



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 13, 2013

From: Laura Jester, Administrator

To: BCWMC Commissioners

RE: Background information 2/21/13 BCWMC Agenda Items

4. CONSENT AGENDA – ALL ACTION ITEMS

A. Approval of January 17, 2013, meeting minutes

B. Approval of January Financial Report

C. Approval of Payment of Invoices

D. Approval of Payment of Reimbursement Request from City of Crystal for North Branch Project – Includes attachment(s)

The City of Crystal is requesting reimbursement from the BCWMC for the referenced project. The Commission authorized its Engineer to review the documentation for this meeting. Barr reviewed the documents provided by the City and recommends payment of \$177,815.30 in accordance to the referenced letter.

Note the following documentation (from Jim Herbert):

BCWMC Reimbursement Summary (per January 15, 2013 Cooperative Agreement For North Branch Bassett Creek Restoration)

BCWMC CIP Closed Project Account:	\$419,500
BCWMC 2010 Levy collected 2011:	<u>\$415,400</u>
Approved Budget:	\$834,900

Project Summary (Crystal)

Total completed as of December 31, 2012:	\$177,815.30
Previous Reimbursement from BCWMC:	(\$0.00)
Current BCWMC Reimbursement Request:	\$177,815.30

Project balance

The January 2013 BCWMC financial report (Table A) indicates a project balance (remaining budget) of \$787,467.14 (not including the current Crystal reimbursement request and current BCWMC expenses).

- Construction is approximately 25% complete as of December 31, 2012.
- Current reimbursement includes Advertising & Public Notice, Consulting Engineering and Construction.
- It is Barr's understanding the cooperative agreement will be executed by the BCWMC at its February meeting.

- E. Approval of Golden Valley 2013 Pavement Management Plan – Includes attachment(s)
Barr reviewed a street reconstruction project in the Sweeney Lake subwatershed in Golden Valley that disturbs 5.28 acres but results in a decrease of 0.42 acres of impervious surface. Barr recommends approval with conditions; please see memo.
- F. Approval of Tiburon Site Redevelopment Project – Includes attachment(s)
Barr reviewed a redevelopment project in the Bassett Creek Main Stem watershed in Golden Valley. The project includes a green roof and underground water quality treatment. Barr recommends approval with conditions; please see memo.
- G. Approval of Contract for 2013 WOMP Services – Includes attachment(s)
This two-year contract with the Metropolitan Council is similar to WOMP contracts the Commission has signed in the past and includes reimbursement to the Commission for \$10,000 for two years of monitoring on Bassett Creek in Minneapolis. Counsel and Administrator recommend approval. The Commission will sub-contract WOMP station operation to Wenck Associates (see next item).
- H. Approval of Contract with Wenck Associates for Operation of WOMP station – Includes attachment(s)
This is a one-year contract for Wenck Associates to perform field operations and maintenance of the Bassett Creek WOMP station in 2013 for a total of \$10,320. The 2013 BCWMC Budget includes \$17,000 for WOMP operation in 2013. Counsel and Administrator recommend approval.
- I. Approval of Recording Secretary Rate Adjustment and Language Update to Service Agreement
Ms. Herbert is raising her hourly rate beginning March 1, 2013. She also thought this would be a good time to update her agreement with a change in the “term and termination” language. Administrator recommends approval and will have Counsel work with Ms. Herbert to update the agreement.

5. ORGANIZATIONAL MEETING

- A. Appoint Officers – ACTION ITEM
BCWMC bylaws state that the first meeting after February 1st, officers shall be appointed including a Chair, Vice Chair, Secretary and Treasurer. The Secretary and Treasurer may be combined.
- B. Appoint Committee Members – ACTION ITEM
In February 2012 Commissioners were appointed to the following committees: Education Committee, Administrative Services Committee, Budget Committee, and Executive Committee. Since that time a Next Generation Plan Steering Committee was also established. Now is an opportunity to reappoint existing committee members or appoint new committee members.
- C. Discuss TAC Liaison Process/ Schedule - DISCUSSION
This is a good opportunity to discuss if there remains a need for a Commissioner to act as a TAC liaison aside from the Administrator and Engineer.

D. Order Preparation of 2012 Annual Report – ACTION ITEM

Your annual report is due 120 days after the end of your fiscal year, or approximately the end of May. Consulting staff should begin work on this now, however, and recommend action to order report preparation.

6. NEW BUSINESS

A. Discuss 2013 BCWMC Budget and Carryover Process – Includes attachments – DISCUSSION + ACTION

January 31st was the end of your fiscal year. Now is a good time to review your 2013 budget including the detailed memo drafted by Chair Black last summer. Also included in the materials is a memo from me regarding the process of carrying over funds from last year and a recommendation to take action approving the carryover of Next Generation Plan funds.

B. Present Draft Feasibility Report for Twin Lake Project – Includes attachment(s) – ACTION ITEM

The Twin Lake Project Feasibility Report presents different options to address internal phosphorus loading. An alum treatment is recommended in the report. The Commission is being asked to accept the feasibility report and decide if this project should be included in the major Plan Amendment (see next agenda item) for inclusion in the 2014 CIP.

C. Order Submittal of Major Plan Amendment to BWSR – Includes attachment(s) – ACTION ITEM

The Commission is being asked for authorization to submit a request to BWSR for a major amendment to the 2004 BCWMC Watershed Management Plan in order to include 3 projects not currently in the Plan's CIP. If authorization is approved, the Commission should discuss who the request and documents should come from (Commission Chair/Acting Chair or consulting staff) and to whom comments should be directed.

D. TAC Recommendations – Please see memo from 2/7/13 TAC meeting

i. Continue to Receive Engineering Services from Barr Engineering – ACTION

The TAC reviewed the 8 letters of interest proposals from various engineering firms and recommends the Commission retain the services of Barr Engineering. The letters of interest proposals were sent through a Dropbox invitation on 1/24.

ii. Consider directing Commission Engineer to attend MPRB's design charette regarding the Bottineau transitway - ACTION

The TAC recommends that the Commission discuss the possibility of directing the Commission Engineer to attend MPRB's design charette regarding the Bottineau transitway.

E. Discuss 2013 CAMP Participation – Includes attachment – ACTION ITEM

The Commission should set the level of funding for the CAMP in 2013 and direct staff or cities to begin program coordination.

7. OLD BUSINESS

A. Discuss Letters of Interest from Legal Consultants – ACTION ITEM

Two proposals for service were received from legal firms and are available via the Dropbox invitation sent on 1/24.

B. Approval of 2013 WMWA Agreement – Includes attachments – ACTION ITEM

The West Metro Watershed Alliance, administered through Shingle Creek WMO, is seeking an increase in annual contributions to \$4,500 in 2013. Additionally, BCWMC staff are recommending a change in the agreement to include implementation activities in addition to administrative services, including the educator program. A memo from me is also included outlining BCWMC 2013 education expenses.

C. Next Generation Plan Update

i. Review Plan Process, Budget, and Steps – Includes attachments – **ACTION ITEM**

Staff revised the Plan Process and Steps document to include the responsible parties and estimated costs associated with each task. The document shows total Plan Development costs of \$23,960 expended to date, including the development of the Gaps Analysis. Estimated total cost of the Plan development is \$95,485. There are some costs associated with Plan development that are not included in this estimate: the estimated costs assume that the Administrator's time spent on assisting with Plan development will be paid from the Administrator line item in the BCWMC budget and that the Commission Engineer's time spent at Next Generation Plan Steering Committee meetings and/or TAC meetings where Plan items are on the agenda will be paid from the Engineering line item in the BCWMC budget. The Commission should consider taking action to approve the Plan Process and estimated costs.

ii. Update on Public Input Process – Includes attachments **DISCUSSION**

Included in the meeting materials are meeting notes from the 1/28/13 Next Generation Plan Steering Committee meeting and Gaps Analysis Workshop. A copy of the resident survey is also included; the survey should be posted on the Bassett Creek website by the time of this meeting. A letter from Chair Black requesting small group meetings with Councils, Commissions or other city groups was mailed to mayors, council members and city managers on 2/8. The article was finalized and distribution began on 2/15 to news outlets and newsletters.

D. Approval of Resolution to Modify the BCWMC's Joint Powers Agreement due to its upcoming expiration – Includes attachments – **DISCUSSION**

Meeting materials include a proposed resolution for member cities to adopt to approve an amendment of the JPA, extending the term of the agreement for ten years, and a proposed form of amendment to the JPA. The Commission should decide when and how it wants to present the proposed amendment to member city councils.

8. COMMUNICATIONS – All DISCUSSION ITEMS

- A. Administrator's Report – Report is included
- B. Chair
- C. Commissioners
- D. Committees – 1/17/13 Administrative Services Committee Minutes are included in materials
- E. Legal Counsel
- F. Engineer – Information only: Feedback on BWSR Clean Water Fund Grant Applications

9. INFORMATION ONLY (Information online only)

These are documents and articles which were submitted as items of interest (usually by Commissioners) or they are other notifications that do not require discussion or action by the Commission.