completing the project for \$169,200 (approximately \$10,000 under the anticipated \$180,000 budget). However, due to the fact that \$31,155.38 was already

spent by the BCWMC, the project will now close at or slightly below \$200,000. Therefore, the City requests an additional \$20,000 (and whatever additional grant administration and project closeout costs are required by the BCWMC) to successfully deliver a completed project that addresses the needs of the City, Minneapolis Park and Recreation Board, and the BCWMC.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "JO", is written over the word "Sincerely," and extends down over the name "Jeff Oliver, PE".

Jeff Oliver, PE
City Engineer

C: Jeannine Clancy, Director of Public Works
 Mitchell Hoeft, EIT, Engineer
 Jim Herbert, Barr Engineering
 Laura Jester, BCWMC Administrator



Bassett Creek Watershed Management Commission

MEMO

Date: May 8, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

April was a busy month with 3 Committee meetings, continued coordination of the small group meetings, development of the preliminary 2014 budget, finalizing the Roles and Responsibilities document, beginning to organize the Watershed Tour, and general coordination and meeting materials preparation.

I would like to specifically note a few items:

- There has been a request to develop a "new Commissioners" handbook that would include a watershed map, list of acronyms, list of contacts, bylaws, and a flow chart of water governance structure in the Metro area (WMOs, state agencies, local governments, etc.). I've been asked by the Administrative Services Committee to "poll" Commissioners to determine how useful this would be.
- Ms. Herbert and I have been discussing the proper mailing address for the Commission, even considering a post office box. The Commission website will likely be updated with a few different addresses depending on the type of correspondence being mailed.
- After consultation with Counsel LeFevere and the Administrative Services Committee, meeting minutes will only require one signature moving forward.

The following table provides detail on my activities April 1 – 30.

Administration – Correspondence, informational meetings, general administration:
Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, K. Chandler, A. Herbert, L. Kremer, E. Francis (WSB), B. Wozney (BWSR), C. LeFevere, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), T. Hoshal, Chair Black, M. Welch, J. Riss, D. Asche, J. Rumsey (AMLAC), developers (3), Rainbow Tree Care
CAMP coordination, delivering exhibit materials, conference call re: Lakeview Park Pond Project, watershed tour coordination, delivering tricycle to raffle winner, filing
Meetings with C. Rickenberg (Engineering and Arts School), A. Herbert, W. Clark and T. Russell (Friends of Mississippi River)
Administration – Meeting attendance:
4-4-13 TAC Meeting
4-18-13 BCWMC Meeting
4-25-13 Budget Committee Meeting

4-25-13 Administrative Services Committee Meeting
Administration – Preparing agendas, meeting materials, meeting notes, follow up: 4-4-13 TAC Meeting 4-18-13 BCWMC Meeting 4-25-13 Budget Committee Meeting 4-25-13 Administrative Services Committee Meeting
Administration – Document review and development: Review invoices, Barr memo re: comments to FEMA, WMWA minutes Refine Roles and Responsibilities document Gather 2014 budget materials
Administration - Watershed Management Plan Development: Solicit and review GTS proposal, coordinate AMLAC small group meeting – prep and deliver materials, begin sorting issues notecards from small group meetings 4-22-13 Plan Steering Committee meeting: prepare and distribute agenda, attend and takes meeting notes, type and distribute meeting notes, participate in affinity mapping exercise

In the coming month, I plan to work on the following items:

- Continue the 2014 budget process
- Assist with planning for the Watershed Summit
- Coordinate the Watershed Tour
- Begin gathering information on existing water monitoring projects/programs in the watershed for use in the development of the Watershed Plan
- Begin developing a policy or process for transferring and documenting CIP payment information to the Deputy Treasurer and onto Commissioners and TAC members



Bassett Creek Watershed Management Commission

Budget Committee

Meeting Notes

Thursday April 25, 2013

10:00 a.m.

Golden Valley City Hall

Attendees: Commission Chair Ginny Black, Commissioner Hoschka (partial attendance), Commissioner Ted Hoshal, Administrator Laura Jester

The Committee discussed the following items and/or made the following recommendations for the Commission's consideration in the 2014 budget:

General:

The Commission should consider taking official action at the end of its fiscal year stating what it intends to do with left over funds from underspent budget items. Chair Black reported that this is typically done by government entities and should be done by the Commission for the sake of fiscal transparency.

There was discussion about increasing the hours of the Administrator in 2014. Jester indicated the Commission should decide what activities and programs they wish to execute in 2014 before deciding the hours needed for an Administrator.

Jester recommended slightly reorganizing the line items in the budget and adding heading lines for "administration" and "education and outreach." The group agreed this would be easier to follow, but asked to limit the changes so that annual budgets for particular items could be tracked from year to year.

Jester distributed preliminary budget figures submitted by the Commission Engineer, the Recording Secretary and the Commission Legal Counsel. These numbers were entered into the preliminary budget.

Education and Outreach:

Committee members agreed more funding should be spent on education and outreach, in general. This was a common theme found among responses from the small group meetings as one way to help improve water quality: more education of residents.

Commissioner Hoshal presented a draft 2014 education and outreach budget for the Committee's consideration. The Committee agreed to use these figures in its first draft of the 2014 budget.

Hoshal indicated that perhaps the Education and Outreach Plan should be updated to reflect the work of the West Metro Watershed Association and other changes to educational programming in the watershed.

The development of a watershed map is in the 2013 budget. There was discussion about the possibility of compensating Hoshal Advertising for assistance with map development and layout. Jester is to check with legal counsel LeFevere regarding this possibility.

There was discussion about offering grants to institutions (like schools) or homeowners for the installation of water quality improvement projects (like raingardens) as the Commission has done in the past. Jester indicated technical assistance would be a necessary component of the program to make sure raingardens are properly placed and installed. It was noted that Plymouth already offers these types of grants to homeowners and that in the past Golden Valley has opposed this type of expenditure. It was decided to leave this program out of the draft budget and that the update to the Watershed Plan may include this strategy in the future.

Hoshal wondered if stream crossing signs can or should be fabricated and installed where major roads cross key streams throughout the watershed. (He provided a list of 30 stream-road intersections.) The group wondered if individual cities might be willing to fabricate and install these signs at the Commission's request. The issue should come before the TAC for further review.

Next Steps:

Jester is to refine the draft budget, in consultation with Deputy Treasurer Virnig, and bring the preliminary draft budget (along with the expected revenue table and preliminary member contributions) to the May Commission meeting for suggested revisions. A detailed budget memo can be drafted after input from the Commission. The Commission should make a formal recommendation with member dues and operating budget to the cities at the June Commission meeting.



Bassett Creek Watershed Management Commission

Administrative Services Committee

Meeting Notes

Thursday April 25, 2013

10:00 a.m.

Golden Valley City Hall

Attendees: Commission Chair Ginny Black, Commissioner Ted Hoshal, Alternate Commission Dave Hanson, Administrator Laura Jester

1. Identify Good Committee Meeting Time and Day of Week

Committee members each noted their typical days and times of conflict. Friday mornings at 8:30 may be a good time for everyone for future committee meetings. There was some discussion about the tasks and purpose for this Committee. Jester noted she could add various Commission committees to the Roles and Responsibilities document. It was noted that this Committee should meet approximately once a quarter.

2. Discuss Need for Signatures on Commission Meeting Minutes

Jester reported that she had reviewed the Commission bylaws and inquired with legal counsel LeFevere regarding the need for two signatures on the meeting minutes. Both Commissioner Welch and LeFevere indicated one signature on the minutes is a good practice to identify the version of the minutes that are actually approved by the Commission. However, LeFevere noted that two signatures weren't necessary.

There was consensus among Committee members that only the Secretary need sign the minutes and this should be the practice going forward. Jester will include this item in her next Administrator's report.

3. Identify Official Commission Mailing Address

Jester noted that BWSR would like to include an address for the Commission on their website. Jester noted that the letterhead and return address on the envelope have two different addresses and that she was also receiving Commission correspondence at her home. There was considerable discussion regarding the proper and easiest place for mail to be sent and retrieved including Golden Valley City Hall, Plymouth City Hall or a post office box. Jester was directed to consult with Deputy Treasurer Virnig and recording secretary Herbert to figure out best address to improve efficiency.

4. Discuss Possible Reimbursement of Mileage to Commissioners and Volunteers

Jester wondered if there was a way to reimburse Commissioners and other volunteers for their mileage when performing Commission business (such as facilitating small group meetings, hosting exhibits at expos and other events, etc.). Jester received a quote from LMCIT for additional insurance coverage for Commissioners and volunteers which amounted to a \$145/year premium.

There was discussion about needing to document exactly who and for what activities mileage would be reimbursed. Jester was asked to bring this to the May Commission meeting for discussion.

5. Discuss Roles and Responsibilities of Consultants, Commissioners, and TAC member

Jester walked through the draft document of roles and responsibilities, including suggested edits submitted by Commissioner Welch. The group discussed each item and decided on changes, additions, and deletions.

It was suggested that the roles and responsibilities of the three Commission committees (Next Generation Plan Steering Committee, Administrative Services Committee, and the Budget Committee) should be added to the document.

The group asked Jester to have the document reviewed by legal counsel LeFevere, the Commission engineers, and recording secretary Herbert. The draft document should come before the Commission at the May meeting.

6. Discuss Regular Review of Consultants

There is a desire to start a formal process of conducting performance reviews of consultants. There was discussion about the appropriate timing of such reviews including biennially before consultant proposals were solicited, or before contracts are renewed. Jester indicated the consultants are not under contracts with expiration dates. There was consensus that an annual performance review near the end of each year was appropriate so that results could be taken into consideration if and when consultants increase their hourly rates and during the proposal solicitation process. It was noted that perhaps a closed meeting of the Administrative Services or Executive Committee could be conducted to perform such reviews. Jester indicated she would check with legal counsel LeFevere and add this item to the Commission calendar.

Meeting adjourned at 12:00 p.m.

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 8F. Implications of Atlas 14
BCWMC May 16, 2013 Meeting Agenda
Date: May 8, 2013
Project: 23270051.34 2013

8F. Implications of Atlas 14

Recommendations:

1. For information only.

Background

On April 19, 2013, the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) released new information regarding the magnitude of precipitation depths for different return frequencies (e.g. 100-year 24-hour rainfall depths). This report, Atlas 14, serves as an update to Technical Paper 40 (TP 40), published by NOAA in 1961. The precipitation depths for various return frequencies listed in TP 40 are currently the most widely used values by Twin Cities' municipalities and watershed organizations. The amounts reported in Atlas 14 are based on more precipitation monitoring stations and approximately 50 more years of additional precipitation data than TP 40. Table 1 shows a comparison of the TP40 values and the Atlas 14 values for a sampling of storm events for the Golden Valley station in the Bassett Creek watershed.

Table 1. Comparison of TP40 and Atlas 14 values – Golden Valley station

Storm Event	TP 40, inches	Atlas 14, inches
50% annual probability ("2-year") 24-hour	2.8	2.9
10% annual probability ("10-year") 24-hour	4.2	4.3
1% annual probability ("100-year") 24-hour	6.0	7.4

Figure1 (attached) shows the precipitation monitoring stations in and near BCWMC. Figures 2 – 4 (also attached) show the TP40 and Atlas 14 values for the 2-year, 10-year and 100-year 24 hour events.

The change in values, specifically the 100-year 24-hour storm depth, raises several policy questions for the Commission, the member cities and agencies to consider. As noted in the December 13, 2012 gaps analysis document, member city and BCWMC stormwater management policies reference storm events that may be outdated. As a result, the changes in precipitation values may affect:

- Member city rate controls and other standards
- Stormwater infrastructure design criteria
- BCWMC policies related to the BCWMC Flood Control Project, trunk system, and floodplain management
- Floodplain profiles/delineation (FEMA and BCWMC)

Most of the member cities require no increases in the discharge rates as a result of development. The standards typically reference the return frequency (e.g., the 100-year 24-hour event) rather than the precipitation amount (or possibly both). The Commission and the member cities will need to discuss whether the rate control standards should reflect the Atlas 14 values or the old TP 40 values, or whether the existing “freeboard” requirements provide adequate protection.

The stormwater infrastructure in the watershed has typically been analyzed and designed using the TP40 values. Reevaluating storm sewer systems and flood levels with the new values could show higher flood levels and more homes within 1% probability (“100-year”) flood levels, and could show higher flow rates and undersized stormwater systems. The Commission and the member cities will need to discuss how to handle the design of new systems in light of the Atlas 14 values. This is especially critical in areas where new systems would connect with in-place systems. The Commission and the member cities will also need to discuss whether the in-place systems (ponds, storm sewers, lakes, creeks) should be re-analyzed using the Atlas 14 values.

Barr’s understanding is that FEMA (Federal Emergency Management Agency) and the Minnesota Department of Natural Resources will not be requiring new flooding analyses until the respective FEMA flood insurance rate maps are revisited, which could be decades from now.

Conclusions

The release of the Atlas 14 final values will result in changes to rainfall depths in the watershed. The Commission and the member cities will need to start considering how they should respond to this change. Although no action is needed by the Commission at this moment, this suite of issues will be discussed in more detail as part of the planning process for the Next Generation Plan.

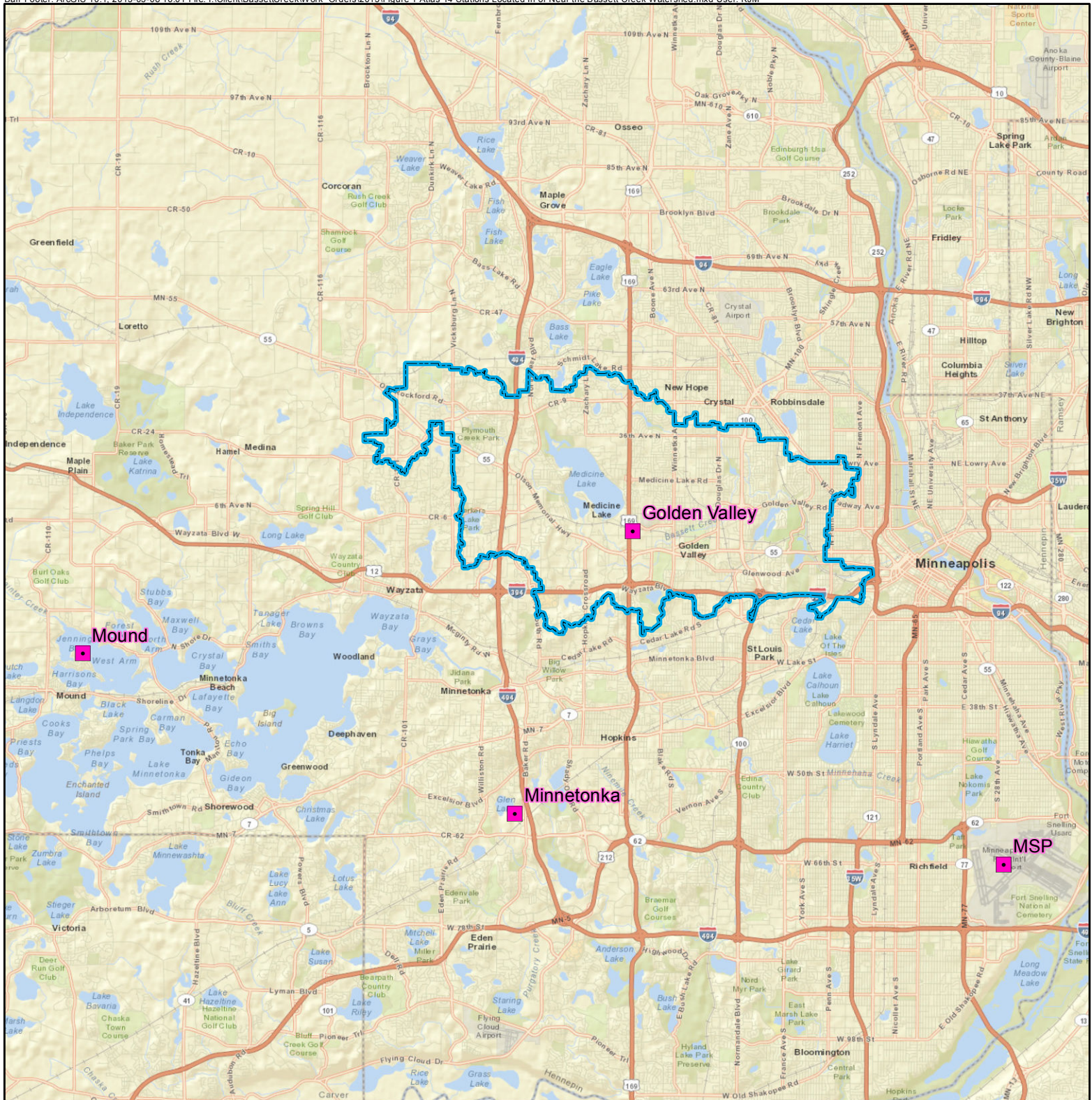
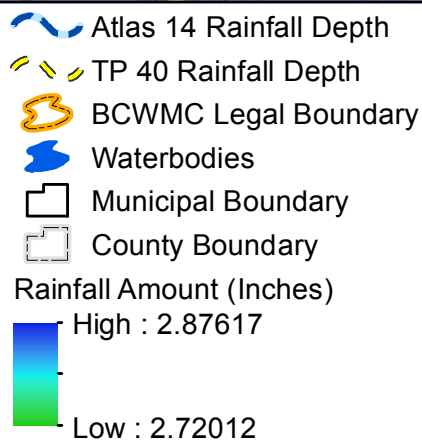


Figure 1

ATLAS 14 STATIONS LOCATED IN OR NEAR
THE BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

2-YEAR, 24-HOUR EVENT
Atlas 14 Precipitation
Frequency Estimates
Bassett Creek Watershed
Management Commission



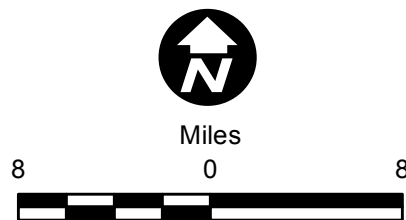
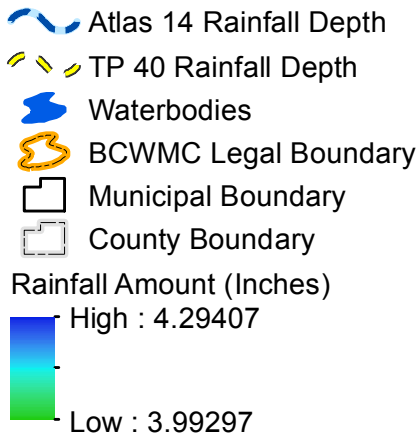
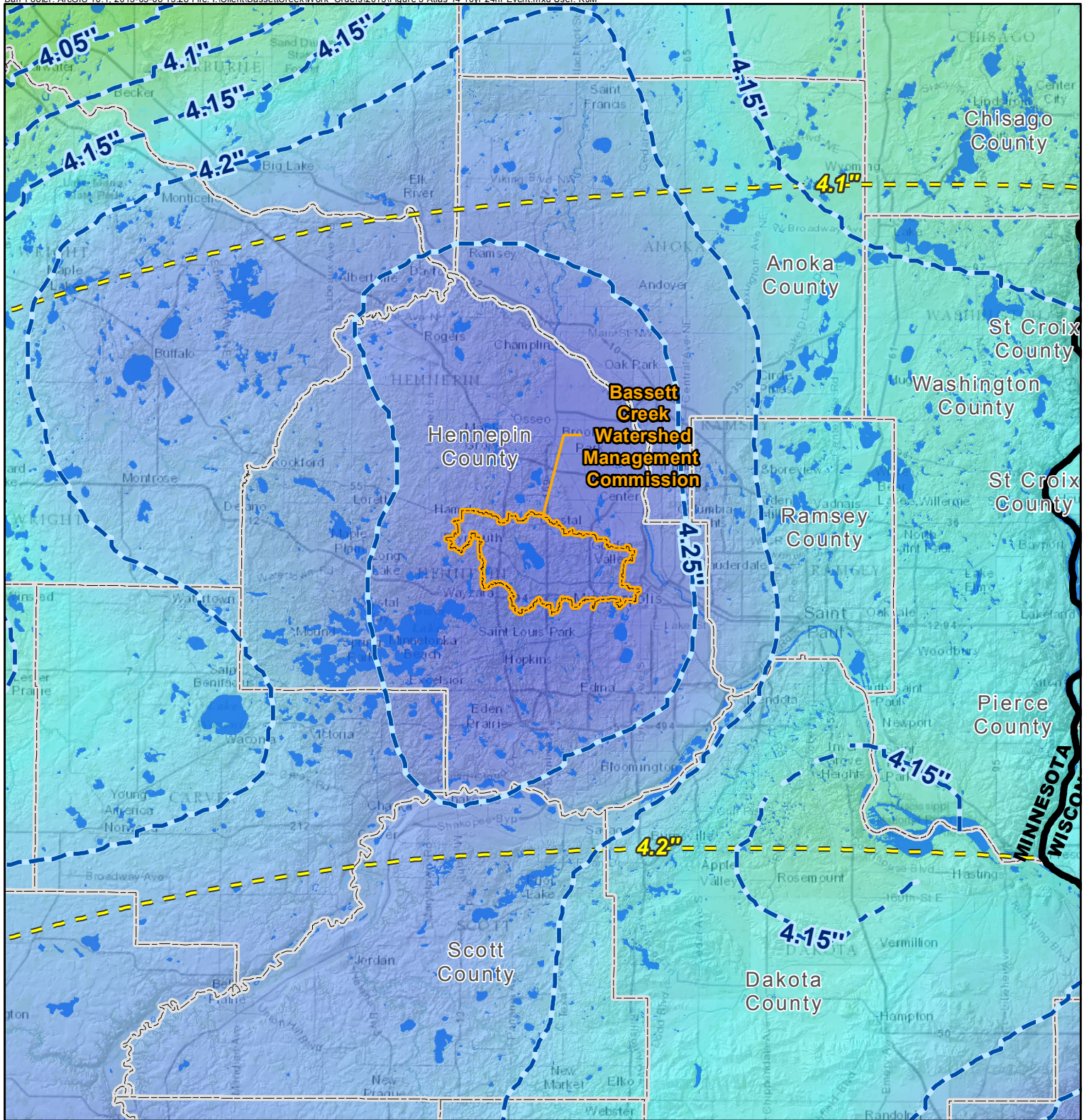


Figure 3

10-YEAR, 24-HOUR EVENT
 Atlas 14 Precipitation
 Frequency Estimates
 Bassett Creek Watershed
 Management Commission

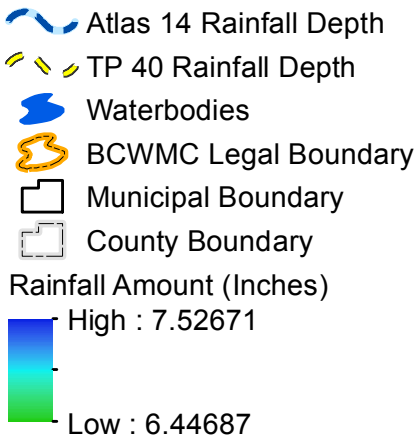
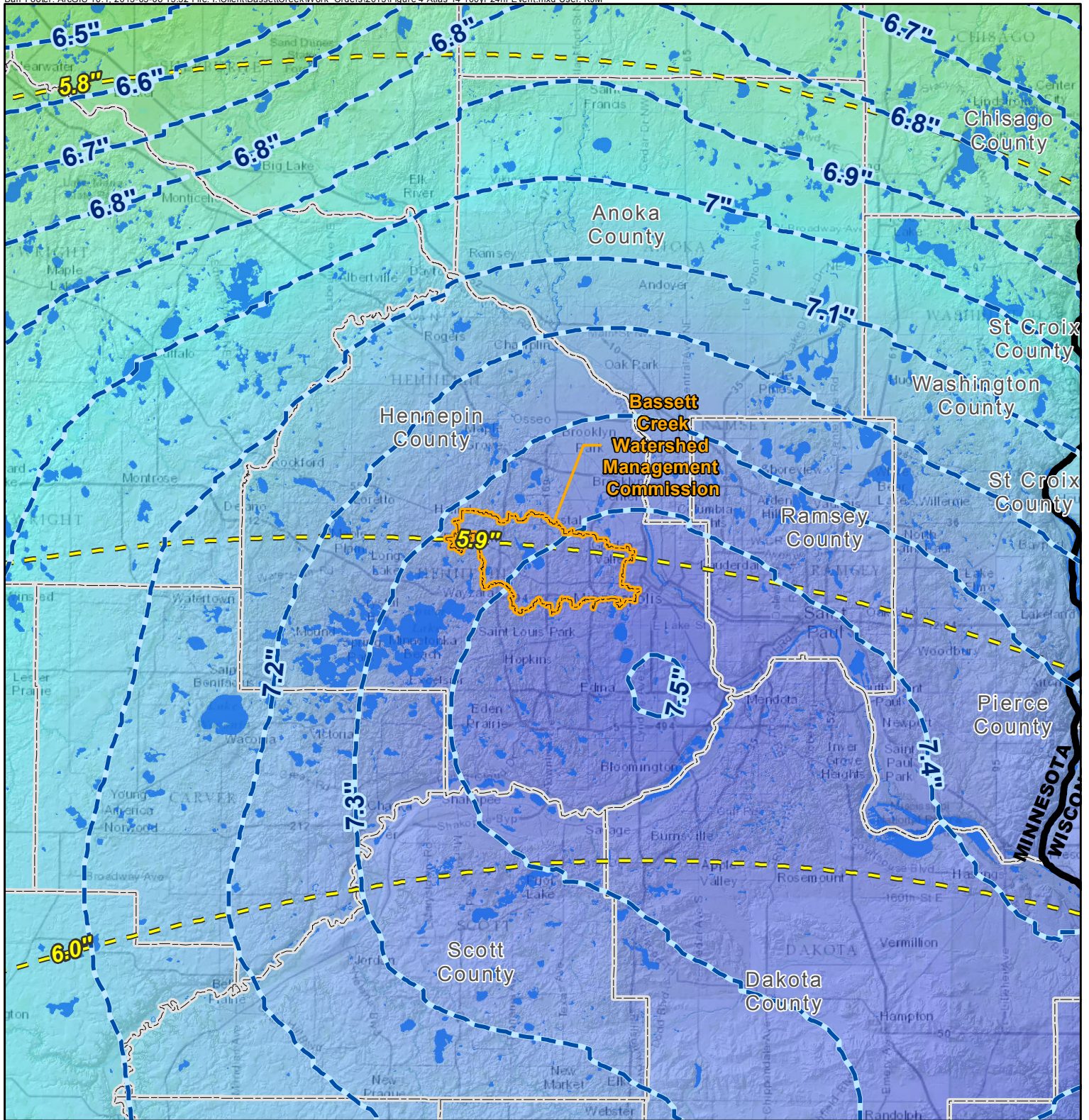


Figure 4

100-YEAR, 24-HOUR EVENT
 Atlas 14 Precipitation
 Frequency Estimates
 Bassett Creek Watershed
 Management Commission