



## Bassett Creek Watershed Management Commission

Regular Meeting

11:30 a.m.

Thursday, March 21, 2013

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

### AGENDA

#### 1. CALL TO ORDER

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 February 21, 2013 Meeting Minutes
- B. Approval of February Financial Report
- C. Approval of Payment of Invoices
  - i. Keystone Waters, LLC – February 2013 Administrator Services
  - ii. Barr Engineering – Engineering Services
  - iii. Amy Herbert – February 2013 Secretarial Services
  - iv. D'amico-ACE Catering – March 2013 Meeting Catering
  - v. Judy Arginteanu – Writing of Next Generation Plan Public Interest Article
  - vi. Commissioner Johnson – Reimbursement for Feb 2013 meeting refreshments
  - vii. MMKR – Invoice for portion of financial audit
  - viii. Shingle Creek WMC – WMWA Expenses and Educator Program (PREP)
- D. Approval of Contract for 2013 River Watch Program

#### 5. NEW BUSINESS

- A. West Metro Water Alliance: Updates and Presentation of Educator Program
- B. Discuss Administrator's Agenda Memo Format and Use
- C. Discuss 2013 Watershed Tour
- D. Presentation of Draft Feasibility Report on Briarwood/Dawnview Water Quality Improvement Project
- E. TAC Updates
  - i. Appoint Commissioner liaison to attend April 4 TAC meeting
- F. Presentation of 2012 Biotic Index Monitoring Results for Bassett and Plymouth Creeks (full version available online)
- G. BWSR Request for Comments on Amendment to Metro Water Management Rules

#### 6. OLD BUSINESS

- A. Review Draft Letter to Cities Regarding JPA Amendment
- B. Approve 2015 – 2019 Capital Improvement Projects

- C. Receive Update on Next Generation Plan Development
  - i. BWSR approval of Public Input Process
  - ii. Small group meetings update and schedule
  - iii. WAVE Flyer
  - iv. Minneapolis neighborhoods March 30<sup>th</sup> meeting
  - v. Survey update
  - vi. Distributing article

## 7. COMMUNICATIONS

- A. Administrator's Report
- B. Chair
- C. Commissioners
- D. Committees - Administrative Services Committee Meeting Notes
- E. Legal Counsel
- F. Engineer

## 8. INFORMATION ONLY (Information online only)

- A. WaterShed Partners and Clean Water MN 2012 Annual Report
- B. Invitation to Environmental Initiative Commissioner's Forum April 5<sup>th</sup>
- C. Article on the "Five Pillars of Construction Stormwater Management"
- D. WCA Notice of Decisions – City of Plymouth – Heather Run Drainage Maintenance, Parkview Ridge
- E. Met Council Water Resources Policy Plan TAC Meeting Notes
- F. Feb/March Links to Water Related News Articles (topics include triclosan, road salt, ground water, Master Water Stewards Program, land drainage, invasive species, climate change)
- G. Grant Tracking Summary and Spreadsheet
- H. Golden Valley Staff Recognition Email
- I. Stormwater U Workshop Announcement

## 9. ADJOURNMENT

### Upcoming Meetings

- **Thursday, March 25<sup>th</sup>** - Plan Steering Committee, 4:30 p.m. – 6:00 p.m. at Plymouth City Hall Medicine Lake Room
- **Thursday, April 4<sup>th</sup>** – TAC meeting, 1:00 p.m. – 3:00 p.m. at Golden Valley City Hall
- **Thursday, June 13<sup>th</sup>** – **Bassett Creek Watershed Summit** – 7:00 p.m.-Plymouth 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: March 13, 2013

From: Laura Jester, Administrator

To: BCWMC Commissioners

**RE: Background information 3/21/13 BCWMC Agenda Items**

1. CALL TO ORDER
2. CITIZEN FORUM ON NON-AGENDA ITEMS
3. APPROVAL OF AGENDA - ACTION ITEM
4. CONSENT AGENDA -
  - A. Approval of February 21, 2013 Meeting Minutes ACTION ITEMS with attachment
  - B. Approval of February Financial Report ACTION ITEMS with attachment
  - C. Approval of Payment of Invoices ACTION ITEMS with attachments
    - i. Keystone Waters, LLC – February 2013 Administrator Services
    - ii. Barr Engineering – Engineering Services
    - iii. Amy Herbert – February 2013 Secretarial Services
    - iv. D'amico-ACE Catering – March 2013 Meeting Catering
    - v. Judy Arginteanu – Writing of Next Generation Plan Public Interest Article
    - vi. Commissioner Johnson – Reimbursement for Feb 2013 meeting refreshments
    - vii. MMKR – Invoice for portion of financial audit
    - viii. Shingle Creek WMC – WMWA Expenses and Educator Program (PREP)
  - D. Approval of Contract for 2013 River Watch Program ACTION ITEMS with attachment

*Through this contract, Hennepin County will provide coordination of the River Watch program at three monitoring sites for two years including communication, coordination, training, equipment maintenance, field and lab assistance, quality control, report preparation, and volunteer recognition. Cost to BCWMC \$4,000 over two years from "Watershed Education Partnerships" in 2013 budget.*
5. NEW BUSINESS
  - A. West Metro Water Alliance: Updates and Presentation of Educator Program INFORMATION ITEM

*Jenny Schaust, an educator working with WMWA, will give an overview of the new educator program getting underway in schools this winter. Commissioner Hoshal and I will provide additional WMWA updates including the April 12 – 13 Plymouth Yard and Garden Expo, WaterLinks articles, Green Yard Workshops, etc.*
  - B. Discuss Administrator's Agenda Memo Format and Use DISCUSSION ITEM

*I would like feedback on this agenda memo, its usefulness for Commissioners and TAC members, and its format.*

C. Discuss 2013 Watershed Tour **DISCUSSION ITEM**

*A tour of projects and water resources within the watershed can be a useful and informative tool for Commissioners, TAC members, local officials and members of the public. As the BCWMC is updating its Watershed Management Plan, and there are new Commissioners since the last tour, this would be a good year to hold a tour. The last watershed tour was held in 2011. Tour expenses could come from the "Education and Public Outreach" budget item.*

D. Presentation of Draft Feasibility Report on Briarwood/Dawnview Water Quality Improvement Project **ACTION ITEM with attachment**

*This project in the Main Stem watershed is located just east of T.H. 100, near the intersection of Scott Av N and Dawnview Terrace and is included in the BCWMC 2014 CIP. Staff recommends the Commission consider accepting the study and make a decision on which option to utilize.*

E. TAC Updates

i. Appoint Commissioner liaison to attend April 4 TAC meeting **DISCUSSION ITEM**

*The TAC did not meet in March and thus has nothing to formally report. For the April TAC meeting, the City of Golden Valley requested adding a discussion of the Lakeview Park Pond project. Additionally, a Commissioner should be appointed to attend the April 4, 2013 TAC meeting.*

F. Presentation of 2012 Biotic Index Monitoring Results for Bassett and Plymouth Creeks (full version available online) **ACTION ITEM with attachment**

*Biotic index monitoring is performed in the watershed once year 3 years. Engineer Chandler will present the findings of the 2012 monitoring effort. Staff recommends acceptance of the report by the Commission.*

G. BWSR Request for Comments on Amendment to Metro Water Mgmt Rules **DISCUSSION ITEM with attachment**

*The Minnesota Board of Water and Soil Resources (BWSR) seeks comments on their proposed amendments to the rules governing metropolitan area local water management (8410 Rules). Engineer Chandler will review a memo she prepared outlining the proposed changes and their possible effects on the BCWMC and member cities. The Commission should decide if formal comments from the BCWMC are warranted.*

6. OLD BUSINESS

A. Review Draft Letter to Cities Regarding JPA Amendment **ACTION ITEM with attachment**

*At the 2/21/13 BCWMC meeting, the Commission directed me to draft a letter to member cities regarding the expiring Joint Powers Agreement (JPA) and seeking comments on the proposed amendment to extend the JPA by ten years. The Commission should decide how to proceed with this item.*

B. Approve 2015 – 2019 Capital Improvement Projects **ACTION ITEM with attachment**

*At the 1/17/12 BCWMC meeting, the Commission reviewed the revised TAC-recommended 2015 – 2019 Capital Improvement Projects list. At that time, there were no suggested changes to the CIP list as presented and Commissioners asked the TAC to take one final review before bringing it back to the February or March BCWMC meeting. The layout of the CIP is updated from previous years, with a "CIP fact sheet" for each of the projects. Staff recommends approval of the CIP as presented. Additionally, the Commission should discuss how to proceed with getting a feasibility study underway for the 2015 project. Options include requesting proposals from firms in the BCWMC pool of engineers, asking Barr to prepare a feasibility study, or distributing a Request for Proposals.*

C. Receive Update on Next Generation Plan Development **INFORMATION ITEM with attachments**  
*Next Generation Plan Steering Committee Chair, Linda Loomis, and I will update the Commission on various components of the public input process and the small group meetings that were already held.*

- i. BWSR approval of Public Input Process
- ii. Small group meetings update and schedule
- iii. WAVE Flyer
- iv. Minneapolis neighborhoods March 30<sup>th</sup> meeting
- v. Survey update
- vi. Distributing article

7. COMMUNICATIONS **INFORMATION ITEMS with attachments**

- A. Administrator's Report – *Report attached*
- B. Chair
- C. Commissioners
- D. Committees - *Administrative Services Committee Meeting Notes attached*
- E. Legal Counsel
- F. Engineer

8. INFORMATION ONLY (Information online only) - **INFORMATION ITEMS with documents online**

- A. WaterShed Partners and Clean Water MN 2012 Annual Report
- B. Invitation to Environmental Initiative Commissioner's Forum April 5<sup>th</sup>
- C. Article on the "Five Pillars of Construction Stormwater Management"
- D. WCA Notice of Decisions – City of Plymouth – Heather Run Drainage Maintenance, Parkview Ridge
- E. Met Council Water Resources Policy Plan TAC Meeting Notes
- F. Feb/March Links to Water Related News Articles (topics include triclosan, road salt, ground water, Master Water Stewards Program, land drainage, invasive species, climate change)
- G. Grant Tracking Summary and Spreadsheet
- H. Golden Valley Staff Recognition Email
- I. Stormwater U Workshop Announcement

9. ADJOURNMENT **ACTION ITEM**



## Bassett Creek Watershed Management Commission

### Minutes of the Regular Meeting February 21, 2013, 11:30 a.m. Plymouth City Hall

#### Commissioners and Staff Present:

Crystal	Commissioner Dan Johnson	Robbinsdale	Commissioner Wayne Sicora
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Vice Chair
Medicine Lake	Commissioner Ted Hoshal, Secretary	Administrator	Laura Jester
Minneapolis	Alternate Commissioner Lisa Goddard/ Commissioner Michael Welch	Attorney	Charlie LeFevere
Minnetonka	<i>Not represented</i>	Engineer	Karen Chandler
New Hope	Alternate Commissioner Pat Crough		
Plymouth	Alternate Commissioner Bob Stein		

#### Technical Advisory Committee (TAC) Members/ other Attendees Present:

Derek Asche, TAC, City of Plymouth	Linda Loomis, BCWMC Next Generation Plan Steering Committee Chair
Scott Brink, TAC, City of St. Louis Park	Tom Mathisen, TAC, City of Crystal
Christopher Gise, Resident, City of Golden Valley	Richard McCoy, City of Robbinsdale
Dave Hanson, Alternate Commissioner, City of Golden Valley	Jeff Oliver, TAC, City of Golden Valley
Chris Long, TAC, City of New Hope	Liz Stout, TAC, City of Minnetonka

#### 1. CALL TO ORDER AND ROLL CALL

On Thursday, February 21, 2013, at 11:33 a.m., Vice Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. Cities of Crystal, Minneapolis, Minnetonka, and Robbinsdale were absent from the roll call.

## 2. CITIZEN FORUM ON NON-AGENDA ITEMS

No citizen input

## 3. AGENDA

Commissioner Hoshal moved to approve the agenda. Alternate Commissioner Stein seconded the motion. The motion carried unanimously 5-0 [Cities of Crystal, Minneapolis, Minnetonka, and Robbinsdale absent from vote].

*[Commissioner Dan Johnson of Crystal arrives]*

## 4. CONSENT AGENDA

Vice Chair de Lambert requested the removal of item 4H – Approval of Recording Secretary Rate Adjustment and Language Update to Service Agreement – from the Consent Agenda so that the agreement could be reviewed and discussed. He said that the item would become agenda item 6F. Commissioner Hoshal requested the removal of item 4E – Approval of Golden Valley Pavement Management Plan – off of the Consent Agenda to item 6G under New Business. Commissioner Johnson moved to approve the Consent Agenda as amended. Commissioner Hoshal seconded the motion. The motion carried unanimously 6-0 [Cities of Minneapolis, Minnetonka, and Robbinsdale absent from vote].

[The following items were approved as part of the Consent Agenda: the January 17, 2013, BCWMC meeting minutes, the February Financial Reports, payment of the invoices, Payment of the Reimbursement Request from the City of Crystal for the North Branch project and in the amount of \$177,815.30, Approval of the Tiburon Site Redevelopment Project, Approval of the Metropolitan Council Grant Agreement for the Metropolitan Area WOMP Program, and Approval of the Contract with Wenck for 2013 WOMP Services, and approval of Resolution 13-02 Approving the Transfer of the Fiscal Year 2012 TMDL Budget of \$10,000 from the BCWMC's Administrative Account to the TMDL Account.] The general and construction account balances reported in the February 2013 Financial Report for Fiscal Year 2012 are as follows:

Checking Account Balance	\$380,612.55
TOTAL GENERAL FUND BALANCE	\$380,612.55
TOTAL CASH & INVESTMENTS ON-HAND (2/12/13)	\$2,923,653.72
CIP Projects Levied – Budget Remaining	(\$2,476,661.24)
Closed Projects Remaining Balance	\$446,992.48
2012 Anticipated Tax Levy Revenue	\$7,597.64
Anticipated Closed Project Balance	\$454,590.12
2013 Proposed & Future CIP Project Amount to be Levied	\$196,000.00

The general and construction account balances reported in the February 2013 Financial Report for Fiscal Year 2013 are as follows:

Checking Account Balance	\$792,144.92
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$792,144.92</b>
<b>TOTAL CASH &amp; INVESTMENTS ON-HAND (2/12/13)</b>	<b>\$2,923,653.72</b>
CIP Projects Levied – Budget Remaining	(\$2,665,759.64)
Closed Projects Remaining Balance	\$257,894.08
2013 Anticipated Tax Levy Revenue	\$986,000.00
Anticipated Closed Project Balance	\$1,243,894.08
2014 Proposed & Future CIP Project Amount to be Levied	\$0.00

*[Alternate Commissioner Lisa Goddard of Minneapolis arrives]*

## 5. ORGANIZATIONAL MEETING

- A. Appoint BCWMC Officers for 2013.** The commissioners discussed the officer responsibilities and individuals indicated their interest in serving as officers. Vice Chair de Lambert called three times for nominations for the Chair, Vice Chair, Treasurer and Secretary. Vice Chair de Lambert moved to approve the current slate of officers to continue as the officers for the Commission's fiscal year 2013 [Chair Ginny Black, Vice Chair Jim de Lambert, Secretary Stacy Hoschka, Treasurer Ted Hoshal]. Commissioner Johnson seconded the motion. The motion carried unanimously 7-0 [Cities of Minnetonka, and Robbinsdale absent from vote].
- B. Appoint Committee Chairs.** Vice Chair de Lambert and Administrator Jester provided background on the Commission's current Committees and their Chairs and memberships. Commissioner Hoshal requested that the Commission authorize someone to attend the West Metro Water Alliance (WMWA) meetings as the Commission representative. Vice Chair de Lambert moved to approve the current slate of Chairs and memberships to continue for the Commission's fiscal year 2013. Alternate Commissioner Goddard seconded the motion. The motion carried unanimously 7-0 [Cities of Minnetonka, and Robbinsdale absent from vote].

*[Commissioner Wayne Sicora of Robbinsdale arrives]*

- C. TAC Liaison Process/ Schedule.** The Commission decided to continue its past practice of having a commissioner or alternate commissioner attend, on a rotating basis, the TAC meetings.
- D. Order Preparation of the 2012 Annual Report.** Administrator Jester noted that the Commission budgeted \$2,000 for the 2012 annual report. She stated that since she wasn't the Administrator for the



Commission in 2012 it would be time consuming for her to prepare the report and she suggested that she coordinate with Karen Chandler and Amy Herbert to prepare the report. Commissioner Hoshal moved to order the preparation of the report with the Administrator and staff coordinating the work. Alternate Commissioner Crough seconded the motion. The motion carried unanimously 8-0 [City of Minnetonka absent from vote].

*[Commissioner Michael Welch of Minneapolis arrives]*

## 6. NEW BUSINESS

- A. Discuss 2013 Budget and Carryover Process.** Administrator Jester explained that since it is the first meeting of the Commission's new fiscal year, the 2013 budget table, assessment table, and the line-item description were included in the packet for the Commission's review. She described the information that came out of her meeting with the Commission's Deputy Treasurer Sue Virnig regarding the budget carry-over process. Administrator Jester said that the Commission can use the note section at the bottom of its budget table to note the Commission's carryovers such as the Commission's decision last month to carryover unspent 2012 funds for the XP-SWMM Model and the P8 Water Quality Model into 2013. Ms. Chandler noted that the Commission also authorized to carryover \$5,000 in the Surveys and Studies budget from 2012 into 2013. Vice Chair de Lambert said that Ms. Virnig said that there is not a specific timeframe within which the Commission needs to handle its carryovers but that the timeframe should not extend more than one year. He said that he did not see any need for additional Commission action at this time.
- B. Discuss Draft Feasibility Report for Twin Lake Project.** Ms. Chandler provided background on the project, which started in 2009 when the Commission started seeing data showing increased phosphorus levels in the lake. She described the two-year study that culminated in a 2011 report, which concluded that the high phosphorous loadings likely were due to internal loading in the lake due to low dissolved oxygen in the bottom of the lake and aggravated by the rising water temperatures experienced by the lake. Ms. Chandler described the six management options investigated as part of the feasibility study and said that they included ways of binding the phosphorous, removing the phosphorus from the lake, or reducing algae growth: hypolimnetic withdrawal, sediment phosphorous inactivation, biomanipulation, barley straw, aeration, and dredging.

Ms. Chandler explained that the study determined that the most feasible of the six options, when considering cost, probability for success, and maintenance, is alum treatment. She said that the alum treatment has a relatively low cost of \$148,000, a high probability of success to reduce the internal phosphorous load, and there is no maintenance. She said that an indirect benefit is that alum applications frequently result in increased dissolved oxygen. She said that the study recommends splitting the alum treatment into two parts: the first time in 2014 and the second time in 2017. Ms. Chandler described the permits required for the work and the coordination needed with the Minneapolis Park and Recreation Board (MPRB). Alternate Commissioner Crough asked if the \$148,000 cost estimate covers both parts of the treatment. Ms. Chandler responded yes.

Ms. Loomis asked if there has been any talk of the Minnesota Pollution Control Agency (MPCA) looking at their standards in light of climate change. Ms. Chandler said that she hasn't heard of any review by the MPCA on this issue. Vice Chair de Lambert said that he would be interested in knowing if the change in the lake water temperature correlated with the change in the ground water temperature. Ms. Chandler said that the

study did collect the information about the lake water temperature but not the ground water temperatures. There was discussion about the topic of water temperature changes.

Commissioner Welch asked about the fishery of Twin Lake, in particular about the carp population, and asked to what degree the lake's possible carp population could affect the alum treatment. He said that he wouldn't want the Commission to conduct the alum treatment and then look back and see that its effectiveness was greatly diminished due to carp in the lake. Commissioner Hoshka expressed his concern that the alum treatment is treating a symptom instead of the problem and commented that it seems that if the low dissolved oxygen due to the rising lake temperatures led to the increase in phosphorus then the same issue should have been seen in other lakes. The group discussed both issues.

Vice Chair de Lambert asked Ms. Chandler what action is needed today. Ms. Chandler described the Commission's options with the feasibility report and the project. The Commission discussed the options.

Commissioner Welch moved to approve the feasibility study and to direct the Commission Engineer to include in the project design an assessment of the existing data of the fisheries in the lake and also to include in the design a fisheries assessment of the lake, which the Commission could order at the same time as the project. Commissioner Hoshka seconded the motion. There was discussion of the estimated cost of the project and the potential cost of a fisheries assessment. Ms. Chandler asked for clarification of the motion in terms of the fishery assessment. Commissioner Welch said that his motion includes that the Commission Engineer find out if carp are part of the problem and to include in the project design information on the fishery and an assessment of the fishery, recognition of any gap, and a recommendation on what to do. Ms. Chandler said that it sounds like the Commission is not asking for any change in the feasibility study but is asking for information in addition to the report. The Commission agreed. Commissioner Hoshka asked if there is a chance that the Minnesota Department of Natural Resources would do a fish study of Twin Lake. Administrator Jester said that she would investigate. Mr. LeFevere reiterated that the motion made by Commissioner Welch and seconded by Commissioner Hoshka: The motion carried unanimously 8-0 [City of Minnetonka absent from vote].

- C. Order Submittal of Major Plan Amendment to BWSR.** Ms. Chandler described the draft Major Plan Amendment presented in the meeting packet. She explained that the plan amendment is to add three projects to the Commission's CIP (Capital Improvement Program): Schaper Pond modification project, Twin Lake alum treatment project, and the Briarwood/ Dawnview water quality pond project. Commissioner Welch asked when the Commission would see the feasibility report for the Briarwood/ Dawnview project. Mr. Oliver said hopefully next month. Commissioner Welch moved to approve the Major Plan Amendment request and submit it to BWSR, signed by Vice Chair de Lambert and with comments to be returned to Administrator Jester. Commissioner Hoshka seconded the motion. The motion carried unanimously 8-0 [City of Minnetonka absent from vote].

#### **D. TAC Recommendations**

- i. Continue to Receive Engineering Services from Barr Engineering Company. Mr. Asche summarized the TAC's recommendation that the Commission continue to receive engineering services from Barr Engineering Company and take the solicitation process for engineering services no further. Commissioner Johnson moved to approve the Commission continuing to receive engineering services from Barr Engineering Company. Commissioner Welch seconded the motion with the addition that the Administrator informs the other respondents of the Commission's decision. Commissioner Johnson agreed to the friendly amendment to the motion. The motion carried unanimously 8-0 [City

of Minnetonka absent from vote].

- ii. **Mn/DOT Mill and Overlay Project on Highway 169, from Highway 55 to 77<sup>th</sup> Avenue North and MPRB Design Charette Regarding Bottineau Transitway.** Mr. Asche described Mn/DOT's fast track advancement on the mill and overlay project and the TAC's discussion of the project. Mr. Oliver stated that the TAC is looking for the Commission to authorize the Commission Engineer to be involved in meetings and discussions about the project.

Ms. Loomis described the goals of the Minneapolis Park and Recreation Board's (MPRB) design charette for the Bottineau Transitway. Mr. Asche described how areas of the Bassett Creek Watershed potentially could be affected by the Transitway and said that it makes sense to have the Commission Engineer at the Design Charette.

The Commission directed the Commission Engineer to attend the MPRB Design Charette and to be involved in Mn/DOT meetings and discussions about the mill and overlay project.

Mr. Asche recommended cancelling the March 7<sup>th</sup> TAC meeting due to scheduling conflicts for some of the TAC members and due to the fact that the issues that the TAC is working on can be delayed until the April 4<sup>th</sup> TAC meeting. The Commission agreed with the recommendation.

- E. **Discuss 2013 CAMP Participation.** Commissioner Sicora moved to approve participating in the 2013 CAMP program for the same seven lakes as the Commission's 2012 CAMP participation [Medicine Lake, Medicine Lake Site 2, Northwood Lake, Sweeney Lake South Site, Twin Lake, Westwood Lake, and Parkers Lake]. Commissioner Hoshal seconded the motion. There was discussion about the Commission's larger budget for CAMP in 2013 compared to the 2012 budget. Commissioner Sicora made the friendly amendment to authorize the Commission Engineer to include up to three additional lakes in the 2013 CAMP program based on the Commission Engineer's evaluation and recommendation. Commissioner Hoshal approved the friendly amendment. The motion carried unanimously 8-0 [City of Minnetonka absent from vote]. The Commission directed the Administrator to communicate the Commission's participation and list of lakes to Brian Johnson of the Metropolitan Council Environmental Services.

*[The Commission took a break to recognize TAC member Tom Mathisen on his award of City Engineer of the Year by the City Engineers Association of Minnesota.]*

#### **F. Approval of Recording Secretary Rate Adjustment and Language Update to Service**

**Agreement.** Mr. LeFevere described the two changes being requested by the Recording Secretary to the Service Agreement. He said that if the Commission is comfortable with those two changes, the Commission could direct the Administrator to confirm in writing to the Recording Secretary that those two sentences have been changed. Alternate Commissioner Stein moved to approve the request. Commissioner Hoshal seconded the motion. The motion carried unanimously 8-0 [City of Minnetonka absent from vote]. Commissioner Welch requested that staff send a copy of the revised agreement to the Commission members for their files.

- G. **Approval of Golden Valley 2013 Pavement Management Plan.** Commissioner Hoshal said he pulled this item off of the Consent Agenda because he wanted to know if there were plans to undertake any alternative management practices. Jeff Oliver described the project and the proposed practices to be used. Mr. Oliver and Ms. Chandler responded to Commission questions about the project. Commissioner Welch said that it sounds to him like there will be an overall improvement for water quality with this project. He asked Mr. Oliver if he was confident about attaining an improvement. Mr. Oliver responded yes. Commissioner Hoschka moved to approve the project with the Commission Engineer's recommendations as listed in the

Engineer memo in the meeting packet. Commissioner Hoshal seconded the motion. The motion carried unanimously 8-0 [City of Minnetonka absent from vote].

## 7. OLD BUSINESS

- A. Discuss Letters of Interest from Legal Consultants.** Administrator Jester reported that the Commission received two letters of interest and recommended that the Commission retain the services of its current counsel, Kennedy & Graven. Commissioner Welch moved to approve retaining the legal services of Kennedy & Graven and for the Administrator to send out a letter of decision notification to the other applicant. Commissioner Sicora seconded the motion. The motion carried unanimously 7-0 [Cities of Minnetonka and Plymouth absent from vote].
- B. Approval of 2013 WMWA Agreement.** Administrator Jester described the agreement and explained the request from WMWA that prompted the new agreement. There was discussion of the agreement. Commissioner Sicora moved to accept the agreement. Commissioner Hoshal seconded the motion. Commissioner Welch commented that he doesn't have a good sense of what the Commission is getting in the Bassett Creek Watershed for this participation. There was discussion of Commissioner Welch's comment. The Commission decided to request that WMWA come in front of the Commission to make a short presentation about WMWA activities. The motion carried unanimously 8-0 [City of Minnetonka absent from vote].
- C. Next Generation Plan Update.**
- i. **Review Plan Process, Budget, Steps.** Administrator Jester reported on the progress with the Next Generation Plan. The Commission discussed the Next Generation Plan update budget. Commissioner Welch moved to approve the Next Generation Watershed Management Plan Proposed Plan Steps and Schedule and the budget as presented by Administrator Jester, and to submit the necessary information to the Minnesota Board of Water and Soil Resources. Commissioner Sicora seconded the motion. The motion carried unanimously 8-0 [City of Minnetonka absent from vote].  
  
Administrator Jester noted that the time she spends working on Next Generation Plan activities will be invoiced to the Administrator budget and not to the Next Generation Plan budget. She said that the time that the Commission Engineer spends talking about the Next Generation Plan at TAC meetings or Plan Steering Committee meetings isn't being billed to the Next Generation Plan budget. Commissioner Welch said that the Commission may need to revisit that practice in the future but it doesn't need to be addressed now.
  - ii. **Update on Public Input Process.** Administrator Jester reported on the Plan Steering Committee's January 28<sup>th</sup> meeting and activities completed or in progress for the public input process. Alternate Commissioner Goddard and Commissioner Welch reported on the upcoming presentations at neighborhood meetings, including the March 30<sup>th</sup> joint meeting with the MPRB. Plan Steering Committee Chair Linda Loomis reported on upcoming next steps in the process.  
  
*[Commissioner Hoschka and Alternate Commissioner Stein depart meeting.]*
- D. Approval of Resolution to Modify the BCWMC's Joint Powers Agreement (JPA) due to its upcoming expiration.** Mr. LeFevre explained the resolution and the timeline necessary for Commission

action as well as his recommendation for the Commission to begin the process of submitting the modified resolution to the member cities for signature. He said that the Commission would need to decide through which contacts it wants to distribute the request to the member cities. Ms. Loomis recommended that the Commission first submit a notification about the impending request to the cities from the Commission through the City Managers.

Commissioner Welch explained an amendment to the JPA that he drafted and that would enable the Commission to compensate members serving on the BCWMC. There was extended discussion about the proposed modification and potential courses of action by the Commission. Commissioner Sicora moved to direct the Administrator to prepare a letter to the member cities detailing the recommendation of the Commission regarding the proposed JPA revisions, send the letter to the cities to notify them of the expiration of the JPA, include a draft of the amended JPA, and ask for comments. Commissioner Hoshal seconded the motion.

Commissioner Welch made a motion to amend the motion to draft a letter to the cities explaining the Commission's need to amend the JPA, enclosing with the letter the draft amendment and a resolution for city council consideration, asking for city feedback, and including the letter in next month's packet for approval by the Commission. The motion carried 6-1, with 6 votes in favor and 1 vote against by the City of Golden Valley [Cities of Minnetonka and Plymouth absent from vote].

The amended motion carried 6-1, with 6 votes in favor and 1 vote against by the City of Golden Valley [Cities of Minnetonka and Plymouth absent from vote].

## 8. COMMUNICATIONS

### A. Administrator

- i. Administrator Jester said that she is open to Commission feedback on her Administrator memo.

### B. Chair: No Chair Communications

### C. Commissioners

- i. Commissioner Welch reported on a meeting with volunteers who requested his input on behalf of the Commission for a memorial.
- ii. Commissioner Hoshal announced upcoming events.
- iii. Commissioner Hoshal commented on the Star Tribune editorial expressing concern about triclosan. The Commission discussed the editorial and its findings.
- iv. Commissioner Welch requested that the Commission request a presentation of the State of the River report.

### D. Committees: No Committee Communications

### E. Legal Counsel: No Legal Communications

### F. Engineer:

- i. Ms. Chandler announced that a take-away from her conversation with BWSR regarding the Clean Water Fund grant application process is that the Commission needs to talk to the different agencies that are involved in the scoring to make sure everyone is on the same page with respect to permitting and their support of the project.

## 9. ADJOURNMENT

The meeting adjourned at 2:45 p.m.

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Chair

Date

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Amy Herbert, Recorder

Date

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Secretary

Date

## General Fund (Administration) Financial Report

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

MEETING DATE: March 21, 2013

(UNAUDITED)

Item 4B  
BCWMC 3-21-13

BEGINNING BALANCE	12-Feb-13	792,144.92
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## ADD:

## General Fund Revenue:

Interest (Bank Charges)	(6.68)
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## Permits:

Kimley-Horn & Assoc	BCWMC 2013-02	1,500.00
BKBM		1,500.00
Ridge Creek Custom Homes		1,300.00
Three Rivers Park District		1,000.00

Reimbursed Construction Costs	10,251.50
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Total Revenue and Transfers In	15,544.82
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## DEDUCT:

## Checks:

2505	Barr Engineering	Feb Engineering	39,670.43
2506	Amy Herbert	Feb Secretarial	2,674.40
2507	Keystone Waters LLC	Feb Administrator	4,420.00
2508	D'Amico Catering	Mar Meeting	197.49
2509	MMKR	Audit-progress billing	3,500.00
2510	Judy Arginteanu	Article-Next Gen Plan	350.00
2511	Dan Johnson	"Eng of Yr" recognition	32.99
2512	Shingle Creek Watershed	WMWA Gen Exp	1,376.28
	Total Checks		52,221.59

Outstanding from previous month:

2488	Henn Cty Dept Envir Ser	2012 Riverwatch	2,000.00
2504	Hamline University	Watershed Partners	3,500.00
Meadowbrook School		2009 Exp-Grant	992.08

ENDING BALANCE	13-Mar-13	755,468.15
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	2013/2014 BUDGET	CURRENT MONTH	YTD 2013/2014	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
INTEREST EARNED (BANK CHARGES)		(6.68)	(6.68)	
ASSESSMENTS	515,045.00	0.00	459,158.00	55,887.00
PERMIT REVENUE	48,000.00	5,300.00	6,800.00	41,200.00
REVENUE TOTAL	563,045.00	5,293.32	465,951.32	97,087.00
<b>EXPENDITURES</b>				
<b>ENGINEERING</b>				
ADMINISTRATION	120,000.00	11,989.13	11,989.13	108,010.87
PLAT REVIEW	60,000.00	3,998.00	3,998.00	56,002.00
COMMISSION MEETINGS	14,250.00	1,266.59	1,266.59	12,983.41
SURVEYS & STUDIES	10,000.00	360.00	360.00	9,640.00
WATER QUALITY/MONITORING	40,000.00	3,651.00	3,651.00	36,349.00
WATER QUANTITY	11,000.00	433.88	433.88	10,566.12
WATERSHED INSPECTIONS	7,000.00	102.00	102.00	6,898.00
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	21,800.60	21,800.60	257,449.40
<b>PLANNING</b>				
WATERSHED-WIDE SP-SWMM MODEL	0.00	0.00	0.00	0.00
WATERSHED-WIDE P8 WATER QUALITY MODEL	0.00	6,316.50	6,316.50	(6,316.50)
NEXT GENERATION PLAN	40,000.00	1,346.00	1,346.00	38,654.00
PLANNING TOTAL	40,000.00	7,662.50	7,662.50	32,337.50
ADMINISTRATOR	50,000.00	4,420.00	4,420.00	45,580.00
LEGAL COSTS	18,500.00	0.00	0.00	18,500.00
AUDIT, INSURANCE & BONDING	15,225.00	3,500.00	5,200.00	10,025.00
FINANCIAL MANAGEMENT	3,045.00	0.00	0.00	3,045.00
MEETING EXPENSES	2,750.00	230.48	441.11	2,308.89
SECRETARIAL SERVICES	40,000.00	2,855.23	2,855.23	37,144.77
PUBLICATIONS/ANNUAL REPORT	2,000.00	0.00	0.00	2,000.00
WEBSITE	2,500.00	125.00	125.00	2,375.00
PUBLIC COMMUNICATIONS	3,000.00	0.00	0.00	3,000.00
WOMP	17,000.00	0.00	0.00	17,000.00
EDUCATION AND PUBLIC OUTREACH	14,775.00	1,376.28	1,376.28	13,398.72
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	563,045.00	41,970.09	47,380.72	515,664.28

	Current	YTD
Construct Exp	10,251.50	10,251.50
Total	52,221.59	57,632.22

## BCWMC Construction Account

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

(UNAUDITED)

## March 2013 Financial Report

Cash Balance 2/13/13			
Cash		1,919,922.44	
Investments:			
Federal National Mtg Assn - Purchased 4/23/12 - Due 4/23/2015 - .912%(callable 04/23/13 .25%)		1,003,731.28	
<b>Total Cash &amp; Investments</b>			2,923,653.72
Add:			
Interest Revenue (Bank Charges)		(27.51)	
<b>Total Revenue</b>			(27.51)
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(8,726.50)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		0.00	
<b>Total Current Expenses</b>			(8,726.50)
<b>Total Cash &amp; Investments On Hand</b>	<b>03/13/13</b>		<b>2,914,899.71</b>
Total Cash & Investments On Hand		2,914,899.71	
CIP Projects Levied - Budget Remaining - TABLE A		(2,657,033.14)	
<b>Closed Projects Remaining Balance</b>		<b>257,866.57</b>	
2013 Anticipated Tax Levy Revenue - TABLE C		986,000.00	
<b>Anticipated Closed Project Balance</b>		<b>1,243,866.57</b>	
2014 Proposed & Future CIP Project Amount to be Levied - TABLE B		0.00	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2013 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Twin Lake-expected completion 2006	140,000.00	0.00	0.00	5,724.35	134,275.65
Plymouth Creek Channel Restoration (2010 CR)	965,200.00	0.00	0.00	933,553.61	31,646.39
Main Stem Crystal to Regent (2010 CR)	636,100.00	58.00	58.00	296,358.03	339,741.97
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	0.00	53,071.45	527,128.55
North Branch-Crystal (2011 CR-NB)	834,900.00	290.00	290.00	225,610.66	609,289.34
Plymouth Pond NB-07(NL-2)	0.00	0.00	0.00	70,629.19	(70,629.19)
Wirth Lake Outlet Modification (WTH-4)(2012)	180,000.00	396.00	396.00	30,537.88	149,462.12
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	417.50	417.50	94,209.63	761,790.37
Schaper Pond Enhancement Feasibility (SL-1)	37,000.00	507.50	507.50	44,712.96	(7,712.96)
Lakeview Park Pond (ML-8) (2013)	196,000.00	1,832.00	1,832.00	6,909.55	189,090.45
Briarwood / Dawnview Nature Area (BC-7)	0.00	275.50	275.50	428.30	(428.30)
Twin Lake Ulum Treatment Project (TW-2)	0.00	4,950.00	4,950.00	6,621.25	(6,621.25)
	4,425,400.00	8,726.50	8,726.50	1,768,366.86	2,657,033.14

TABLE B - PROPOSED &amp; FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2013 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
<b>2014</b>					0.00
2014 Project Totals	0.00	0.00	0.00	0.00	0.00
Total Proposed & Future CIP Projects to be Levied	0.00	0.00	0.00	0.00	0.00

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
				0.00			1,002,479.18	



## BCWMC Construction Account

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

(UNAUDITED)

## March 2013 Financial Report

## OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2013 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
<b>TMDL Studies</b>					
TMDL Studies	135,000.00	1,525.00	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
<b>TOTAL TMDL Studies</b>	<b>254,000.00</b>	<b>1,525.00</b>	<b>1,525.00</b>	<b>155,827.37</b>	<b>98,172.63</b>
<b>Annual Flood Control Projects:</b>					
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	0.00	0.00	11,648.15	238,351.85
<b>Annual Water Quality</b>					
Channel Maintenance Fund	250,000.00	0.00	0.00	59,718.10	190,281.90
<b>Total Other Projects</b>	<b>1,827,373.00</b>	<b>1,525.00</b>	<b>1,525.00</b>	<b>240,759.95</b>	<b>1,586,613.05</b>

<b>Cash Balance 2/13/13</b>	<b>1,344,731.40</b>
Add:	
Transfer from GF	0.00
MPCA Grant-Sweeney Lk	0.00
Less:	
Current (Expenses)/Revenue	(1,525.00)
<b>Ending Cash Balance</b>	<b>03/13/13</b>
	<b>1,343,206.40</b>

# Bassett Creek Construction Project Details

3/13/2013

CIP Projects Levied								
	Total		2010	2010	2011	2011	2011	2012
	CIP Projects Levied	Twin Lake	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)	Plymouth Pond NB-07 (NL-2)	Wirth Lake Outlet Modification (WTH-4)
Original Budget	4,425,400	140,000	965,200	636,100	580,200	834,900		180,000
Expenditures:								
Feb 2004 - Jan 2005	2,621.00	1,983.50						
Feb 2005 - Jan 2006	1,716.70	1,716.70						
Feb 2006 - Jan 2007	375.70	375.70						
Feb 2007 - Jan 2008	36.00	36.00						
Feb 2008 - Jan 2009	20,954.25		20,954.25					
Feb 2009 - Jan 2010	22,501.45	1,612.45	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	602.00	2,910.00
Feb 2011 - Jan 2012	1,223,047.16		825,014.32	235,316.17	9,109.50	10,445.00	8,086.37	22,319.34
Feb 2012 - Jan 2013	374,351.47		47,378.09	37,824.01	9,157.98	183,352.80	61,940.82	4,912.54
Feb 2013 - Jan 2014	8,726.50			58.00		290.00		396.00
Total Expenditures:	1,768,366.86	5,724.35	933,553.61	296,358.03	53,071.45	225,610.66	70,629.19	30,537.88
Project Balance	2,657,033.14	134,275.65	31,646.39	339,741.97	527,128.55	609,289.34	(70,629.19)	149,462.12
	Total		2010	2010	2011	2011	2011	2012
	CIP Projects Levied	Twin Lake	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)	Plymouth Pond NB-07 (NL-2)	Wirth Lake Outlet Modification (WTH-4)
Project Totals By Vendor								
Barr Engineering	344,424.27	3,758.10	47,728.10	30,820.00	48,051.20	36,617.71	18,702.04	25,074.19
Kennedy & Graven	15,973.35	1,966.25	2,120.10	2,435.25	1,002.75	792.65	2,034.15	2,225.15
City of Golden Valley	255,131.83			255,131.83				
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
Total Expenditures	1,768,366.86	5,724.35	933,553.61	296,358.03	53,071.45	225,610.66	70,629.19	30,537.88
	Total		2010	2010	2011	2011	2011	2012
	CIP Projects Levied	Twin Lake	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)	Plymouth Pond NB-07 (NL-2)	Wirth Lake Outlet Modification (WTH-4)
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	971,000							175,000
Construction Fund Balance	904,000		62,738	2,262	419,500	419,500		
BWSR Grant- BCWMO	652,500		212,250	147,750				75,000
Total Levy/Grants	4,324,900		1,177,450	468,850	580,200	834,900		250,000
BWSR Grants Received			191,025	132,975				67,500

West Medicine Lake Park Pond (2008-1)

Project closed 6/30/12

Bdgt

1,100,000.00

Exp

744,633.58

Balance

355,366.42

## Bassett Creek Construction Project Details

### CIP Projects Levied

	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	2013 Lakeview Park Pond (ML-8)	2013 Briarwood / Dawnview Nature Area (BC-7)	2013 Twin Lake ULUM Treatment Project (TW-2)
<b>Original Budget</b>	856,000	37,000	196,000		
<b>Expenditures:</b>					
Feb 2004 - Jan 2005			637.50		
Feb 2005 - Jan 2006					
Feb 2006 - Jan 2007					
Feb 2007 - Jan 2008					
Feb 2008 - Jan 2009					
Feb 2009 - Jan 2010					
Feb 2010 - Jan 2011	1,720.00				
Feb 2011 - Jan 2012	71,647.97	39,632.49	1,476.00		
Feb 2012 - Jan 2013	20,424.16	4,572.97	2,964.05	152.80	1,671.25
Feb 2013 - Jan 2014	417.50	507.50	1,832.00	275.50	4,950.00
<b>Total Expenditures:</b>	<b>94,209.63</b>	<b>44,712.96</b>	<b>6,909.55</b>	<b>428.30</b>	<b>6,621.25</b>
<b>Project Balance</b>	<b>761,790.37</b>	<b>(7,712.96)</b>	<b>189,090.45</b>	<b>(428.30)</b>	<b>(6,621.25)</b>

	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	2013 Lakeview Park Pond (ML-8)	2013 Briarwood / Dawnview Nature Area (BC-7)	2013 Twin Lake ULUM Treatment Project (TW-2)
<b>Project Totals By Vendor</b>					
Barr Engineering	76,535.67	44,674.76	5,709.00	275.50	6,478.00
Kennedy & Graven	1,862.25	38.20	1,200.55	152.80	143.25
City of Golden Valley					
City of Plymouth					
City of Crystal					
Com of Trans					
S E H					
Misc					
2.5% Admin Transfer	15,811.71				
<b>Total Expenditures</b>	<b>94,209.63</b>	<b>44,712.96</b>	<b>6,909.55</b>	<b>428.30</b>	<b>6,621.25</b>

	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	2013 Lakeview Park Pond (ML-8)	2013 Briarwood / Dawnview Nature Area (BC-7)	2013 Twin Lake ULUM Treatment Project (TW-2)
<b>Levy/Grant Details</b>					
2009/2010 Levy					
2010/2011 Levy					
2011/2012 Levy	600,000		196,000		
Construction Fund Balance					
BWSR Grant- BCWMO	217,500				
<b>Total Levy/Grants</b>	<b>817,500</b>		<b>196,000</b>		
<b>BWSR Grants Received</b>	<b>108,750</b>				

# 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	1,717,373.00	125,000.00	119,000.00	500,000.00	773,373.00 (250,000.00)	250,000.00	200,000.00	6,142,773.00
	163,870.64		163,870.64					163,870.64
	110,000.00	10,000.00			50,000.00		50,000.00	110,000.00
Expenditures:								
Feb 2004 - Jan 2005	6,949.19							2,621.00
Feb 2005 - Jan 2006					3,954.44		2,994.75	8,665.89
Feb 2006 - Jan 2007	10,249.09	637.20			9,611.89			10,624.79
Feb 2007 - Jan 2008	113,141.44	23,486.95	89,654.49					113,177.44
Feb 2008 - Jan 2009	117,455.33	31,590.12	47,041.86				38,823.35	138,409.58
Feb 2009 - Jan 2010	76,184.64	31,868.63	44,316.01					98,686.09
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				17,900.00		395,445.47
Feb 2013 - Jan 2014	1,525.00	1,525.00						10,251.50
Total Expenditures:	404,630.59	107,475.15	212,222.86		13,566.33	11,648.15	59,718.10	2,172,997.45
Project Balance	1,586,613.05	27,524.85	70,647.78	500,000.00	559,806.67	238,351.85	190,281.90	4,243,646.19
Total					2012			Totals - All Projects
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	219,283.19	104,598.70	94,948.17		9,549.32	10,187.00		563,707.46
Kennedy & Graven	5,907.54	1,164.30	2,902.59		24.75	1,461.15	354.75	21,880.89
City of Golden Valley	20,540.00						20,540.00	275,671.83
City of Plymouth	38,823.35						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	404,630.59	107,475.15	212,222.86		13,566.33	11,648.15	59,718.10	2,172,997.45
Total					2012			Totals - All Projects
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								
2009/2010 Levy	163,870.64		163,870.64					935,000
2010/2011 Levy	50,000.00				25,000		25,000	912,400
2011/2012 Levy								971,000
Construction Fund Balance								904,000
BWSR Grant- BCWMO								652,500
Total Levy/Grants	213,870.64		163,870.64		25,000		25,000	4,374,900

**KEYSTONE WATERS, LLC**

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

Item 4Ci.  
BCWMC 3-21-13**INVOICE**

DATE: MARCH 1, 2013

**TO:**

Bassett Creek Watershed Management Commission  
 c/o Sue Virnig, Deputy Treasurer  
 City of Golden Valley  
 7800 Golden Valley Road  
 Golden Valley, MN 55427

**FOR:**

Watershed Administration Services for February 2013  
 Watershed Management Plan Development for February 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence and Informational meetings:</b> Introductory meetings with J. Anderson & D. Spector with WMWA and Shingle Cr. WMO; C. Bleser with Riley Purgatory Bluff Creek WD; tour of Golden Valley projects/resources with J. Oliver and E. Eckman  Phone and email correspondence with various Commissioners, TAC members, and Consultants: S. Virnig, K. Chandler, A. Herbert, B. Wozney (BWSR), L. Harrod (Met Council), T. Peterson (HCD), developers (2), C. LeFevre, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), J. Strock (Wenck), J. Anderson (WMWA)	15.25	\$65	\$991.25
<b>Administration – Meeting attendance:</b> 2-4-13, 2-21-13, 2-25-13 Mtgs w/ S. Virnig, D. Asche re: budget and documentation 2-7-13 TAC meeting 2-18-13 Mtg w/ A. Herbert re: web updates, meeting notices, etc. 2-19-13 Conference call w/ Karen Chandler, Jim de Lambert – Commission mtg prep 2-21-13 BCWMC Meeting 2-21-13 Mtg w/ C. LeFevre re: open meeting law, etc.	11.0	\$65	\$715.00
<b>Administration – Preparing agendas, meeting materials, follow up tasks:</b> 2-7-13 TAC meeting 2-21-13 BCWMC meeting 2-21-13 Agenda memo, Administrator's report, follow up tasks list	19.0	\$65	\$1,235.00
<b>Administration – Document review, general administration:</b> Review Consultant Letters of Interest Proposals, write feedback letters Review 2013 Budget and documents Review Invoices Review Twin Lakes Feasibility Report Review 2011 Annual Report Write articles for Water Links Newsletter General filing	8.5	\$65	\$552.50
<b>Administration - Watershed Management Plan Development:</b> Plan Process and Steps document review and edits Finalization and posting of public input survey Review, comment and distribution of public interest article Finalization and distribution of letters to cities requesting small group meetings Correspondence with Linda Loomis, Karen Chandler, Andrea Weber, Greg Wilson, Commissioners Hoshal, Welch, Goddard, Black 2-4-13 Meeting with Linda Loomis and GTS re: Public Input Process 2-25-13 Next Generation Plan Steering Committee meeting attendance and prep 2-28-13 Meetings with Lisa Hinz (U of M Extension) and Linda Loomis re: small group meeting facilitation process, materials needed	14.25	\$65	\$926.25
<b>TOTAL</b>	<b>68</b>	<b>\$65</b>	<b>\$4,420</b>

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

Page # 1  
Invoice # 23270051-2013 -1  
Project # 23/27-0051  
Client # 59  
March 8, 2013

Invoice of Account with  
BARR ENGINEERING COMPANY

For professional services during the period of  
February 2, 2013 through March 1, 2013

**ENGINEERING**

TECHNICAL SERVICES

Calls/emails to or from the Commissioners, administrator, recording administrator, watershed communities, developers in the watershed, and interested citizens; coordination with recording administrator regarding post-meeting tasks; preparation of new watershed map for presentations at BCWMC meetings; prepared email to BWSR staff regarding type of plan amendment required for 2014 projects; communications with Golden Valley staff regarding status of Briarwood feasibility study and stream project maintenance; communication with Golden Valley consultant regarding request for watershed area shape files; provided watershed map to administrator; reviewed Golden Valley's draft CIP fact sheets; communication with Plymouth staff regarding maintenance of stream restoration projects.

Leonard J. Kremer, Principal Engineer/Scientist	
4.1 hours @ \$160.00 per hour .....	\$ 656.00
James P. Herbert, Principal Engineer/Scientist	
5.7 hours @ \$145.00 per hour .....	\$ 826.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
12.7 hours @ \$145.00 per hour .....	\$ 1,841.50
Joshua R. Vosejka, Engineer/Scientist/Specialist I	
12.1 hours @ \$65.00 per hour .....	\$ 786.50
Technicians/Administrative .....	\$ 347.00
Expenses (Color plotting) .....	\$ 22.00
<i>Subtotal, Technical Services .....</i>	<i>\$ 4,479.50</i>

PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; phone calls regarding review requirements; obtained historical plans for East Medicine Lake Ponds from City of Plymouth; coordination with applicant and City and preliminary review of Mini Cooper site in Golden Valley; attended meeting with city of Golden Valley and Plymouth staff regarding proposed TH 169 mill & overlay project; preliminary review of Ridgedale Center improvements and provided

comments to City of Minnetonka; communications regarding requirements for development of the Fruen Mill site in Minneapolis; provided watershed information to project engineer regarding SW LRT.

Leonard J. Kremer, Principal Engineer/Scientist	
2.4 hours @ \$160.00 per hour.....	\$ 384.00
James P. Herbert, Principal Engineer/Scientist	
6.4 hours @ \$145.00 per hour.....	\$ 928.00
Technicians/Administrative.....	\$ 104.00
Expenses (Mileage).....	\$ 14.13
<i>Subtotal, Preliminary Site Review/Correspondence.....</i>	<i>\$ 1,430.13</i>

#### MONTHLY MEETING PREPARATION

Reviewed draft BCWMC meeting minutes, agenda and packet materials and discussed comments with recording administrator; communications with administrator and recording administrator; internal meetings and coordination with administrator and recording administrator regarding agenda, to-do list and meeting packet for February 2013 meeting; communication with Golden Valley staff regarding February meeting agenda; review 2013 budgets; prepared memorandum regarding BWSR feedback on grant applications; pre-meeting conference call with vice chair de Lambert.

James P. Herbert, Principal Engineer/Scientist	
9.5 hours @ \$145.00 per hour.....	\$ 1,377.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
22.7 hours @ \$145.00 per hour.....	\$ 3,291.50
Sterling G. Williams, Engineer/Scientist/Specialist II	
1.5 hours @ \$95.00 per hour.....	\$ 142.50
Technicians/Administrative.....	\$ 340.00
<i>Subtotal, Monthly Meeting Preparation.....</i>	<i>\$ 5,151.50</i>

#### TAC MEETING PREPARATION

Prepared for February 7 TAC meeting, including calls to administrator and communications with Crystal, Plymouth and Minneapolis city staff; prepared TAC memorandum for February Commission meeting.

Karen L. Chandler, Engineer/Scientist/Specialist III	
6.4 hours @ \$145.00 per hour .....	\$ 928.00
<i>Subtotal, TAC Meeting Preparation.....</i>	<i>\$ 928.00</i>
<i>Subtotal Technical Services .....</i>	<i>\$ 11,989.13</i>

#### PLAT REVIEW

Note: Projects in **Bold** have provided review fees to offset review costs. Projects not in Bold are either in a preliminary stage or do not require application fee.

**Eliot Park Apartments**

Telephone conversations and emails with city staff and applicant.

James P. Herbert, Principal Engineer/Scientist	
1.0 hours @ \$145.00 per hour .....	\$ 145.00
<i>Subtotal, Eliot Park Apartments .....</i>	<i>\$ 145.00</i>

**Golden Valley 2013 PMP**

Telephone conversations and emails with city staff and applicant; reviewed street reconstruction plans; prepared memorandum to BCWMC; prepared letter of recommendation to city of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
3.3 hours @ \$145.00 per hour .....	\$ 478.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.5 hours @ \$145.00 per hour .....	\$ 72.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
2.0 hours @ \$100.00 per hour .....	\$ 200.00
<i>Subtotal, Golden Valley 2013 PMP .....</i>	<i>\$ 751.00</i>

**I-GV-461 Relief Force Main**

Telephone conversations and emails with applicant; reviewed grading, drainage and erosion control plans; prepared letter to city of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
1.5 hours @ \$145.00 per hour .....	\$ 217.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
1.2 hours @ \$100.00 per hour .....	\$ 120.00
<i>Subtotal, I-GV-461 Relief Force Main .....</i>	<i>\$ 337.50</i>

**The Tiburon (2013-1)**

Telephone conversations and emails with city and applicant; reviewed grading, drainage and erosion control plans; prepared memorandum to BCWMC; prepared letter of recommendation to city of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
5.0 hours @ \$145.00 per hour .....	\$ 725.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.9 hours @ \$145.00 per hour .....	\$ 130.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
7.2 hours @ \$100.00 per hour .....	\$ 720.00
Technicians/Administrative.....	\$ 37.50
<i>Subtotal, The Tiburon .....</i>	<i>\$ 1,613.00</i>



**McDonald's at Crossroads Commons (2013-2)**

Telephone conversations and emails with applicant; preliminary review of grading, drainage and erosion control plans for project in the city of Plymouth.

James P. Herbert, Principal Engineer/Scientist	
0.5 hours @ \$145.00 per hour .....	\$ 72.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
2.8 hours @ \$100.00 per hour .....	\$ 280.00
Technicians/Administrative.....	\$ 37.50
<i>Subtotal, McDonald's at Crossroads Commons.....</i>	<i>\$ 390.00</i>

**Motorwerks MINI (2013-3)**

Telephone conversations and emails with applicant; preliminary review of grading, drainage and erosion control plans for project in the city of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
0.5 hours @ \$145.00 per hour .....	\$ 72.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
2.5 hours @ \$100.00 per hour .....	\$ 250.00
Technicians/Administrative.....	\$ 37.50
<i>Subtotal, Motorwerks MINI (2013-3).....</i>	<i>\$ 360.00</i>

**4900 Triton Drive (2013-4)**

Telephone conversations and emails with applicant; preliminary review of grading, drainage and erosion control plans for project in the city of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
1.2 hours @ \$145.00 per hour .....	\$ 174.00
Rita W. Weaver, Engineer/Scientist/Specialist II	
0.8 hours @ \$100.00 per hour .....	\$ 80.00
Technicians/Administrative.....	\$ 37.50
<i>Subtotal, 4900 Triton Drive .....</i>	<i>\$ 291.50</i>

**Trail Bridge over CSAH 61 (2013-5)**

Preliminary review of grading, drainage and erosion control plans for project in the city of Plymouth.

James P. Herbert, Principal Engineer/Scientist	
0.5 hours @ \$145.00 per hour .....	\$ 72.50
Technicians/Administrative.....	\$ 37.50
<i>Subtotal, Trail Bridge over CSAH 61.....</i>	<i>\$ 110.00</i>

<i>Subtotal Plat Review.....</i>	<i>\$ 3,998.00</i>
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#### COMMISSION AND TAC MEETINGS

Attended February 7 TAC meeting, February 21 Commission meeting and February 25 Next Generation Plan Steering Committee meeting.

Karen L. Chandler, Engineer/Scientist/Specialist III	
8.7 hours @ \$145.00 per hour .....	\$ 1,261.50
Expenses (Mileage) .....	\$ 5.09
<i>Subtotal, Commission Meetings .....</i>	<i>\$ 1,266.59</i>

#### SURVEYS AND STUDIES – FIS Review

Internal meeting regarding FEMA FIS information; communication with MDNR regarding review of Hennepin Co. FEMA maps.

Leonard J. Kremer, Principal Engineer/Scientist	
1.0 hours @ \$160.00 per hour .....	\$ 160.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.5 hours @ \$145.00 per hour .....	\$ 72.50
Sarah M. Stratton, Engineer/Scientist/Specialist III	
0.5 hours @ \$120.00 per hour .....	\$ 60.00
John E. McCarthy, Engineer/Scientist/Specialist I	
0.9 hours @ \$75.00 per hour .....	\$ 67.50
<i>Subtotal, Surveys and Studies .....</i>	<i>\$ 360.00</i>

#### WATER QUALITY MONITORING

Preparation of draft Biotic index report.

James P. Herbert, Principal Engineer/Scientist	
5.5 hours @ \$145.00 per hour .....	\$ 797.50
Henry M. Runke, Principal Engineer/Scientist	
0.5 hours @ \$165.00 per hour .....	\$ 82.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
3.1 hours @ \$145.00 per hour .....	\$ 449.50
Margaret R. Rattei, Engineer/Scientist/Specialist II	
12.6 hours @ \$115.00 per hour .....	\$ 1,449.00
Kelly A Wild, Engineer/Scientist/Specialist I	
0.2 hours @ \$65.00 per hour .....	\$ 13.00
Technicians/Administrative .....	\$ 859.50
<i>Subtotal, Water Quality Monitoring .....</i>	<i>\$ 3,651.00</i>

#### WATER QUANTITY

Measured and reviewed lake level elevations as part of the lake-gauging program.

Technicians/Administrative.....	\$ 382.50
Expenses (Mileage/2WD vehicle) .....	\$ 51.38
<i>Subtotal, Water Quantity .....</i>	<i>\$ 433.88</i>

#### WATERSHED INSPECTION

Preparation for 2013 inspections.

Technicians/Administrative.....	\$ 102.00
<i>Subtotal, Watershed Inspection.....</i>	<i>\$ 102.00</i>

**TOTAL ENGINEERING .....\$ 21,800.60**

<b>SECRETARIAL SERVICES</b>
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#### SECRETARIAL SERVICES EXPENSES

Administrative expenses requested by Amy Herbert including: copies, color copies for meeting packet; postage.

Expenses (B&W/color copies/postage) .....	\$ 180.83
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**TOTAL SECRETARIAL SERVICES EXPENSES .....\$ 180.83**

<b>PLANNING</b>
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#### WATERSHED-WIDE P8 WATER QUALITY MODEL

Revise watershed maps; revisions to P8 water quality model; run P8 model using different precipitation events; calibrate P8 model; compiled P8 model results; prepared technical memorandum/report.

Gregory J. Wilson, Engineer/Scientist/Specialist III 10.9 hours @ \$140.00 per hour .....	1,526.00
Margaret R. Rattei, Engineer/Scientist/Specialist II 31.7 hours @ \$115.00 per hour .....	3,645.50
John E. McCarthy, Engineer/Scientist/Specialist I 2.0 hours @ \$75.00 per hour .....	150.00
Ross S. Mullen, Engineer/Scientist/Specialist I 0.2 hours @ \$65.00 per hour .....	13.00
Kevin J. Mueller, Engineer/Scientist/Specialist I 1.0 hours @ \$70.00 per hour .....	70.00
Joshua R. Vosejpka, Engineer/Scientist/Specialist I 13.2 hours @ \$65.00 per hour .....	858.00

Expenses (Color plotting).....\$ 54.00  
*Subtotal, Watershed-wide P8 Water Quality Model.....\$ 6,316.50*

#### NEXT GENERATION PLAN

##### General

Coordination with administrator and Linda Loomis; revised Next Generation Plan schedule/Gantt chart with respect to TAC tasks and schedule; set up survey and post on BCWMC web site; implement survey pop-up feature on webpage.

Karen L. Chandler, Engineer/Scientist/Specialist III  
0.8 hours @ \$145.00 per hour.....\$ 116.00  
Sterling G. Williams, Engineer/Scientist/Specialist II  
4.0 hours @ \$95.00 per hour.....\$ 380.00  
Technicians/Administrative.....\$ 500.00  
*Subtotal, General.....\$ 996.00*  
*Subtotal, Next Generation Plan .....\$ 996.00*  
  
**TOTAL PLANNING .....\$ 7,312.50**

<b>ANNUAL REPORT</b>
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**TOTAL ANNUAL REPORT.....\$ 0.00**

<b>WEBSITE</b>
----------------

Implement fade effect into photo rotation feature on the home page. Update photographer credit to link to website.

Technicians/Administrative.....\$ 125.00  
*Subtotal, Website .....\$ 125.00*  
**TOTAL WEBSITE .....\$ 125.00**

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

<b>CAPITAL IMPROVEMENT PROJECTS (Funded through tax levy)</b>
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LAKEVIEW PARK POND

Prepare for and attend meeting with Golden Valley and Plymouth staff regarding technical concerns with Lakeview Park Pond project; communications with Golden Valley staff; provide P8 sub-watershed divides to City's consultant for project.

James P. Herbert, Principal Engineer/Scientist	
2.0 hours @ \$145.00 per hour .....	\$ 290.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
4.2 hours @ \$145.00 per hour .....	\$ 609.00
Gregory J. Wilson, Engineer/Scientist/Specialist III	
3.0 hours @ \$140.00 per hour .....	\$ 420.00
Margaret R. Rattei, Engineer/Scientist/Specialist II	
2.2 hours @ \$115.00 per hour .....	\$ 253.00
Joshua R. Vosejpka, Engineer/Scientist/Specialist I	
4.0 hours @ \$65.00 per hour .....	\$ 260.00
<i>Subtotal, Lakeview Park Pond .....</i>	<i>\$ 1,832.00</i>

CRYSTAL-REGENT AVENUE (2010 CR)

Communications with Golden Valley staff regarding project operation and maintenance.

Karen L. Chandler, Engineer/Scientist/Specialist III	
0.4 hours @ \$145.00 per hour .....	\$ 58.00
<i>Subtotal, Crystal-Regent Avenue .....</i>	<i>\$ 58.00</i>

NORTH BRANCH (2011CR-NB)

Review reimbursement request and prepare email summary for Commission meeting.

James P. Herbert, Principal Engineer/Scientist	
2.0 hours @ \$145.00 per hour .....	\$ 290.00
<i>Subtotal, North Branch (2011CR-NB) .....</i>	<i>\$ 290.00</i>

WIRTH LAKE OUTLET MODIFICATION (WTH-4)

Grant administration: prepare website write-up update; eLINK grant reporting; communications with BWSR staff regarding grant reporting requirements.

James P. Herbert, Principal Engineer/Scientist	
0.4 hours @ \$145.00 per hour .....	\$ 58.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.4 hours @ \$145.00 per hour .....	\$ 58.00
Amy R. Mikus, Engineer/Scientist/Specialist I	
3.5 hours @ \$80.00 per hour .....	\$ 280.00
<i>Subtotal, Wirth Lake Outlet Modification .....</i>	<i>\$ 396.00</i>

#### CEDAR LAKE ROAD TO GOLDEN VALLEY ROAD, 2012 MAIN STEM

Grant administration: prepare website write-up update; eLINK grant reporting; communications with BWSR staff regarding grant reporting requirements.

Karen L. Chandler, Engineer/Scientist/Specialist III	
1.5 hours @ \$145.00 per hour .....	\$ 217.50
Amy R. Mikus, Engineer/Scientist/Specialist I	
2.5 hours @ \$80.00 per hour .....	\$ 200.00
<i>Subtotal, Cedar Lk Rd to Golden Valley Rd, 2012 Main Stem .....</i>	<i>\$ 417.50</i>

#### SCHAPER POND ENHANCEMENT

Communications with Hennepin County and BWSR staff regarding major plan amendment; prepare draft major plan amendment letter for February Commission meeting, including revised CIP table, and draft revised Plan section; finalize major plan amendment letter; coordinate with recording administrator regarding distribution of amendment.

Karen L. Chandler, Engineer/Scientist/Specialist III	
3.5 hours @ \$145.00 per hour .....	\$ 507.50
<i>Subtotal, Schaper Pond Enhancement .....</i>	<i>\$ 507.50</i>

#### TWIN LAKE ALUM TREATMENT PROJECT (TW-2)

Prepare Twin Lake feasibility study including development of cost estimates; internal meetings; regarding feasibility study; communications with Hennepin County and BWSR staff regarding major plan amendment; prepare draft major plan amendment letter for February Commission meeting, including revised CIP table, and draft revised Plan section; finalize major plan amendment letter; coordinate with recording administrator regarding distribution of amendment.

James P. Herbert, Principal Engineer/Scientist	
2.7 hours @ \$145.00 per hour .....	\$ 391.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
7.6 hours @ \$145.00 per hour .....	\$ 1,102.00
Gregory J. Wilson, Engineer/Scientist/Specialist III	
0.5 hours @ \$140.00 per hour .....	\$ 70.00
Keith M. Pilgrim, Engineer/Scientist/Specialist III	
19.0 hours @ \$125.00 per hour .....	\$ 2,375.00
Ronald M. Koth, Engineer/Scientist/Specialist II	
0.5 hours @ \$110.00 per hour .....	\$ 55.00
Brian J. Huser, Engineer/Scientist/Specialist II	
0.9 hours @ \$110.00 per hour .....	\$ 99.00
Brent A. Lindstrom, Engineer/Scientist/Specialist II	
0.5 hours @ \$115.00 per hour .....	\$ 57.50
Amy R. Mikus, Engineer/Scientist/Specialist I	
10.0 hours @ \$80.00 per hour .....	\$ 800.00
<i>Subtotal, Twin Lake Alum Treatment Project (TW-2) .....</i>	<i>\$ 4,950.00</i>

#### BRIARWOOD – DAWNVIEW POND

Communications with Hennepin County and BWSR staff regarding major plan amendment; prepare draft major plan amendment letter for February Commission meeting, including revised CIP table, and draft revised Plan section; finalize major plan amendment letter; coordinate with recording administrator regarding distribution of amendment.

Karen L. Chandler, Engineer/Scientist/Specialist III	
1.9 hours @ \$145.00 per hour .....	\$ 275.50
<i>Subtotal, Briarwood – Dawnview Pond .....</i>	<i>\$ 275.50</i>

**TOTAL CAPITAL IMP PROJECTS (Tax Levy) .....\$ 8,726.50**

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

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

<b>TMDL STUDIES</b>
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#### TMDL IMPLEMENTATION

Contacted MPCA regarding MS4 permit status, reviewed Sweeney Lake watershed TMDL implementation plan; internal meeting regarding TMDL implementation requirements and MS4 permit; compared updated P8 modeling to watershed modeling originally developed for Sweeney and Medicine Lake TMDLs to evaluate whether subsequent implementation projects were properly accounted for in the updated modeling.

Leonard J. Kremer, Principal Engineer/Scientist	
1.9 hours @ \$160.00 per hour .....	\$ 304.00
James P. Herbert, Principal Engineer/Scientist	
1.0 hours @ \$145.00 per hour .....	\$ 145.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
1.2 hours @ \$145.00 per hour .....	\$ 174.00
Gregory J. Wilson, Engineer/Scientist/Specialist III	
2.5 hours @ \$140.00 per hour .....	\$ 350.00
Margaret R. Rattei, Engineer/Scientist/Specialist II	
4.8 hours @ \$115.00 per hour .....	\$ 552.00
<i>Subtotal, TMDL Implementation .....</i>	<i>\$ 1,525.00</i>

**TOTAL TMDL STUDIES .....\$ 1,525.00**

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

<b>Total Engineering.....</b>	<b>\$ 21,800.60</b>
<b>Total Secretarial Services Expenses .....</b>	<b>\$ 180.83</b>
<b>Total Planning .....</b>	<b>\$ 7,312.50</b>
<b>Total Annual Report/Website.....</b>	<b>\$ 125.00</b>
<b>Total WOMP .....</b>	<b>\$ 0.00</b>
<b>Total Capital Improvement Projects (Tax Levy) .....</b>	<b>\$ 8,726.50</b>
<b>Total Capital Improvement Projects (Maintenance Funds).....</b>	<b>\$ 0.00</b>
<b>Total TMDL Studies .....</b>	<b>\$ <u>1,525.00</u></b>
<b>TOTAL PAYABLE.....</b>	<b>\$ 39,670.43</b>

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

  
\_\_\_\_\_  
James P. Herbert



Amy Herbert · Virtual Administrator Services

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

March 7, 2013

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

*For contracted services February 1, 2013, through February 28, 2013*

**Administrative Services to BCWMC**

- Coordinated with Administrator on the February 17<sup>th</sup> BCWMC packet materials; prepared materials for copying; copied and assembled meeting packets, delivered packets to Barr Engineering mail room for weighing, adding postage, and mailing; posted meeting materials online and e-mailed link to the Commission and TAC.
- Maintained BCWMC files; Communicated with BCWMC attorney, engineers, Deputy Treasurer, Chair, commissioners, and committee members.
- Organized BCWMC monthly invoices; Distributed invoice payments; Forwarded permit fees to Deputy Treasurer.
- Prepared meeting notes from the January 17<sup>th</sup> Administrative Services Committee meeting; worked with the Administrator and Commission Engineer to prepare the meeting notes from the January 28<sup>th</sup> Plan Steering Committee notes; Created meeting notice for the February TAC meeting and Plan Steering Committee meeting; Communicated cancellation of the March 7<sup>th</sup> TAC meeting; Met with Laura Jester regarding BCWMC Web site; Electronically sent Major Plan Amendment request to BWSR, the Commission, and the Metro Plan Reviewers; Distributed Conflict of Interest forms for completion; Contacted groups and publications about published the Plan Steering Committee's press release; Forwarded to Administrator historical information

39.50 hours @ \$57.00 per hour ..... \$2,251.50

**BCWMC Meetings**

Attended the February 21<sup>st</sup> BCWMC meeting (ordered/ received catering, coordinated agenda, prepared and provided handouts not in meeting packet; recorded meeting)

6.0 hours @ \$57.00 per hour ..... \$342.00

**CIP Administrative Services**

No CIP administrative services in February

0.00 hour @ \$57.00 per hour ..... \$0.00

**Web Site**

Updated meeting minutes archive; Updated roster; Updated meeting calendar; Updated Water Quality section and Plan Amendment Section; Published link to

Plan Committee's Press Release on home page	
1.25 hours @ \$57.00 per hour.....	\$71.25

**Expenses**

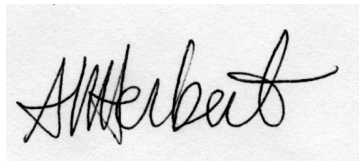
No February Expenses .....	\$0
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**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for February 21 <sup>st</sup> BCWMC meeting (17.08 miles x 0.565 = \$9.65)	
	<hr/> \$9.65

Subtotal Administrative Services	\$2,674.40
Subtotal CIP Administrative Services	\$0.00
<b>Total Current Billing:</b>	<b>\$2,674.40</b>

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



---

Signature of Claimant

# ACE Drop-Off Catering

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

Item 4Civ.  
BCWMC 3-21-13

## Invoice

INVOICE #

55105

### SHIP TO

Golden Valley City Hall-2nd fl Conf  
7800 Golden Valley Road 11:30 Serve Time  
Site Contact: Judy N 763/593-3991  
PO#23270512008300  
952/832-2652 FAX: 832-2601

### BILL TO

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

P.O. NUMBER	TERMS		DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Due on receipt		3/21/2013	Thursday	18	11 AM (10:45-11:15)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
1	DOZED-Assorted Bars & Cookies	21.00	21.00T
18	THE BASIC Box Lunch - Includes Gourmet Sandwich, Chips, Mayo & Mustard Packets, Napkin & An Atrium Cookie	7.95	143.10T
1	Vegetable Sandwich	0.00	0.00T
6	ACE Club	0.00	0.00T
5	Roast Beef & Provolone Cheese	0.00	0.00T
6	Santa Fe Chicken Wrap	0.00	0.00T
	No Beverage	0.00	0.00T
	Subtotal		164.10
	Delivery Charge * See Below	20.00	20.00T
	Metro Sales Tax	7.275%	13.39

Thank you for your business.

**Total** \$197.49

\*\*\*Delivery charges do not include any tip or gratuity to the driver. They are used to defer the additional expense of vehicles, insurance, packaging and other items associated with making a delivery. Please make checks payable to "D'Amico Catering".

Reference the invoice # and delivery date on your check, unless paid by credit card.

Thank you for your business.

Agreed to by (customer)\_\_\_\_\_

Item 4Cv.  
BCWMC 3-21-13

# INVOICE

**VENDOR/FROM:**

Judy Arginteanu

3225 16<sup>th</sup> Ave. S.

Minneapolis MN 55407

tel: 612-729-2183

e-mail: [judarg@gmail.com](mailto:judarg@gmail.com)

**TO:**

Laura Jester

Administrator

Bassett Creek Watershed Management Commission

[laura.jester@keystonewaters.com](mailto:laura.jester@keystonewaters.com)

**INVOICE # 022213**

**DATE: 22 February 2013**

Please pay **\$350.00** for article on public input for BCWMC planning, submitted 20 February, 2013, for the Bassett Creek Watershed Management Commission.

Thank you very much.

Best,  
Judy Arginteanu

Item 4Cvi.  
BCWMC 3-21-13

Dunn Bros Coffee #91  
3195 Vicksburg Lane  
Plymouth, MN 55447

1001 TERM01

CHK 24106  
2/21/2013 11:24 AM

1 Joe to Go	13.99
Subtotal	\$13.99
Tax	\$1.01
Payment	\$15.00
<b>Change Due</b>	<b>\$5.00</b>

----- Check Closed -----  
2/21/2013 11:24 AM

Dunn Brothers & Sisters

Join the ultimate coffee  
community--dedicated to giving  
you the very best of  
Dunn Bros Coffee!

Visit us at:  
[www.dunnbros.com](http://www.dunnbros.com)

**COSTCO**  
**WHOLESALE**

#377 ST LOUIS PARK

5801 16TH ST. W.  
ST. LOUIS, MN 55416  
MEMBER #111742643110

E	39595 SPECIAL CHOC	17.99
TOTAL		<del>17.99</del>
Cash		100.00
CHANGE		82.01

TOTAL NUMBER OF ITEMS SOLD = 1  
CASHIER: JUDY L. REG# 13  
11:07 0377 13 0087 86

THANK YOU!  
PLEASE COME AGAIN

Cake + Coffee in  
recognition of  
Crystal Engineer  
Jon Mathisen  
"City Engineer of the Year"

Provided for BCWMC meeting  
on 2/21/13  
by Dan Johnson  
(Crystal Commissioner)

#15.00 coffee 17.99 cake = \$32.99 total

# MMKR

CERTIFIED PUBLIC  
ACCOUNTANTS

5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416  
Telephone: 952-545-0424

MALLOY  
MONTAGUE  
KARNOWSKI  
RADOSEVICH  
& Co., P.A.  
Fax: 952-545-0569

Item 4Cvii.  
BCWMC 3-21-13

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

Invoice No. 32555

Date 02/28/2013  
Client No. 6355

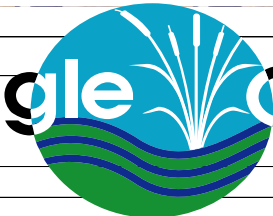
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## FOR PROFESSIONAL SERVICES

Progress billing for services completed through 02/28/2013 on audit of financial statements for the year ended 01/31/2013.

\$ 3,500.00

RECEIVED  
MAR 11 2013  
CITY OF GOLDEN VALLEY

		3235 Fernbrook Lane Plymouth MN 55447		BCWMC 3-21-13		
Bassett Creek Watershed Management Commission						
Elm Creek Watershed Management Commission						
Shingle Creek Watershed Management Commission						
West Mississippi Watershed Management Commission						
				11-Mar-13		
Re:	2013 WMWA General Expense					
Date	Description	Rate	Hours/ No.	Amount	Total	Partner Share to Date
12/11/2012	Administrative	45.00	2.42	108.90		
to 3/8/2013	Administrative	55.00	4.09	224.95		
	Administrative	60.00	20.00	1,200.00		
	Admin-offsite WMWA, Wpartners, BThumb	65.00	31.23	2,029.95		
	Administrative - Water Links	60.00	2.52	151.20		
	Administrative - Raingarden Workshops	60.00	10.03	601.80		
	Administrative - Plymouth Y & G Expo	60.00	0.75	45.00		
	Copies	0.11	1,347.00	148.17		
	Color Copies	0.25	1,098.00	274.50		
	Scanned Copies	0.50	2.00	1.00		
	Postage	1.25	1.82	2.28		
	Supplies	1.00	37.18	37.18	4,824.93	1,206.23
Re:	2013 Watershed PREP					
Date	Description	Rate	Hours/ No.	Amount	Total	Partner Share to Date
12/11/2012	Administrative	45.00		-		
to 3/8/2013	Administrative	55.00	4.83	265.65	-	
	Administrative	60.00	6.88	412.80		
	Administrative - Offsite	65.00		-		
	Copies	0.11		-		
	Color Copies	0.25	7.00	1.75		
	Scanned Copies	0.50		-		
	Postage	1.25		-		
	Supplies	1.00		-	680.20	170.05
	Total amount due this invoice					1,376.28
					-	

Contract No: A130186

## AGREEMENT FOR SERVICES

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, (the "COUNTY") A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County (Environmental Services, 701 Fourth Avenue South, Suite 700, Minneapolis, MN 55415) ("DEPARTMENT") and Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (COMMISSION), Barr Engineering Co. 4700 West 77th Street Minneapolis, MN 55435

The parties agree as follows:

1. **SERVICES TO BE PROVIDED:**  
As consideration for its services, COMMISSION will pay up to four thousand dollars (\$4,000) for services rendered by the DEPARTMENT for the River Watch program. Services provided to the COMMISSION include but are not limited to: monitoring three (3) sites; communication with schools and teachers; purchase and maintenance of all equipment; training of students and teachers; in-person assistance in the field and classroom; all necessary Quality Assurance/Quality Control checks; data assessment; report writing, printing and distribution; internal teacher costs including bus transportation and substitute pay; volunteer recognition.
2. Performance of services shall take place on the following date(s):  
May 1, 2013 through May 31, 2015.
3. Payment for services shall be made directly to DEPARTMENT upon completion of services and submission of an invoice on forms which may be provided by the COMMISSION. Payment shall be made within forty-five (45) days after receipt of the invoice. The total cost of this Agreement shall not exceed **Four Thousand Dollars (\$4,000)**.
4. COMMISSION shall not be considered an employee of the COUNTY. It is agreed that COMMISSION is an independent COMMISSION and acquires no tenure rights or any rights or benefits of Workers' Compensation, re-employment insurance, medical and hospital care, sick and vacation leave, severance pay, retirement benefits or any other rights or benefits offered to COUNTY employees.
5. In accordance with the COUNTY's policies against discrimination, no person shall be excluded from full employment rights or participation in or the benefits of any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin. No person who is protected by applicable Federal or State laws, rules or regulations against discrimination shall be otherwise subjected to discrimination.



6. Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5, COMMISSION agrees that the COUNTY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures of COMMISSION and involve transactions relating to this Agreement. COMMISSION shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its termination or cancellation.
7. COMMISSION shall not assign, subcontract, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, without the prior written consent of the COUNTY.
8. Any alterations, variations, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties.
9. COMMISSION agrees to abide by all applicable State and Federal laws and regulations, including but not limited to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and the Health Insurance Portability and Accountability Act and implementing rules (HIPAA), if applicable, concerning the handling and disclosure of private and confidential information about individuals and/or data made non-public by such laws or regulations.
10. "Each party to this Agreement shall be responsible for the acts, errors, or omissions of its officers, agents, and employees. The liability of each of the parties shall be governed by the provisions of Minnesota Statutes, Chapter 466."
11. The COUNTY encourages COMMISSION to develop and implement an office paper and newsprint recycling program.
12. This Agreement may be cancelled with or without cause by either party upon five (5) business days written notice sent registered or certified mail to the parties hereto at the addresses identified above.
13. Upon cancellation or termination of this Agreement, COMMISSION shall deliver to the COUNTY any documents or other materials produced in the performance of this Agreement.

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## COUNTY ADMINISTRATOR AUTHORIZATION

Reviewed by the County Attorney's  
Office

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

\_\_\_\_\_  
Assistant County Attorney

By: \_\_\_\_\_  
David Hough, Acting County Administrator

By: \_\_\_\_\_  
Assistant County Administrator - Public Works

Date: \_\_\_\_\_

### Recommended for Approval

By: \_\_\_\_\_  
Director, Department of Environmental Services

Date: \_\_\_\_\_

### COMMISSION

The COMMISSION certifies that the person who executed this Agreement is authorized to do so on behalf of the COMMISSION as required by applicable articles, bylaws, resolutions or ordinances.\*

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* COMMISSION shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time COMMISSION returns the Agreement to the County. Documentation is not required for a sole proprietorship.



City of Golden Valley  
7800 Golden Valley Road • Golden Valley, MN 55427  
(763) 593-8030

**This report is in  
a separate,  
stand-alone  
PDF**

# FEASIBILITY Report

January 21, 2013

## Briarwood/Dawnview Water Quality Improvement Project

City of Golden Valley  
Hennepin County, Minnesota

*WSB Project No. 2032-04*



701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416

Tel: (763) 541-4800 • Fax: (763) 541-1700  
wsbeng.com

# ***A Biotic Index Evaluation of Bassett Creek and Plymouth Creek: 2012***

***Prepared by  
Bassett Creek Watershed Management Commission***

***March 2013***



# **A Biotic Index Evaluation of Bassett Creek and Plymouth Creek: 2012**

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# 1.0 Executive Summary

---

During 2012, the Bassett Creek Watershed Management Commission (BCWMC) conducted biological monitoring of Plymouth Creek and Bassett Creek to evaluate the water quality of the streams (Figure 1). The BCWMC has conducted biological monitoring of Plymouth Creek and Bassett Creek at regular intervals since 1980 (1980, 1983, 1991, 1995, 2000, 2003, 2006, 2009, and 2012). In addition, biological samples were collected from the Sweeney Lake Branch and the Main Stem east of Zane Avenue in 1996. These historical data were compared with 2012 data to determine changes in the stream's biological community over time.

Biological indices, such as the Hilsenhoff Biotic Index (HBI) and Invertebrate Community Index (ICI), have been used to evaluate the water quality of Plymouth Creek and Bassett Creek. The HBI, used since 1980, is a measure of organic and nutrient pollution, which causes lower dissolved oxygen levels. The ICI is a measure of a wider range of pollutants and has been used since 1995. Low HBI scores are indicative of good water quality. Conversely, low ICI scores are indicative of poor water quality. Figure 8 shows the HBI and ICI results from 1995 – 2012, and Figure 9 shows the HBI results from 1980 – 2012.

A severe drought reduced stream flow and stream depth in Bassett Creek and Plymouth Creek later in 2012. The North Branch of Bassett Creek dried up and was not sampled. The 2012 drought provided ideal conditions for single species to dominate the macroinvertebrate community at locations most severely impacted by reduced flow and water depth (i.e., Plymouth Creek, Sweeney Lake Branch, and the upstream Main Stem locations). The species that capitalized on the habitat changes, *Gammarus* and *Planaria*, are species that live on the stream bottom and are tolerant of low flow and low water levels.

Because *Gammarus* and *Planaria* can survive and thrive under adverse habitat conditions (low flow and low water levels), they have low ICI tolerance values (a numerical value assigned to level of pollution tolerance, with low values indicating higher tolerance). Their low ICI tolerance values coupled with the high numbers of these organisms resulted in lower average ICI values than had been previously observed at all locations except the Main Stem at Irving Avenue—the most downstream location of the Main Stem. While the reduced ICI values indicate a poorer macroinvertebrate community, they are due to climatic changes, a variable that cannot be managed. In addition, literature suggests that both *Gammarus* and *Planaria* require relatively clean water to survive—



indicating that despite the lowered ICI numbers, water quality in areas where they proliferate is good (Hyman 1951; Gerhardt 2011; Maltby 1994).

The 2012 HBI results indicate the water quality of Bassett Creek and Plymouth Creek was:

- Very good at Plymouth Creek and the Main Stem at Rhode Island Avenue, which is the most upstream location on the Main Stem.
- Good at the Main Stem at Zane Avenue, Dresden Lane, and Irving Avenue.
- Fair at the Sweeney Lake Branch.

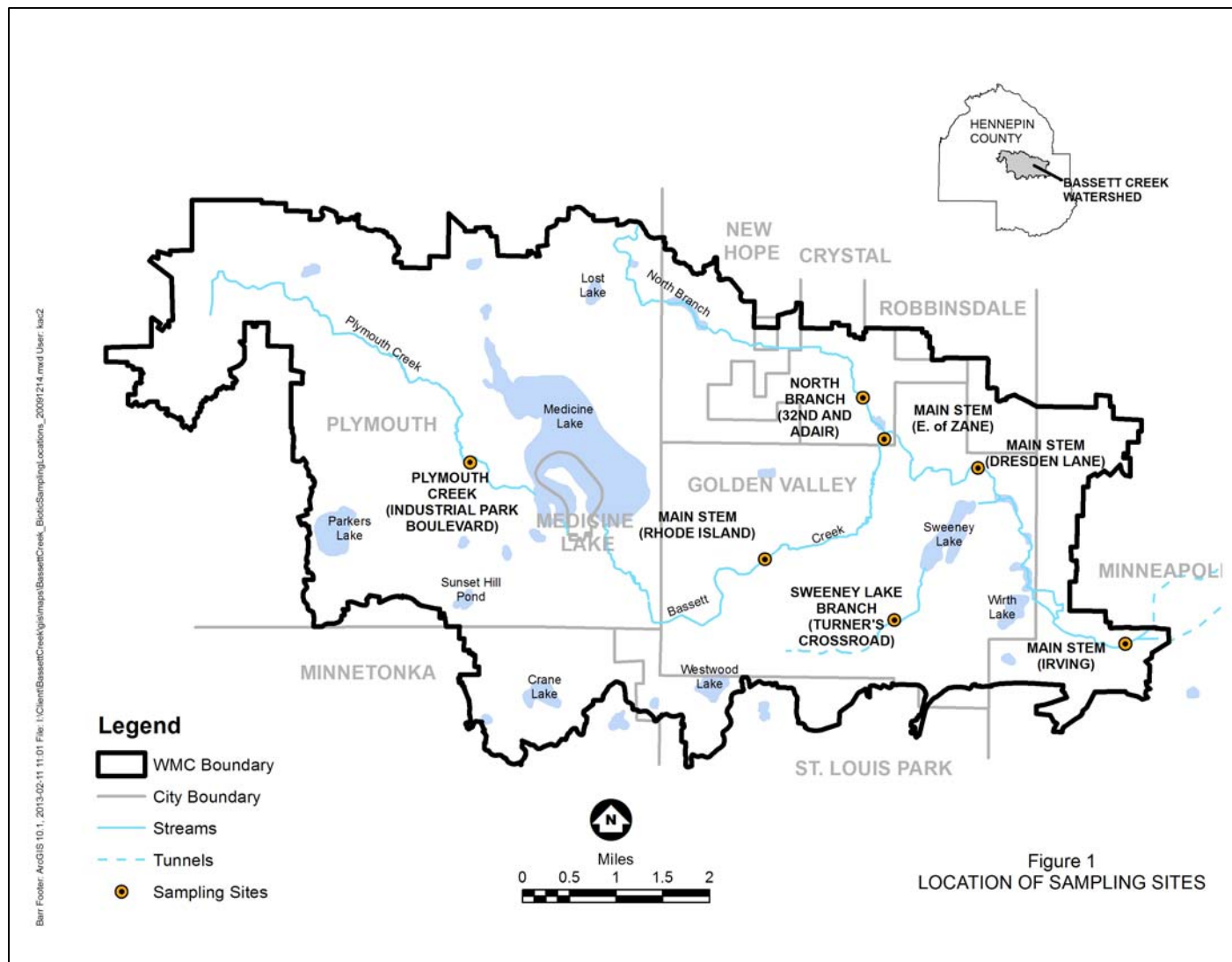
The only location with a significant change in HBI since the last monitoring period was the most upstream location on the Main Stem at Rhode Island Avenue. Here, there was significant improvement in water quality. Although not significant, improved water quality was also seen at Plymouth Creek, the Sweeney Lake Branch, and the Main Stem east of Zane Avenue. Degradation was seen at the Main Stem of Bassett Creek at Dresden Lane and Irving Avenue. Water quality improvements are attributed to reductions in stormwater runoff during the 2012 drought. This reduced the quantity of oxygen-demanding materials added to the stream. The drought also, however, reduced flow and oxygen in the stream, leading to the areas of water quality degradation.

The Minnesota Pollution Control Agency (MPCA) is developing a Macroinvertebrate Index of Biological Integrity (MIBI) to identify biologically impaired rivers and streams. When available, the BCWMC can apply the MIBI to all or some of the macroinvertebrate data collected to date. Once MIBI scores are computed for Plymouth Creek and Bassett Creek, the BCWMC will know whether the streams meet the MPCA impairment standard.

Based on the results of the 2012 monitoring program, the Commissioners will consider:

- Continuing management efforts of Bassett Creek and Plymouth Creek, including installation of BMPs to protect and, if possible, to improve the water quality of the stream as opportunities become available.
- Sampling all stations again in 3 to 5 years to maintain the long-term monitoring record and assess stream water quality changes.
- Continuing flow and water quality monitoring from the Watershed Outlet Monitoring Program (WOMP) sample station located on the Main Stem at Irving Avenue to evaluate physical and chemical parameters impacting the stream's plants and animals..
- Using the Macroinvertebrate Index of Biological Integrity (MIBI), when finalized by the MPCA, to assess the biological community of Bassett Creek and Plymouth Creek; the MIBI will replace the HBI and ICI that were used from 1980 to 2012.

- Applying the MIBI (when finalized) to all or some of the macroinvertebrate data collected from Bassett Creek and Plymouth Creek from 1980 to 2012 to determine whether the streams have met the MPCA impairment standard.



**Figure 1 Location of Sampling Sites**

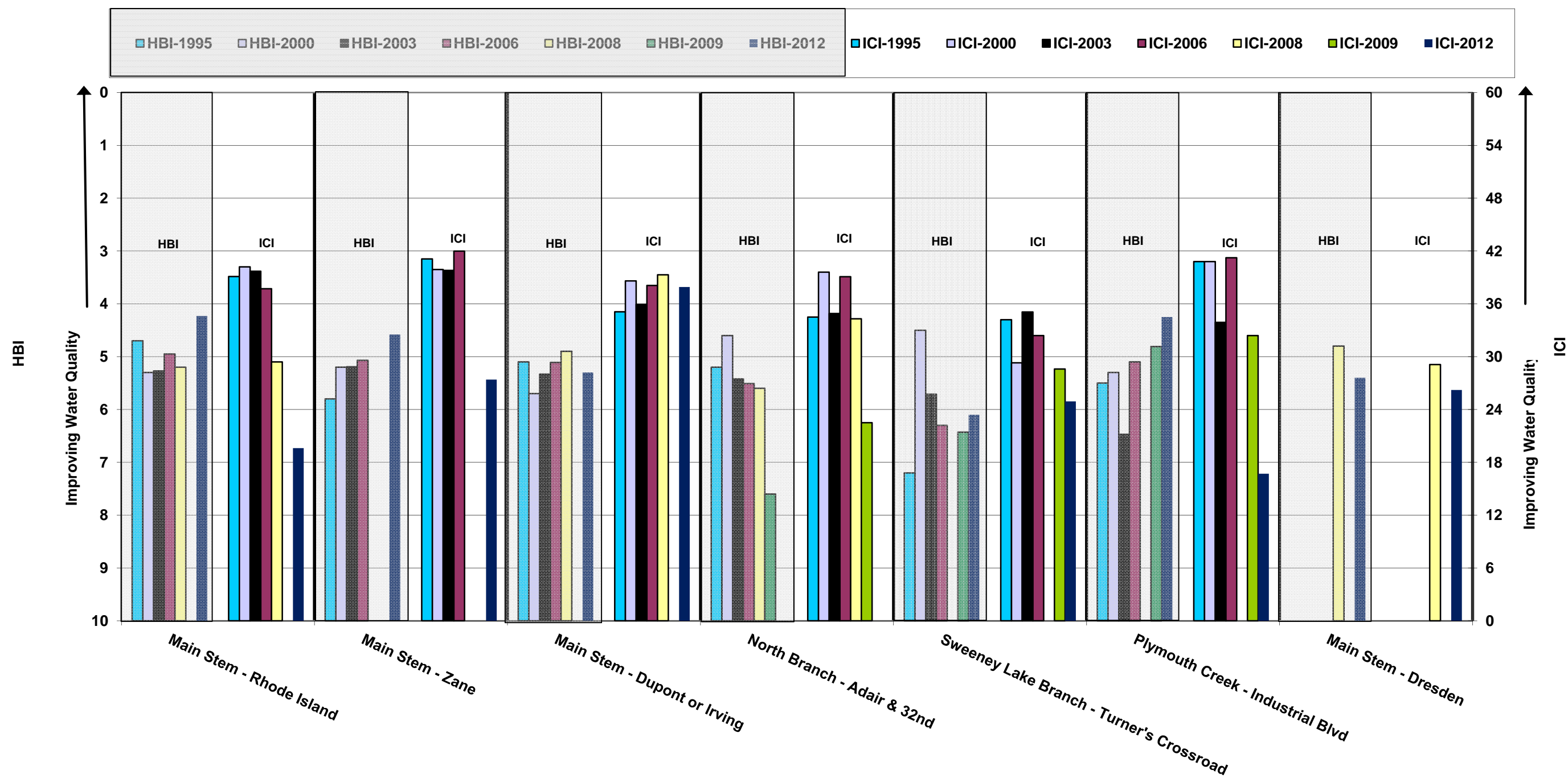


Figure 8. Summary of HBI and ICI Based Indices

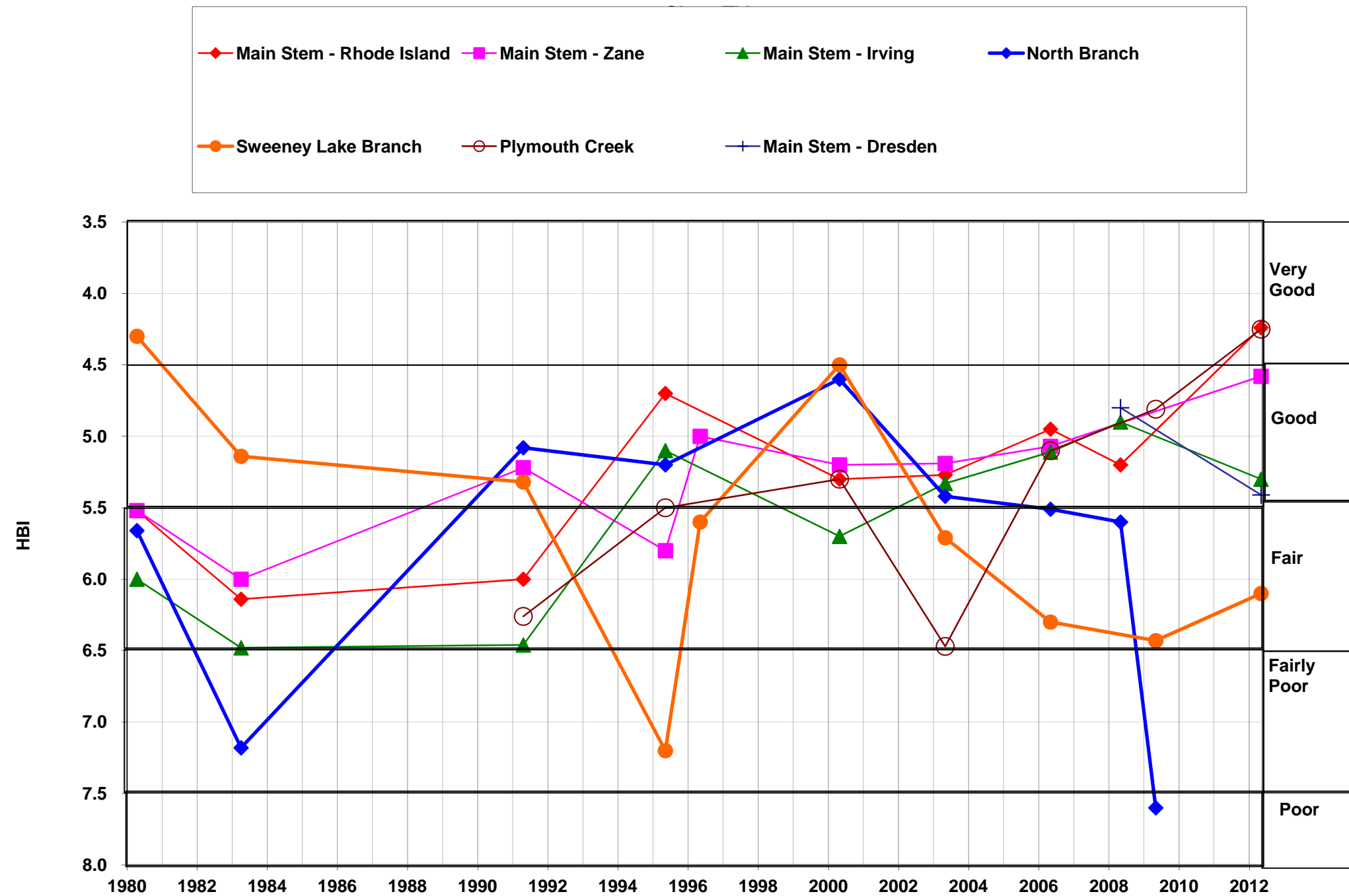


Figure 9. HBI Summary of Stream Water Quality from 1980-2012

## Memorandum

To: Bassett Creek Watershed Management Commission  
From: Barr Engineering Co.  
Subject: Item 5G. BWSR Requests for Comments on Amendments to Metro Water Management Rules  
BCWMC March 21, 2013 Meeting Agenda  
Date: March 13, 2013  
Project: 23270051.34 2013

## 5G. BWSR Requests for Comments on Amendments to Metro Water Management Rules

### Recommendations:

1. For discussion; the Commission should decide if formal comments to BWSR are warranted.

### Background

The Minnesota Board of Water and Soil Resources (BWSR) seeks comments on their proposed amendments to the rules governing metropolitan area local water management (8410 Rules). The 8410 Rules include (but are not limited to) requirements covering the content of joint powers agreements for watershed management organizations, the content of watershed management plans and local (municipal) water management plans, the process for developing watershed management and local water management plans, and annual reporting and evaluation of watershed management organizations.

BWSR convened a rule advisory committee that met several times in 2011 – 2012 to assist BWSR in developing the proposed rule amendments. The advisory committee was made up of interagency partners, representatives from metropolitan area counties, watershed districts, joint powers agreement watershed management organizations, soil and water conservation districts and other partner organizations. Barr staff (Karen Chandler) served on the committee.

The public comment period began March 4 and continues through April 22, 2013 until 4:30 p.m. (see the attached Request for Comments from BWSR). The earliest the amended rule could be promulgated would be early November 2013. BWSR would begin applying the amended rule to plan reviews one year after their promulgation. It is our understanding that the BCWMC's next generation plan would come under the jurisdiction of the amended 8410 Rules.

### 1. Summary of Proposed Amendments

The Commission Engineer reviewed the proposed rule amendment. Following is a summary of a number of the changes, along with the impacts of the changes on the BCWMC. If the Commission believes any of these proposed changes and impacts are significant and should be revised, the Commission should



consider submitting formal comments to BWSR. The proposed rule amendment and other related materials can be found on the BWSR website: <http://www.bwsr.state.mn.us/planning/metro/index.html>.

## A. Process for Developing Watershed Management Plans

As anticipated, the proposed rule amendment includes the following new requirements regarding the planning process:

- The establishment of “an advisory committee, committees, or other means of public and technical participation acceptable to” BWSR, with emphasis on participation in issue identification and prioritization (see 8410.0050, Subp. 2 and Subp. 7).

---

*Impact on the BCWMC: the Commission’s next generation planning process was developed with this requirement in mind; BWSR staff have reviewed and approved of the Commission’s proposed stakeholder involvement process.*

---

- Notification and involvement of “plan review agencies” (i.e., the Metropolitan Council, the Department of Agriculture, the Department of Health, the Department of Natural Resources, the Pollution Control Agency, and BWSR) in the planning process. This includes notifying the plan review agencies that the planning process is starting and requesting information from the agencies regarding their priority issues, relevant water management goals, and water resource information. The watershed management organization must take into consideration the plan review agencies’ goals as part of the planning process (see 8410.0050, Subp. 3).

---

*Impact on the BCWMC: the Commission has already met this requirement; notification and request letters were mailed to plan review agencies, local units of government, the Department of Transportation, and the Minneapolis Park and Recreation Board in June 2012.*

---

- Notification and involvement of local units of government (i.e., member cities, Hennepin County, Hennepin Conservation District) and known stakeholders including the Department of Transportation. This includes notifying them that the planning process is starting and requesting information regarding local water-related issues, water management goals, official controls and programs. The watershed management organization must take into consideration the local water management goals as part of the planning process (see 8410.0050, Subp. 4).

---

*Impact on the BCWMC: the Commission has already met this requirement; notification and request letters were mailed to plan review agencies, local units of government, the Department of Transportation, and the Minneapolis Park and Recreation Board in June 2012.*

---

- Hold an initial planning (“kickoff”) meeting to receive, review and discuss input. Notice of the meeting must be provided to the plan review authorities, known stakeholders (including the Department of Transportation), and the general public (see 8410.0050, Subp. 5).

---

*Impact on the BCWMC: the Commission’s next generation planning process was developed with this requirement in mind; the Commission will meet this requirement through its small group meetings and the large group “summit” meeting in June.*

---

## B. Assessment of Issues and Identification of Priority Issues

The proposed amendment emphasizes the assessment and prioritization of issues in the beginning of the planning process, prior to development of the plan document. The assessment must include the input received from the stakeholders, and data and trend analyses. The plan must also include a summary of the watershed management organization's success implementing the previous plan (see 8410.0050, Subp. 7).

---

*Impact on the BCWMC: the Commission's next generation planning process was developed with the issue identification and prioritization requirements in mind; in addition, the planning process includes a "self-assessment of past accomplishments" step (Step 7 in "Plan Steps and Commission Actions" document).*

---

## C. Establishment of Goals

The proposed amendment requires that watershed management plans establish "measurable" goals, and that plans include a procedure for evaluating progress for each measurable goal. Measurable goals must be established to address priority issues, and for water quantity, water quality, public drainage systems (ditches), groundwater, and wetlands see (see 8410.0080).

---

*Impact on the BCWMC: it may be a challenge to set measurable goals in every area and to develop the process for evaluating progress.*

---

## D. Implementation Actions

The proposed amendment requires that watershed management plans (see 8410.0090):

- Include a table briefly describing the implementation actions, schedule, estimated cost and funding source for each action, and annual budget totals

---

*Impact on the BCWMC: this table should be similar to Tables 12-2 and 12-4 in the BCWMC 2004 Watershed Management Plan, and should be a natural outcome of the Commission's next generation planning process.*

---

- Define the responsibilities of the watershed management organization, the local units of government and others with respect to carrying out the implementation actions

---

*Impact on the BCWMC: this information would be similar to that included in Section 12 (Administration and Implementation Program) in the BCWMC 2004 Watershed Management Plan, and would be updated as needed based on the outcome of the Commission's next generation planning process.*

---

- Define the processes for evaluating local plan implementation, and addressing a local unit of government's failure to implement their plan

---

*Impact on the BCWMC: the BCWMC's current role with respect to local plans is to review and approve local plans; there is no follow-up after that. This new requirement would require the BCWMC to go further and actually assess whether or not a member city is implementing their plan (e.g., did they update their ordinances and standards in conformance with the BCWMC*



*plan?). It would require more hands-on work by the BCWMC to document and follow-up with the member cities regarding implementation of their plans.*

---

- Include a process for establishing an advisory committee (or committees) or some other means of public and technical participation acceptable to BWSR; the purpose of the committee(s) or other process is to make recommendations on the plan, plan amendment, and plan implementation.

---

*Impact on the BCWMC: this requirement is similar to current requirements, except the revised rule requires BWSR “acceptance” of the public and technical participation process. The BCWMC’s current technical participation process (Technical Advisory Committee) should be accepted by BWSR. However, the challenge during the next generation planning process will be to establish an acceptable public participation process.*

---

- Must include the following implementation programs, unless the plan justifies that a program is not needed:
  - Capital improvement program
  - Operation and maintenance program
  - Information and education program
  - Data collection program
  - Regulatory program

---

*Impact on the BCWMC: the BCWMC 2004 Watershed Management Plan already includes these implement program elements; the next generation plan is expected to include these same program elements.*

---

The proposed amendment allows watershed management plans to also be considered TMDL implementation plans, if developed in coordination with the Pollution Control Agency and provided to the Pollution Control Agency for review and approval (see 8410.0090, Subp. 8).

---

*Impact on the BCWMC: this is not likely to apply to the BCWMC next generation plan, as no new TMDLs will be developed until after 2018, when the MPCA will return to the Bassett Creek watershed.*

---

The proposed amendment allows the watershed management organization to establish environmental trading programs (see 8410.0090, Subp. 9).

---

*Impact on the BCWMC: The BCWMC and TAC have discussed the possibility of establishing a water quality trading/banking program on several occasions. The most recent discussion was at the April 5, 2012 TAC meeting. In the April 11, 2012 memo from the TAC to the Commission, the TAC recommended not pursuing water quality banking or trading at this time. However, the Commission did not discuss this item at that meeting and did not take it up at a later meeting; hence, the Commission has not come to a final decision on this item. This issue could be taken up during the next generation planning process.*

---

## **E. Amendments**

The proposed rule revision still includes two amendment procedures – amendments and minor amendments. However, almost all amendments not objected to by a county would follow the minor plan amendment process. The revised minor plan amendment process requires at least 30 days for plan review authorities to review and comment on the proposed amendment before BWSR must decide if the proposed amendment is minor or not (see 8410.0100).

---

*Impact on the BCWMC: this requirement would generally improve the amendment procedure, since all amendments would likely fall under the minor amendment process.*

---

## **F. Annual Reporting and Evaluation Requirements**

The proposed rule amendment requires submittal of the annual activity report to BWSR within 120 days of the end of the calendar year (not fiscal year), and submittal of the annual audit to BWSR within 180 days of the end of the fiscal year. The rule amendment also includes minimum website requirements.

---

*Impact on the BCWMC: this would require submittal of the BCWMC annual report to BWSR by April 30, and submittal of the annual audit to BWSR by July 31. The BCWMC website should already meet most of the requirements in the proposed rule amendment.*

---

## **G. Local Water Plans**

One of the biggest changes in the proposed rule amendment requires adoption of a local water plan one to two years before the local comprehensive plan is due. This will result in local water plan revisions occurring only once every 10 years, and they will be in alignment with the local comprehensive plan schedule (see 8410.0130, Subp. 6).

---

*Impact on the BCWMC: this has the largest impact on the BCWMC member cities, as they would no longer be required to update/revise their local water plans within two years of approval of a new watershed management plan. BCWMC would be required to review the local water plans of its nine member cities at the same time as the other watershed management organizations.*

---

The proposed rule amendment also requires an assessment of water resource-related problems, and requires that the assessment be similar to the process required for watershed management plans (see 8410.0130, Subp. 3.D).

---

*Impact on the BCWMC: the rule does not clearly state what is meant by a “similar process” but, according to BWSR staff, it means that local water plans must, at a minimum, identify priority issues after assessing the information and input they choose to collect. The process could range from review of existing city information to the use of focus or advisory groups, depending on the city.*

---

## Minnesota Board of Water and Soil Resources

### REQUEST FOR COMMENTS on Possible Amendment to Rules Governing Metropolitan Area Local Water Management, *Minnesota Rules* Chapter 8410

**Subject of Rule.** The Minnesota Board of Water and Soil Resources requests comments on its possible amendment to the rule chapter governing local water management in the seven county metropolitan area. The rules are required by statute to establish standards and requirements for watershed management plans in the metropolitan area. The Board is considering rule amendments that would update the 20 year old rules. There have been many changes in water management during the past two decades that necessitate rule amendments, including development of new best management practices (BMPs), storm water treatment systems, targeting systems using GIS and LIDAR, more data, increased data trend analyses, Clean Water Funding, identification of impaired waters and preparation of plans to address impaired waters. Rule amendments would move away from an overly prescriptive, one-size-fits-all approach to a more result-oriented framework. Future water management plans would consist of periodically updated inventories and goals, and frequently updated implementation and capital improvement sections.

**Persons Affected.** The amendment to the rules would likely affect watershed management organizations, counties, cities, towns, state agencies, environmental advocacy groups and individuals affected by water resources in the seven county metropolitan area.

**Statutory Authority.** *Minnesota Statutes*, sections 103B.201 through 103B.255, requires the Board to adopt rules to govern local water management in the seven county metropolitan area.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rule amendments in writing to the contact person identified below until 4:30 p.m. on Monday, April 22, 2013. The Board will not publish a notice of intent to adopt the rules until more than 60 days have elapsed from the date of this request for comments. The Board has an advisory committee to evaluate comments on the possible rule amendments.

**Rules Drafts.** A rule advisory committee met several times over a couple of years resulting in draft rule amendments. The draft rule amendments were reviewed with many stakeholders. On the agency website at <http://www.bwsr.state.mn.us/planning/metro/index.html> on the right sidebar are links to the draft rule amendments, a strikeout/underline version of the current rule including the draft rule amendments, the current rule, a summary of proposed changes, and other information.

**Agency Contact Person.** Direct your written comments, questions, and requests for more information on these possible rule amendments to: Jim Haertel, Metro Region Supervisor, Board of Water and Soil Resources, 520 Lafayette Road North, Saint Paul, MN 55155; **telephone:** (651) 297-2906, **fax:** (651) 297-5615, **e-mail:** [jim.haertel@state.mn.us](mailto:jim.haertel@state.mn.us). Persons with hearing loss or speech disabilities may call us through Minnesota Relay at 1-800-627-3529.

**Alternative Format.** Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if and when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: February 25, 2013

John Jaschke, Executive Director  
Board of Water and Soil Resources



Item 6A  
BCWMC 3-21-13

## Bassett Creek Watershed Management Commission

March XX, 2013

City of XXXX  
Address  
City, State, Zip

RE: Amendment to BCWMC Joint Powers Agreement

Dear XXXX:

I am writing this letter to 1) inform you that the joint powers agreement (JPA) establishing the Bassett Creek Watershed Management Commission (Commission) currently expires on January 1, 2015; and 2) request that you review the current JPA and provide comments on the Commission's recommendation that the term of the JPA be extended.

The Commission is proposing to amend the JPA to extend the term of the agreement until January 1, 2025. The amendment to the JPA will need approval by the city council of each of the nine watershed communities in order for the JPA to take effect.

The current JPA is available to view online at [www.bassettcreekwmo.org/about.htm](http://www.bassettcreekwmo.org/about.htm). (Scroll halfway down that page under "BCWMC History.") Also for your review, a proposed amendment to the JPA extending the term of the JPA is attached.

At this time, the Commission is not requesting that your city approve or sign the proposed amendment. Rather, please provide comments on the proposed amendment to me by [date].

Please feel free to contact me at [laura.jester@keystonewaters.com](mailto:laura.jester@keystonewaters.com) or 952-270-1990 with questions or comments. Thank you.

Sincerely,

Laura Jester  
Administrator

**Bassett Creek Watershed Management Commission**

7800 Golden Valley Road | Golden Valley, MN 55427 | [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org) | Established 1968

Crystal | Golden Valley | Medicine Lake | Minneapolis | Minnetonka | New Hope | Plymouth | Robbinsdale | St. Louis Park  
420303v2 CLL BA295-1

**AMENDMENT TO JOINT AND COOPERATIVE AGREEMENT  
FOR THE ESTABLISHMENT OF A BASSETT CREEK WATERSHED  
MANAGEMENT ORGANIZATION TO PLAN, CONTROL  
AND PROVIDE FOR THE DEVELOPMENT OF BASSETT CREEK**

THIS AMENDMENT is made and entered into as of the date of execution by all of the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park, Minnesota (hereinafter collectively referred to as the "Parties").

WITNESSETH:

WHEREAS, the Parties entered into a Joint Powers Agreement entitled the JOINT AND COOPERATIVE AGREEMENT FOR THE ESTABLISHMENT OF A BASSETT CREEK WATERSHED MANAGEMENT ORGANIZATION TO PLAN, CONTROL AND PROVIDE FOR THE DEVELOPMENT OF BASSETT CREEK (the "Joint Powers Agreement"); and

WHEREAS, the Joint Powers Agreement established the Bassett Creek Watershed Management Commission (the "Commission"), a watershed management organization pursuant to and in accordance with the Metropolitan Surface Water Management Act, Minn. Stat. § 103B.201, et seq., and Minn. Stat. § 471.59; and

WHEREAS, the Joint Powers Agreement, as amended, expires by its terms on January 1, 2015; and

WHEREAS, the Parties have determined that it is reasonable, prudent and in the best interest of the public to extend the term of the Joint Powers Agreement as hereinafter provided.

NOW, THEREFORE, on the basis of the premises and mutual covenants and agreements hereinafter set forth, the Parties agree as follows:

1. Article X, Subdivision 1 of the Joint Powers Agreement is amended to read as follows:

Subdivision 1. Each member agrees to be bound by the terms of this agreement until January 1, 2025, and it may be continued thereafter at the option of the Parties.

2. Article X, Subdivision 2 of the Joint Powers Agreement is amended to read as follows:

Subdivision 2. This agreement may be terminated prior to January 1, 2025, by the unanimous consent of the parties. If the agreement is to be terminated, a notice of the intent to dissolve the Commission shall be sent to the Board of

Water and Soil Resources and to Hennepin County at least 90 days prior to the date of dissolution.

3. Except as modified herein, the Joint Powers Agreement shall remain in full force and effect.

4. This Amendment shall be effective upon approval by the City Councils of all of the Parties and the execution of this Amendment by all of the Parties. Upon receipt of certified copies of resolutions approving this Amendment and copies of the Amendment executed by all of the Parties, the Secretary of the Commission shall supply to the City Clerk of each of the Parties a copy of the resolutions and of the signed Amendment.

5. This Amendment may be executed in several counterparts, each of which, when assembled to include an original signature for each of the Parties, will constitute a complete and fully executed original.

IN WITNESS WHEREOF, the undersigned, as duly authorized by action of their City Council, have caused this Agreement to be executed in accordance with the Authority of Minn. Stats. §§ 103B.211 and 471.59.

CITY OF CRYSTAL

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Jim Adams, Mayor

And by: \_\_\_\_\_  
Anne Norris, City Manager

Dated: \_\_\_\_\_

CITY OF GOLDEN VALLEY

By: \_\_\_\_\_  
Shep Harris, Mayor

And by: \_\_\_\_\_  
Thomas Burt, City Manager

Dated: \_\_\_\_\_

CITY OF MEDICINE LAKE

By: \_\_\_\_\_  
Gary Holter, Mayor

And by: \_\_\_\_\_  
Nancy Pauly, City Clerk

Dated: \_\_\_\_\_

CITY OF MINNEAPOLIS

By: \_\_\_\_\_  
RT Rybak, Mayor

And by: \_\_\_\_\_  
Casey Carl, City Clerk

Dated: \_\_\_\_\_

CITY OF MINNETONKA

By: \_\_\_\_\_  
Terry Schneider, Mayor

And by: \_\_\_\_\_  
Geraldyn Barone, City Manager



Dated: \_\_\_\_\_

CITY OF NEW HOPE

By: \_\_\_\_\_  
Kathi Hemken, Mayor

And by: \_\_\_\_\_  
Kirk McDonald, City Manager

Dated: \_\_\_\_\_

CITY OF PLYMOUTH

By: \_\_\_\_\_  
Kelli Slavik, Mayor

And by: \_\_\_\_\_  
Laurie Ahrens, City Manager

Dated: \_\_\_\_\_

CITY OF ROBBINSDALE

By: \_\_\_\_\_  
Regan Murphy, Mayor

And by: \_\_\_\_\_  
Marcia Glick, City Manager

Dated: \_\_\_\_\_

CITY OF ST. LOUIS PARK

By: \_\_\_\_\_  
Jeff Jacobs, Mayor

And by: \_\_\_\_\_  
Tom Harmening, City Manager

**Bassett Creek Watershed Management Commission**  
**Capital Improvement Program**  
**2015 - 2019**

Item 6B  
 BCWMC 3-21-13

<b>Project Name</b>	<b>Project Location (City)</b>	<b>Project Number</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Totals</b>
Main Stem Channel Restoration, 10th Ave. to St. Croix Ave.	Golden Valley	2015CR	\$ 1,000,000					\$1,000,000
Water Quality Improvement Site, Main Stem Watershed	Minneapolis	BC-5		\$ 160,000				\$160,000
Honeywell Pond Expansion, Main Stem Watershed	Golden Valley	BC-4		\$ 285,000				\$285,000
Plymouth Creek Restoration, from Annapolis Lane to 2,500 feet upstream (west) of Annapolis Lane	Plymouth	2016CR		\$ 555,000	\$ 4,000			\$559,000
Main Stem Channel Restoration, Cedar Lake Road to Irving Ave	Minneapolis	2017CR			\$ 800,000			\$800,000
Construct Pond NB 29A,B, and pond west of Northwood Lake, just east of Highway 169, Northwood Lake Watershed	New Hope	NL-1			\$ 196,000	\$ 399,000		\$595,000
Water Quality Improvement Site, Main Stem Watershed	Golden Valley	BC-3				\$ 601,000	\$ 499,000	\$1,100,000
Sandburg Rd and Louisiana Ave. Water Quality Improvement and Flood Reduction Project, Main Stem Watershed	Golden Valley	BC-2/BC-8					\$ 501,000	\$501,000
Divert Lancaster Lane Storm Sewer, Northwood Lake Watershed	Plymouth	NL-3					\$ 59,000	\$59,000
			<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,059,000</b>	<b>\$ 5,059,000</b>

**Project Category:** Water Quality

**Project Title:** Bassett Creek Main Stem Stream Restoration – 10<sup>th</sup> Ave to Duluth St

**Total Estimated Cost:** \$1,000,000

**BCWMC Project Number:** 2015CR

**Description:**

This project will include bank stabilization measures and erosion repair methods. Consideration will be given to a variety of best management practices including coir logs, erosion control blanket, live staking, cross vanes, riffles, rip-rap, and vegetative buffers.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County	\$1,000,000				

**Justification:**

The City of Golden Valley's annual creek inventory identified significant erosion and obstructions in this reach of the creek. Continued erosion along the stream will result in increased sediment and pollutant loading downstream. Restoration and repair of the Main Stem in this area is consistent with BCWMC goals regarding water quality.

**Scheduling and Project Status:**

A feasibility study will need to be prepared for this project. A major plan amendment will also be required. Construction of the project is anticipated for winter of 2015-2016.

**Relationship to General Plan and Other Projects:**

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan and is included in the BCWMC Resource Management Plan. A major plan amendment will be required to add this project to the BCWMC CIP.

This project includes Subreach 2 of Reach 1. Restoration projects in Subreaches 1 and 3 of Reach 1, and Reach 2, were completed in prior years.

**Effect on Annual Operations Costs:**

This project has no effect on BCWMC Annual Operations Costs.



**Project Category:** Water Quality

**Project Title:** Bryn Mawr Meadows Water Quality Improvement Site, Minneapolis

**Total Estimated Cost:** \$160,000

**Project Number:** BC-5

**Description:**

This project was described as Option 7 in the Bassett Creek Main Stem Watershed Management Plan (June 2000). The project consists of the construction of a new stormwater Best Management Practice (BMP) in a park near the intersection of Morgan Ave and Laurel Ave, in the City of Minneapolis.

Source of Project Funding	2013	2014	2015	2016	2017
CIP account – BCWMC ad valorem levy through Hennepin County				\$160,000	

**Justification:**

As described in 2000, the BMP would treat runoff from 209 acres of land and would remove an estimated 22 lbs. of phosphorus per year, on average.

**Scheduling and Project Status:**

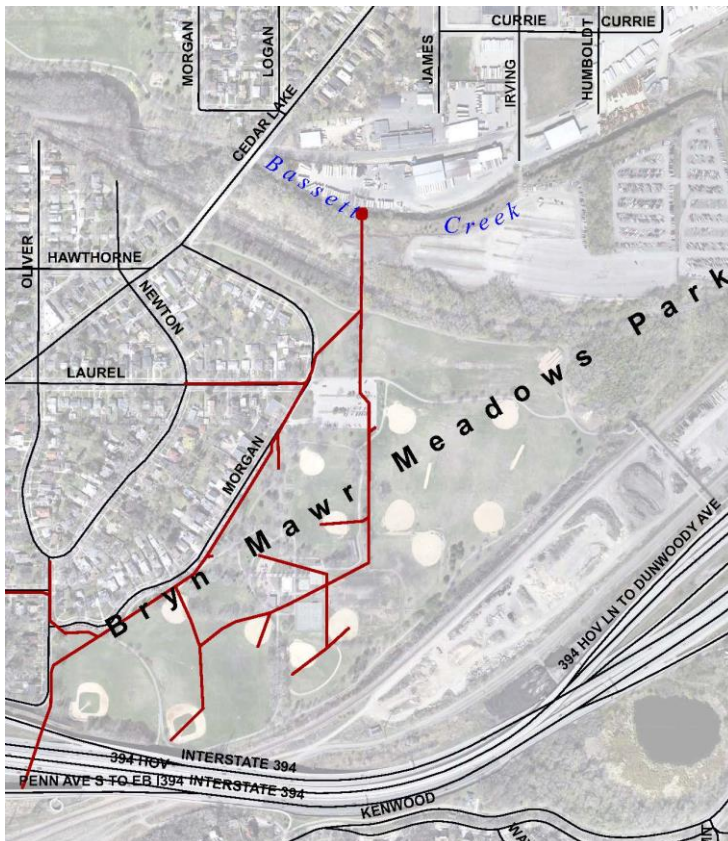
A feasibility study will need to be prepared for this project. As the project progresses, additional information will be provided.

**Relationship to General Plan and Other Projects:**

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan and is included in the BCWMC's Resource Management Plan.

**Effect on Annual Operations Costs:**

Not known at this time. This will be identified in the Feasibility Study.





**Project Category:** Water Quality

**Project Title:** Honeywell Pond Expansion – Douglas Dr and Duluth St

**Total Estimated Cost:** \$285,000

**BCWMC Project Number:** BC-4

**Description:**

This project will be constructed in conjunction with the City of Golden Valley's Douglas Drive Reconstruction project and includes expansion of the existing pond to provide storm water quantity and water quality improvements for the street reconstruction project.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County		\$285,000			

**Justification:**

This project will coincide with the city's reconstruction of Douglas Drive. The project will include storm water quantity and water quality improvements that will maximize the rate control and water quality benefits provided by the existing ponding area. Improving rate control and water quality in ponding areas tributary to Bassett Creek is consistent with BCWMC goals.

**Scheduling and Project Status:**

A feasibility study will need to be prepared for this project. A minor plan amendment will also be required. Construction of the project is anticipated for 2016.

**Relationship to General Plan and Other Projects:**

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan and is included in the plan as a "potential future" CIP project (Table 12-3). Per the Bassett Creek Main Stem Watershed Management Plan (2000), this project would remove an estimated 36 pounds of phosphorus per year. A minor plan amendment will be required to add this project to the BCWMC CIP.

The \$285,000 is a placeholder cost estimate. A new project cost estimate is expected in 2013.

**Effect on Annual Operations Costs:**

This project has no effect on BCWMC Annual Operations Costs.



**Project Category:** Water Quality

**Project Title:** Plymouth Creek Stream Restoration – Annapolis Lane through Plymouth Creek Park

**Total Estimated Cost:** \$559,000

**BCWMC Project Number:** 2016CR

**Description:**

This project will include bank stabilization and erosion repair methods and will remove obstructions as necessary. Consideration should be given to a variety of best management practices including coir logs, erosion control blanket, live staking, cross veins, riffles, rip-rap, and buffers.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County		\$555,000	\$4,000		

**Justification:**

The City of Plymouth erosion inventory along Plymouth Creek, includes erosion and obstructions from Annapolis Lane, 2,500 feet upstream through Plymouth Creek Park. Rehabilitation and repair of Plymouth Creek in this area is consistent with BCWMC goals regarding water quality.

**Scheduling and Project Status:**

A Feasibility Study should begin on or about April 1, 2015. This project is anticipated for construction during the winter of 2016-2017.

**Relationship to General Plan and Other Projects:**

This project is consistent with the goals and policies of the BWCMC Watershed Management Plan and is included in the City of Plymouth CIP.

**Effect on Annual Operations Costs:**

This project has no effect on BCWMC Annual Operations Costs.





**Project Category:** Water Quality

**Project Title:** Main Stem Channel Restoration,  
Cedar Lake Road to Irving Avenue,  
Minneapolis

**Total Estimated Cost:** \$800,000

**Project Number:** 2017CR

**Description:**

This project is one of the BCWMC's recommended stream channel restoration projects to restore stream reaches damaged by erosion or affected by sedimentation. The identified measures include installing stream stabilization measures to address erosion problems, grading reaches of streambank, stabilizing storm sewer outfalls that discharge into the channel, and establishing new vegetation on areas disturbed by construction.

Source of Project Funding	2013	2014	2015	2016	2017
CIP account – BCWMC ad valorem levy through Hennepin County					\$800,000

**Justification:**

This project will provide water quality improvements by repairing actively eroding sites, and preventing erosion at other sites by installing preemptive measures to protect existing streambanks.

**Scheduling and Project Status:**

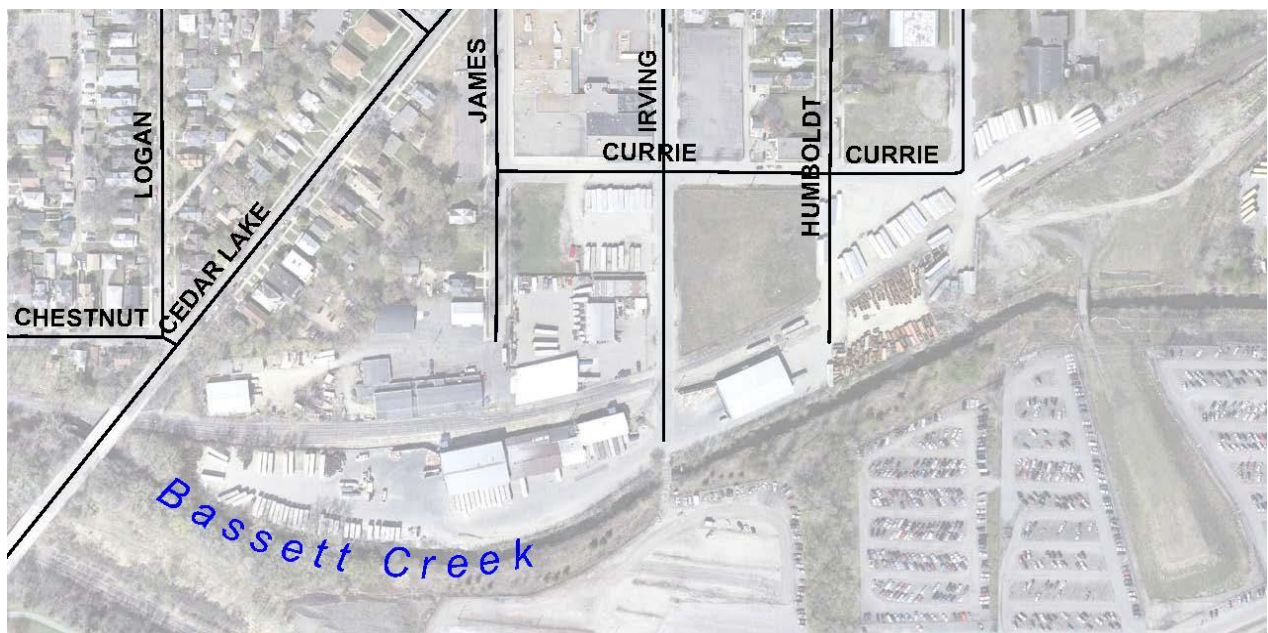
A Feasibility Report was completed in 2011 for the 2012/2013 project upstream of this one (BCWMC Account Number 2012CR, Main Stem Restoration for sites between Golden Valley Road and Cedar Lake Road). That Feasibility Report provides preliminary analysis and information for the 2017 project (for sites between Cedar Lake Road and Irving Avenue). A new or revised Feasibility Report will be needed with greater detail about the 2017 project sites.

**Relationship to General Plan and Other Projects:**

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan. Although this reach is not included in the BCWMC Resource management Plan, it fits with the intent of it due to its proximity and similarity to the other stream projects included in the RMP.

**Effect on Annual Operations Costs:**

No effect.



**Project Category:** Water Quantity/Quality

**Project Title:** Jordan Outlot Pond and Pond NB 29A,B

**Total Estimated Cost:** \$595,000

**BCWMC Project Number:** NL-1

**Description:**

This project includes the construction of two ponds for quantity and quality improvements prior to storm water outlet into Northwood Lake.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC			\$196,000	\$399,000	

**Justification:**

Northwood Lake is listed as impaired by the MPCA.

The proposed pond known as NB 29A,B will collect storm water from a drainage area of approximately 121 acres prior to outlet into Northwood Lake.

The proposed Jordan Outlot Pond will collect storm water from approximately 43 acres of the TH169 drainage ditch and Jordan Avenue area prior to outlet into Northwood Lake.

**Scheduling and Project Status:**

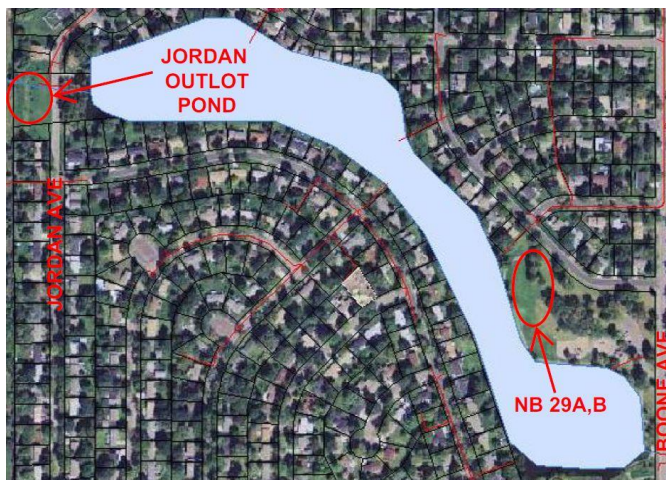
This project is anticipated for construction during the winter of 2017-2018. Prior to construction a feasibility study should be completed to better understand options and project costs.

**Relationship to General Plan and Other Projects:**

This project is consistent with the goals and policies of the BWCMC Watershed Management Plan and is included in the city of New Hope CIP.

**Effect on Annual Operations Costs:**

This project has no effect on BCWMC Annual Operations Costs.



Jordan Outlot Pond



NB 29A,B



**Project Category:** Water Quality

**Project Title:** Main Stem Water Quality Improvement Sites – Wirth Park (north of Plymouth Ave, east of Wirth Pkwy)

**Total Estimated Cost:** \$1,100,000

**BCWMC Project Number:** BC-3

**Description:**

This project will include construction of a water quality pond or similar storm water treatment facility benefitting the main stem of Bassett Creek.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County				\$601,000	\$499,000

**Justification:**

This water quality improvement project will remove sediment and pollutants from storm water runoff in the residential and park areas generally located north of Plymouth Ave and east of Theodore Wirth Pkwy. Improving water quality in Bassett Creek is consistent with BCWMC goals.

**Scheduling and Project Status:**

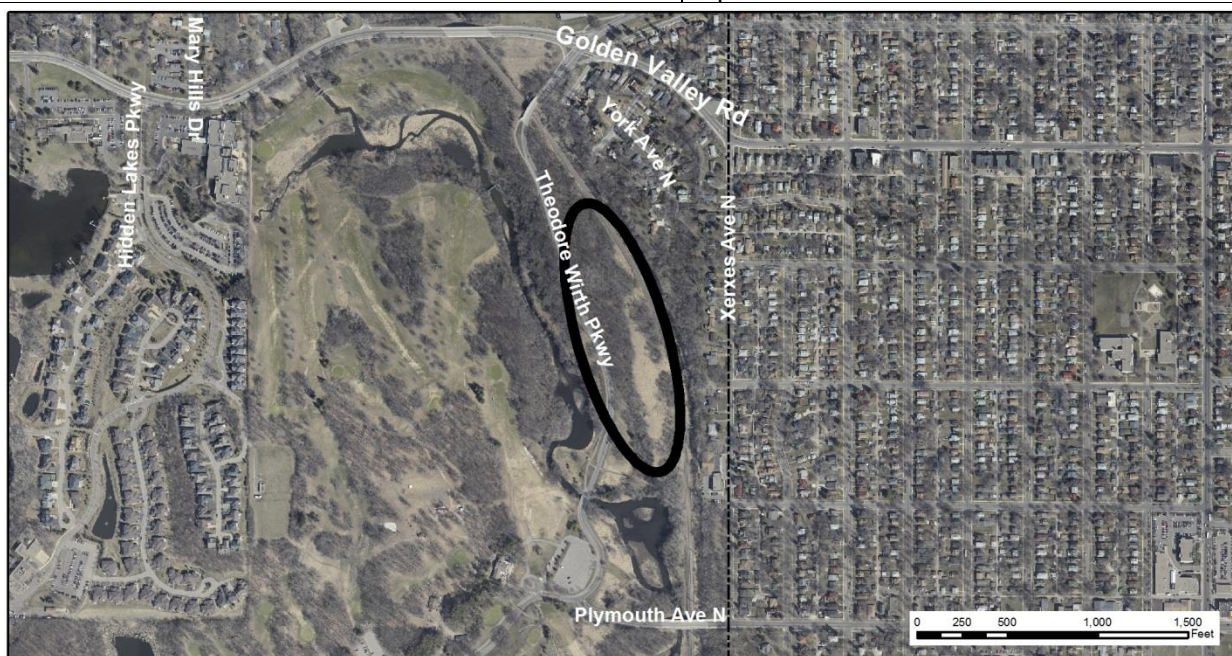
A feasibility study will need to be prepared for this project. A minor plan amendment will also be required. Construction of the project is anticipated for 2018.

**Relationship to General Plan and Other Projects:**

This project is consistent with the goals and policies of the BWCMC Watershed Management Plan and is included in the plan as a “potential future” CIP project (Table 12-3). Per the Bassett Creek Main Stem Watershed Management Plan (2000), this project would treat the storm water runoff from a 115-acre area and remove an estimated 131 pounds of phosphorus per year. The project is included in the BCWMC Resource Management Plan. A minor plan amendment will be required to add this project to the BCWMC CIP.

**Effect on Annual Operations Costs:**

This project has no effect on BCWMC Annual Operations Costs.



**Project Category:** Water Quality & Flood Control

**Project Title:** Sandburg & Louisiana  
Water Quality Improvement  
and Flood Reduction Project

**Total Estimated Cost:** \$501,000

**BCWMC Project Number:** BC-2 / BC-8

**Description:**

This project will include construction of improvements to improve water quality and reduce flooding in the DeCola Ponds area. The improvements will be made in the area south of the intersection of Sandburg Rd and Louisiana Ave.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County					\$501,000

**Justification:**

This flood reduction and water quality improvement project in the area south of the intersection of Sandburg Rd and Louisiana Ave will help protect nearby residences from flooding and remove sediment and pollutants from storm water runoff generated by the surrounding industrial area. Reducing flooding impacts and improving water quality in Bassett Creek is consistent with BCWMC goals.

**Scheduling and Project Status:**

A feasibility study will need to be prepared for this project. A minor plan amendment will also be required. Construction of the project is anticipated for 2019.

**Relationship to General Plan and Other Projects:**

This project has been added back in to replace projects BC-2 and BC-8 and will be constructed as one project west of original BC-2 location.

This project is consistent with the goals and policies of the BWCMC Watershed Management Plan. Projects BC-2 and BC-8 are included in the plan as “potential future” CIP projects (Table 12-3). Per the Bassett Creek Main Stem Watershed Management Plan (2000), project BC-2 would remove an estimated 67 pounds of phosphorus per year. Projects BC-2 and BC-8 were included in the BCWMC Resource Management Plan. A minor plan amendment will be required to add this project to the BCWMC CIP. The cost is a placeholder cost estimate. Project cost estimate expected in 2013.

**Effect on Annual Operations Costs:**

This project has no effect on BCWMC Annual Operations Costs.





**Project Category:** Water Quality

**Project Title:** Lancaster Lane Diversion

**Total Estimated Cost:** \$59,000

**BCWMC Project Number:** NL-3

**Description:**

This project will divert for treatment, previously untreated surface water runoff from Lancaster Lane, just south of Four Seasons Mall.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County					\$59,000

**Justification:**

Surface water runoff from Lancaster Lane is currently deposited into a channelized wetland on the east side of Lancaster and into Northwood Lake, a state listed impaired water. This project would divert water from Lancaster into a wetland west of Lancaster for treatment, prior to discharge under Lancaster and through the degraded wetland and on to Northwood Lake.

**Scheduling and Project Status:**

This project is proposed for construction in 2019. It is being investigated to include this project with the Four Seasons Mall Water Quality Improvement Project in 2013-2014.

**Relationship to General Plan and Other Projects:**

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan.

**Effect on Annual Operations Costs:**

This project has no effect on BCWMC Annual Operations Costs.





## Bassett Creek Watershed Management Commission

### Next Gen Plan Steering Committee Meeting Notes

4:30 p.m ~ Monday February 25, 2013

Golden Valley City Hall Council Conference Room; 7800 Golden Valley Rd; Golden Valley MN 55427

**Attendees:** Committee Chair Linda Loomis; Commissioner Ted Hoshal; Alternate Commissioners Pat Crough, Lisa Goddard, and Justin Riss; Administrator Laura Jester; Engineer Karen Chandler; TAC member Derek Asche

1. Review Plan Process and Next Steps Document

The group reviewed and discussed the document as it was presented (and approved) at the February 25, 2013 BCWMC Meeting. It was noted the document includes a column for responsible party and estimated costs for each task. The group agreed the tasks listed as "complete" were actually completed. The group agreed that this is a "living document" that should be updated as tasks are complete or when there are shifts to tasks, timelines and costs. It was noted the "TAC Meetings and Topics" portion of the document may be updated as public input is gathered.

The group wondered how the Commission would be updated on the Plan Development progress. Jester and Chandler indicated they would be updating the Commission at their monthly meetings either through updates to this Plan Process Document or through memos to Commissioners. Commissioner Welch reminded the group not to lose sight of the gaps analysis and to continue working with the TAC.

2. Report of Meeting with GTS

Loomis and Jester reported on a meeting with two members of GTS Educational Events (a non-profit organization that provides conferences, workshops and consulting services exclusively to the public sector and non-profits in Minnesota). The GTS members provided some helpful advice for facilitating the small group meetings with cities. Loomis and Jester asked the Committee if they could solicit a proposal from GTS to help formulate the process and facilitation of the larger Bassett Creek Watershed Summit planned for June 13th. The group agreed a proposal from GTS would be appropriate and should be brought to the Commission at a future meeting.

3. Budget Review

Loomis reported that the estimated cost of the Plan will require an addition of approximately \$16,000 in the 2014 budget.

4. Discuss Facilitator Training Methods and Materials

There was discussion about various background materials that could or should be provided to the city councils, city commissions, or other small group meetings where input on the Plan would be gathered. Because we'll often have only 30 – 45 minutes in these meetings, we should not provide detailed background information on the Commission, the JPA, or State Laws/Rules regarding Plan updates. Instead, the meeting should focus on gathering the thoughts and ideas on current issues in the watershed. The group decided a watershed map, newly adopted vision statement, and perhaps parts of the 2004 Plan's executive summary would be helpful background pieces.

There was some discussion on the fact that the small meetings were really brainstorming sessions and that the Next Gen Plan Steering Committee would need to work on grouping like issues together (affinity mapping exercise) as well as summarizing survey results before the June 13<sup>th</sup> Summit. (i.e. at the April 22 or May 20 Plan Steering Committee meeting.)

Loomis and Jester will work together to determine a method of facilitating these meetings and what questions to ask in order to gather input in similar formats. Jester is also meeting with a civic engagement specialist with the U of M Extension to get more ideas and assistance.

There was discussion about how the public would be invited to the small group meetings. It was determined that would be up to the individual city. Plymouth plans to invite one or two members from each of the lake associations. Additional small meetings could be scheduled to accommodate other groups as well.

5. Assign Facilitator to Small Group Meetings

Various meetings in cities are already arranged. The following volunteers will facilitate these meetings:

Minnetonka – date TBD; meeting with City Staff; Loomis to facilitate

Golden Valley – 3/12; meeting at Council Manager Meeting with City Commission Chairs invited; Loomis to facilitate

New Hope – 3/18 or 4/15; meeting with Council at work session; Linda to facilitate

St. Louis Park – date TBD; meeting with City Staff; Riss to facilitate; may also request a meeting with Westwood Nature Center staff or Board

Robbinsdale – 3/21 or 4/18; meeting with Planning Commission; facilitator TBD – Jester will ask Commissioner Sicora

Plymouth – 3/13 or 4/10; meeting with Environmental Quality Commission; Chair Black to facilitate

Crystal – date TBD; unknown group and facilitator – Jester to ask Commissioner Johnson

Medicine Lake – April or March; Planning Commission and/or Council; Hoshal to facilitate

Minneapolis – various neighborhood meetings; Goddard and Welch to facilitate + larger meeting on 3/30 in conjunction with MPRB at Wirth Park Chalet

6. Online Survey

Jester reported that the online survey is up and running on the Bassett website. Hoshal indicated the survey should “pop up” on the Bassett homepage – he already emailed instructions for that to Jester. Jester/Chandler will forward these to webmaster. The group also noted that survey results will need to be incorporated with issues from small group meetings for the affinity mapping exercise.

7. Media Article

Jester indicated the article was distributed to a few news outlets so far. There was discussion about other places to post the article. Loomis will work on getting it in the Patch as a news story. Goddard suggested the Friends of Bassett Creek website/listserv and North News. The article should also be posted on the BCWMC homepage.

8. Next meeting of the Next Gen Plan Steering Committee is scheduled for 3/25/13, 4:30 p.m., Plymouth City Hall



## **Bassett Creek Watershed Management Commission**

### **Next Generation Plan Development Schedule of Small Group Meetings**

<b>Date</b>	<b>City/Group</b>	<b>Facilitator</b>
3/8	Minnetonka City Staff	Linda Loomis
3/12	Golden Valley Council Manager Meeting w/ Commission Chairs invited	Linda Loomis
3/18	New Hope Council Work Session	Linda Loomis
3/25	Crystal Council Work Session	Dan Johnson
3/30	Minneapolis Neighborhoods Public Meeting w/ MPRB	Lisa Goddard Michael Welch
4/10	Plymouth Environmental Quality Commission w/ Lake Association Presidents invited	Ginny Black
4/18	Robbinsdale Planning Commission	Linda Loomis
TBD	St. Louis Park Staff	Justin Riss
TBD	Medicine Lake City Council or Planning Commission	Ted Hoshal



## Bassett Creek Watershed Management Commission Watershed Assessment and Visioning Exercise Small Group Meeting Facilitator Guide

**MATERIALS NEEDED:** Index cards, pens or pencils, copies of WAVE flyer

### OPENING (5 minutes)

1. Introduce yourself; tell them how you're involved with the BCWMC and how long you've been active in the organization. Thank them for the opportunity to meet with them.
2. Indicate they should have received materials ahead of the meeting including a map of the watershed, background on the Watershed Assessment and Visioning Exercise (WAVE) – including objectives of the meeting, background on the organization itself, and a copy of the survey the Commission is conducting to gather input from residents throughout the watershed. (You can collect their completed survey there or thank them if they completed the online version.)
3. In case they did not review the background materials, remind them of the following:
  - a. The BCWMC is a joint powers organization that exists among 9 cities with the goals of reducing flooding and improving water quality in lakes, streams, wetlands, etc.
  - b. The BCWMC is currently developing its next generation 10-year watershed management plan and is seeking input from residents, city officials, and other groups on the current issues or concerns in the watershed.
4. As an opening or “ice-breaker” to get them thinking about water resources, ask them to raise their hands to indicate how they (as individuals) use the lakes or streams in their city. (This is #3 from the survey for those who took the survey ahead of the meeting.) (You don't want to use up a lot of time here, so that's why you're not asking them to voice their answers...)

#### **How do you use the lakes, stream, ponds or wetlands in your community?**

- a. Swimming
  - b. Motor boating, waterskiing, or jet skiing
  - c. Canoeing, kayaking, or paddle boarding
  - d. Fishing
  - e. Watching wildlife
  - f. Walking or running on trails near the water
5. Tell them you have a couple specific questions you would like them to consider and discuss to help the Commission gather input on issues in the watershed.
  6. Hand out the index cards; make sure everyone has a pen or pencil.
  7. **Ask them the following question and give them a few moments to write their answer(s) on the cards: ONE ISSUE OR IDEA PER CARD.** It's important that their answers be written as that's the mechanism we're using to gather and record their input. (While there may be minutes recorded for this meeting by a staff person, we will be using the notecards later to assimilate and group similar issues/ideas.)

**QUESTION #1 and DISCUSSION (15 minutes)**

For Councils or Commissions: Think about the lakes or streams in your city that have good water quality or seem to be in good health. What makes those waterbodies healthy? What are the indicators of that good quality or good health? What do they look like? How do residents in your community feel about the water bodies in your community?

*[If meeting with City Staff Only: How would your residents describe waterbodies that appear to be healthy or have good water quality? What are their indicators of a healthy waterbody?]*

Give them about 3 – 5 minutes to think and write one idea per index card.

Ask each person to briefly share and explain one of their answers with the group. There can be some discussion here, but keep it brief if you're short on time.

**QUESTION #2 and DISCUSSION (15 minutes)**

For Councils or Commissions: What concerns or issues do you have regarding water resources in your community? What contributes to the poor health of a stream or lake?

*[If meeting with City Staff Only: What concerns are you hearing from your residents about water resources?]*

Give them about 3 – 5 minutes to think and write one idea per index card.

Ask each person to briefly share and explain their primary (or first, most important) answer with the group. There can be some discussion here, but you should keep it brief.

**CLOSING (2 minutes)**

- Thank them for their time and input.
- Distribute the WAVE flyer inviting them to complete the survey (if they haven't already done so) and inviting them to the Bassett Creek Watershed Summit on June 13<sup>th</sup>, 7:00 p.m. at Plymouth City Hall.
- **Please collect all index cards and return to Laura Jester**

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**If there's time for more questions:**

You could also ask the following questions to continue the dialogue and get more feedback. (Again, please have them record their thoughts on index cards.)

Question #3:

What currently stands in the way of improving our water resources? What are the barriers that need to be addressed? (Not enough knowledge among residents? Lack of funding? Lack of space for improvement projects? Others?)

Question #4:

How can we address or breakdown these barriers? How can the BCWMC help address these barriers?





# SPEAK FOR THE CREEK

## Help set a course for cleaner waters

Make a difference in your watershed's future two ways:

### 1. Take the survey

Ten minutes of your time will help us shape ten years of direction for the future of Bassett Creek, Medicine Lake, Parkers Lake, Sweeney/Twin Lakes, Wirth Lake and many other waterbodies in the Bassett Creek watershed. Go to: <http://www.bassett-creekwmo.org> and let your voice be heard.

### 2. Attend the Bassett Creek Watershed Summit

Join the conversation and tell us what's important to you. Engage public officials, city planners, engineering staff, lake association members and others in a hands-on **Watershed Assessment Visioning Exercise**. This kind of WAVE is a public participation forum that will help us craft a watershed plan that best addresses the concerns and values of watershed stakeholders...like you.



### BASSETT CREEK WATERSHED SUMMIT\*

Thursday, June 13, 2013 at 7:00 pm

Plymouth City Hall, 3400 Plymouth Blvd.

\*Pre-registration is requested but not required. Email [bcra@barr.com](mailto:bcra@barr.com) or contact Laura Jester at 952-270-1990 for more information.

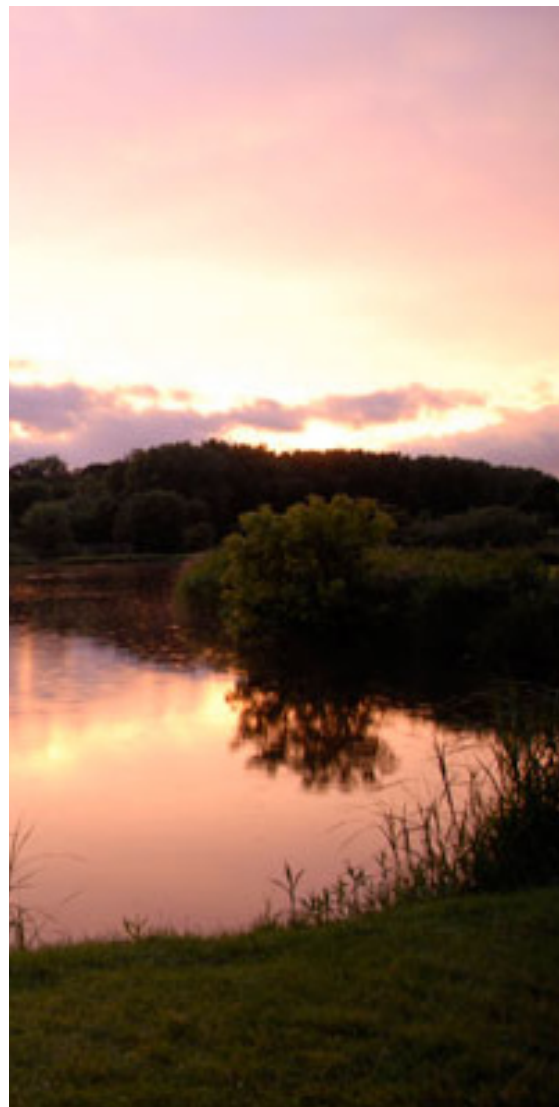


Photo credit: Dan Johnson, Crystal, MN

*The Bassett Creek Watershed Management Commission is a local governing body tasked with managing flood control and water quality within the Bassett Creek watershed. The watershed encompasses portions of nine west metro cities including Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park. Learn more about the Bassett Creek Watershed Management Commission at <http://www.bassettcreekwmo.org>.*

# Bassett Creek Main Stem

*Bassett Creek Erosion Repairs Project and Watershed Assessment and Visioning Exercise (WAVE).*



2/27/13

**Date:** March 30, 2013  
**Time:** 10:00-11:30 am  
**Place:** Fireplace Room, Theodore Wirth Chalet  
1301 Theo. Wirth Parkway, Golden Valley, MN 55422

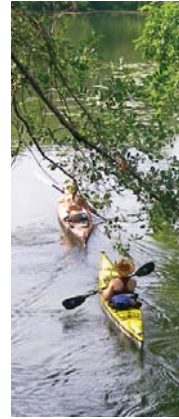
MPRB and the Bassett Creek Watershed Management Commission (BCWMC) seek your input! A joint meeting is planned to discuss two initiatives:

- The **Bassett Creek Main Stem Erosion Repairs** (between Golden Valley Road and Irving Ave North) is scheduled to be constructed beginning fall 2013. Your questions and concerns on this section of the creek will help shape this project.
- The BCWMC **Watershed Management Plan Update** process is beginning. Using the Watershed Assessment and Visioning Exercise (WAVE), you can voice your concerns, issues, and ideas for improving and protecting lakes and streams in your communities.

# Bassett Creek Main Stem

Item 6Civ.  
BCWMC 3-21-13

*Bassett Creek Erosion Repairs Project and Watershed Assessment and Visioning Exercise (WAVE).*



2/26/13

**Date:** March 30, 2013  
**Time:** 10:00-11:30 am  
**Place:** Fireplace Room, Theodore Wirth Chalet  
1301 Theo. Wirth Parkway, Golden Valley, MN 55422

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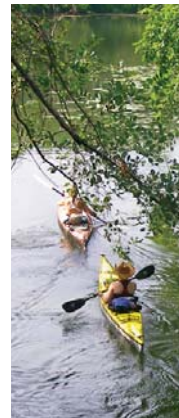
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**Minneapolis**  
**Park & Recreation Board**

2117 West River Road  
Minneapolis, MN 55411

*For More Information* Visit the project webpage at <http://www.minneapolisparcs.org>

Contact: Andrea Weber 612-230-6466,  
[aweber@minneapolisparcs.org](mailto:aweber@minneapolisparcs.org)

**Bassett Creek Public Open House**



For email updates, sign up by clicking on the red envelope at the bottom of the home page.



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## Bassett Creek Watershed Management Commission

### MEMO

Date: March 13, 2013  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

I continue to learn about this organization – its people, places and resources. In the past month, much of my time was spent preparing and distributing materials for the Watershed Assessment and Visioning Exercise (WAVE) to gather input from the public on the Watershed Plan. I assisted in coordinating the small group meetings in all 9 cities with city councils, city commissions, or city staff. Linda Loomis and other volunteers are facilitating those meetings using a process and materials designed by the Next Gen Plan Steering Committee, Linda Loomis and me. Additionally, I developed background materials for distribution to the small groups prior to the meetings and met with Commissioners Welch and Goddard and MPRB staff to discuss the public meeting in Minneapolis.

I also had a great tour of Golden Valley – its water resources, projects and flooding concerns from Jeff Oliver and Eric Eckman. These tours are very helpful for me to better understand the area. I hope to tour additional areas and meet with more city staff or Commissioners in the coming months.

The following table provides detail on my activities through February 28th.

<p><b>Administration – Correspondence and Informational meetings:</b></p> <p>Introductory meetings with J. Anderson &amp; D. Spector with WMWA and Shingle Cr. WMO; C. Bleser with Riley Purgatory Bluff Creek WD; tour of Golden Valley projects/resources with J. Oliver and E. Eckman</p> <p>Phone and email correspondence with various Commissioners, TAC members, and Consultants: S. Virnig, K. Chandler, A. Herbert, B. Wozney (BWSR), L. Harrod (Met Council), T. Peterson (HCD), developers (2), C. LeFevre, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), J. Strock (Wenck), J. Anderson (WMWA)</p>
<p><b>Administration – Meeting attendance:</b></p> <p>2-4-13, 2-21-13, 2-25-13 Mtgs w/ S. Virnig, D. Asche re: budget and documentation</p> <p>2-7-13 TAC meeting</p> <p>2-18-13 Mtg w/ A. Herbert re: web updates, meeting notices, etc.</p> <p>2-19-13 Conference call w/ Karen Chandler, Jim de Lambert – Commission mtg prep</p> <p>2-21-13 BCWMC Meeting</p> <p>2-21-13 Mtg w/ C. LeFevre re: open meeting law, etc.</p>
<p><b>Administration – Preparing agendas, meeting materials, follow up tasks:</b></p> <p>2-7-13 TAC meeting</p> <p>2-21-13 BCWMC meeting</p> <p>2-21-13 Agenda memo, Administrator's report, follow up tasks list</p>
<p><b>Administration – Document review, general administration:</b></p> <p>Review Consultant Letters of Interest Proposals, write feedback letters</p> <p>Review 2013 Budget and documents</p> <p>Review Invoices</p> <p>Review Twin Lakes Feasibility Report</p> <p>Review 2011 Annual Report</p> <p>Write articles for Water Links Newsletter</p> <p>General filing</p>

**Administration - Watershed Management Plan Development:**

Plan Process and Steps document review and edits

Finalization and posting of public input survey

Review, comment and distribution of public interest article

Finalization and distribution of letters to cities requesting small group meetings

Correspondence with Linda Loomis, Karen Chandler, Andrea Weber, Greg Wilson, Commissioners Hoshal, Welch, Goddard, Black

2-4-13 Meeting with Linda Loomis and GTS re: Public Input Process

2-25-13 Next Generation Plan Steering Committee meeting attendance and prep

2-28-13 Meetings with Lisa Hinz (U of M Extension) and Linda Loomis re: small group meeting facilitation process, materials needed

Since the end of February I prepared meeting notes for the 2/25/13 Next Gen Plan Steering Committee Meeting. I also coordinated, attended and prepared minutes for the 3/11/13 Administrative Services Committee Meeting. I also attended the 3/12/13 West Metro Watershed Association meeting, worked to gather CAMP volunteers, drafted a Roles and Responsibilities document, reviewed the 2012 Biotic Index Monitoring Report, and drafted a letter to cities regarding the JPA amendment.

In the coming month, I plan to continue learning about the Commission and will work on the following items:

- Begin the 2014 Budget document and procedure
- Investigate Twin Lake fisheries information from MDNR
- Finalize list of CAMP volunteers and solicit contract from Met Council
- Finalize the Roles and Responsibilities Document
- Coordinate with Any Herbert and Karen Chandler to finalize 2012 Annual Report
- Work with Charlie LeFevere to draft a Commission Meeting attendance/open meeting law policy or guidance
- Work with Deputy Treasurer Virnig to update the CIP budget tracking as recommended by the TAC
- Continue to distribute the “interest” article on the Plan to news outlets and newsletters
- Continue meeting with individual Commissioners and TAC members





## Bassett Creek Watershed Management Commission

### Administrative Services Committee

#### Meeting Notes

Monday March 11, 2013

4:30 p.m.

Liesch Associates, Inc.

13400 15<sup>th</sup> Ave. N. Plymouth, MN 55441

**Attendees:** Committee Chair Jim De Lambert, Commission Chair Ginny Black, Commissioner Ted Hoshal, Administrator Laura Jester

#### 1. Feedback to Administrator on first 60 Days

Commissioners agreed that Administrator Jester was doing a good job and that her response on issues to Commissioners and others was timely. Commissioners noted that the Administrator should make use of committees to work on issues outside of regular Commission meetings, should rely on committee chairs, and should not feel apprehensive to contact Commissioners as needed. Commissioners asked to continue increasing efficiency and transparency.

Administrator Jester reported that she enjoyed her work with the Commission and was adjusting to her schedule. She also noted that she was working to improve efficiencies and reduce unnecessary correspondence with Commissioners.

#### 2. Roles and Responsibilities Among Consultants

Administrator Jester distributed a draft document with a list of roles and responsibilities for the Commission Administrator, Engineers, Legal Counsel, and Recording Secretary. There was much discussion regarding tasks currently completed by each consultant and how those tasks fit with a new Administrator – particularly between the Administrator and Recording Secretary. Duplication of tasks should be avoided as much as possible. Additional efficiencies with minutes, meeting materials, and correspondence should be sought and implemented.

Commissioners commented that the records retention policy should be revisited and the new "agenda memo" by the Administrator should be reviewed the next Commission meeting. There was discussion about the review and approval of draft agendas. Chair Black noted she would like to see a draft agenda before it's finalized and would rather not have action items be added (nor deleted) after her review, unless notified. There was some discussion about the possible need for regular performance reviews of the consultants.

The Commissioners asked that the Roles and Responsibility document be modified to include Commissioners and TAC members so these groups also have explicit tasks and known responsibilities. This document would then be a good item to add to the "new Commissioner" packet. Additionally, feedback from other consultants is needed on the draft Roles and

Responsibilities document. A final version should come to the Commission at its April or May meeting after further review from this Committee.

### 3. Administrator Travel Expenses

As stated in the agreement with Administrator Jester, the practice of not reimbursing for her travel time and mileage was to be reviewed within 90 of the execution of the agreement. Administrator Jester reported the mileage and time spent traveling to and from Commission meetings or other Commission business during January and February. She indicated she did not need reimbursement for these overhead expenses at this time and recommended no change to the agreement. Commissioners agreed that no change in the agreement was needed at this time.

### 4. Beginning of Budget Process

Commission Chair Black indicated the following initial steps of the budget process and asked that Administrator Jester begin gather the necessary information and bring it back to Budget Committee.

1. Work with Deputy Treasurer to adjust the budget table to include a 2014 column and finalize the 2012 “actual” column
2. Get estimates from consultants on their anticipated 2014 expenses
3. Get recommendation from education committee on 2014 expenses and/or programs
4. Determine what tasks are needed and not currently being done or what tasks are being done that aren’t needed

An April meeting of the Budget Committee and Administrative Services Committee was proposed to review the revised Roles and Responsibilities document and further develop the 2014 budget.