Bassett Creek Watershed Management Commission

Regular Meeting

11:30 a.m.

Thursday, February 21, 2013

Medicine Lake Room, Plymouth City Hall

3400 Plymouth Road; Plymouth, MN 55447

1. **CALL TO ORDER (at Plymouth City Hall)**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA -** *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.*

   A. Approval of January 17, 2013, meeting minutes
   B. Approval of February Financial Reports
   C. Approval of Payment of Invoices
      i. Keystone Waters, LLC – Administrator Services for January 2013
      ii. Kennedy & Graven – Legal Services through December 31, 2012
      iii. Barr Engineering – Engineering Services through January 25, 2013
      iv. Amy Herbert – January Secretarial Services
      v. D'amico-ACE Catering – February 2013 Meeting Catering
      vi. MMKR – First billing of FY 2012 audit
      vii. Hamline University – 2013 Contribution to Watershed Partners
      viii. City of Golden Valley – 2012 Financial Services
   D. Approval of Payment of Reimbursement Request from City of Crystal for North Branch Project
   E. Approval of Golden Valley 2013 Pavement Management Plan
   F. Approval of Tiburon Site Redevelopment Project
   G. Approval of the Metropolitan Council Grant Agreement for the Metropolitan Area WOMP Program and Approval of the Contract with Wenck for 2013 WOMP Services
   H. Approval of Recording Secretary Rate Adjustment and Language Update to Service Agreement
   I. 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

5. **ORGANIZATIONAL MEETING**
   A. Appoint Officers
   B. Appoint Committee Members
   C. Discuss TAC Liaison Process/ Schedule
   D. Order Preparation of 2012 Annual Report

6. **NEW BUSINESS**
   A. Discuss 2013 BCWMC Budget and Carryover Process
   B. Present Draft Feasibility Report for Twin Lake Project
   C. Order Submittal of Major Plan Amendment to BWSR
   D. TAC Recommendations
      i. Continue to Receive Engineering Services from Barr Engineering
      ii. Consider Directing Commission Engineer to attend MPRB's design charette regarding the Bottineau transitway
   E. Discuss 2013 CAMP Participation

7. OLD BUSINESS

A. Discuss Letters of Interest from Legal Consultants
B. Approval of 2013 WMWA Agreement
C. Next Generation Plan Update
   i. Review Plan Process, Budget, and Steps
   ii. Update on Public Input Process
D. Approval of Resolution to Modify the BCWMC's Joint Powers Agreement due to its upcoming expiration

8. COMMUNICATIONS

A. Administrator's Report
B. Chair
C. Commissioners
D. Committees
E. Legal Counsel
F. Engineer – Information only: Feedback on BWSR Clean Water Fund Grant Applications

9. INFORMATION ONLY (Information online only)

A. 1/31/13 *Star Tribune* article "Cosmetics ingredient tainting state lakes"
B. 1894 U.S.G.S. Topographical map of Minneapolis and southwest metro area
C. Friends of the Mississippi River and the National Park Service "State of the River" report
D. BCWMC Roster
E. BCWMC 2013 Administrative calendar
F. Hennepin Conservation District Cost Share Programs
G. WCA Applications – City of Plymouth – Cornerstone Commons – Heather Run – Parkview Ridge Maintenance Facility
H. Grant Tracking Spreadsheet
I. MPRB Community Engagement Plan for Bassett Creek Main Stem Channel Restoration

10. ADJOURNMENT

Upcoming Meetings

- **Monday, February 25th** - Plan Steering Committee, 4:30 p.m. – 6:00 p.m. at Golden Valley City Hall Council Conf. Rm.
- **Thursday, March 7th** – TAC meeting, 1:30 p.m. – 3:00 p.m. at Golden Valley City Hall
- **Monday, March 25th** - Plan Steering Committee, 4:30 p.m. – 6:00 p.m. at Golden Valley City Hall Council Conf. Rm.
- **Thursday, April 4th** – TAC meeting, 1:30 p.m. – 3:00 p.m. at Golden Valley City Hall
- **Thursday, June 13th – Plan Stakeholder Kickoff Meeting** – 7:00 p.m.-Plymouth Community Center

Future Commission Agenda Items list

- Briarwood/ Dawnview Feasibility Report
- 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 the joint City of Minnetonka/ UMN community project on storm water management
- Presentation by Claire Bleser and Kevin Bigalke on Chloride

Future TAC Agenda Items List

- At May 17, 2012, mtg., the BCWMC discussed comparing BCWMC thresholds for its water quality treatment standards with adjoining WMOs/WDs.
- Look into implementing "phosphorus-budgeting" in watershed – allow "x" lbs. of TP/acre.

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:	$415,400
ApprovedBudget:	**$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.

Bassett Creek Watershed Management Commission

Minutes of the Regular Meeting on January 17, 2013

Commissioners and Staff Present:

Crystal	Commissioner Dan Johnson	Robbinsdale	Commissioner Wayne Sicora
Medicine Lake	Commissioner Ted Hoshal, Secretary	St. Louis Park	Commissioner Jim de Lambert, Vice Chair
Minneapolis	Alternate Commissioner Lisa Goddard	Administrator	Laura Jester
Minnetonka	Jacob Millner	Counsel	Charlie LeFevere
New Hope	Alternate Commissioner Pat Crough	Engineer	Karen Chandler
Plymouth	Commissioner Ginny Black, Chair	Recorder	Amy Herbert
		Note:	*City of Golden Valley was not represented*

Technical Advisory Committee (TAC) Members and other Attendees Present:

Derek Asche, TAC, City of Plymouth	Guy Mueller, Alternate Commissioner, City of Crystal
Pat Byrne, TAC, City of Minneapolis	Jeff Oliver, TAC, City of Golden Valley
Linda Loomis, Golden Valley resident	Liz Stout, TAC, City of Minnetonka
Richard McCoy, TAC, City of Robbinsdale	Jim Vaughan, TAC, City of St. Louis Park

1. CALL TO ORDER AND ROLL CALL

On Thursday, January 17, 2013, at 11:35 a.m., Chair Black called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. City of Golden Valley was absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No citizen input

3. AGENDA

Commissioner Hoshal requested the removal of item 4E – Boone Avenue Convenience Center and Retail Building: Golden Valley – from the Consent Agenda and onto the Agenda. Chair Black added it to the agenda as item 5E and requested the addition to the agenda of item 6E – Discussion of budget and schedule for the XP-SWMM model. Alternate Commissioner Goddard moved to approve the agenda as amended. Commissioner Millner seconded the motion. The motion carried unanimously 8-0 with eight votes in favor [City of Golden Valley absent from vote].

4. CONSENT AGENDA

Commissioner de Lambert moved to approve the Consent Agenda as amended. Alternate Commissioner Goddard seconded the motion. The motion carried unanimously 8-0 with eight votes in favor [City of Golden Valley absent from vote]. [The following items were approved as part of the Consent Agenda: the December 20, 2012, BCWMC meeting minutes, the December Financial Report, payment of the invoices, and Resolution 13-01 Designating Official Depositories for BCWMC Funds.]

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

Checking Account Balance	$457,485.31
TOTAL GENERAL FUND BALANCE	$457,485.31
TOTAL CASH & INVESTMENTS ON-HAND (1/9/13)	$3,103,682.95
CIP Projects Levied – Budget Remaining	($2,659,720.04)
Closed Projects Remaining Balance	$443,962.91
2012 Anticipated Tax Levy Revenue	$11,196.24
Anticipated Closed Project Balance	$455,159.15
2013 Proposed & Future CIP Project Amount to be Levied	$196,000.00

5. NEW BUSINESS

A. **Discussion of Slate of BCWMC Officers for 2013.** Chair Black announced that at the February BCWMC meeting, the Commission will select its officers for the year and any commissioner interested in serving as an officer should send an e-mail about it to Administrator Jester. Commissioner Johnson asked for clarification about the officer positions and Chair Black said the positions are Chair, Vice Chair, Treasurer, and Secretary. Administrator Jester said that she would send an e-mail about this to the commissioners and alternate commissioners who are absent from today's meeting.

B. Next Steps for Considering Letters of Interest for Legal, Engineering and Technical Services. Chair Black reported that the Commission received eight letters of interest for Engineering and Technical Services and two letters of interest for legal services. Chair Black said that the letters of interest are hard copies and she requested that in the future the Commission request to receive submittals in electronic format. The Commission discussed having the TAC review the Engineering and Technical Services proposals at the February TAC meeting, a Commission subcommittee concurrently reviewing the proposals, and recommendations from both groups presented to the Commission as a whole at its February meeting. The Commission decided to expedite the process by directing the TAC to review the proposals at its February 7th TAC and inviting any interested commission members to attend that meeting and join the discussion. The Commission directed the TAC to bring a recommendation to the February BCWMC meeting. Chair Black directed staff to make PDF copies of the proposals and make them available to the TAC and commission members and requested commission members to provide comments to Administrator Jester by February 1st if they wanted their comments to be considered at the TAC meeting and by February 14th if they want their comments included in the Commission meeting packet. Alternate Commissioner Goddard asked if the Commission is asking the TAC for a recommendation on which firms the Commission should contact to request a more formal proposal. Chair Black said yes, potentially, or the TAC could recommend that the process go no further.

C. TAC Recommendations

i. **Review Draft BCWMC CIP 2015-2019.** Mr. Asche reported that the TAC met on January 3rd to discuss the five-year CIP (Capital Improvements Program). He said the TAC's intent was to create a draft CIP for 2015 – 2019, get the Commission's comments on that draft today, then take those comments and finalize the draft to bring back in front of the Commission at its February, March, or April meeting. Mr. Asche commented that the Commission needs to be operating two years ahead of its CIP in order to be on schedule with its CIP projects.

Mr. Asche highlighted the updates to the CIP, including the addition of a water quality improvement and flood reduction project BC-2/ BC-8 for 2019 in Golden Valley near the intersection of Sandburg Road and Louisiana Avenue. Mr. Oliver provided an overview of the project and answered Commission questions.

There was discussion about the project descriptions listed on the draft CIP and Ms. Chandler stated that projects already ordered by the Commission would maintain their project description as listed in the Watershed Management Plan and the newer projects, originally envisioned to be ponds, will be more broadly described. Commissioner Johnson asked how the TAC derived the list and prioritized the projects. Mr. Asche explained that the CIP table is a working table. He said that projects come from the Tables 12-2 and 12-3 in the Commission's second generation *Watershed Management Plan* and those tables are reviewed each year by the TAC. He said that the TAC reviews whether the projects listed in those tables are appropriate for today and then the TAC proposes to add or remove projects based on that review.

There was a discussion of the Main Stem channel restoration project slated for 2015 in Golden Valley from 10th Avenue to St. Croix Avenue. Ms. Chandler pointed out that the project happens to be the project used in the example CIP description page.

Mr. Asche went through the revised CIP table with the Commission. Ms. Chandler provided additional information on project NL-1 "Construct Pond NB 29A, B, and pond west of Northwood

Lake, just east of Highway 169" in the Northwood Lake watershed in New Hope. She said that there may be two locations involved in that project and she would like to see both of those move forward.

Mr. Asche answered questions about the proposed Four Seasons Mall project and reported that he had met with Northwood Lake residents to update them about proposed projects and water quality projects around the lake. Mr. Asche said that the TAC would like to take one last look at the revised CIP and would like to consider any Commission comments if there are any. Ms. Black said that if there are no objections, then the TAC is directed to bring a final proposed CIP to the Commission at the February or March meeting and for the TAC to work with the Administrator regarding scheduling the item on a Commission meeting agenda.

ii. **Review Draft Budget Document Information.** Mr. Asche said that the Commission had directed the TAC to look at revising the presentation of the CIP information and he presented the draft document. He said that the new format is typical to how a municipal CIP works. Ms. Jester said she thinks this would work nicely with a map on the Web site linking to online sections for each project and including before and after photos. Mr. Byrne said that it would be nice for links to be included that go to the project information on the Web site. The Commission approved the TAC continuing to work on developing the rest of the CIP budget documents.

iii. **Schedule Future TAC Meetings.** Chair Black announced that the next TAC meetings will be held on February 7th, March 7th, and April 4th.

D. **Met Council Call for Members of Watershed Organization Technical Advisory Committee.** Chair Black announced that the BCWMC received a letter from the Metropolitan Council inviting membership to a watershed organization technical advisory committee. Administrator Jester provided details. The Commission discussed the invitation. Commissioner Hoshal recommended that the Administrator not be part of the Committee since she will be so busy with the other Administrator tasks. Mr. Asche said he would be interested. The Commission approved. Mr. Asche said he will contact the Metropolitan Council.

E. **Boone Avenue Convenience Center and Retail Building: Golden Valley.** Commissioner Hoshal asked why the Commission is reviewing this project now when construction is already underway. Mr. Oliver said that a surcharge plan for compacting soils was previously reviewed and administratively approved by the Commission Engineer and the City. Mr. Oliver indicated that the approved work has started. Mr. Oliver said that it is the City's understanding that the building will not be demolished and a remodel of the building is a couple of years out. He said that the building will be added onto this spring. Mr. Oliver described the environmental filter manhole on the site to treat existing runoff. He said that a new filter manhole will treat the new developed area and will discharge into the pond. Commissioner Hoshal said that the City will need a maintenance agreement. Mr. Oliver agreed. Ms. Chandler described the way the filter in the environmental manhole works. She emphasized the importance of maintenance of the filter and explained that in its project memo the Commission Engineer has recommended two conditions related to the maintenance. There was discussion of the type and size of media to be utilized in the filter. There was discussion of the site location, fill and mitigation of fill.

Commissioner Johnson recommended approving the project based on the conditions in the Engineer's Memo. Commissioner Hoshal seconded the motion. The motion carried unanimously 8-0 with eight votes in favor [City of Golden Valley absent from vote].

6. OLD BUSINESS

A. **WMWA Requests.** Mr. LeFevere provided an explanation of WMWA's (West Metro Water Alliance) requests. He said that the request that the Commission carry over 2012 funds into 2013 can't be met since the Commission has spent its full 2012 WMWA budget. Mr. LeFevere described the type of work that WMWA is proposing for educational activities. He said that if WMWA staff did the work, it would be considered routine administrative services as described in the agreement between the BCWMC and WMWA, but since WMWA proposed to hire outside staff to do the work, it is out of the ordinary and WMWA is requesting the consent of the organizations. Mr. LeFevere said that if the Commission is agreeable to this request, he has structured language for a motion and it is in his memo provided to the Commission. Mr. LeFevere described the next WMWA request regarding raising the cap on WMWA's reimbursement request to the BCWMC from $2,000 to $4,500 for 2013.

Commissioner Hoshal moved to approve expenditure by the Shingle Creek Watershed Management Commission of funds paid by Bassett Creek to WMWA in 2012 for preliminary work on its K-12 Project. Commissioner Millner seconded the motion. The motion carried unanimously 8-0 with eight votes in favor [City of Golden Valley absent from vote].

Chair Black directed the Administrator to look at the 2013 budget and to come back with information at the Commission's February meeting. Commissioner Hoshal said that if the Commission does approve raising the cap then the Joint Powers Agreement between the BCWMC and WMWA would need to be revised. Mr. LeFevere confirmed.

[Commissioner Millner departs the meeting.]

B. **Next Generation Plan Update.** Commissioner Sicora brought up the new change to the plan process schedule that identifies that the Commission will adopt the new plan in April of 2015, which is later than the previously scheduled date and past the September 2014 deadline and expiration of the Commission's current Watershed Management Plan. He asked how that change is being perceived by the agencies. Ms. Loomis said that the Commission hasn't asked for input on it yet but she presumes that the Commission would need to request an extension. Ms. Chandler said that the current plan stays in place until the Commission adopts a new one.

Administrator Jester reported that she had spoken to Brad Wozney about the public input process and he said that after the issues are identified, the public needs to prioritize how the issues are addressed in the plan. She said she thinks it would be good to do the prioritization process in the public input process' second large group meeting. Ms. Jester said that the Commission needs to identify who is responsible for the tasks documented in the plan process schedule and also identify how much each task will cost so that the Commission knows if it can afford what it is proposing.

Chair Black raised her concerns about the large group meetings and said that the large group meetings seem like they would expend a lot of time and effort without resulting in much feedback. The Commission discussed different approaches such as utilizing the traditional Citizen Advisory Committee method, holding small group meetings, and holding separate meetings with the different agencies. Chair Black said that she likes the ideas of the small group meetings and the survey.

Commissioner Sicora asked Administrator Jester about comments from Brad Wozney on the public participation process. She said that Mr. Wozney is fine with the process proposed as long as the Commission incorporates the public prioritization process.

Commissioner Sicora said that he supports Administrator Jester's suggestion of expanding the project matrix

to identify the responsible party and cost per task and he would like to see the endpoint tied in as well. He said that this refinement to the matrix needs to happen extremely soon and then it should come back to the Commission next month. Ms. Jester said that she would like authorization to work with Ms. Loomis and Ms. Chandler to refine the plan process document and would like direction on who will be developing the plan. Chair Black said that Barr and Administrator Jester should work together to develop the plan.

Ms. Loomis updated the Commission on the status of facilitator training and said that she is waiting on a call from John Shardlow about doing the training. She said he does work with the cities and he wanted to know if there were any concerns with conflict of interest. Mr. LeFevere indicated that he didn't see any conflict.

The Commission decided to meet on Monday, January 28th from 4:30 p.m. to 6:30 p.m. at Golden Valley City Hall to review the Gaps Analysis. The Plan Steering Committee arranged to meet at 3:30 p.m. for an hour prior and then to stay for the Gaps Analysis meeting.

The Commission discussed the status of the survey. Ms. Loomis said that a small group needs to sit down and work on the survey. Administrator Jester suggested that a draft of the survey be done by January 28th, the day of the next Plan Steering Committee meeting. Commissioner Sicora suggested that Administrator Jester touch base with the Shingle Creek Watershed Management Commission about the public outreach piece and he suggested that if people have comments on the draft plan process documents being reviewed today then they should get those comments to Administrator Jester.

Chair Black asked that the issue regarding the difference in standards between watersheds be included in the gaps analysis if it isn't already.

C. **Update on Member City Assessment Payments Received to-date for Fiscal Year 2012.** Chair Black reported on the member city assessment payments received to-date and asked the remaining cities to check to make sure their cities are in the process of getting the payments in prior to the February 1st deadline.

D. **TMDL Implementation Reporting Update.** Ms. Chandler said that the Commission Engineer anticipated preparing a reporting template by the end of 2012. However, she said, they are waiting for renewal of the MPCA's MS4 permit. Ms. Chandler said that the permit renewal will be going to the MPCA (Minnesota Pollution Control Agency) board at the end of this month for approval. She said that if the permit approval doesn't go ahead in the end of January, then the Commission Engineer may want to get together with the cities to discuss TMDL implementation reporting. She said that she will provide updates on this issue in the coming months.

E. **XP-SWMM Schedule and Budget.** Ms. Chandler said that at last month's Commission meeting the Commission approved $5,000 toward additional work on the XP-SWMM model to incorporate the new street crossings into the model. She said they are still gathering data from the cities and it would be helpful to have an extension on the work schedule because it would be hard to get all of the data in and to calibrate the model by the end of January. The Commission discussed using fiscal year 2012 funds in fiscal year 2013.

Mr. LeFevere explained the information that he received from the Commission's Deputy Treasurer Sue Virnig. He said that the funds not expended in 2012 go into the Commission's fund balance, so if the Commission wants to use those funds then it needs to communicate to Ms. Virnig about which payments are to come out of the fund balance. He suggested that the Commission keep a running memo to track the budget items and the decisions that the Commission makes about those items. Chair Black said that she likes to see the budget items tracked on the financial report. She said that she and Administrator Jester will have a conversation with Ms. Virnig to see how it can be tracked. Commissioner Sicora recommended that they talk

to Ms. Virnig and get her recommendation and implement it.

Commissioner de Lambert said that there are a number of items that the Commission didn't fully expend in 2012 and he recommends that the Commission move over into 2013 the remaining 2012 funds for the XP-SWMM Model, the P-8 Water Quality Model, the Next Generation Plan, and the Administrator. The Commission Engineer was directed to continue working on the XP-SWMM model. Commissioner de Lambert moved to approve the Commission Engineer continuing its work on the XP-SWMM and the P-8 models during the 2013 fiscal year and up to the amount budgeted and approved by the Commission. Alternate Commissioner Crough seconded the motion. The motion carried unanimously 7-0 with seven votes in favor [Cities of Golden Valley and Minnetonka absent from vote].

7. COMMUNICATIONS

A. Administrator

i. Administrator Jester said that she would like to meet individually with anyone who would like to sit down with her and discuss history and any concerns or suggestions.

ii. Administrator Jester said that in today's Administrative Services Committee meeting it was decided that she will be the first point of contact for the Commission and she can forward on items to others as needed.

B. Chair

i. Chair Black reported that the homepage of the Commission's Web site now features some of the watershed photos taken by Commissioner Dan Johnson.

ii. Chair Black reported that the City of Minnetonka has reappointed Commissioner Jacob Millner and Alternate Commissioner Tony Wagner for a three-year term on the Commission and the City of New Hope has reappointed Commissioner John Elder and Alternate Commissioner Pat Crough for a three-year term on the Commission.

iii. Chair Black reported that the Commission received a reimbursement request from the City of Crystal for the North Branch restoration project. She directed the Commission Engineer to review the request for action at the February meeting.

C. Commissioners

i. Commissioner Dan Johnson said that he had stopped at the Bassett Creek restoration project in Crystal and had asked the onsite project engineer if he has had any resident feedback or concerns and he said that there has been none.

D. Committees

i. Commissioner Hoshal asked if a link to the WMWA WaterLinks Newsletter could be posted on the Commission Web site. The Commission agreed. Commissioner Johnson asked if WMWA could put some of the WaterLinks stories in the form of a press release and submitted to the Sun newspapers.

ii. Commissioner Hoshal said that he received an e-mail request today about BCWMC participation in the Green Yard workshops, formerly MetroBlooms. He asked for authorization to talk to Administrator Jester about the 2013 budgeted funds for education and outreach to see if funds would be available. Chair Black approved.

iii. Commissioner Hoshal said that the Metropolitan Council's 2011 Lake Water Quality Report has come out and Ms. Herbert sent out to the Commission the link to the report. Administrator Jester requested that the pages about the lakes in the Bassett Creek Watershed be posted on the Commission's Web site in the water quality section. Commission agreed and directed Ms. Herbert to post the pages.

iv. Mr. Asche provided an update on the Minnesota Pollution Control Agency's Metro Chloride project and the meeting that occurred two days ago. He said that the MPCA is looking at raising its chloride standards and this could potentially affect the Next Generation Plan.

E. Legal Counsel

i. Mr. LeFevere announced that the Commission's Joint Powers Agreement (JPA) expires on January 1, 2015. He said that all the cities need to sign the new agreement and if the Commission approves, then he can get the process started. The Commission directed Mr. LeFevere to start the process and to draft the necessary resolutions to bring in front of the Commission.

F. Engineer: No Engineer Communications

8. ADJOURNMENT

The meeting adjourned at 2:19 p.m.

_____ _____

Chair Date Amy Herbert, Recorder Date

_____

Secretary Date

Bassett Creek Watershed Management Commission General Account
General Fund (Administration) Financial Report **(UNAUDITED)**
Fiscal Year: February 1, 2013 through January 31, 2014
MEETING DATE: February 21, 2013

February report: 4B, showing Fiscal Year 2013

BEGINNING BALANCE	**1-Feb-13**				**380,512.55**
ADD:					
General Fund Revenue:					
2013-14 Assessments:					
	City of Golden Valley		129,156.00		
	City of New Hope		27,648.00		
	City of Plymouth		235,310.00		
	City of St Louis Park		19,420.00		
	City of Medicine Lake		3,909.00		
Permits:					
	Dunbar Dev Corp		1,500.00		
		Total Revenue and Transfers In			**416,943.00**
DEDUCT:					
Checks:					
2500	D'Amico Catering	Feb Meeting	210.63		
2501	Void	Void			
2502	MMKR	Audit Services	1,600.00		
2504	Hamline University	Watershed Partner	3,500.00		
		Total Checks			5,310.63
Outstanding from previous month:					
2494	Barr Engineering	Jan Engineering Services	62,692.25		
2495	Amy Herbert	Jan Secretarial	3,956.75		
2496	Kennedy & Graven	Dec Legal	1,683.10		
2497	Keystone Waters, LLC	Jan Administrator	3,965.00		
2498	City of Golden Valley	Financial services	3,000.00		
2499	City of Crystal	North Branch-CIP	177,815.30		
2503	Kennedy & Graven	Jan Legal	1,631.08		
Meadowbrook School		2009 Exp-Grant	992.08		
		Total Expenses			**5,310.63**
ENDING BALANCE	**12-Feb-13**				**792,144.92**

	2013/2014 BUDGET	CURRENT MONTH	YTD 2013/2014	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSEMENTS	515,045	415,443.00	459,158.00	55,887.00
PERMIT REVENUE	48,000	1,500.00	1,500.00	46,500.00
REVENUE TOTAL	563,045	416,943.00	460,658.00	102,387.00
EXPENDITURES				
ENGINEERING				
ADMINISTRATION	120,000	0.00	0.00	120,000.00
PLAT REVIEW	60,000	0.00	0.00	60,000.00
COMMISSION MEETINGS	14,250	0.00	0.00	14,250.00
SURVEYS & STUDIES	10,000	0.00	0.00	10,000.00
WATER QUALITY/MONITORING	40,000	0.00	0.00	40,000.00
WATER QUANTITY	11,000	0.00	0.00	11,000.00
WATERSHED INSPECTIONS	7,000	0.00	0.00	7,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	15,000	0.00	0.00	15,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
ENGINEERING TOTAL	279,250	0.00	0.00	279,250.00
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	0	0.00	0.00	0.00
WATERSHED-WIDE P8 WATER QUALITY MODEL	0	0.00	0.00	0.00
NEXT GENERATION PLAN	40,000	0.00	0.00	40,000.00
PLANNING TOTAL	40,000	0.00	0.00	40,000.00
ADMINISTRATOR	50,000	0.00	0.00	50,000.00
LEGAL COSTS	18,500	0.00	0.00	18,500.00
AUDIT, INSURANCE & BONDING	15,225	1,600.00	1,700.00	13,525.00
FINANCIAL MANAGEMENT	3,045	0.00	0.00	3,045.00
MEETING EXPENSES	2,750	210.63	210.63	2,539.37
SECRETARIAL SERVICES	40,000	0.00	0.00	40,000.00
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	0.00	2,000.00
WEBSITE	2,500	0.00	0.00	2,500.00
PUBLIC COMMUNICATIONS	3,000	0.00	0.00	3,000.00
WOMP	17,000	0.00	0.00	17,000.00
EDUCATION AND PUBLIC OUTREACH	14,775	0.00	0.00	14,775.00
WATERSHED EDUCATION PARTNERSHIPS	15,000	3,500.00	3,500.00	11,500.00
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
TMDL STUDIES (moved to CF)	10,000	0.00	0.00	10,000.00
GRAND TOTAL	563,045	5,310.63	5,410.63	557,634.37

BCWMC Construction Account
Fiscal Year: February 1, 2013 through January 31, 2014 **(UNAUDITED)**
February 2013 Financial Report

Cash Balance 2/1/13			
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	
	Total Cash & Investments		2,923,653.72
Add:			
	Interest Revenue (Bank Charges)	0.00	
	Total Revenue		0.00
Less:	CIP Projects Levied - Current Expenses - TABLE A	0.00	
	Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B	0.00	
	Total Current Expenses		0.00
	Total Cash & Investments On Hand 02/12/13		**2,923,653.72**

Total Cash & Investments On Hand	2,923,653.72
CIP Projects Levied - Budget Remaining - **TABLE A**	(2,665,759.64)
Closed Projects Remaining Balance	**257,894.08**
2013 Anticipated Tax Levy Revenue - **TABLE C**	986,000.00
Anticipated Closed Project Balance	**1,243,894.08**
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	0.00	0.00	296,300.03	339,799.97
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	0.00	0.00	225,320.66	609,579.34
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	0.00	0.00	30,141.88	149,858.12
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	0.00	0.00	93,792.13	762,207.87
Schaper Pond Enhancement Feasibility (SL-1)	37,000.00	0.00	0.00	44,205.46	(7,205.46)
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	5,077.55	190,922.45
Briarwood / Dawnview Nature Area (BC-7)	0.00	0.00	0.00	152.80	(152.80)
Twin Lake Ulum Treatment Project (TW-2)	0.00	0.00	0.00	1,671.25	(1,671.25)
	4,425,400.00	0.00	0.00	1,759,640.36	2,665,759.64

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2013 YTD Expenses	**INCEPTION** To Date Expenses	Remaining Budget
2014					
					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)**
February 2013 Financial Report

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2013 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	0.00	105,950.15	29,049.85
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
TOTAL TMDL Studies	254,000.00	0.00	0.00	154,302.37	99,697.63
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	573,373.00	0.00	0.00	13,566.33	559,806.67
Sweeney Lake Outlet (2012 FC-1)	250,000.00	0.00	0.00	11,648.15	238,351.85
Annual Water Quality					
Channel Maintenance Fund	250,000.00	0.00	0.00	59,718.10	190,281.90
Total Other Projects	1,827,373.00	0.00	0.00	239,234.95	1,588,138.05

Cash Balance 2/1/13		**1,344,731.40**
Add:		
Transfer from GF		0.00
MPCA Grant-Sweeney Lk		0.00
Less:		
Current (Expenses)/Revenue		0.00
Ending Cash Balance	**02/12/13**	**1,344,731.40**

Bassett Creek Construction Project Details

2/14/2013

CIP Projects Levied

	Total CIP Projects Levied	Twin Lake	2010 Plymouth Creek Channel Restoration (2010 CR)	2010 Main Stem Crystal to Regent (2010 CR)	2011 Wisc Ave (Duluth Str)-Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2011 Plymouth Pond NB-07 (NL-2)	2012 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								
Total Expenditures:	**1,759,640.36**	**5,724.35**	**933,553.61**	**296,300.03**	**53,071.45**	**225,320.66**	**70,629.19**	**30,141.88**
Project Balance	**2,665,759.64**	**134,275.65**	**31,646.39**	**339,799.97**	**527,128.55**	**609,579.34**	**(70,629.19)**	**149,858.12**

	Total CIP Projects Levied	Twin Lake	2010 Plymouth Creek Channel Restoration (2010 CR)	2010 Main Stem Crystal to Regent (2010 CR)	2011 Wisc Ave (Duluth Str)-Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2011 Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)
Project Totals By Vendor								
Barr Engineering	**335,697.77**	3,758.10	47,728.10	30,762.00	48,051.20	36,327.71	18,702.04	24,678.19
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	**1,759,640.36**	**5,724.35**	**933,553.61**	**296,300.03**	**53,071.45**	**225,320.66**	**70,629.19**	**30,141.88**

	Total CIP Projects Levied	Twin Lake	2010 Plymouth Creek Channel Restoration (2010 CR)	2010 Main Stem Crystal to Regent (2010 CR)	2011 Wisc Ave (Duluth Str)-Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2011 Plymouth Pond NB-07 (NL-2)	2012 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

Bassett Creek Construction Project Details

	CIP Projects Levied					Proposed & Future CIP Projects (to be 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)	Total Proposed & Future CIP Projects (to be Levied)
Original Budget	**856,000**	**37,000**	**196,000**			
Expenditures:						
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						
Total Expenditures:	**93,792.13**	**44,205.46**	**5,077.55**	**152.80**	**1,671.25**	
Project Balance	**762,207.87**	**(7,205.46)**	**190,922.45**	**(152.80)**	**(1,671.25)**	

	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)	Total Proposed & Future CIP Projects (to be Levied)
Project Totals By Vendor						
Barr Engineering	76,118.17	44,167.26	3,877.00		1,528.00	
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					
Total Expenditures	**93,792.13**	**44,205.46**	**5,077.55**	**152.80**	**1,671.25**	

	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)	Total Proposed & Future CIP Projects (to be Levied)
Levy/Grant Details						
2009/2010 Levy						
2010/2011 Levy						
2011/2012 Levy	600,000		196,000			
Construction Fund Balance						
BWSR Grant- BCWMO	217,500					
Total Levy/Grants	817,500		196,000			
BWSR Grants Received	108,750					

Bassett Creek Construction Project Details

		Other Projects							
		Total Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Original Budget		**1,717,373.00**	**125,000.00**	**119,000.00**	**500,000.00**	**773,373.00**		**200,000.00**	**6,142,773.00**
						(250,000.00)	**250,000.00**		
	MPCA Grant	**163,870.64**		163,870.64					163,870.64
	From GF	**110,000.00**	10,000.00			50,000.00		50,000.00	110,000.00
Expenditures:									
Feb 2004 - Jan 2005									2,621.00
Feb 2005 - Jan 2006		**6,949.19**				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									
Total Expenditures:		**403,105.59**	**105,950.15**	**212,222.86**		**13,566.33**	**11,648.15**	**59,718.10**	**2,162,745.95**
Project Balance		**1,588,138.05**	**29,049.85**	**70,647.78**	**500,000.00**	**559,806.67**	**238,351.85**	**190,281.90**	**4,253,897.69**

	Total Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Project Totals By Vendor								
Barr Engineering	**217,758.19**	103,073.70	94,948.17		9,549.32	10,187.00		553,455.96
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	**403,105.59**	**105,950.15**	**212,222.86**		**13,566.33**	**11,648.15**	**59,718.10**	**2,162,745.95**

		Total Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Levy/Grant Details	**MPCA Grant**	**163,870.64**		**163,870.64**					
2009/2010 Levy									935,000
2010/2011 Levy	From GF	**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
BWSR Grants Received									

February report; 4B
Showing Fiscal Year 2012

Bassett Creek Watershed Management Commission General Account
General Fund (Administration) Financial Report **(UNAUDITED)**
Fiscal Year: February 1, 2012 through January 31, 2013
MEETING DATE: February 21, 2013

BEGINNING BALANCE	**9-Jan-13**			**457,485.31**
ADD:				
General Fund Revenue:				
	Interest (Bank Charges)		(3.83)	
	Permits:			
	Metropolitan Council		1,000.00	
	S E H		1,000.00	
	Reimbursed Construction Costs		185,874.55	
		Total Revenue and Transfers In		**187,870.72**
DEDUCT:				
Checks:				
2491	City of Plymouth	VOID CHECK	(60.00)	
2493	City of Plymouth	2013 Yard & Garden Expo	60.00	
2494	Barr Engineering	Jan Engineering Services	62,692.25	
2495	Amy Herbert	Jan Secretarial	3,956.75	
2496	Kennedy & Graven	Dec Legal	1,683.10	
2497	Keystone Waters, LLC	Jan Administrator	3,965.00	
2498	City of Golden Valley	Financial services	3,000.00	
2499	City of Crystal	North Branch-CIP	177,815.30	
2503	Kennedy & Graven	Jan Legal	1,631.08	
		Total Checks		**254,743.48**
Outstanding from previous month:				
Meadowbrook School		2009 Exp-Grant	992.08	
Transfers:				
	TMDL STUDIES		10,000.00	
		Total Transfers		**10,000.00**
ENDING BALANCE	**31-Jan-13**			**380,612.55**

	2012/2013 BUDGET	CURRENT MONTH	YTD 2012/2013	BALANCE
OTHER GENERAL FUND REVENUE				
INTEREST (BANK CHARGES)		0.00	(52.38)	
ASSESSEMENTS	461,045	0.00	461,045.00	0.00
PERMIT REVENUE	48,000	2,000.00	41,600.00	6,400.00
REVENUE TOTAL	509,045	2,000.00	502,592.62	6,400.00
EXPENDITURES				
ENGINEERING				
ADMINISTRATION	120,000	13,421.33	97,714.63	22,285.37
PLAT REVIEW	60,000	3,974.00	49,971.89	10,028.11
COMMISSION MEETINGS	14,250	884.50	8,284.32	5,965.68
SURVEYS & STUDIES	10,000	4,975.00	7,023.50	2,976.50
WATER QUALITY/MONITORING	20,000	12,616.50	19,686.10	313.90
WATER QUANTITY	11,000	676.38	9,671.90	1,328.10
WATERSHED INSPECTIONS	7,000	1,412.50	13,037.03	(6,037.03)
ANNUAL FLOOD CONTROL INSPECTIONS	9,000	0.00	3,848.10	5,151.90
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
ENGINEERING TOTAL	253,250	37,960.21	209,237.47	44,012.53
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	70,000	6,500.50	69,509.43	490.57
WATERSHED-WIDE P8 WATER QUALITY MODEL	135,000	4,123.00	125,031.58	9,968.42
NEXT GENERATION PLAN	40,000	4,299.00	23,959.66	16,040.34
PLANNING TOTAL	245,000	14,922.50	218,500.67	26,499.33
ADMINISTRATOR	50,000	3,965.00	4,662.00	45,338.00
LEGAL COSTS	18,500	3,170.93	16,196.82	2,303.18
AUDIT, INSURANCE & BONDING	15,225	0.00	12,927.00	2,298.00
FINANCIAL MANAGEMENT	3,045	3,000.00	3,000.00	45.00
MEETING EXPENSES	2,750	0.00	2,735.43	14.57
SECRETARIAL SERVICES	40,000	4,327.79	32,784.25	7,215.75
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	2,449.50	(449.50)
WEBSITE	2,500	62.50	119.50	2,380.50
PUBLIC COMMUNICATIONS	3,000	0.00	1,609.12	1,390.88
WOMP	10,000	1,460.00	5,709.75	4,290.25
EDUCATION AND PUBLIC OUTREACH	5,775	0.00	3,316.48	2,458.52
WATERSHED EDUCATION PARTNERSHIPS	13,000	0.00	11,030.00	1,970.00
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	25,000.00	0.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	25,000.00	0.00
TMDL STUDIES (moved to CF)	10,000	10,000.00	10,000.00	0.00
GRAND TOTAL	724,045	78,868.93	584,277.99	139,767.01

BCWMC Construction Account
Fiscal Year: February 1, 2012 through January 31, 2013 **(UNAUDITED)**
January 2013 Financial Report

Cash Balance 1/9/13			
Cash		2,099,951.67	
Investments:			
	Federal National Mtg Assn - Purchased 4/23/12 - Due 4/23/2015 - .912%(callable 04/23/13 .25%)	1,003,731.28	
	Total Cash & Investments		3,103,682.95
Add:			
	Interest Revenue (Bank Charges)	(28.78)	
	Henn County - Tax Levy	4,729.60	
	Total Revenue		4,700.82
Less:	CIP Projects Levied - Current Expenses - TABLE A	(183,058.80)	
	Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B	(1,671.25)	
	Total Current Expenses		(184,730.05)
	Total Cash & Investments On Hand	**02/12/13**	**2,923,653.72**

Total Cash & Investments On Hand	2,923,653.72
CIP Projects Levied - Budget Remaining - **TABLE A**	(2,476,661.24)
Closed Projects Remaining Balance	**446,992.48**
2012 Anticipated Tax Levy Revenue - **TABLE C**	7,597.64
Anticipated Closed Project Balance	**454,590.12**
2013 Proposed & Future CIP Project Amount to be Levied - **TABLE B**	196,000.00

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2012 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	2,368.00	47,378.09	933,553.61	31,646.39
Main Stem Crystal to Regent (2010 CR)	636,100.00	2,382.50	37,824.01	296,300.03	339,799.97
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	9,157.98	53,071.45	527,128.55
North Branch-Crystal (2011 CR-NB)	834,900.00	177,887.80	183,352.80	225,320.66	609,579.34
Plymouth Pond NB-07(NL-2)	0.00	0.00	61,940.82	70,629.19	(70,629.19)
Wirth Lake Outlet Modification (WTH-4)(2012)	180,000.00	29.00	4,912.54	30,141.88	149,858.12
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	391.50	20,424.16	93,792.13	762,207.87
Schaper Pond Enhancement Feasibility (SL-1)	37,000.00	0.00	4,572.97	44,205.46	(7,205.46)
	4,229,400.00	183,058.80	369,563.37	1,752,738.76	2,476,661.24

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2012 YTD Expenses	**INCEPTION** To Date Expenses	Remaining Budget
2013					
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	2,964.05	5,077.55	190,922.45
Briarwood / Dawnview Nature Area (BC-7)	0.00	0.00	152.80	152.80	(152.80)
Twin Lake Ulum Treatment Project (TW-2)	0.00	1,671.25	1,671.25	1,671.25	(1,671.25)
2013 Project Totals	196,000.00	1,671.25	4,788.10	6,901.60	189,098.40
Total Proposed & Future CIP Projects to be Levied	196,000.00	1,671.25	4,788.10	6,901.60	189,098.40

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
2012 Tax Levy	762,010.00		762,010.00	3,598.60	754,412.36	754,412.36	7,597.64	762,010.00
2011 Tax Levy	863,268.83	(2,871.91)	860,396.92	544.35	3,686.47	854,632.98	5,763.94	862,400.00
2010 Tax Levy	935,298.91	(4,927.05)	930,371.86	399.41	350.44	927,355.07	3,016.79	935,000.00
2009 Tax Levy	800,841.30	(8,054.68)	792,786.62	108.39	589.46	792,732.39	54.23	800,000.00
2008 Tax Levy	908,128.08	(4,357.22)	903,770.86	68.41	178.28	903,724.28	46.58	907,250.00
2007 Tax Levy	190,601.74	(657.93)	189,943.81	10.44	18.37	189,957.52	(13.71)	190,000.00
				4,729.60			**16,465.47**	

BCWMC Construction Account
Fiscal Year: February 1, 2012 through January 31, 2013 **(UNAUDITED)**
January 2013 Financial Report

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2012 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	1,144.50	3,194.00	105,950.15	29,049.85
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
TOTAL TMDL Studies	254,000.00	1,144.50	3,194.00	154,302.37	99,697.63
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	573,373.00	0.00	0.00	13,566.33	559,806.67
Sweeney Lake Outlet (2012 FC-1)	250,000.00	0.00	0.00	11,648.15	238,351.85
Annual Water Quality					
Channel Maintenance Fund	250,000.00	0.00	17,900.00	59,718.10	190,281.90
Total Other Projects	1,827,373.00	1,144.50	21,094.00	239,234.95	1,588,138.05

Cash Balance 1/9/13		**1,335,875.90**
Add:		
Transfer from GF		10,000.00
MPCA Grant-Sweeney Lk		0.00
Less:		
Current (Expenses)/Revenue		(1,144.50)
Ending Cash Balance	**02/12/13**	**1,344,731.40**

Bassett Creek Construction Project Details

2/14/2013

CIP Projects Levied

	Total CIP Projects Levied	Twin Lake	2010 Plymouth Creek Channel Restoration (2010 CR)	2010 Main Stem Crystal to Regent (2010 CR)	2011 Wisc Ave (Duluth Str)-Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2011 Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)
Original Budget	**4,229,400**	**140,000**	**965,200**	**636,100**	**580,200**	**834,900**		**180,000**
Expenditures:								
Feb 2004 - Jan 2005	**1,983.50**	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	**1,221,571.16**		825,014.32	235,316.17	9,109.50	10,445.00	8,086.37	22,319.34
Feb 2012 - Jan 2013	**369,563.37**		47,378.09	37,824.01	9,157.98	183,352.80	61,940.82	4,912.54
Feb 2013 - Jan 2014								
Total Expenditures:	**1,752,738.76**	**5,724.35**	**933,553.61**	**296,300.03**	**53,071.45**	**225,320.66**	**70,629.19**	**30,141.88**
Project Balance	**2,476,661.24**	**134,275.65**	**31,646.39**	**339,799.97**	**527,128.55**	**609,579.34**	**(70,629.19)**	**149,858.12**

	Total CIP Projects Levied	Twin Lake	2010 Plymouth Creek Channel Restoration (2010 CR)	2010 Main Stem Crystal to Regent (2010 CR)	2011 Wisc Ave (Duluth Str)-Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2011 Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)
Project Totals By Vendor								
Barr Engineering	**330,292.77**	3,758.10	47,728.10	30,762.00	48,051.20	36,327.71	18,702.04	24,678.19
Kennedy & Graven	**14,476.75**	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	**1,752,738.76**	**5,724.35**	**933,553.61**	**296,300.03**	**53,071.45**	**225,320.66**	**70,629.19**	**30,141.88**

	Total CIP Projects Levied	Twin Lake	2010 Plymouth Creek Channel Restoration (2010 CR)	2010 Main Stem Crystal to Regent (2010 CR)	2011 Wisc Ave (Duluth Str)-Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2011 Plymouth Pond NB-07 (NL-2)	2012 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	**775,000**							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	**4,128,900**		1,177,450	468,850	580,200	834,900		250,000
BWSR Grants Received			191,025	132,975				67,500

Bassett Creek Construction Project Details

	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	Proposed & Future CIP Projects (to be Levied) Total Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)	2014 Briarwood / Dawnview Nature Area (BC-7)	2013 Twin Lake ULUM Treatment Project (TW-2)
Original Budget	**856,000**	**37,000**	**196,000**	**196,000**		
Expenditures:						
Feb 2004 - Jan 2005			**637.50**	637.50		
Feb 2005 - Jan 2006						
Feb 2006 - Jan 2007						
Feb 2007 - Jan 2008						
Feb 2008 - Jan 2009						
Feb 2009 - Jan 2010						
Feb 2010 - Jan 2011	1,720.00					
Feb 2011 - Jan 2012	71,647.97	39,632.49	**1,476.00**	1,476.00		
Feb 2012 - Jan 2013	20,424.16	4,572.97	**4,788.10**	2,964.05	152.80	1,671.25
Feb 2013 - Jan 2014						
Total Expenditures:	**93,792.13**	**44,205.46**	**6,901.60**	**5,077.55**	**152.80**	**1,671.25**
Project Balance	**762,207.87**	**(7,205.46)**	**190,769.65**	**190,922.45**	**(152.80)**	**(1,671.25)**

	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	Total Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)	2014 Briarwood / Dawnview Nature Area (BC-7)	2013 Twin Lake ULUM Treatment Project (TW-2)
Project Totals By Vendor						
Barr Engineering	76,118.17	44,167.26	**5,405.00**	3,877.00		1,528.00
Kennedy & Graven	1,862.25	38.20	**1,496.60**	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					
Total Expenditures	**93,792.13**	**44,205.46**	**6,901.60**	**5,077.55**	**152.80**	**1,671.25**

	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	Total Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)	2014 Briarwood / Dawnview Nature Area (BC-7)	2013 Twin Lake ULUM Treatment Project (TW-2)
Levy/Grant Details						
2009/2010 Levy						
2010/2011 Levy						
2011/2012 Levy	600,000		**196,000**	196,000		
Construction Fund Balance						
BWSR Grant- BCWMO	217,500					
Total Levy/Grants	817,500		**196,000**	196,000		
BWSR Grants Received	108,750					

Bassett Creek Construction Project Details

		Other Projects							
		Total Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Original Budget		**1,717,373.00**	**125,000.00**	**119,000.00**	**500,000.00**	**773,373.00**		**200,000.00**	**6,142,773.00**
						(250,000.00)	**250,000.00**		
	MPCA Grant	**163,870.64**		163,870.64					163,870.64
	From GF	**110,000.00**	10,000.00			50,000.00		50,000.00	110,000.00
Expenditures:									
Feb 2004 - Jan 2005									2,621.00
Feb 2005 - Jan 2006		**6,949.19**				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									
Total Expenditures:		**403,105.59**	**105,950.15**	**212,222.86**		**13,566.33**	**11,648.15**	**59,718.10**	**2,162,745.95**
Project Balance		**1,588,138.05**	**29,049.85**	**70,647.78**	**500,000.00**	**559,806.67**	**238,351.85**	**190,281.90**	**4,255,568.94**

	Total Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Project Totals By Vendor								
Barr Engineering	**217,758.19**	103,073.70	94,948.17		9,549.32	10,187.00		553,455.96
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	**403,105.59**	**105,950.15**	**212,222.86**		**13,566.33**	**11,648.15**	**59,718.10**	**2,162,745.95**

		Total Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Levy/Grant Details	**MPCA Grant**	**163,870.64**		**163,870.64**					
2009/2010 Levy									935,000
2010/2011 Levy	From GF	**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
BWSR Grants Received									

4D.

North Branch Bassett Creek Erosion Control Water Quality Project – Payment Request #1

FROM: Tom Mathisen, Public Works Director & City Engineer

TO: Ginny Black, Chair – Bassett Creek WMO

DATE: January 4, 2013

RE: Request for Funds – Crystal Project #2010-23

Per Resolution No. 10-08, dated September 23, 2010, the North Branch Bassett Creek Project was ordered and the City of Crystal was designated as the agent in charge. By that same resolution, $834,900 was set aside for project construction. Of this amount, $419,500 is to be paid from the Commission's Closed Project Account, and up to $415,400 is to be paid from funds received from a county tax levy collected in 2011.

Presently, approximately 25% of the work is completed. Below is a summary of relevant billings paid to date by the City of Crystal. Also attached are copies of said billings. The amount paid to date totals $$177,815.30. The City is presently requesting payment from the above funding sources to cover the City's expenses to date.

Summary of Paid Billings To Date

Advertising & Public Notice	$694.16
Consulting Engineering	$53,169.00
Contractors	$123,952.14
Total	$177,815.30

Respectfully submitted,

Thomas Mathisen
Crystal City Engineer/DPW

i:/pubworks/projects/2010/2010-23 North Branch Bassett/BCWMO Pymntrqst 1 Jan 2013mem

resourceful. naturally.
engineering and environmental consultants

BARR

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 4E – 2013 Golden Valley Pavement Management Plan (PMP): Golden Valley
BCWMC February 21, 2012 Meeting Agenda
Date: February 13, 2012
Project: 23270051 2012 257

4E. 2013 Golden Valley Pavement Management Plan (PMP): Golden Valley

Summary

Proposed Work: Street reconstruction plan
Basis for Commission Review: Street reconstruction greater than 5 acres
Change in Impervious Surface: Decrease 0.42 acres
Recommendation: Conditional approval

General Background & Comments

A request was received for review of a street reconstruction project in the City of Golden Valley. The project includes excavation, grading, concrete curb and gutter, bituminous paving, storm sewer and sanitary sewer repair, water main replacement and the reconstruction of approximately 0.98 miles of residential streets. The project is located in the Sweeney Lake watershed and includes reconstruction of portions of Yosemite Avenue North, Yosemite Circle, Woodstock Avenue, and Loring Lane (Area 1) and the Highway 55 frontage road (Area 2).

Approximately 5.28 acres will be disturbed as a result of the project. The project will result in a 0.42 acre decrease of impervious surface from 3.3 acres to 2.88 acres, due to the narrowing of some streets and intersections. Construction is anticipated to be completed during 2013.

Floodplain

The floodplain elevation of the Sweeney Lake branch of Bassett Creek upstream of Turner's Crossroad is 854.7. The storm sewer outlet located along the south side of Yosemite Circle will discharge below the floodplain elevation; however the replacement of the storm sewer will require no placement of fill in the floodplain.

Wetlands

The City of Golden Valley is the Local Government Unit (LGU) responsible for review of the project for conformance to the MN Wetland Conservation Act.

Stormwater Management

Runoff from the project discharges through existing storm sewers eventually to Sweeny Lake. Area 1 discharges through two separate storm sewer systems, one along Yosemite Avenue North and one along Turners Crossroad, which outlet into a pond along the Sweeney Lake Branch of Bassett Creek. Area 2 discharges to the west and directly into the Sweeney Lake Branch of Bassett Creek.

Water Quality Management

Permanent BMPs include construction of five sump manholes, four located in the Yosemite Avenue North and Yosemite Circle storm sewers and one in the Woodstock Avenue storm sewer.

Erosion and Sediment Control

Temporary erosion control features to be implemented include silt fence, floatation silt curtain, and inlet protection. Daily street sweeping will be implemented as necessary during construction.

Recommendation

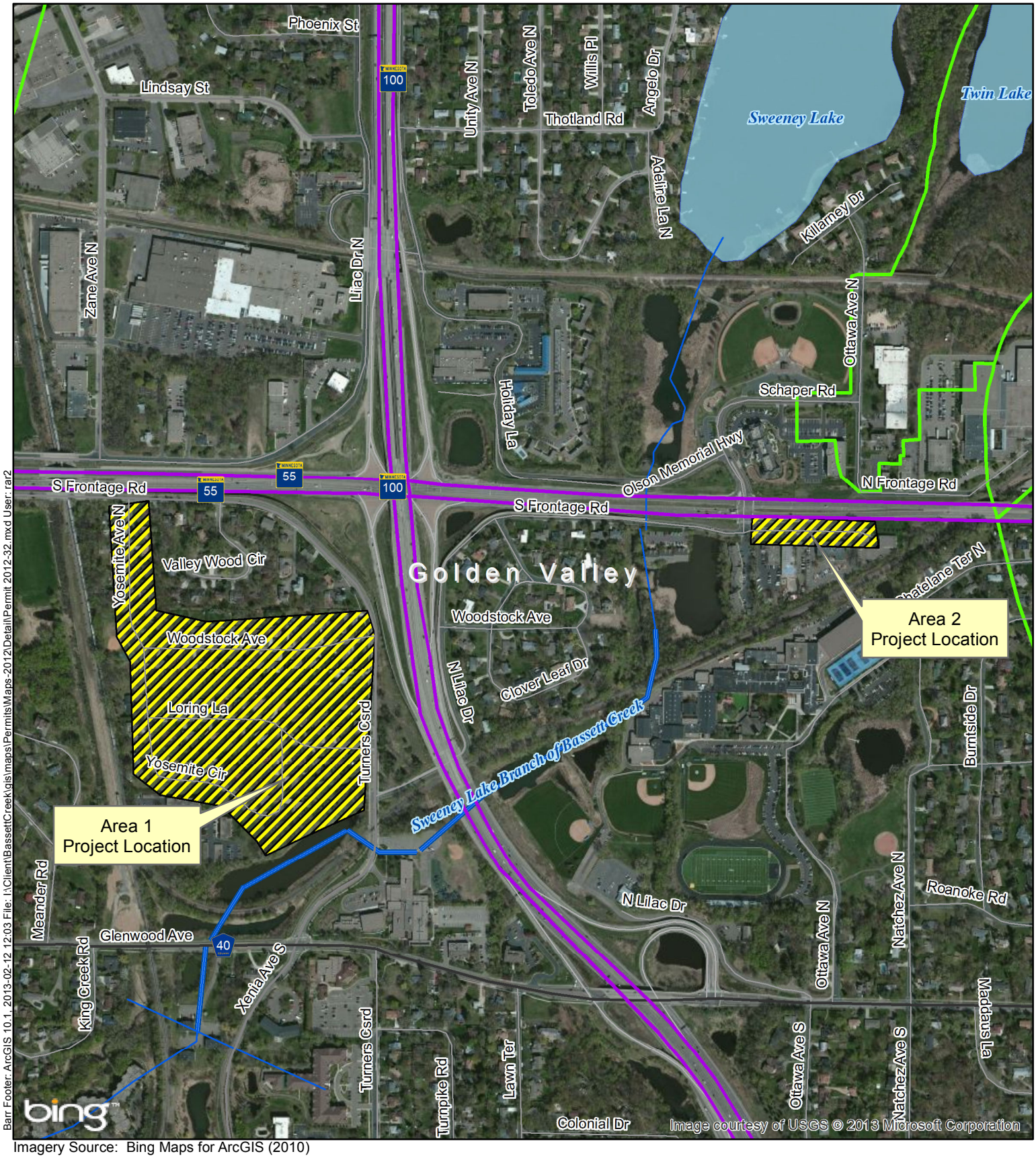
Approval based on the following conditions:

a. Plans for proposed Lakeview Park work should be provided for review.

b. Outlet velocity of FES 1 (Sheet S5) exceeds 15 feet-per-second. Pipe should be extended to discharge at or below the normal water level of the downstream pond, or should be flattened to reduce velocity.

c. Silt fence should be extended along the entire length of the grading area of the sanitary easement work (Sheet E6).

d. We recommend the city consider installing SAFL Baffles or other environmental manholes at each sump for increased treatment efficiency. Sump manholes should be maintained and inspected at least twice a year.



Barr Footer: ArcGIS 10.1, 2013-02-12 12:03 File: I:\Client\BassettCreek\gis\maps\Permits\Maps-2012\Detail\Permit 2012-32.mxd User: rar2

Imagery Source: Bing Maps for ArcGIS (2010)

- Permit Location
- Bassett Creek
- WMC Boundary
- Major Subwatershed
- Parcel Line
- Stream

Feet

0 500 1,000

LOCATION MAP
APPLICATION 2012-32
2013 Pavement Management Plan
Golden Valley, MN

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engineering and environmental consultants

BARR

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 4F – The Tiburon – Site Redevelopment: Golden Valley
BCWMC February 21, 2012 Meeting Agenda
Date: February 13, 2012
Project: 23270051 2013 259

4F. The Tiburon – Site Redevelopment: Golden Valley

Summary

Proposed Work: Site redevelopment
Basis for Commission Review: Green roof and underground water quality treatment
Change in Impervious Surface: Decrease 0.09 acres (assuming green roof is treated as pervious area)
Recommendation: Conditional approval

General Background & Comments

A request was received for review of a site redevelopment project in the City of Golden Valley. The project is located along the south side of Golden Valley Road, northeast of Highway 169 and Highway 55. The redevelopment involves demolition of two existing commercial buildings and parking lots, and construction of a six story apartment building, new parking lot, fire access road and an underground infiltration system. The apartment building includes a 0.25 acre green roof and rooftop patio consisting of bocce ball courts, synthetic putting green, planters and swimming pool.

The project is located in the Bassett Creek main stem watershed. Approximately 2.9 acres will be disturbed as a result of the project. The site currently has 2.02 acres of impervious surface. The proposed project will result in 1.93 acres of impervious surface, which assumes the 0.25 acres of green roof is treated as pervious area. Since the BCWMC has not adopted green roofs as an approved BMP, its use for treatment as requires Commission review and approval. However, runoff filtrating through the green roof will also discharge downstream to the underground infiltration system, which provides treatment in accordance to the BCWMCs non-degradation standards for redevelopment. The Commission has also requested review of underground treatment systems.

Floodplain

No work will take place within the floodplain.

Wetlands

The City of Golden Valley is the Local Government Unit (LGU) responsible for review of the project for conformance to the MN Wetland Conservation Act.

Stormwater Management

Under existing conditions, runoff from the northern portion of the site discharges north to Golden Valley Road and runoff from the southern portion of the site discharges south to the Highway 55 drainage ditch. Under proposed conditions, the majority of the site will discharge through the underground storage system that also provides rate control before discharging south to the Highway 55 drainage ditch. The remainder of the site will either discharge north to Golden Valley Road or south directly into the Highway 55 drainage ditch.

Water Quality Management

Permanent BMPs include construction of two pretreatment sump manholes and an underground infiltration system. The underground infiltration system consists of a 392-ft. long 60-inch perforated pipe installed beneath the proposed parking area. The sump manholes include SAFL Baffles to improve its pretreatment efficiency. The green roof will provide additional water quality treatment for roof runoff before discharging downstream to the underground infiltration system.

Erosion and Sediment Control

Silt fence will be utilized as a temporary erosion control feature. Daily street sweeping will be implemented as necessary during construction.

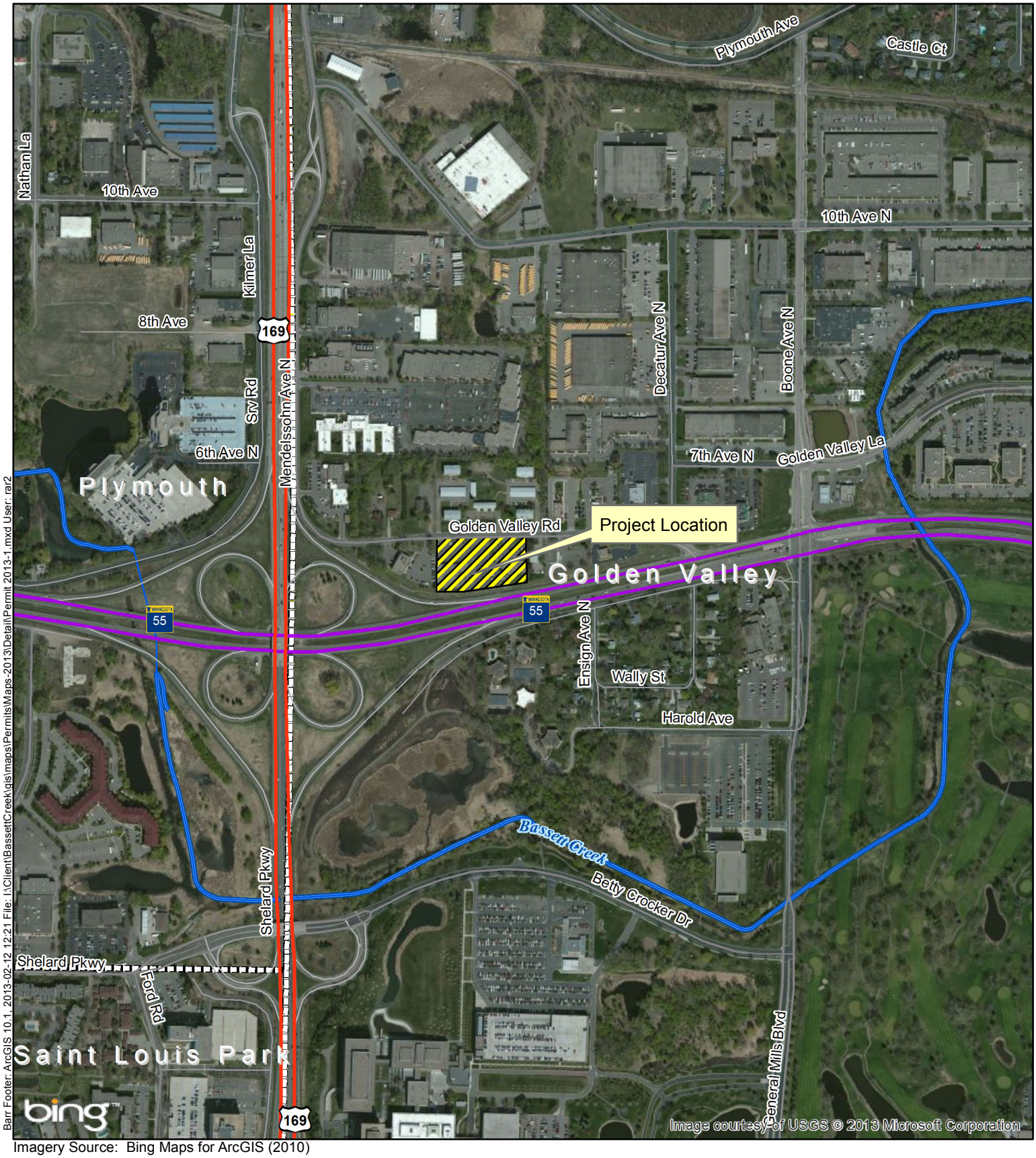
Recommendation

Approval based on the following conditions:

a. Temporary vegetative cover should be spread at 1.5 times the usual rate per acre (Sheet C200, Notes 10B and 10C).

b. Maintenance is extremely critical for proper operation of the sump manholes and underground infiltration system. Applicant must provide a maintenance program and schedule to the Commission's engineer for review and approval.

c. A maintenance agreement for the sump manholes, underground storm chamber infiltration system and other permanent BMPs must be established between the City of Golden Valley and applicant.



Imagery Source: Bing Maps for ArcGIS (2010)

Barr Footer: ArcGIS 10.1, 2013-02-12 12:21 File: I:\Client\BassettCreek\gis\maps\Permits\Maps-2013\Detail\Permit 2013-1.mxd User: rar2

- Permit Location
- Bassett Creek
- WMC Boundary
- Major Subwatershed
- Parcel Line
- Stream

Feet

0 500 1,000

LOCATION MAP
APPLICATION 2013-01
The Tiburon - Site Redevelopment
Golden Valley, MN

Contract No: SG2013-031

GRANT AGREEMENT
BETWEEN
THE METROPOLITAN COUNCIL
AND
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION
FOR THE METROPOLITAN AREA
WATERSHED OUTLET MONITORING PROGRAM (WOMP2)

THIS AGREEMENT is made and entered into by and between the **METROPOLITAN COUNCIL** (the "Council") and Bassett Creek Watershed Management Commission (the "Grantee"), each acting by and through its duly authorized officers.

WHEREAS:

1. The Metropolitan Council has been charged by the Minnesota Legislature (Minnesota Statutes, section 473.157, Water Resources Plan) with the development of target pollution loads for all Metropolitan Area watersheds.

2. A search of the available data yielded very little data adequate for use in the development of these loads.

3. On January 12, 1995 the Metropolitan Council authorized its staff to enter into grant agreements with various watershed management organizations for the collection of watershed outlet data.

4. The Council has entered into a grant agreement with the State of Minnesota (referred to in this document as the "State Grant Agreement") whereby the state agrees to provide certain funds for the purposes of the Metropolitan Area Watershed Outlet Monitoring Program.

5. The Grantee has expressed an interest in collecting water quality data at the watershed outlet.

6. The Grantee has exhibited the technical capability to conduct a watershed outlet monitoring program.

7. The Council has reviewed the Grantee's proposal and desires to assist it in the collection of data.

NOW, THEREFORE, the Council and the Grantee agree as follows:

I. GRANTEE PERFORMANCE OF GRANT PROJECT

1.01 Grant Project. The Grantee agrees to perform and complete in a satisfactory and proper manner the grant project as described in the Grantee's application for grant assistance, incorporated in this agreement by reference, and in accordance with the terms and conditions of this agreement. Specifically, the Grantee agrees to perform the specific activities described in Exhibit A ("WOMP Monitoring Work Plan") and to undertake the financial responsibilities described in Exhibit B ("WOMP Monitoring Budget and Financial Responsibilities" document), both of which are attached to and incorporated in this agreement. These activities and financial responsibilities are referred to in this agreement as the "Grant Project".

1.02 Use of Contractors. With the approval of the Council's Grant and Project Managers, the Grantee may engage contractors to perform Grant Project activities. However, the Grantee retains

primary responsibility to the Council for performance of the Grant Project and the use of such contractors does not relieve the Grantee from any of its obligations under this agreement.

1.03 Material Representations. The Grantee agrees that all representations contained in its application for grant assistance are material representations of fact upon which the Council relied in awarding this grant and are incorporated in this agreement by reference.

II. AUTHORIZED USE OF GRANT FUNDS

2.01 Authorized Uses. Grant funds may be used only for costs directly associated with Grant Project activities, as described in paragraph 1.01, and which: i) occur during the Project Activity Period specified in paragraph 6.01, and ii) are eligible expenses as listed in the Grantee Financial Responsibilities portion of the WOMP Monitoring Budget and Financial Responsibilities document (Exhibit B). Grant funds may also be used to prepare the expense report required by paragraph 5.02 of this grant agreement. No other use of grant funds is permitted.

2.02 Unauthorized Uses of Grant Proceeds. Grant funds cannot be used to purchase land, buildings, or other interests in real property, or to pay legal fees, or permit, license, or other authorization fees, unless specifically approved in advance by the Council's Grant Manager.

2.03 Project Equipment and Supplies. With approval of the Council's Project Manager, grant funds may be used to purchase or lease equipment, machinery, supplies, or other personal property directly necessary to conduct the Grant Project. The Grantee will comply with the personal property management requirements described in article VIII of this agreement, with regard to any property purchased pursuant to this paragraph.

III. GRANT AMOUNT AND DISTRIBUTION

3.01 Maximum Grant Amount. The Council shall pay to the Grantee a Maximum Grant Amount of $10,000. Provided, however, that in no event will the Council's obligation under this agreement exceed the lesser of:

a. the Maximum Grant Amount of $10,000; or,
b. the actual amount expended by the grantee on eligible expenses as specified in paragraph 2.01.

The Council shall bear no responsibility for cost overruns which may be incurred by the Grantee in performance of the Grant Project.

3.02 Distribution of Grant Funds. Grant funds will be distributed by the Council according to the following schedule:

a. Within ten (10) working days of Council execution of this agreement, the Council will distribute to the Grantee forty-five (45%) of the Maximum Grant Amount.

b. If the Grantee has met all of its obligations under this agreement, the Council will distribute to the Grantee forty-five (45%) percent of the Maximum Grant Amount in January, 2014.

c. Upon approval of Grantee's financial report as required by paragraph 5.02, the Council will distribute to Grantee the final payment of the remainder of the Maximum Grant Amount. However, no payment will be made which would cause the distribution of grant funds to exceed the limits in paragraph 3.01. Further, if the amount already paid to Grantee by the

Council pursuant to this paragraph exceeds the cumulative amount actually expended by the Grantee on eligible expenses as specified in paragraph 2.01, the Council shall notify Grantee of the amount of over-payment. Grantee shall repay to the Council the amount of such overpayment within 30 days of receipt of such notice from the Council.

No payment will be made under this paragraph if the Grantee is not current in its reporting requirements under article V at the time the payment is due. Distribution of any funds or approval of any report is not to be construed as a Council waiver of any Grantee noncompliance with this agreement.

3.03 Repayment of Unauthorized Use of Grant Proceeds. Upon a finding by Council staff that the Grantee has made an unauthorized or undocumented use of grant proceeds, and upon a demand for repayment issued by the Council, the Grantee agrees to promptly repay such amounts to the Council.

3.04 Reversion of Unexpended Funds. All funds granted by the Council under this agreement that have not been expended for authorized Grant Project activities as described in paragraph 2.01 shall revert to the Council.

IV. ACCOUNTING AND RECORDKEEPING REQUIREMENTS

4.01 Documentation of Grant Project Costs. All costs charged to the Grant Project must be supported by proper documentation, including properly executed payroll and time records, invoices, contracts, receipts for expenses, or vouchers, evidencing in detail the nature and propriety of the charges.

4.02 Establishment and Maintenance of Grant Project Information. The Grantee agrees to establish and maintain accurate, detailed, and complete separate accounts, financial records, documentation, and other evidence relating to: i) Grantee's performance under this agreement, and ii) the receipt and expenditure of all grant funds under this agreement. The Grantee shall establish and maintain all such information in accordance with generally accepted accounting principles and practices and shall retain intact all Grant Project information until the latest of:

a. complete performance of this agreement; or
b. six (6) years following the term of this agreement; or
c. if any litigation, claim, or audit is commenced during either such period, when all such litigation, claims or audits have been resolved.

If the Grantee engages any contractors to perform any part of the Grant Project activities, the Grantee agrees that the contract for such services shall include provisions requiring the contractor to establish and maintain Grant Project information in accordance with the provisions of this paragraph and to allow audit of such information in accordance with paragraph 4.03.

4.03 Audit. The accounts and records of the Grantee relating to the Grant Project shall be audited in the same manner as all other accounts and records of the Grantee are audited. During the time of maintenance of information under paragraph 4.02, authorized representatives of the Council, and the Legislative Auditor and/or State Auditor in accordance with Minnesota Statutes, section 16C.05, subdivision 5, will have access to all such books, records, documents, accounting practices and procedures, and other information for the purpose of inspection, audit, and copying during normal business hours. The Grantee will provide proper facilities for such access and inspection.

V. REPORTING AND MONITORING REQUIREMENTS

5.01 Monitoring Work Plan. The WOMP Monitoring Work Plan (Exhibit A) includes the specific geographic area and watershed outlet affected by the Grant Project, the tasks to be undertaken together with schedules and the organization responsible for the tasks' costs. The Grantee Financial

Responsibilities portion of the WOMP Monitoring Budget and Financial Responsibilities document (Exhibit B) lists the Grantee expenses eligible for reimbursement by the Council, subject to the limitations of paragraph 2.01. The Grantee agrees to abide by the Monitoring Work Plan, including the Quality Control Provisions listed in the Monitoring Work Plan.

5.02 Grant Project Financial Reports. On or before January 31, 2015, the Grantee will submit a financial report detailing expenses incurred by Grantee for the Grant Project during the Project Activity Period (as defined in paragraph 6.01) which are eligible for reimbursement by the Council in accordance with paragraph 2.01.

5.03 Changed Conditions. The Grantee agrees to notify the Council immediately of any change in conditions, local law, or any other event that may affect the Grantee's ability to perform the Grant Project in accordance with the terms of this agreement.

VI. GRANT PROJECT ACTIVITY PERIOD; TERM; TERMINATION

6.01 Project Activity Period. The Grantee agrees to complete the Grant Project activities specified in paragraph 1.01 during the period from January 1, 2013 through December 31, 2014 (the "Project Activity Period").

6.02 Term. The term of this agreement shall extend from the effective date of this agreement to a date sixty (60) calendar days following the end of the Project Activity Period, to permit closeout of this agreement.

6.03 Termination. Either the Council or the Grantee may terminate this grant agreement at any time, with or without cause, by providing the other party written notice of such termination at least thirty (30) days prior to the effective date of such termination. Upon such termination Grantee shall be entitled to compensation for Grant Project activities in accordance with this grant agreement which were satisfactorily performed and incurred prior to the effective date of the termination. Any remaining grant funds which have been distributed to Grantee will be returned to the Council no later than the effective date of such termination. Upon such effective date of termination, a) all data collected by Grantee prior to the effective date of termination shall be turned over to the Council by Grantee; and b) all Council personal property in possession of Grantee wherever located and all property acquired with Grant funds shall be turned over to the Council by Grantee.

6.04 Termination by Council for Noncompliance. If the Council finds that there has been a failure to comply with the provisions of this agreement, the Council may terminate the agreement at any time following seven (7) calendar days written notice to the Grantee and upon failure of the Grantee to cure the noncompliance within the seven-day period. Noncompliance includes failure to make reasonable progress toward completion of the Grant Project. If the Council finds that the Grantee's noncompliance is willful and unreasonable, the Council may terminate or rescind this agreement and require the Grantee to repay the grant funds in full or in a portion determined by the Council. Nothing herein shall be construed so as to limit the Council's legal remedies to recover grant funds.

6.05 Effect of Grant Project Closeout or Termination. The Grantee agrees that Grant Project closeout or termination of this agreement does not invalidate continuing obligations imposed on the Grantee by this agreement. Grant Project closeout or termination of this agreement does not alter the Council's authority to disallow costs and recover funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any funds due to the Council as a result of later refunds, corrections, or other transactions.

VII. COUNCIL's GRANT MANAGER AND PROJECT MANAGER

Financial aspects of this grant agreement will be handled by the Council's Grant Manager. The Council's Grant Manager for this grant agreement is Joe Mulcahy, or such other person as may hereafter be designated in writing by the Council.

Technical aspects of the Grant Project, including supervision of the Grantee under the Monitoring Work Plan, will be handled by the Council's Project Manager. The Council's Project Manager for this grant agreement is Leigh Harrod, or such other person as may hereafter be designated in writing by the Council.

However, nothing in this agreement will be deemed to authorize such Grant Manager or Project Manager to execute amendments to this Grant Agreement on behalf of the Council.

VIII. GRANT PROPERTY AND DATA.

8.01 Title. Title to all personal property at the monitoring station site as described in Exhibit A and all property acquired with grant funds will remain with the Council. The Council authorizes the Grantee to utilize the personal property at the site in carrying out the Grant Project activities during the Project Activity Period.

8.02 Maintenance. The Grantee agrees to maintain any such personal property in good operating order. If, during the Project Activity Period, any personal property is no longer available for use in performing the Grant Project, whether by planned withdrawal, misuse, or casualty loss, the Grantee shall immediately notify the Council's Project Manager.

8.03 Utility Services. The Council shall make arrangements with local utilities to provide both telephone and electrical hookups as needed at the monitoring station specified in Exhibit A. All utility accounts serving the monitoring station shall be in the name of the Council. All telephone and electric utility costs for the monitoring station shall be paid by the Council.

8.04 Grant Project Closeout or Termination. No later than a) the effective date of termination as provided in Sections 6.03 and 6.04 of this Grant Agreement or b) no later than sixty (60) calendar days following the end of the Project Activity Period ("Project Closeout Date"), whichever is applicable:

i) all data defined in Section 9.04 of this Agreement collected by Grantee prior to the Project Closeout Date or the effective date of termination shall be turned over to the Council by Grantee; and

ii) all Council personal property in possession of Grantee wherever located and all property acquired with Grant funds shall be turned over to the Council by the Grantee.

Provided, however, that if the Grant Agreement has not been terminated by either party and Grantee continues to participate in the Watershed Outlet Monitoring Program (WOMP 2) through a subsequent Grant Agreement with the Council, Grantee shall not be required to comply with Section 8.04 subparagraph (ii) until such time as Grantee's participation in the WOMP 2 program ceases.

IX. GENERAL CONDITIONS

9.01 Amendments. The terms of this agreement may be changed only by mutual agreement of the parties. Such changes shall be effective only upon the execution of written amendments signed by duly authorized officers of the parties to this agreement.

9.02 Assignment Prohibited. Except as provided in paragraph 1.02, the Grantee shall not assign, contract out, sublet, subgrant, or transfer any Grant Project activities without receiving the express

written consent of the Council. The Council may condition such consent on compliance by the Grantee with terms and conditions specified by the Council.

9.03 Indemnification. The Grantee assumes liability for and agrees to defend, indemnify and hold harmless the Council, its members, officers, employees and agents, from and against all losses, damages, expenses, liability, claims, suits, or demands, including without limitation attorney's fees, arising out of, resulting from, or relating to the performance of the Grant Project by Grantee or Grantee's employees, agents, or subcontractors.

9.04 Grant Project Data. The Grantee agrees that the results of the Grant Project, the reports submitted, and any new information or technology that is developed with the assistance of this grant may not be copyrighted or patented by Grantee. The Grantee shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, in administering data under this agreement.

9.05 Nondiscrimination. The Grantee agrees to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Grantee agrees not to discriminate against any employee, applicant for employment, or participant in this Grant Project because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability, sexual orientation, or age; and further agrees to take action to ensure that applicants and employees are treated equally with respect to all aspects of employment, including rates of pay, selection for training, and other forms of compensation.

9.06 Promotional Material: Acknowledgment. The Grantee agrees to submit to the Council a copy of any promotional information regarding the Grant Project disseminated by the Grantee. The Grantee shall appropriately acknowledge the grant assistance made by the State and the Council in any promotional materials, reports, and publications relating to the Grant Project.

9.07 Compliance with Law; Obtaining Permits, Licenses and Authorizations. The Grantee agrees to conduct the Grant Project in compliance with all applicable provisions of federal, state, and local laws, ordinances or regulations. The Grantee is responsible for obtaining all federal, state, and local permits, licenses, and authorizations necessary for performing the Grant Project.

9.08 Workers Compensation; Tax Withholding. The Grantee represents that it is compliance with the workers compensation coverage requirements of Minnesota Statutes, section 176.181, subdivision 2, and that it, and any of its contractors or material suppliers, if any, under this contract, are in compliance with the tax withholding on wages requirements of Minnesota Statutes, section 290.92.

9.09 Jurisdiction, Venue, and Applicable Law. Venue for all legal proceedings arising out of this agreement, or breach of this agreement, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota. All matters relating to the performance of this agreement shall be controlled by and determined in accordance with the laws of the State of Minnesota.

9.10 Relation to State Grant Agreement. The Grantee recognizes that the Council has undertaken certain obligations as part of the State Grant Agreement. A copy of the State Grant Agreement is attached to and incorporated in this agreement as Exhibit C. The Grantee agrees that obligations imposed by the State Grant Agreement on subgrantees or subcontractors are hereby made binding on the Grantee, and that the terms of the said agreement are incorporated into this agreement to the extent necessary for the Council to meet its obligations under the State Grant Agreement. Terms of the State Grant Agreement which are hereby specifically incorporated include, without limitation, the following:

Section 5 Conditions of Payment

Section 10	Government Data Practices and Intellectual Property
Section 11	Worker's Compensation
Section 12	Publicity and Endorsement
Section 13	Governing Law, Jurisdiction and Venue
Section 16	Subcontracting
Section 17	Full Time Equivalency Reporting
Section 18	Legacy Logo

This paragraph shall not be deemed to create any contractual relationship between the State of Minnesota and the Grantee. The Grantee is not a third-party beneficiary of the State Grant Agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized officers on the dates set forth below. This agreement is effective upon final execution by, and delivery to, both parties.

GRANTEE _____

Date _____

By _____

Name _____

Title _____

METROPOLITAN COUNCIL

Date _____

By _____

Keith Buttleman
Assistant General Manager, Environmental Quality Assurance Department

WOMP2
Revised 01/13

EXHIBIT A

WOMP MONITORING WORK PLAN

The Grantee, **Bassett Creek Watershed Management Commission**, shall operate and maintain a water quality monitoring and sampling station at **Bassett Creek, 100 Irving Ave N., Minneapolis, MN.** As part of this agreement, the Grantee or its designated agent, will conduct monitoring work, as described below, from Jan 1, 2013 through December 31, 2014. The Grantor, Metropolitan Council Environmental Services ("MCES") shall provide training, supplies, and on-going technical support to the Grantee and/or its designated agent through the WOMP Project Manager, Leigh Harrod.

Contact information for the Project Manager is as follows:
651-602-8085 (o) 612-419-9503 (cell) 651-602-8220 (fax)
leigh.harrod@metc.state.mn.us.

MONITORING WORK

Water Quality Sample Collection

Composite Samples:
Each year during ice-free conditions (generally March-November), the Grantee will submit approximately 10-15 water quality composite samples collected during storm runoff events as climatic conditions dictate. During wet years, additional composite samples may need to be collected and submitted to accurately characterize pollutant loading. For flow events of long duration, a series of 2- to 3-day composites may be needed to capture the entire hydrograph. Snowmelt runoff samples will be collected in the spring, via composite sampling or grab sampling, even if some ice is still present in the stream. Flow-composite water quality samples weighted by equal flow volume increments are required for storm-generated runoff events. Single grab samples taken during a runoff event are not considered to be adequate substitutes for storm-generated event composite samples, unless the automatic monitoring equipment has failed to operate as intended during the event.

Composite Sampling Triggers:
The Activation Stage and Activation Volume values that trigger and pace the automatic samplers for composite sampling shall be set as storm events approach, and set in accordance with the magnitude of the anticipated event. The Cooperator shall be issued software from Campbell Scientific which will allow the Cooperator to access the Campbell datalogger by phone modem in order to set these triggers. Consultation with the Project Manager when setting the sampling triggers is strongly encouraged. If the Cooperator is unable to set the triggers when a storm approaches, for whatever reason, the Project Manager may do so.

Grab Samples: As part of the annual routine monitoring at this site, the Grantee will sample the water quality of non-storm event stream flow by submitting a monthly grab sample obtained during non-storm event periods. The instantaneous stream stage, flow, field water temperature, conductivity and transparency shall be measured at the time the grab sample is collected and recorded on the Laboratory Submission Sheet. This requirement may be waived if ice conditions preclude taking a sample.

E.coli Samples: A separate E.coli grab sample should be collected and submitted along with each grab and composite sample collected. This E.coli sample must be labeled and accompanied with its own separate Laboratory Submission Sheet when a composite sample has also been collected. E. coli samples must be delivered to the MCES laboratory within 6 hours of collection and arrive before 2 p.m. Use of a commercial courier to physically deliver the sample to the Lab, with the accompanying paperwork, is permitted.

Laboratory Forms and Delivery: The Grantee shall fully fill out the Laboratory Submission Sheet for Grab or Composite samples, and apply a label to the bottles of all samples brought to the MCES Laboratory. The Laboratory is located at the Metropolitan Wastewater Treatment Plant, 2400 Childs Road, St. Paul, Minnesota. The Laboratory Submission Sheets and labels, provided by the Council's WOMP Project Manager, shall indicate all analysis typically done to meet the program goals, and shall also indicate the holding time for these analyses. A copy of the Laboratory Submission Sheet is left with the lab personnel, and a second copy must be provided to the Project Manager.

Measurements of Physical Conditions

If practical, it is desirable to obtain instrument (meter) measurements of dissolved oxygen, temperature, pH, and conductivity during each site visit. Calibration information on all field instruments used at this site shall be filled out on the Laboratory Submission Sheet. Transparency tube measurements should also be obtained during each site visit.

Rating Curve Measurements

Stage/discharge relationships and rating curves are already established, maintained and calibrated at this site by Barr Engineering, Inc, Barr Engineering has historically developed, maintained, and calibrated stage/discharge rating curves for this sampling site to represent as closely as possible the full range of expected discharge at the site. The rating curve information is provided to the Project Manager, who then updates the data logger program with the correct and updated rating curve equations.

QUALITY ASSURANCE PROVISIONS

Technical Assistance

The Council's Project Manager will write and maintain the internal data logger program for the Campbell Scientific data logger. Council guidelines for data format, data downloading, station identification, programming, and sampling protocol will be observed by the Grantee. The Grantee must avoid downloading new programs into the data logger without the involvement of the Council's Project Manager. This coordination will ensure that both the Council's Project Manager and the Grantee are communicating with each other on decisions affecting the monitoring work.

Site Maintenance, Equipment Calibration, and Desiccant

The Grantee shall maintain the integrity of the site as needed such that access and operation of the monitoring and sampling equipment is not impeded by debris. Instruments inside the shelter must have frequent desiccant changes to perform properly.

The Grantee shall adjust the in-stream conductivity probe to match a calibrated hand-held meter on a regular basis, and indicate any deviation between the calibrated hand-held probe and the in-stream probe, and all corrections made.

The Grantee must check the instantaneous stage reading with a fixed stage reference at this site, specifically, a tape down reading from a pre-determined mark on the bridge. Stage adjustments in the bubbler should be made to match the reference gage, and all adjustments indicated on the Lab Sheet. The Grantee should also write field notes on the Lab Sheet regarding any other activity at the station, including station maintenance and monitoring equipment maintenance and/or adjustments, particularly as these activities may affect the integrity of the monitoring data

The Grantee must regularly check the status of the desiccant in the data logger and in the bubbler, and replace when needed. The bubbler air line should be purged on each visit to clear debris at the end of the line, and after purging, reset the bubbler stage coefficient to match the reference stage. The rain gage should be lowered and checked with each visit, to assure that there is no debris or silt in the gage that would adversely affect the reading.

The pump tubing of the automatic sampler will need periodic changing, and the pump routine recalibrated with each change. The Project Manager will train the Grantee on this procedure. Each spring, before snowmelt, the sampler should be reprogrammed and the pumping volume recalibrated. A "test" composite should be generated in advance of the main annual snowmelt event to assure that the sampler is working properly as anticipated.

Seasonal Maintenance of the Station:

Each November, the rain gage shall be cleared of debris and then covered with a plastic bag to prevent snow accumulation inside the rain gage. The plastic bag shall be removed in March. The fan vent shall be secured shut by covering with duct tape to prevent rodents from entering the station. A small, portable heater shall be left cracked on during winter months to stabilize temperatures inside the shelter, to the benefit of the instruments and equipment stored inside the shelter.

Laboratory Forms

The Council's Project Manager will supply WORD files for the Grantee to print pre-formatted forms as follows: Laboratory Submission Sheets for water quality grab and composite samples, labels for sample bottles, and a Day-of-Year chart. The Grantee will use these forms and labels for all submissions to the Council.

EXHIBIT B

WOMP MONITORING BUDGET AND FINANCIAL RESPONSIBILITIES

Grantee Financial Responsibilities

The Grantee, Bassett Creek Watershed Management Commission shall assume the following financial responsibilities for operating and maintaining a water quality monitoring and sampling station at **Bassett Creek, 100 Irving Ave N.** during the Project Activity Period (January 1, 2013 through December 31, 2014).

On an annual basis the Grantee shall:

- Assume all Grantee labor costs associated with operating and maintaining the stream monitoring station according to the WOMP Monitoring Work Plan (Exhibit A);
- Assume all Grantee vehicle and mileage costs associated with operating and maintaining the stream monitoring station according to the WOMP Monitoring Work Plan;
- Assume all miscellaneous materials, supplies, and sample delivery costs associated with operating and maintaining the stream monitoring station according to the WOMP Monitoring Work Plan.

The Council will assist in the payment of such costs as provided for in this grant agreement.

Metropolitan Council Financial Responsibilities

Subject to the availability of funds, the Metropolitan Council shall assume the following financial responsibilities for operating and maintaining a water quality monitoring and sampling station at **Bassett Creek, 100 Irving Ave N.** during the Project Activity Period (January1, 2013 through December 31, 2014).

On an annual basis the Council shall:

- Assume all MCES Laboratory costs associated with analysis of the water samples submitted by the Grantee, in conformance with the WOMP Monitoring Work Plan (estimated cost: $2,500);
- Assume all telephone service costs (if applicable) associated with operating and maintaining the stream monitoring station according to the WOMP Monitoring Work Plan (estimated cost: $800);
- Assume all electrical service costs (if applicable) associated with operating and maintaining the stream monitoring station according to the WOMP Monitoring Work Plan (estimated cost: $350);
- Assume all costs for the repair and/or replacement of all monitoring equipment necessary for operating the stream monitoring station according to the WOMP Monitoring Work Plan (estimated cost: $500);
- Assume all materials and supplies costs associated with operating and maintaining the stream monitoring station according to the WOMP Monitoring Work Plan (estimated cost: $1,425), beyond the cost contributed by the Grantee ($250);
- Assume all MCES trades labor costs associated with maintaining the stream monitoring station in proper working order (estimated cost: $700);
- Assume all labor costs for the Council's Project Manager (WOMP Coordinator), who will provide technical support, guidance, and assistance for operating and maintaining the stream monitoring station and managing and assessing the data and information generated by the monitoring work.

EXHIBIT C

STATE GRANT AGREEMENT

Contract No. 56608

Met. Council #12G003

STATE OF MINNESOTA
GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, Saint Paul, MN 55155-4194 ("State") and the **Metropolitan Council**, 390 North Robert Street, Saint Paul, MN 55101 ("Grantee").

Recitals

1. Under Minn. Statutes § 116.03 Subd. 2, the State is empowered to enter into this grant. This Grant Contract is administered by the MPCA under Minn. Statutes § 114D.50 Subd. 3.
2. The State is in need of the project titled "**Metropolitan Area Watershed Outlet Monitoring Program 2013 – 2014 Workplan.**"
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 ***Effective date***: January 1, 2013, or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.
The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.

1.2 ***Expiration date***: December 31, 2014, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 ***Survival of Terms.*** The following clauses survive the expiration or cancellation of this grant contract: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2 Grantee's Duties

~~The Grantee, who is not a state employee, shall perform the duties specified in **Attachment A**,~~ which is attached and incorporated into this Grant Contract.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 ***Consideration.*** The State will pay for all services performed by the Grantee under this grant contract as follows:

(A) ***Compensation.*** Grantee will be paid in accordance with the breakdown of costs as set forth in the budget section of **Attachment A.**

(B) ***Travel Expenses.*** Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations, which is incorporated in to this agreement by reference.

(C) ***Total Obligation.*** The total obligation of the MPCA for all compensation and reimbursements to the Grantee under this agreement will not exceed: **$405,500.00 (Four Hundred Five Thousand, Five Hundred Dollars).**

4.2. ***Payment***

(a) Invoices.

The MPCA will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually

performed and the MPCA's Authorized Representative accepts the invoiced services. Invoices must be submitted upon completion of services according to the following schedule: No more frequently than monthly and no less frequently than quarterly.

Invoices will reference the Grant Contract number, the Purchase Order Number, and the name of the State's Authorized Representative and will be submitted to:

Minnesota Pollution Control Agency
Accounts Payable, 6th Floor
520 Lafayette Road North
St Paul, MN 55155-4194

Or, via email to mpca.ap@state.mn.us (Subject line: Grantee name and invoice number)

(b) Federal funds.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is **David A. Christopherson**, Minnesota Pollution Control Agency, 520 Lafayette Road North, Saint Paul, MN 55155, david.christopherson@state.mn.us, 651-757-2849 or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the work provided under this grant agreement. If the work is satisfactory, the State's Authorized Representative shall certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is **Kent Johnson**, Metropolitan Council Environmental Services, 2400 Childs Road, Saint Paul, Minnesota 55106, kent.johnson@metc.state.mn.us, 651-602-8117. If the Grantee's Authorized Representative changes at any time during this Grant Contract, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Complete**

7.1 ***Assignment.*** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 ***Amendments.*** Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 ***Waiver.*** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 ***Grant Contract Complete.*** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 **Liability**

Each party shall be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Torts Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Grantee's liability shall be governed by the provisions of the Minnesota Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law.

9 State Audits

Under Minn. Stat. §16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property

10.1. ***Government Data Practices.*** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2. ***Intellectual Property Rights***

(A) All rights, title and interest to all intellectual property rights, including all copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents, shall be jointly owned by the Grantee and the State. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, and subcontractors, either individually or jointly with others in the performance of this Agreement. Documents shall mean the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, or subcontractors, in the performance of this Agreement. The ownership interests of the State and the Grantee in the Works and Documents shall each equal fifty percent (50%). The party's ownership interest in the Works and Documents shall not be reduced by any royalties or revenues received from the sale of the products or the licensing or other activities arising from the use of the Works and Documents. Each party hereto shall, at the request of the other, execute all papers and perform all other acts necessary to transfer or record the appropriate ownership interest in the Works and Documents.

(B) OBLIGATIONS:

1. NOTIFICATION. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Agreement, the Grantee shall upon knowledge thereof, immediately give the State's Authorized Representative written notice thereof, and shall promptly furnish the Authorized Representative with complete information and/or disclosure thereon. All decisions regarding the filing of patent, copyright, trademark or service mark applications and/or registrations shall be the joint decision of the Grantee and the State, and costs for such applications shall be divided as agreed by the parties at the time of the filing decisions. In the event the parties cannot agree on said filing decisions, the filing decision will be made by the State.

2. REPRESENTATION. The Grantee shall not knowingly perform any acts, or take any steps, with the intent and effect: a) to prejudice the sole ownership of all intellectual property rights in the Works and Documents by the Grantee and the State, as agreed herein, or b) to cause any Grantee employee, agent, or contractor to retain any interest in and to the Works and Documents. The Grantee represents and warrants that, to the best of its knowledge, the Works and Documents do not and shall not infringe upon any intellectual property

rights of others.

(C) USES OF THE WORKS AND DOCUMENTS: The State and the Grantee shall jointly have the right to make, have made, reproduce, modify distribute, perform, and otherwise use the Works, including Documents produced under this Agreement for noncommercial research, scholarly work, governmental purposes, and other noncommercial purposes without payment or accounting to the other party. No commercial development, manufacture, marketing, reproduction, distribution, sales or licensing of the Works, including Documents, shall be authorized without a future written agreement between the parties.

(D) POSSESSION OF DOCUMENTS: The Documents may remain in the possession of the Grantee. The State may inspect any of the Documents at any reasonable time. The Grantee shall provide a copy of the Documents to the State without cost upon the request of the State.

(E) SUITABILITY: The rights and duties of the State, and the Grantee, provided for above, shall survive the expiration or cancellation of this Agreement.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to Workers' Compensation Insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 ***Publicity.*** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

12.2 ***Endorsement.*** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 ***Termination by the Parties.*** Either the State or the Grantee may cancel this Grant Contract at any time, with or without cause, upon 30 days' written notice to the other party. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 ***Termination for Insufficient Funding.*** The State may immediately terminate this grant contract if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Subcontracting

If the Grantee decides to fulfill its obligations and duties under this Agreement through a subcontractor, to be paid for by funds received under this Agreement, the Grantee shall not execute an Agreement with the subcontractor or otherwise enter into a binding agreement until it has first received written approval from the MPCA's Authorized Representative. All subcontracts shall reference this Agreement and require the subcontractor to comply with all of the terms and conditions of this Agreement. The Grantee shall be responsible for the satisfactory and timely completion of all work required under any subcontract and the Grantee shall be responsible for payment of all subcontracts. The Grantee shall pay all subcontractors, less any retainage, within 10 calendar days of receipt of payment to the Grantee by the State for undisputed services provided by the subcontractor and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor.

The Grantee must follow their policies and procedures for obtaining subcontractors and/or policies and procedures per Minn. Stat. §471.345 as applicable.

17 Full Time Equivalent (FTE) Reporting

MN Laws 2011, 1st Special Session, Chapter 6, Article 5, Section 1 requires that information provided on the Legislative Coordinating Commission's Legacy Fund website must include specific information on all projects receiving funding, including: "(vi) the number of full-time equivalents funded under the project. For the purposes of this item, "full-time equivalent" means a position directly attributed to the receipt of money from one or more of the funds covered under this section, calculated as the total number of hours planned for the position divided by 2,088."

18 Legacy Logo

Minnesota Laws 2010, chapter 361, article 3, section 5, (b)) states: "A recipient of the funds from the outdoor heritage fund, parks and trails fund, clean water fund or arts and cultural heritage fund shall display, where practicable, a sign with the logo developed under this section on construction projects and at access points to any land or water resources acquired in fee or an interest in less than fee title, or that were restored, protected, or enhanced, and incorporate the logo, where practicable, into printed and other materials funded with money from one or more of the funds." Clean Water Land and Legacy Amendment Logo Usage Guidelines: http://www.legacy.leg.mn/sites/default/files/resources/Legacy_Logo_Guidelines.pdf

Download the Legacy Logo: http://www.legacy.leg.mn/legacy-logo/legacy-logo-download

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05.

Signed: _____

Date: 12/20/12

SWIFT Contract No.: 56608
SWIFT Purchase Order No.: 3000006161

2. METROPOLITAN COUNCIL

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: RA

Date: 12.27.2012

3. MINNESOTA POLLUTION CONTROL AGENCY

By: _____
(with delegated authority)

Title: Asst Director

Date: 26 December 2012

Distribution:
Agency
Grantee
State's Authorized Representative - OnBase

Attachment A

METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES (MCES) INTERAGENCY WATER MONITORING INITIATIVE

METROPOLITAN AREA WATERSHED OUTLET MONITORING PROGRAM 2013-2014 WORKPLAN (January 2013 – December 31, 2014)

Background:

The Minnesota Pollution Control Agency's (MPCA) Watershed Pollutant Load Monitoring Network forms the core of a long-term program designed to measure and compare regional differences and trends in water quality from Minnesota's rivers and the outlets of tributaries draining to these rivers. The program was begun in 2007 with an appropriation from Minnesota's Clean Water Legacy Fund. In the Twin Cities area, Metropolitan Council Environmental Services (MCES) is the only entity that collects water quality data across the entire area. MPCA needs the efficiency of using MCES' Watershed Outlet Monitoring Program (WOMP) to support the Load Monitoring Network. This agreement provides MCES a portion of the necessary funding.

The stream chemistry and flow monitoring done by MCES is critical for understanding the water quality in this area of the State, the stressors to that water quality, and trends over time. The data is also used to assist with impaired waters assessments, watershed and water quality studies and reports, watershed modeling efforts, and the measurement of the ongoing effectiveness of watershed protection and restoration plans.

Objective:

~~Operate and maintain 7 of the WOMP monitoring sites for measurement of stream flow, water~~ quality, and pollutant loads.

The monitoring work described below (see **"Monitoring Description"**) will complement MCES monitoring of stream flow, water quality, and pollutant loads at 18 sites in 15 Metro Area watersheds.

Partners:

Local partners will include the City of Eden Prairie, the Lower Minnesota River and Valley Branch Watershed Districts, the Bassett Creek Watershed Management Commission, and the Dakota County, Scott County, Washington County, and Wright County Soil and Water Conservation Districts (SWCDs). To support and encourage the participation of local partners, MCES provides $5,000.00 of state funding per year for each monitoring site, to help offset each local partner's costs for monitoring labor, mileage, and materials and supplies. MCES then uses the remainder of the state funding to pay all costs for monitoring equipment, monitoring station maintenance, utilities, laboratory analysis of water samples, program coordination, data management, and report preparation.

Monitoring Type:

Condition Monitoring and Problem Investigation Monitoring

Monitoring Description:

Long-term water quantity/quality monitoring sites have been established and operated at the outlets of 8 Mississippi, Minnesota, and St. Croix River tributaries throughout the Metropolitan Area. Monitoring sites on Mississippi River tributaries include Bassett Creek, Cannon River, Crow River, and Minnehaha Creek. Monitoring sites on Minnesota River tributaries include Eagle Creek, Riley Creek, and Willow Creek. Valley Creek, tributary to the St. Croix River, also has a monitoring site. These sites have been established and operated in partnership with local units of government (see above). During the 2013-2014 period, MCES and partners will continue to operate all monitoring sites except Willow Creek. In addition, MCES and partners can conduct supplementary monitoring of WOMP streams, as requested by MPCA, to meet any targeted needs for surface water assessment data during the 2013-2014 period.

To ensure consistency and quality of the monitoring information obtained, MCES provides program oversight and coordination, technical guidance, and assistance with site set-up, maintenance, and operation. Monitoring sites will be operated by local partners, to the extent possible. Citizen involvement in the monitoring effort will also be encouraged as opportunities arise.

At each monitoring site, stream stage and flow, temperature, and specific conductance will be continuously measured with on-site instrumentation and dataloggers. In addition, turbidity will be continuously measured at one site (Riley Creek), using portable instrumentation that can be moved from site to site when needed. Where feasible, precipitation will also be measured with an on-site, datalogging rain gauge. During precipitation and runoff events (generally during the March-October period), automated samplers will composite water quality samples over the event hydrograph. Grab samples will be obtained during stream baseflow conditions. Local partners will download dataloggers, help maintain sites and instrumentation, establish and maintain stream rating curves, and collect and submit water quality samples (chemical and biological). Monitoring of stream biota (biomonitoring) is being conducted by MCES staff at three WOMP streams (Eagle, Minnehaha, and Valley Creeks). For more information on MCES stream monitoring protocols, please refer to the document: "Metropolitan Council Environmental Services Quality Assurance Program Plan: Stream Monitoring" at:
http://www.metrocouncil.org/environment/RiversLakes/streams/documents/Stream%20Monitoring%20QAPP_Revised_0111_Web_Reduced.pdf

The MCES Laboratory Services Section will analyze the water quality samples collected by local partners. Water quality samples will typically be analyzed for a number of chemical water quality variables, including: alkalinity, hardness, turbidity, total and volatile suspended solids, chemical oxygen demand, total organic carbon, several forms of phosphorus (total and ortho), several forms of nitrogen (total, Kjeldahl, nitrite, nitrate, and ammonia), chlorophyll-a, chloride, sulfate, and Escherichia coli bacteria.

Synthesis and management of all data/information obtained from the monitoring sites will be conducted by the MCES Environmental Monitoring and Assessment Section. Monitoring information will be available to the local partners and MPCA on an annual basis, so that the information can be used for assessing water quality conditions, documenting water quality trends, identifying water quality problems, preparing and updating watershed and local comprehensive plans, preparing TMDL plans, and implementing watershed best management practices (BMPs) for nonpoint source pollution abatement, as appropriate.

Data and Reporting:

WOMP Data

All program monitoring data obtained during the 2013-2014 period, including field data, continuous monitoring data (stream flow, temperature, and specific conductance), precipitation data, laboratory data, and biological monitoring data, will be available to the local partners and MPCA through the MCES Environmental Information Management System (EIMS) and/or on an as-requested basis.

Biennial Progress Report

The MCES Environmental Monitoring and Assessment Section will prepare a 2013-2014 biennial progress report on the status of the "Metropolitan Area Watershed Outlet Monitoring" Program. The 2013-2014 progress report will provide a biennial summary of the program, including program accomplishments and results, measures of monitoring success, recommendations for continuing the monitoring (or not), recommendations for modifying the monitoring approach (if needed), and a suggested budget for the 2015-2016 biennium. The 2013-2014 biennial progress report will be provided to the MPCA by December 31, 2014.

Measurable Outcomes:

- Operation and maintenance of 7 "Metropolitan Area Watershed Outlet Monitoring Program" (WOMP) monitoring sites as described above.
- Active cooperation with and assistance to the local water monitoring partners listed above in operating and maintaining the 7 sites.
- Measurement of the water quality parameters listed above according to the schedule specified above.
- Laboratory analysis of the collected water quality samples as listed above.
- Storage and management of all data resulting from the water quality monitoring and laboratory analysis.
- Availability of the data to the MPCA and to local partners on an annual basis and as requested, so that the information can be used for water quality management efforts as described above.
- Provision of a biennial progress report on the status of the monitoring program as specified above.

Time Frame: January 2013 through December 31, 2014.**Budget:**

$405,500 for the 2013-2014 period (includes 1.0 FTE): $201,750 in 2013 and $203,750 in 2014. A two-year budget is presented below.

2013 (January 2013 - December 31, 2013)

Labor:	
MCES Staff (Salary/Benefits/OT for 1.0 EMA FTE):	$ 86,500
Local Monitoring Partners:	$ 35,000
MCES Analytical Costs:	$ 40,000
Monitoring Site and Equipment Maintenance and Replacement:	$ 18,500
Monitoring Materials and Supplies:	$ 11,000
MCES Vehicle Expense (Fuel and Repairs):	$ 2,000
Monitoring Site Utilities:	$ 8,500
Training and Travel (MCES Staff):	$ 250
Total 2013:	$ 201,750

2014 (January 2014 - December 31, 2014)

Labor:	
MCES Staff (Salary/Benefits/OT for 1.0 EMA FTE):	$ 88,500
Local Monitoring Partners:	$ 35,000
MCES Analytical Costs:	$ 40,000
Monitoring Site and Equipment Maintenance and Replacement:	$ 18,500
Monitoring Materials and Supplies:	$ 11,000
MCES Vehicle Expense (Fuel and Repairs):	$ 2,000
Monitoring Site Utilities:	$ 8,500
Training and Travel (MCES Staff):	$ 250
Total 2014:	$ 203,750
2013-2014 (January 2013 – December 31, 2014) Total:	**$ 405,500**

Contact:

Kent Johnson
Manager
Environmental Monitoring and Assessment Section
Metropolitan Council Environmental Services
2400 Childs Road
St. Paul, MN 55106

Phone: 651-602-8117
FAX: 651-602-8220
E-Mail: kent.johnson@metc.state.mn.us

Leigh Harrod
Senior Environmental Scientist
Environmental Monitoring and Assessment Section
Metropolitan Council Environmental Services
2400 Childs Road
St. Paul, MN 55106

Phone: 651-602-8085
FAX: 651-602-8220
E-Mail: leigh.harrod@metc.state.mn.us

Amy Herbert
2613 Longacres Drive
Chanhassen, MN 55317

February 12, 2013

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

Laura Jester, BCWMC Administrator
Keystone Waters, LLC
16145 Hillcrest Lane
Eden Prairie, MN 55346

Dear Members of the Bassett Creek Watershed Management Commission:

I am writing to notify you that my billing rate for my services including recorder services and administrative services will be $60.00 per hour, effective March 1, 2013. I also request a change to the Recording Secretary Service Agreement executed on April 17, 2008. I would like item 4 "Term and Termination" to be updated to reflect that the agreement may be terminated by either party at any time, and for any reason, on 35 days' written notice. The current agreement states 90 days' written notice.

I have enjoyed working with the Commission for the past seven years and look forward to continuing with this work.

Sincerely,

Amy Herbert

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 13-02

A RESOLUTION APPROVING THE TRANSFER OF 2012 BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS FROM THE ADMINISTRATIVE ACCOUNT TO THE TMDL ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission that $10,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the TMDL account for fiscal year 2012.

_____
Date

Attest:

_____
Secretary Date

The motion for adoption of the foregoing resolution was seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:_____ and the following voted against the same _____ whereupon said resolution was declared duly passed and adopted.

Bassett Creek Watershed Management Commission

MEMO

Date: February 11, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners

RE: Carryover in BCWMC Budget

At your meeting on January 17, 2013 you requested that a process be determined to allow for and make notation of the carryover of unspent funds in a budget line item from one year to the next.

In talking with Deputy Treasurer Virnig, the approach she recommends is very straight forward:

Unused funds from all under budget line items go into the "General Fund" each year and are available for use on Commission activities, including over budget line items the following year.

The Commission should take action approving the carryover for a particular budget line item but there is no need to make a notation in the budget or financial report. At some point in the year, it may become appropriate to officially amend the budget to reflect an increase in spending for those budget line items. A budget amendment is a done through action by the Commission but should not be done with every decision to carryover funds.

At your January 17, 2013 meeting, the Commission approved the carryover of 2012 expenses for the continued development of the XP-SWMM and the P-8 models in 2013. This action is noted simply in the list of motions from that meeting.

It is recommended that the Commission also approve the carryover of 2012 unspent funds for the Next Generation Plan and possibly the Administrator.

	A	E	F	G	H	I	J	K	L
1	**2013 Operating Budget**								
2	**Bassett Creek Watershed Management Commission - Adopted August 16, 2012**								
3									
4	**Item**	**2010 Actual**	**2011 Actual**	**2012 Adopted Budget**		**2012 Estimated Budget**		**2013 Proposed Budget**	
5	**ENGINEERING**								
6	Technical Services	119,832	127,840	120,000		125,000		120,000	
7	Plat Reviews (funded by permit fees) 2012-48,000	53,128	50,971	60,000		60,000		60,000	
8	Commission and TAC Meetings	12,316	9,919	14,250		15,000		14,250	
9	Surveys and Studies	17,899	21,411	10,000		10,000		10,000	
10	Water Quality / Monitoring	24,489	29,957	20,000		20,000		40,000	
11	Water Quantity	8,264	8,532	11,000		11,000		11,000	
12	Inspections								
13	Watershed Inspections	10,842	4,827	7,000		7,000		7,000	
14	Project Inspections	5,714	2,291	9,000		9,000		15,000	(1)
15	Municipal Plan Review	7,927	0	2,000		2,000		2,000	(2)
16	**Subtotal Engineering**	**$260,411**	**$255,748**	**$253,250**		**$259,000**		**$279,250**	
17	**PLANNING**								
18	Watershed-wide XP-SWMM Model			70,000		70,000		0	
19	Watershed-wide P8 Water Quality Model			135,000		135,000		0	
20	Next Generation Plan			40,000		40,000		40,000	
21	**Subtotal Planning**	**$0**	**$0**	**$245,000**		**$245,000**		**$40,000**	
22	Administrator	30,297	24,099	50,000		50,000		50,000	
23	Legal	17,331	16,953	18,500		18,500		18,500	
24	Financial Management	3,054	3,100	3,045		3,045		3,045	
25	Audit, Insurance & Bond	13,328	12,771	15,225		15,225		15,225	
26	Meeting Catering Expenses	4,609	3,940	2,750		2,750		2,750	
27	Secretarial Services	42,578	39,303	40,000		40,000		40,000	
28	Public Outreach								
29	Publications / Annual Report	5,169	2,410	2,000		2,000		2,000	
30	Website	1,031	214	2,500		2,500		2,500	
31	Watershed Outlet Monitoring Program (WOMP)	6,818	9,106	10,000		10,000		17,000	
32	Demonstration/Education Grants	3,140	0	0		0		0	(3)
33	Watershed Education Partnerships	16,150	19,055	13,000		13,000		15,000	(4)
34	Education and Public Outreach	2,911	0	5,775		5,775		14,775	(5)
35	Public Communications	692	1,443	3,000		3,000		3,000	
36	Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000		25,000		25,000	(6)
37	Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000		25,000		25,000	(7)
38									
39	**Subtotal Other**	**$197,108**	**$182,394**	**$215,795**		**$215,795**		**$233,795**	
40	TMDL Studies	10,000	$0	$10,000		10,000		$10,000	
41	**Subtotal TMDL Studies**	**$10,000**	**$0**	**$10,000**		**10,000**		**$10,000**	
42	**GRAND TOTAL**	**$467,519**	**$438,142**	**$724,045**		**$729,795**		**$563,045**	
43									
44	**Financial Information**								
45	Audited fiscal year fund balance at January 31, 2012					392,707			
46	Expected income from assessments in 2012					461,045			
47	Transfer from Long-term Maintenance Fund for XP SWMM Model*					70,000			
48	Transfer from Long-term Maintenance Fund for P8 Model*					135,000			
49	Expected interest income in 2012					0			
50	Expected income from project review fees					48,000			
51	Estimated funds available for fiscal year 2012					1,106,752			
52	Estimated expenditures for fiscal year 2012					729,795			
53	Estimated fund balance as of January 31, 2013					**376,957**			
54	-								
55	**2013 Budget**								
56	Proposed 2013 Capital Projects					1,000,000			
57	Proposed 2013 Operating Budget					563,045			
58	Proposed total 2013 Budget					1,563,045			
59	**2013 Assessments and Fees**								
60	2013 Operating Budget					563,045			
61	Estimated 2013 permit fees (80% of permit expenditures)					48,000			
62	Transfer from Long-term Maintenance Fund for XP SWMM Model					0			
63	Transfer from Long-term Maintenance Fund for PB Model					0			
64	Transfer from Long-term Maintenance Fund for Project Inspections					15,000			
65	Use of TMDL Studies Fund					0			
66	Met Council payment for WOMP					0			
67	Assessment proposed for 2013 Operating Budget					**500,045**			
68	Proposed Budget Reserve on January 31, 2013					**0**			
69									
70	(1) Budget item "Project Inspections" are flood control maintenance project and will be paid out of the Long-Teerm Maintance fund (Flood Control Project)								
71	(2) Review municipal local plan amendments and adjoining WMO amendments								
72	(3) Grant program for demonstrations and education								
73	(4) 2013 budget - CAMP ($5,500) River Watch ($2,000) Watershed Partners ($3,500) Metro Blooms ($2,000) Blue Thumb ($2,000).								
74	In 2011, WMWA projects and administration were combined into line item 34 -Education and Public Outreach.								
75	(5) 2013 budget includes brochures, factsheets, display materials, education articles and WMWA administration and projects.								
76	(6) Will be transferred to Channel Maintenance Fund.								
77	(7) Will be transferred to Long-Term Maintenance Fund.								
78									

Bassett Creek Watershed Management Commission
2013 Assessment

	Community	For Taxes Payable in 2012 Net Tax Capacity *	2012 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	Average Percent	2011 Assessment $434,151	2012 Assessment $461,045	Proposed 2013 Assessment $515,045	
54	Crystal	$6,765,157	5.56	1,264	5.09	5.32	$23,433	$24,941	$27,424	9.96%
28	Golden Valley	$28,618,722	23.53	6,615	26.63	25.08	$109,230	$115,080	$129,156	12.23%
79	Medicine Lake	$871,870	0.72	199	0.80	0.76	$3,301	$3,484	$3,909	12.19%
1	Minneapolis	$8,369,231	6.88	1,690	6.80	6.84	$31,375	$32,661	$35,236	7.88%
34	Minnetonka	$8,020,340	6.59	1,108	4.46	5.53	$22,558	$24,920	$28,464	14.22%
86	New Hope	$6,929,451	5.70	1,252	5.04	5.37	$23,840	$25,533	$27,648	8.28%
40	Plymouth	$54,265,680	44.61	11,618	46.77	45.69	$196,201	$209,101	$235,310	12.53%
44	Robbinsdale	$2,315,719	1.90	345	1.39	1.65	$7,672	$8,022	$8,479	5.69%
46	St. Louis Park	$5,491,385	4.51	752	3.03	3.77	$16,541	$17,303	$19,420	12.24%
	TOTAL	**$121,647,555**	**100.00**	**24,843**	**100.00**	**100.00**	$434,150	$461,045	$515,045	11.71%

Bassett Creek Watershed Management Commission
2013 Revenue

Item	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Estimated Budget	2013 Proposed Budget
Revenue:					
Member Contributions	414,150	434,151	461,045	461,045	515,045
Permit Fees	22,000	35,300	48,000	48,000	48,000
Met Council (WOMP)					5,000
Transfer from Long-term Maintenance Fund for XP SWMM Model*				70,000	
Transfer from Long-term Maintenance Fund for P8 Model*				135,000	
Property Taxes	933,527	850,947	998,000	998,000	1,000,000

Bassett Creek Watershed Management Commission
2013 Budget and Levy
August 2012

The Joint and Cooperative Agreement establishing the Bassett Creek Water Management Commission (BCWMC) sets forth the procedure required to adopt the annual budget. Article VIII, Subdivision 3, provides that each member agrees to contribute each year to a general fund to be used for administrative purposes and certain operating expenses. Half of the annual contribution of each member is based on assessed valuation of property within the watershed and the other half on the ratio of area of each member within the watershed to the total area of the Bassett Creek watershed. Subdivision 5 of Article VIII further provides: "On or before July 1 of each year, the Board shall adopt a detailed budget for the ensuing year and decide upon the total amount necessary for the general fund." Budget approval requires a two-thirds vote (six Commissioners). Further, the Secretary "shall certify the budget on or before July 1 to the clerk of each member governmental unit, together with a statement of the proportion of the budget to be provided by each member." Each of the nine members then has until August 1 to file an objection to the budget.

The 2013 budget was prepared by the BCWMC Budget Committee consisting of the four Commissioners of the Executive Committee and one watershed resident as appointed by the Commission.

The BCWMC's most recent *Watershed Management Plan* was approved by the Minnesota Board of Water and Soil Resources on August 25, 2004, and adopted by the BCWMC on September 16, 2004. That plan includes a capital projects budget, which is funded by ad valorem taxes and has been amended to include channel restoration and other projects. Commission activities have focused on implementation of the *Watershed Management Plan*.

The final 2013 budget was adopted by seven commissioners voting in favor of and zero commissioners voting against the budget at the BCWMC meeting on August 16, 2012. The final 2013 budget is enclosed. Specific items in the budget are discussed below.

- **Engineering** services are budgeted at $279,250 in 2013. Many of the individual items have remained the same from the 2012 budget. The following paragraphs summarize each of the Engineering budget items.

  - Technical Services (line 6) - this item covers the day-to-day technical operations, such as preparing for the Commission and TAC meetings, performing preliminary site reviews and correspondence, and communications with the Commissioners, watershed communities, developers, agencies, and other entities. The proposed 2013 budget is $120,000, the same as the 2012 budget.
  - Plat Reviews (line 7) – This item covers the cost of reviewing plats submitted to the Commission for review. These costs are largely offset by a permit fee instituted by the Commission at its December 15, 2005, meeting, and effective January 1, 2006, and reviewed annually and revised as needed. The proposed 2013 budget is $60,000, the same as the 2012 budget.
  - Commission and TAC Meetings (line 8) - this item covers the cost for the engineer to attend 12 monthly Commission meetings and six bimonthly TAC meetings. The proposed 2013 budget is $14,250, the same as the 2012 budget.
  - Surveys and Studies (line 9) - the proposed budget for 2013 is $10,000. The intent of this budget item is to cover the costs of conducting special studies, and addressing unanticipated issues, questions, etc. that can arise during the year. This item is the same as the 2012 budget.
  - Water Quality/Monitoring (line 10) -the proposed 2013 budget is $40,000. This budget item includes detailed lake monitoring of the lakes within the watershed, on a four-year monitoring cycle, and biotic index monitoring on Bassett Creek on a once-every-three-year monitoring cycle. This item also includes funding to allow the engineer to respond to requests from the BCWMC, watershed cities, or other regulatory agencies to review water quality information and studies, and to address water quality questions from residents. In 2013 the Commission is proposing to monitor Northwood Lake and North and South Rice Lakes.
  - Water Quantity (line 11) - the proposed 2013 budget is $11,000, the same as the 2012 budget. This item covers the work associated with the BCWMC's lake and stream gauging program. The readings have proved valuable to member communities for planning future development and as documentation of the response of surface water

bodies to above normal and below normal precipitation. The program also includes periodic surveys of benchmarks to ensure consistency with past readings.

- The 2013 lake gauging program will consist of measuring water levels on Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), and Northwood Lake. The Bassett Creek Park Pond and Wirth Park storage areas will also be included for monitoring. Two readings per month will be taken during the period April 1, 2013 through September 30, 2013. One reading per month will be taken during the period October 1, 2013 through March 31, 2014.
- The 2013 stream gauging program will consist of periodically reading stages, or gauging the stream, at the new tunnel entrance, at the Theodore Wirth Park/T.H. 55 outlet structure, at Highway 100 (main stem), at Wisconsin Avenue, at Sweeney Lake, at Medicine Lake outlet, at Winnetka Avenue (north branch), at 26th Avenue (Plymouth Creek fish barrier), and at other selected locations during periods of high flow.

- Inspections (line 12) - there are two separate budget items under this task:

  a. *Watershed Erosion Control Inspections (line 13)* - The proposed 2013 budget is $7,000, the same as the 2012 budget. This item covers the BCWMC's construction site erosion control inspection program. The inspections have been valuable for correcting erosion and sediment control practices which are not in conformance with BCWMC policies. The inspections also verify that sites are developed in accordance with approved plans. The program consists of inspecting active construction sites in the watershed once every month. Erosion control inspections will begin April 2013 and extend through October 2013. Selected sites may be inspected on two-week intervals to verify that requested erosion control modifications have been completed. Critical work such as wetland or creek crossings and work adjacent to lakes and sensitive wetlands are inspected as necessary. The new conduit inlet in Minneapolis will also be inspected for accumulation of debris. BCWMC staff coordinates the inspections with respective contacts from each city. Following each inspection, a letter listing the construction projects and the improvements needed for effective erosion control will be sent to the inspection department at each city.

  b. *Annual Flood Control Project Inspections (line 14)* - this item covers the BCWMC's annual inspection of the flood control project features completed by the Commission between 1974 and 1996. The objective of the inspection program is to find and address erosion, settlement, sedimentation, and structural issues. In accordance with the Bassett Creek Flood Control Project Operation and Maintenance Manual (except as noted), the following project features require annual inspection:

Minneapolis:
 Conduit (Double Box Culvert) – inspect double box culvert every five years (2004, 2009, 2014, 2019 …)
 Deep Tunnel – dewater and inspect tunnel every 20 years. This inspection was performed during 2008; the next inspection will be 2028
 Old Tunnel (not included in BCWMC inspection program)
 Open Channel

Golden Valley
 Highway 55 Control Structure & Ponding Area
 Golden Valley Country Club Embankment (Box Culvert, Overflow Weir, and downstream channel)
 Noble Avenue Crossing
 Regent Avenue Crossing
 Westbrook Road Crossing
 Wisconsin Avenue Crossing
 Minnaqua Drive Bridge Removal

Crystal
 Box Culvert and Channel Improvements (Markwood Area)
 Edgewood Embankment with Ponding
 Highway 100/Bassett Creek Park Pond
 32nd Avenue Crossing
 Brunswick Avenue Crossing
 34th Avenue Crossing
 Douglas Drive Crossing
 Georgia Avenue Crossing
 36th-Hampshire Avenue Crossing
 Channel Improvements

Plymouth
 Medicine Lake Outlet Structure
 Plymouth Fish Barrier

In addition to inspection of the above projects, the Commission proposes to conduct a sediment survey of Bassett Creek Park Pond. The proposed 2013 budget is $15,000, $6,000 more than the 2012 budget and will be funded through the Long-Term Maintenance fund for flood control projects.

- Municipal Plan Review (line 15) – for 2013, the budget for this item is $2000 to review amendments to member cities' local water management plans and amendments to adjacent WMO plans, for conformance with the BCWMC Watershed Management Plan. In addition, State Law requires the Commission to update its Water Management Plan every 10-years. The Commission has started that process. Once complete member Cities must update their plans to be in conformance with the Commission's Plan. To buffer the increase in funds needed to review member cities *Watershed Management* plans, the Administrative Services Committee recommends that the Commission start a fund to be used exclusively for those reviews.

- **Planning**
  - Watershed Modeling (lines 18-19) - these tasks will be completed in 2012, so this budget is zero for 2013.

- Next Generation Plan (line 20) the budget for this item is $40,000 the same as the 2012 budget. This task is the budget required to conduct the 10-year update to the Commissions Water Management Plan. This is generally a two- to three-year process, so continues in 2013.
  - Administrator (line 22) - In 2010 the Commission, for the first time, contracted for administrative services to assist the Commission in developing the budget, agendas, coordinating capital improvement projects, be the first point of contact for developers and local, state and federal agencies. The Administrator left the Commission in September 2011. The Commission's experience with the Administrator reinforced the Commission's view that an Administrator is needed to perform the services listed above as well as other activities such as the development of the *Watershed Management Plan*. The Commission is actively looking at options and has decided to maintain the Administrator budget at its 2012 level of $50,000 for 2013.
  - Legal (line 23) - the proposed 2013 budget is $18,500, the same as the 2012 budget. This item covers routine legal services including attending commission meetings, reviewing agendas, and contracts.
  - Financial Management (line 24) - the proposed 2013 budget is $3,045, the same as the 2012 budget. This item covers services provided by the BCWMC Deputy Treasurer at the City of Golden Valley.
  - Audit, Insurance, Bond (line 25) - the proposed 2013 budget is $15,224, the same as the 2012 budget. This item covers the cost of the annual audit, required by state law, plus liability insurance and bonding.
  - Meeting catering expenses (line 26) **-** the proposed 2013 budget is $2,750, the same as the 2012 budget. This item covers the cost of the monthly meetings.
  - Secretarial Services (line 27) - the proposed 2013 budget is $40,000, the same as the 2012 budget. This item covers secretarial services, including scheduling and public noticing meetings of the commission and its subcommittees, mailings, copying, travel, attending the monthly commission meetings and taking care of the details of the meeting, working with the chair and commission staff to prepare the agenda for the monthly meeting.
  - Public Outreach (line 28) - there are two budget items under this task:
    a. *Publications/Annual Report (line29)* – the proposed 2013 budget is $2,000, the same as the 2012 budget. This item covers costs for preparing the BCWMC's annual report.
    b. *Website (line 30)* – the proposed 2013 budget is $2,500, the same as the 2012 budget. This item covers costs for maintaining, updating, and making improvements to the BCWMC Website.
  - WOMP (line 31) - $17,000 is budgeted for 2013, which is intended to cover the BCWMC's costs related to the Watershed Outlet Monitoring Program (WOMP) station on Bassett Creek. The WOMP monitoring program has been in place since 2000. The Minneapolis Park and Recreation Board (MPRB) has been running the WOMP station for the last several years, in a cooperative effort with Metropolitan Council Environmental Services (MCES) and the BCWMC. In this role, the MPRB has been handling the sample and data collection tasks, while MCES performs maintenance, and BCWMC staff provides assistance with the rating curve.

In 2012 BCWMC was notified by the MPRB that it will be terminating its WOMP station contract with the Metropolitan Council on June 25, 2012. Metropolitan Council staff is willing to continue the monitoring through 2012 as a short-term solution.

The 2013 budget comprises approximately $11,000 for WOMP station monitoring services to be provided to the BCWMC by Wenck Associates, Inc. and approximately $6,000 for data management and rating curve revision services to be provided by Barr Engineering Company.

- Demonstration/Education Grants (line 32) – this item has no budget at this time. This item is the BCWMC grant program, which is managed by the Education Committee.
- Watershed Education Partnerships (line 33) - this budget item includes participation in the Metropolitan Council's Citizen Assisted Monitoring Program (CAMP), the Hennepin Conservation District River Watch Program, Metro WaterShed Partners, the Blue Thumb program, and the Metro Blooms Rain Garden program. In response to budget constraints, this budget item was decreased by $6,000 for 2012. The 2013 proposed budget increases this item by $2,000 to $15,000.
- Education and Public Outreach (line 34) - this budget item has been increase to $14,775 for 2013. This budget item was $4,000 in 2010. It was decreased to $0 in 2011 in response to budget constraints and increased to $5,775 in 2012. This budget item includes expenses for registration fees for city events; develop maps for city events, brochures, fact sheets, native seed packets, and the Joint Education and Public Outreach Committee administrative costs.
- Public Communications (line 35) – this budget item includes public notices for commission and committee meetings. The 2013 budget for this item is $3,000, unchanged from the 2012 budget.
- Erosion/Sediment (Channel Maintenance) (line 36) - these funds are for creek and stream bank erosion repair and sediment removal projects that are not funded as a channel restoration project through the BCWMC's Capital Improvement Program. The BCWMC Watershed Management Plan (Section 7.2.2) calls for the BCWMC to use the Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund to finance the:
  - Maintenance and repairs needed to restore a creek or streambank area to the designed flow rate.
  - Work needed to restore a creek or streambank area that has either resulted in damage to a structure, or where structural damage is imminent, based on an assessment of benefits.
  - Portion of a project that provides BCWMC benefits, including reduced potential for flooding, mitigation of water quality impairment, or minimizing the potential for water quality impairment.
  - BCWMC's share of maintenance projects to be applied for by the cities that have a regional benefit, or to partially fund smaller, localized projects that cities wish to undertake.

  The proposed budget for this item has remained at $25,000 for many years. No increase is proposed for 2013.
- Long-Term Maintenance (Flood Control Project) (line 37) **-** the proposed 2013 budget is $25,000. These funds are used to repair and maintain structures associated with the BCWMC Flood Control Project. The BCWMC Watershed Management Plan calls for annual assessments of $25,000 to the fund, and for the fund balance to be maintained at (but not exceed) $1 million. The current fund balance is $534,806.

- **TMDLs** (line 40) **-** the proposed 2013 budget for this item is $10,000. The TMDL budget was set up to fund the BCWMC's costs for participating in the Medicine Lake, Sweeney Lake, and Wirth Lake Total Maximum Daily Load (TMDL) studies for these lakes have been completed, remaining impaired waters in the watershed include Northwood Lake and Bassett Creek (Parkers Lake is also listed as impaired for mercury). The Minnesota Pollution Control Agency staff has told the Chair that the Agency will not be back to this watershed for 10 years to complete these TMDLS. For 2012, this budget item was $10,000 and included developing the report format for reporting on TMDL implementation activities. For 2013, this item includes preparing a progress report for the Medicine Lake, Sweeney Lake, and Wirth Lake TMDL implementation plans.
- **Capital Improvement Projects**— covers the capital costs of the project identified in the capital improvement projects table. These costs are assessed annually by the county based on the request of the Commission. For 2013, the capital improvement project funding includes $943,000 for project NL-2 (Dredge Pond NB-07, Northwood Lake watershed) and $57,000 for portion of project ML-8 (Lakeview Park Pond).

Report is in a stand-alone PDF

Feasibility Report for Water Quality Improvements in Twin Lake

Golden Valley, MN

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

February 2013

DRAFT

February xx, 2013

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

Re: Major Plan Amendment for the Bassett Creek Watershed Management Commission's September 2004 "Watershed Management Plan"

Dear Mr. Wozney:

The Bassett Creek Watershed Management Commission (BCWMC) proposes a major plan amendment to the September 2004 BCWMC *Watershed Management Plan* (BCWMC Plan). The proposed amendment would modify the following parts of the BCWMC Plan:

- Adding to the Capital Improvement Program (CIP) a project for 2014 (SL-3) to modify Schaper Pond, located immediately upstream of Sweeney Lake, to improve the pond's ability to remove phosphorus, and help meet the Sweeney Lake TMDL phosphorus removal goals.
- Adding to the CIP a project for 2014 (BC-7) to construct a water quality treatment pond in the Main Stem watershed to reduce phosphorus loading to Bassett Creek.
- Adding to the CIP a project for 2014 (TW-2) to provide in-lake alum treatment of Twin Lake, to address internal phosphorus loading issues in the lake and prevent further water quality degradation.

The revised CIP (Table 12-2 in the BCWMC Plan) showing all three projects is attached to this request. The revised table shows the three additional projects, along with the completed and future CIP projects. The CIP shows the projects proposed to be completed from 2010 through 2018 and their estimated costs. The CIP also lists the completed CIP projects and the actual project costs; the year of completion is shown in the notes at the bottom of the table.

Also attached is a draft of the language within the BCWMC Plan that is proposed for change (Section 12.6.6, 2013 Major Plan Amendments). This language is in addition to the current plan text and does not replace any existing text.

The remainder of this letter describes the proposed BCWMC Plan modifications in more detail and the major plan amendment process.

Addition to the CIP— Schaper Pond Diversion Project, Golden Valley (BCWMC Project SL-3) (2014)

The Implementation Plan for the Sweeney Lake TMDL includes several options for reducing phosphorus loads to Sweeney Lake. One option in the plan was modification of Schaper Pond to improve the pond's ability to remove phosphorus. Schaper Pond is located immediately upstream (south) of Sweeney Lake. In 2012, the BCWMC completed a feasibility study (Feasibility Report for

the Schaper Pond Improvement Project) that investigated alternatives for modifying the pond. The feasibility study recommended construction of a diversion structure within Schaper Pond to direct more of the stormwater to the northwest (larger, deeper) lobe of the pond where more treatment could be provided.

This project is intended to remove an estimated 81 – 156 pounds of phosphorus during the June through September period each year. This amount of phosphorus removal would go a long way towards reaching the Sweeney Lake TMDL phosphorus removal requirements of 99 pounds during the June through September period.

Table 12-3 in the BCWMC Plan lists potential future water quality capital improvement projects. An improvement option under Sweeney Lake includes "implementation of water quality improvement projects recommended in the Sweeney Lake TMDL study." Although the Schaper Pond diversion project is not specifically called out, the table shows the BCWMC's willingness to consider implementing these future projects.

The total estimated project cost is $550,000.

Addition to the CIP— Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BCWMC Project BC-7) (2014)

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 per the recommendations in the BCWMC's 2000 study (Bassett Creek Main Stem Watershed Management Plan). The 2000 study assumed construction of a water quality treatment pond that would treat runoff from a 63-acre residential watershed and remove 14 pounds of phosphorus per year. The City of Golden Valley is completing a feasibility study that will better define the project scope and scope. Draft study results recommend the construction of a water quality treatment pond that may also incorporate the use of iron filings to improve phosphorus removal.

The recommendations from the 2000 study were incorporated into the BCMWC Plan. Table 12-3 in the BCWMC Plan lists project BC-7 as a future water quality improvement project. Per the requirements of the BCWMC Plan, it would require a minor plan amendment to move the project to the BCWMC's 10-year CIP (Table 12-2).

The total estimated project cost is $200,000.

Addition to the CIP— Twin Lake In-Lake Alum Treatment, Golden Valley (BCWMC Project TW-2) (2014)

This project would reduce internal phosphorus loading of Twin Lake by treating bottom sediments with alum. The treatment is anticipated to reduce the internal phosphorus load by 242 pounds per year and the treatment is expected to last 10 to 20 years. Twin Lake is located directly east of Sweeney Lake and is partially within Theodore Wirth Regional Park. This project is per the recommendation of a March 2011 BCWMC report that studied the existing phosphorous levels in Twin Lake and determined that Twin Lake was experiencing a high rate of internal phosphorous loading whose source was primarily from sediments at the lake bottom. The subsequent 2013 BCWMC feasibility study (Feasibility Report for Water Quality Improvements in Twin Lake, CIP Project TW-2) recommends two applications to increase the effectiveness: once in 2014 and again in 2017.

The BCWMC Plan calls for the BCWMC to "continue to identify opportunities to maintain or improve the excellent water quality of Twin Lake" (i.e., a "non-degradation" policy) (Section 4.2.2.1, policy H. page 4-5). The 2000 BCWMC Twin Lake report (Twin Lake Watershed and Lake Management Plan) identified a stormwater pond expansion to provide additional treatment of runoff in the Twin Lake watershed. This project is identified as project TW-1 in the BCWMC 10-year CIP. The BCWMC authorized construction of the project in 2006, but the project has been delayed because of site contamination and right-of-way issues. Twin Lake is a small urban lake with a small watershed. As such, management options must include control of phosphorus sources internal to Twin Lake as well as reducing stormwater runoff or watershed loading.

The total estimated project cost is $148,000.

Major Plan Amendment Process

In accordance with MN Statute 103B.231, copies of this proposed plan amendment are being sent to the member cities, Hennepin County, Hennepin Conservation District, the Metropolitan Council, the MDNR, the Minnesota Department of Health, the MPCA, the Minnesota Department of Agriculture, MnDOT, and BWSR for their review and comment. Copies are also being sent to the Minneapolis Park and Recreation Board. Copies of the major plan amendment will also be made available on the BCWMC's website (www.bassettcreekwmo.org). Written comments should be sent to the Commission at the address shown below. The 60-day review period would end on April 26, 2013. Upon completion of the review period, the BCWMC will respond to comments, hold a public hearing on the plan amendment, and then submit the plan amendment to BWSR for Board approval.

All three projects are proposed to be constructed in 2014. For this to happen, the BCWMC must order the projects and submit its tax levy request to Hennepin County by the end of September 2013.

Thank you for your review of this proposed amendment. We look forward to working with the BWSR staff to gain the BWSR Board's timely approval of this major plan amendment. After approval of the major plan amendment, but prior to ordering the projects in the amendment, the BCWMC will hold another public hearing to receive comments on the proposed projects.

Please call either Charlie LeFevere, Esq., the BCWMC's legal representative, at (612) 337-9215, or Karen Chandler, P.E., the BCWMC's engineer, at (952) 832-22813 if you have any questions.

Sincerely,

Virginia (Ginny) Black, or Jim de Lambert, or Administrator, or engineer?
Chair, Bassett Creek Watershed Management Commission

Note: please send written comments to:
Commission Chair, Acting Chair, Engineer, or Administrator?
Address?

DRAFT

Enclosures

Proposed CIP Table 12-2 in the BCWMC Plan
Proposed language for Section 12.6.6, "2013 Major Plan Amendment"

c: Hennepin County – Mr. Joel Settles
Hennepin Conservation District – Ms. Stacey Lijewski
City of Crystal – Ms. Janet Lewis, City Clerk
City of Golden Valley – Ms. Sue Virnig, City Clerk
City of Medicine Lake – Ms. Nancy Pauly, City Clerk
City of Minneapolis – Mr. Steven Ristuben, City Clerk
City of Minnetonka – Mr. David Maeda, City Clerk
City of New Hope – Ms. Valerie Leone, City Clerk
City of Plymouth – Ms. Sandra Engdahl, City Clerk
City of Robbinsdale – Mr. Tom Marshall, City Clerk
City of St. Louis Park – Ms. Nancy Stroth, City Clerk
Minnesota Department of Natural Resources – Ms. Charlotte Cohn
Minnesota Pollution Control Agency – Mr. David L. Johnson
Minnesota Department of Health – Mr. Art Persons
Minnesota Department of Agriculture – Ms. Becky Balk
Metropolitan Council – Ms. Judy Sventek
Minnesota Department of Transportation – Nick Tiedeken
Bassett Creek Watershed Management Commission
Minneapolis Park & Recreation Board – Debra Pilger, Director, Environmental & Equipment Services

DRAFT

Table 12-2 Water Quality Management and Flood Control 10-Year Capital Improvements Program

	Water Quality Improvement	Capital Cost [1] A (Actual Project (Cost) E (Estimated Project Cost)	Year 2010	2011	2012	2013	2014	2015	2016	2017	2018
Medicine Lake											
ML-1 [2]	Construct wet detention pond for subwatershed BC94B1 (Option 8 in Medicine Lake Plan)	$0									
ML-2 [3]	Reduce Goose Loadings by 75% (Option 17 in Medicine Lake Plan)										
ML-3, ML-4 [4]	Reroute flows from subwatershed BC94 to a larger wet detention pond for BC92 (Option 9a in Medicine Lake Plan) & dredging of accumulated sediment Medicine Lake East Beach wet detention pond for subwatershed BC107 (Option 11 in Medicine Lake Plan) & dredging of accumulated sediment	A $893,000									
ML-5 [5]	Construct wet detention pond for subwatersheds BC98, BC98A and BC98B (Option 10a in Medicine Lake Plan) & dredging of accumulated sediment	$0									
ML-6	Construct wet detention pond for subwatershed BC94B2 (Option 6 in Medicine Lake Plan)	E $14,000									$14,000
ML-7 [6]	In-Lake Herbicide Treatment (Option 18 in Medicine Lake Plan)	A $132,000									
ML-8	Lakeview Park Pond					$196,000					
ML-11 [15]	Medicine Lake Park Pond	E $1,100,000									
Plymouth Creek											
PC-1 [19]	26th Avenue to Medicine Lake	E $965,000	$902,462								
PC-2 [19]	26th Avenue to 37th Avenue	E $559,000							$105,000	$454,000	
Parkers Lake											
PL-6 [14]	Improvements to stormwater basin in PL-A13 near Circle Park (from the City of Plymouth's *Parkers Lake Implementation Plan)*	E $73,000									
Wirth Lake											
WTH-1 [7]	Dredging subwatershed FR-5 detention pond (Option 2 in Wirth Lake Plan)	A $69,000									
WTH-2 [8]	Highway 55 detention pond (option 3 in Wirth Lake Plan)	E $215,000									
WTH-3 [8]	In-lake alum treatment (Option 1 in Wirth Lake Plan)	E $59,000									
WTH-4	Modify outlet to prevent back-flow (Wirth Lake TMDL Implementation Plan)	$180,000			$180,000						
Sweeney Lake											
SL-3	Schaper Pond Diversion Project	E $550,000					$550,000				
Twin Lake											
TW-1 [9]	Pond expansion (Option 1 in Twin Lake Plan)	E $182,000									
TW-2	Twin Lake In-Lake Alum Treatment	E $148,000					$148,000				
Westwood Lake											
WST-1 [10]	Flag Avenue detention/ skimming facility (Option 1 in Westwood Lake Plan)	A $174,000									
Bassett Creek Park Pond											
	None-see Table 2 Potential future water quality projects										
Northwood Lake											
NL-1 [11]	Construct ponds NB-35A, B, C and NB-29A, B (Option 4 in Northwood Lake Plan)	E $595,000							$595,000		
NL-2 [22]	Four Seasons Mall Area Water Quality Project	E $990,000				$990,000					
NL-3	Divert Lancaster Lane storm sewer (Option 3 in Northwood Lake Plan)	E $59,000									$59,000
NL-4 [12]	Construct ponds NB-36A, NB-37A, NB-38A and NB-28A, B (Option 5 in Northwood Lake Plan)	A $153,000									
NL-7 [16]	Construct pond adjacent to creek	E $139,000									
Bassett Creek Main Stem											
BC-1 [13]	Pond BC 10-3 (Option 4 in Bassett Creek Main Stem Plan)	$0									
Crystal Boundary to Regent Ave [20]	Channel restoration	E $636,000	$34,800	$601,200							
Wisconsin Ave to Crystal Boundary	Channel restoration	E $580,000		$290,000	$290,000						
BC-7	Briarwood/Dawnview Water Quality Improvement Project, Golden Valley	E $200,000					$200,000				
Irving Avenue to Golden Valley Road	Channel restoration	E $856,000			$856,000						
Sweeney Lake Branch											
Courtlawn Pond to Turners Crossing [17]	Channel restoration	A $386,000									
North Branch											
36th Ave to Bassett Creek Park [21]	Channel restoration	E $835,000		$600,000	$235,000						
Grimes, North, & South Rice Ponds											
GR-2	Grimes Pond wet detention pond (Option 4 in Rice and Grimes Ponds Plan)	E $104,000									$104,000
Crane Lake											
CL-1	Ramada Inn detention/ skimming facility (Option 1 in Crane Lake Plan)	E $116,000									
CL-2 [18]	Joy Lane Wet Detention Pond (Alt. #2)	$0									
Turtle Lake											
	None Proposed										
Lost Lake											
	None Proposed										
		Capital Cost	**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**
	ANNUAL ESTIMATED COST		$937,262	$1,491,200	$1,561,000	$1,186,000	$898,000	$0	$700,000	$454,000	$177,000

Notes:

1. Capital Cost does not include land acquisition costs, but does include legal, administration, and 25% additional for contingencies.
2. Constructed by City.
3. Periodically completed by City.
4. This project includes dredging of accumulated sediment and was completed in 2006.
5. Mn/DOT sound wall construction in New Hope will require relocation and resizing of storm sewer in this watershed.
6. Treatment completed by the City of Plymouth in 2005, 2006, and 2008.
7. Completed in 2006.
8. Project authorized in 2006. Issues regarding participation by Mn/DOT and future maintenance have delayed construction, no current schedule.
9. Project authorized in 2006. Issues regarding site contamination and right-of-way have delayed construction, no current schedule.
10. Project completed in 2006.
11. The City of New Hope constructed NB-35A, B, C but not to the same degree as proposed in the lake and watershed management plan. NB-29 A and B have not been constructed. These improvements will need to be re-evaluated as part of the feasibility study. Costs shown are for NB-29A and B only. Costs will be added to the CIP to upgrade these ponds if the feasibility study indicates that they should be upgraded.
12. The City of New Hope constructed NB-28A and B. NB-36A, NB-37A and NB-38A were completed in 2006.
13. This project was completed as part of the Boone Ave and Brookview Golf Course improvement projects in 2004.
14. Project approved for construction in 2006, to be completed as part of street repaving project.
15. Minor Plan Amendment approved April 2007. Project to be completed in 2010.
16. Minor Plan Amendment approved September 2007. Project completed in 2009.
17. Minor Plan Amendment approved August 2007. Project completed in 2008.
18. Not feasible per city of Minnetonka in 2008.
19. Minor Plan Amendment approved June 2009. Project PC-1 to be completed in 2011.
20. Minor Plan Amendment approved June 2009.
21. Project construction proposed to start in 2011 using CIP reserve funds.
22. The Four Seasons Mall Area Water Quality Project includes construction of two new water quality treatment ponds and restoration of an eroding stream channel. One of the ponds will be located on the Four Seasons Mall site; the other pond will be located southwest of the mall site, near the intersection of 40th Ave. N. and Pilgrim Lane. The original proposed project (from the 1996 *Northwood Lake Watershed and Lake Management Plan*) was to dredge and enlarge pond NB-07 to provide additional treatment of stormwater runoff. The 2012 feasibility study for the Four Seasons Mall Area Water Quality Project concluded that it was not feasible to convert pond NB-07 (a wetland) to a stormwater pond. The feasibility study also included two scenarios as alternatives to the proposed dredging. The Commission selected Scenario 1 as their preferred alternative.

12.6.6 2013 Major Plan Amendment

In [month] and [month] 2013, BWSR approved and the BCWMC adopted, respectively, a major plan amendment to add the following projects to the BCWMC's 10-year CIP (Table 12-2): Schaper Pond Diversion Project (2014), Briarwood/Dawnview Water Quality Improvement Project (2014), and the Twin Lake In-Lake Alum Treatment Project (2014).

Schaper Pond Diversion Project Description

The Implementation Plan for the Sweeney Lake TMDL includes several options for reducing phosphorus loads to Sweeney Lake. One option in the plan was modification of Schaper Pond to improve the pond's ability to remove phosphorus. Schaper Pond is located immediately upstream (south) of Sweeney Lake. In 2012, the BCWMC completed a feasibility study (Feasibility Report for the Schaper Pond Improvement Project) that investigated alternatives for modifying the pond. The feasibility study recommended construction of a diversion structure within Schaper Pond to direct more of the stormwater to the northwest (larger, deeper) lobe of the pond where more treatment could be provided.

This project is intended to remove an estimated 81 – 156 pounds of phosphorus during the June through September period each year. This amount of phosphorus removal would go a long way towards reaching the Sweeney Lake TMDL phosphorus removal requirements of 99 pounds during the June through September period.

Table 12-3 in the BCWMC Plan lists potential future water quality capital improvement projects. An improvement option under Sweeney Lake includes "implementation of water quality improvement projects recommended in the Sweeney Lake TMDL study." The 2013 major plan amendment more specifically describes a project (Schaper Pond Diversion Project) recommended in the Sweeney Lake TMDL study.

This project is on the BCWMC CIP for 2014 (project SL-3 in Table 12-2 – CIP table) with an estimated cost of $550,000.

Briarwood/Dawnview Water Quality Improvement Project Description

This project in the Main Stem watershed is located just east of T.H. 100, near the intersection of Scott Avenue North and Dawnview Terrace in Golden Valley. This project is per the recommendations in the BCWMC's 2000 study (Bassett Creek Main Stem Watershed Management Plan) to improve the quality of stormwater runoff reaching Bassett Creek. The 2000 study assumed construction of a water quality treatment pond that would treat runoff from a 63-acre residential watershed and remove 14 pounds of

phosphorus per year. The City of Golden Valley is completing a feasibility study that will better define the project scope and scope. Draft study results recommend the construction of a water quality treatment pond that may also incorporate the use of iron filings to improve phosphorus removal.

The recommendations from the 2000 study were incorporated into this Plan. Table 12-3 lists this project (project BC-7) as a future water quality improvement project. Per the requirements of this Plan, a minor plan amendment is required to move the project to the BCWMC's 10-year CIP (Table 12-2). The 2013 major plan amendment moved this project from Table 12-3 to Table 12-2.

This project is on the BCWMC CIP for 2014 (project BC-7 in Table 12-2 – CIP table) with an estimated cost of $200,000.

Twin Lake In-Lake Alum Treatment Project Description

This project would reduce internal phosphorus loading of Twin Lake by treating bottom sediments with alum. The treatment is anticipated to reduce the internal phosphorus load by 242 pounds per year and the treatment is expected to last 10 to 20 years.

Twin Lake is located directly east of Sweeney Lake in Golden Valley, and is partially within Theodore Wirth Regional Park. This project is per the recommendation of a March 2011 BCWMC report that studied the existing phosphorous levels in Twin Lake and determined that Twin Lake was experiencing a high rate of internal phosphorous loading whose source was primarily from sediments at the lake bottom. The subsequent 2013 BCWMC feasibility study (Feasibility Report for Water Quality Improvements in Twin Lake, CIP Project TW-2) recommends two applications to increase the effectiveness: once in 2014 and again in 2017.

This Plan calls for the BCWMC to "continue to identify opportunities to maintain or improve the excellent water quality of Twin Lake" (Section 4.2.2.1, policy H. page 4-5). The 2000 BCWMC Twin Lake report (Twin Lake Watershed and Lake Management Plan) identified a stormwater pond expansion to provide additional treatment of runoff in the Twin Lake watershed. This project is identified as project TW-1 in the BCWMC 10-year CIP (Table 12-2). The BCWMC authorized construction of the project in 2006, but the project has been delayed because of site contamination and right-of-way issues. Twin Lake is a small urban lake with a small watershed. As such, management options must include control of phosphorus sources internal to Twin Lake as well as reducing stormwater runoff or watershed loading.

This project is on the BCWMC CIP for 2014 (project TW-2 in Table 12-2 – CIP table) with an estimated cost of $148,000.

Memorandum

To: Bassett Creek Watershed Management Commission
From: Technical Advisory Committee
Subject: February 7, 2013 Technical Advisory Committee Meeting
Date: February 14, 2013

The Technical Advisory Committee (TAC) met on February 7, 2013. The following TAC members, city representatives, BCWMC commissioners, and BCWMC staff attended the meeting:

City	TAC Members/Alternates	Other City Representatives
Crystal	Tom Mathisen	
Golden Valley	Jeannine Clancy	
Medicine Lake	Absent	
Minneapolis		Pat Byrne
Minnetonka	Liz Stout	
New Hope	Chris Long	Alternate Commissioner Pat Crough
Plymouth	Derek Asche	
Robbinsdale	Richard McCoy	
St. Louis Park	Jim Vaughan	Jim de Lambert
BCWMC Staff	Karen Chandler, Laura Jester	

The Technical Advisory Committee (TAC) forwards the following recommendations to the Commission for its consideration. This memorandum presents the TAC's recommendations relating to 1) the annual review of the Commission's Capital Improvement Program (CIP) and developing a draft five-year CIP for 2015 – 2019; 2) development of a document regarding the BCWMC's finances/budgets; 3) collaboration opportunities with Hennepin Conservation District; 4) TAC involvement in development of the Next Generation Plan; 5) request for information for the Southwest LRT Project; and 6) review of engineering and technical services letters of interest proposals.

This memorandum also presents other communications shared by the TAC members during the meeting.

1. Annual CIP Review: Develop a Draft Five-Year BCWMC CIP for 2015 – 2019

At their January 17 meeting, the Commission reviewed the TAC's recommended draft 2015-2019 CIP. The Commission did not recommend any changes to the CIP and directed the TAC to bring the

CIP for approval at the February or March Commission meeting. Other than minor revisions to project descriptions, the TAC made no changes to the recommended 2015 – 2019 CIP. However, the TAC decided to wait until March to bring the recommended CIP to the Commission for approval. This will allow the TAC enough time to complete the CIP "fact sheets" so they can be included with the recommended CIP in the March meeting packet (see item 2).

Recommendations

1. No Commission action required.

2. Development of BCWMC Finance/Budget Document

At their January 17 meeting, the Commission also reviewed the one-page example description of a CIP project, along with a summary page listing the CIP projects from 2015 - 2019 (see January 17 meeting packet). The Commission directed the TAC to proceed with the development of the CIP document (CIP "fact sheets"). The cities of Golden Valley, New Hope, Minneapolis, and Plymouth each have projects in the proposed 2015-2019 CIP. The TAC reviewed draft fact sheets provided by the cities of Golden Valley, New Hope, and Plymouth. The TAC discussed providing website links in the fact sheets (e.g., to feasibility studies, CIP map). The TAC recommended that each city follow the template and prepare their own project fact sheets for the recommended 2015 – 2019 CIP projects, and submit the fact sheets to Administrator Jester by the end of February. Derek Asche will send his example to all of the cities, so they can follow the template that he used for the Plymouth project in the CIP.

The TAC discussed the preparation of the rest of the finance/budget document covering the administrative financial documents (e.g., administration fund, channel maintenance fund, etc.). The TAC recommended that any type of budget document be brought to Deputy Treasurer Virnig for her approval. Administrator Jester offered to draft an example document, talk to Sue Virnig and then bring it back to the TAC in March or April.

The TAC will meet in March and April to complete the development of the draft documents.

Recommendations

1. No Commission action required.

3. Hennepin Conservation District Collaboration Opportunities

Administrator Jester reported on her meeting with Tom Petersen, a consultant to the Hennepin Conservation District (HCD), to discuss his ideas regarding HCD collaboration with BCWMC. HCD cost share funding and engineering assistance is available to watershed organizations and cities. HCD is also interested in developing a consortium of watersheds and partners to help the County move forward with management of groundwater. When she receives more information from Tom Petersen about the HCD programs, Administrator Jester will bring that information to the TAC for discussion.

Recommendations

1. No Commission action required.

4. TAC Involvement in Development of Next Generation Plan

The TAC discussed the stakeholder involvement process as proposed in the plan steps and schedule document and there was consensus that the process should be streamlined as much as possible. The TAC also noted that the budget for the Next Generation Plan will drive the process. The TAC discussed their proposed involvement in the planning process, as laid out in the draft plan steps and schedule document. The TAC concurred with the proposed approach.

Recommendations

1. No Commission action required.

5. Southwest LRT Project: Request for Information

Engineer Chandler reported that she received an information request from one of the engineers for the Southwest LRT Project. A portion of the track and two stations (Van White and Penn) are within the BCWMC. The project engineer is requesting two types of information from the BCWMC: permit/review requirements and electronic data regarding subwatersheds, etc. The Commission Engineer could provide the available BCWMC mapping information, including subwatershed information from the P8 modeling effort. The project engineer will also want to meet with the Commission Engineer to discuss BCWMC requirements for their project. This type of work (providing data, meeting with project proposer) is similar to what the BCWMC would do for a larger development review. The TAC agreed with this approach.

Recommendations

1. No Commission action required.

6. Review Engineering and Technical Services Letters of Interest Proposals

(Engineer Chandler left the meeting.) The Commission received eight letters of interest for Engineering and Technical Services. At their January 17 meeting, the Commission directed the TAC to review the proposals and bring a recommendation to the February 21 BCWMC meeting.

The TAC discussed the letters of interest proposals and they do not recommend a change in engineering services.

Recommendations

1. The TAC recommends that the Commission keep their current engineer (Barr Engineering) and to take the solicitation process no further.

7. TAC Communications

Golden Valley staff made the following announcements at the beginning of the TAC meeting:

- The Minnesota Department of Transportation (MnDOT) will be performing a mill and overlay project on Highway 169, from Highway 55 to 77th Avenue North. As part of the work, MnDOT will be upgrading the culvert crossing at Medicine Lake Road. The City of Golden Valley also expressed concerns about culverts at Plymouth Avenue, which impact the

Lakeview Park Pond CIP project. Golden Valley staff requested that the Commission Engineer contact MnDOT staff about the project.

- The Minneapolis Park and Recreation Board (MPRB) will be holding a design charette regarding the Bottineau transitway. Because of wetland and other natural resource issues, Golden Valley staff recommends that the Commission Engineer attend the charette, which will be held in late February/early March.

Recommendations

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

8. Next TAC Meeting

Next TAC meetings: March 7, and April 4, 2013. Agenda items include:

1. Further develop and discuss the CIP and administrative financial documents.

Future TAC Meeting agenda items:

1. At the May 17, 2012, meeting, the BCWMC discussed comparing the BCWMC thresholds for its water quality treatment standards with adjoining WMOs/ WDs.
2. Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.

Bassett Creek Watershed Management Commission

MEMO

Date: February 11, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners

RE: 2013 Citizen Assisted Monitoring Program (CAMP)

- The Citizen Assisted Monitoring Program (CAMP) uses citizen volunteers to collect in-lake samples from lakes in the Twin Cities Metropolitan Area. In 2012, the following lakes were enrolled in the CAMP through the BCWMC:

  Medicine site 1
  Medicine site 2
  Northwood
  Parkers
  Sweeney south site
  Twin
  Westwood

- Monitoring costs per lake depend on the number of samples collected per lake:

  8 – 14 samples = $550/lake
  6 – 7 samples = $280/lake
  1 – 5 samples = $200
  Test kit for new lakes = $150/lake

- The notes section of your 2013 budget includes $5,500 for CAMP. This would fund monitoring of 10 lakes for up to 14 samples, unless new test kits are needed. The Commission should decide if it would like to be involved with the CAMP in 2013, at what funding level, and a method to proceed with finding volunteers and a list of lakes, as needed.

Bassett Creek Watershed Management Commission

MEMO

Date: January 31, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners

RE: 2013 EDUCATION BUDGET AND WMWA REQUEST FOR INCREASE IN 2013

At your meeting on January 17, 2013 you considered a request from the West Metro Watershed Alliance (WMWA) to increase the BCWMC's annual share of funding to WMWA from $2,000 to $4,500 in 2013.

Below are the lines from the 2013 BCWMC budget for items related to education and information:

Activity/Program	2013 Budget
Watershed Education Partnerships • CAMP ($5,500) • River Watch ($2,000) • Watershed Partners ($3,500) • Metro Blooms ($2,000) • Blue Thumb ($2,000)	$15,000
Education and Public Outreach • WMWA administration and projects • Brochures, factsheets, display materials, education articles	$14,775
Public Outreach • Publications and Annual Report ($2,000) • Website Maintenance ($2,500)	$4,500
Public Communications	$3,000
Demonstration/Education Grants	$0
TOTAL	**$37,275**

I believe the $4,500 request from WMWA fits within the "Education and Public Outreach" item. Some of the activities listed in this section such as the development of materials like brochures and fact sheets, may be activities WMWA performs for the benefit of their entire membership. This would then decrease BCWMC's own expenses in this area. Additionally, it appears the BCWMC is well-served by WMWA as the Alliance works towards the Commission's and member city's educational goals and strategies.

Action by the Commission is needed to amend the Joint Powers Agreement if the contributing amount is to change from $2,000 per year.

AGREEMENT FOR ADMINISTRATIVE
AND PUBLIC EDUCATION SERVICES

THIS AGREEMENT is made as of the ~~17th~~1st day of ~~June, 2010,~~January, 2013, by and between the Shingle Creek Watershed Management Commission, a Minnesota joint powers watershed management organization ("Shingle Creek"), and the Bassett Creek Watershed Management Commission, a Minnesota joint powers watershed management organization ("Participant")~~.~~, and supersedes the AGREEMENT FOR ADMINISTRATIVE SERVICES between Shingle Creek and Participant dated June 17, 2010.

WITNESSETH:

WHEREAS, representatives of a number of watershed management organizations and other organizations with an interest in water quality and stormwater management, including Shingle Creek and Participant, among others, have been meeting as an unofficial working group referred to as the West Metro Watershed Alliance ("WMWA") and collaborating on various projects related to education and outreach on water quality matters; and

WHEREAS, Shingle Creek and Participant have determined that it is in the best interests of the parties and the public to continue such collaborative activities through WMWA; and

WHEREAS, the activities of WMWA will be more efficient and effective if one of the members of that group acts as a convenor of meetings and provides such administrative and professional services in furtherance of the collaborative efforts of WMWA as may be required by the group; and

WHEREAS, Shingle Creek is willing to provide such services on the terms and conditions hereinafter set forth.

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

1. Shingle Creek will provide the following services to WMWA:

   a. Arrange a time and place for meetings of WMWA.
   b. Give notice to persons attending WMWA meetings, including Participant.
   c. Take and keep minutes or records of meetings of WMWA and provide copies to persons attending the meeting, including Participant.
   d. Perform other administrative or professional duties and undertake educational programs and activities as assigned by the parties attending meetings of WMWA.
   e. Maintain records of costs of providing administrative and other professional services and bill such costs to entities participating in the activities of WMWA. Such records and accounts shall be available to any authorized representative of Participant.

2. Participant agrees that it will:

   a. Designate an official contact person for WMWA notifications.
   b. Send a representative to attend meetings of WMWA.
   c. Reimburse Shingle Creek for its out-of-pocket expenses for administrative, technical and legal and reimbursable expenses, such as paper, postage, meeting expenses, and the like. Such expenses will be shared and charged equally to all entities participating in WMWA, including Shingle Creek. Participant will not be required to pay more than $~~2,000~~4,500 for expenses per calendar year for the year ~~2010~~2013 and for each calendar year thereafter until this Agreement is amended by mutual consent of the parties or terminated in accordance with its terms.

3. Either party may terminate this Agreement effective December 31 of any year by giving 60 days' prior written notice to the other. Shingle Creek may terminate this Agreement at any time on 30 days' notice to Participant at any time when fewer than four entities are sharing costs of WMWA.

4. It is the intent of this Agreement that services provided will be the ordinary, routine administrative activities of WMWA and implementation of WMWA programs subject to the limits in paragraph 2c. In the event one or more entities attending WMWA wish to collaborate on additional projects or activities, such activities will be the subject of separate agreements.

IN WITNESS WHEREOF, Shingle Creek and Participant, by their authorized representatives, have hereunto set their hands as of the day and date first above written.

SHINGLE CREEK WATERSHED
MANAGEMENT COMMISSION

By: _____
Its Chair

And by: _____
Its: _____

PARTICIPANT

By: _____
Its: _____

Next Generation Watershed Management Plan – Proposed Plan Steps and Schedule

- Plan Development Simplified:
  - i. How have we done?
  - ii. What do we have?
  - iii. What do we want (to achieve)?
  - iv. How will we achieve it?

The plan steps and Commission actions listed below are also shown on the attached proposed schedule.

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost
1	Establish Steering Committee	Complete	L Loomis, Chair	
2	Develop Public Outreach process • Evaluate various methods to conduct outreach to the watershed, including the Golden Valley Envision Process • Make recommendation to the Commission	Complete	L Loomis L Jester Barr	
3	Notify plan stakeholders • Notify plan stakeholders of plan initiation and request information – New and current 8410 requirement. Current 8410 rules require that the WMO request information from the plan review authorities (local, regional and state). The proposed 8410 rules would require that the WMO request this information at a particular time in the planning process (before initial planning meeting), and that the WMO allow 60 days for the stakeholders to respond.	Complete		
4	Visioning • Review BCWMC's current Vision, revised as appropriate. This is an exercise that looks to the future and lays out, in one or two sentences what the Commission/TAC would like the watershed to look like in the future (ten (10) years or more). • Visioning exercise conducted at December 20 Commission meeting	Complete		

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost
5	Perform Gaps Analysis • Evaluate TAC work on Next Generation Plan issues (see February 8, 2012 memo, Item 6F on the February 2012 Commission meeting agenda). • Review WMO/member city roles and responsibilities. Although not required in either the current or new/proposed 8410, the new/proposed 8410 rules state "the success of implementing the previous plan…must be summarized and considered in identifying priority issues" which points to at least a self-assessment (see Step 7 below). • Cover issues relating to funding and financial stability, regulatory rules and standards, data availability, progress evaluation for TMDL implementation plans, load reduction and other BMPs, and maintaining the existing 100-year flood profile. How "non-bricks and mortar" CIP projects can be funded and implemented. Joel Settles, Hennepin County Environmental Services, should be invited to participate in discussions on this topic. • Develop gaps analysis document that identifies new issues and existing topics from the 2004 Plan that may need updating in light of new data, priorities, and regulations. • Review Gaps Analysis with Commissioners and TAC at workshop • Finalize Gaps Analysis	Complete Complete Complete Draft completed 12/13/12 Complete 1/28/13 Assume complete	Barr w/ input from Commissioners and TAC L Loomis L Jester Barr	
Next Generation Planning Costs through 2/01/2013 (Barr)				**$23,960**
6	Kickoff and Stakeholder Input Process (based in-part on Golden Valley's Envision process): public participation will consist of a series of small group meetings, an online survey, and a final summit/large group meeting (described below). • February: Publish article one month prior to first kickoff meeting. ▪ Publish in various media outlets including local		M Welch: contact w/reporter	Writer=$1,000

Plan Steps and Commission Actions	Status	Responsible Party	Estimated Cost
papers, neighborhood newsletters, city newsletters, etc. ▪ Article to contain information about watershed, water resources, and planning process and to solicit input from citizens and groups for new plan. Will contain link to online survey		L Jester and A Herbert: get article to news outlets after Commission input	A Herbert=$228 L Jester assistance
• February: Publish on-line survey for general public to identify major water-resources issues and possible focus areas for the plan.		L Jester and L Loomis: develop survey w/ Commission input A Herbert: Publish survey online	Barr=$880 A Herbert=$171 L Jester assistance
• February: Send letter to city staff, mayor, administrator requesting meetings with Council or city commissions for following item		L Loomis: write and send letter	
• February: Recruit and train volunteers from the commission and community. Volunteers will be trained to facilitate small group meetings in each city. Government Training Services may assist in recruiting and training facilitators.		L Jester and L Loomis: recruit and train volunteers and develop meeting materials	L Jester assistance
• March/April/May: Hold small focus group meetings facilitated by volunteers. Meetings will specifically target WMO member cities; anticipate one meeting per city. Cities will be asked to identify groups/departments to be invited to those meetings. Participants may include city councils, city staff, and advisory commissions (e.g., planning, environmental). *[A framework will be developed to guide discussion at focus group meetings and other small meetings to allow ample public participation, using the Gaps Analysis as a foundation. Framework will include information and comments submitted to the Commission as part of the initial 60-day notice period from*		Small group meetings: Volunteers – meeting coordination+ attend L Loomis – coordinate + some attendance L Jester – assist w/ coordination + some meeting attendance A Herbert – Formatting meeting notes for the record	A Herbert = $1,140 Materials: (meeting materials, mailings, refreshments)= $250 L Jester assistance

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost
	review agencies and the member cities. This process will begin identifying water-resource issues and goals to be addressed in the Next Generation Plan. This information will assist in the development of Goals and Policies and the Assessment of Issues and Opportunities.]			
	• Identify and contact additional groups for small group meetings, including lake associations, civic organizations, and other self-identified groups wishing to provide input		Volunteers, L Jester, L Loomis	$0
	• June (early): Host a large meeting/summit to report on the findings from the smaller group meetings, This meeting includes all plan stakeholders, including: BWSR, MDH, MDA, MPCA, Met Council, MnDOT, and member cities and those that participated in small group meetings. P<u>rioritize the issues to be addressed through the Plan (see Step 8 below)</u> and wrap-up the kickoff process.		L Loomis, L Jester, A Herbert, Barr: Meeting coordination, set up, attendance, notes	Barr = $1,230 A Herbert = $342 Meeting materials= $200
	• We do not anticipate the need for a standalone Citizen Advisory Committee (CAC). However, one may be developed to follow plan development and offer input on various plan aspects.		N/A	N/A
	• Maintain all planning information on a website including meeting announcements, draft plan documents, scoping documents, etc. This will allow those not able to attend meetings to keep up with the process and allow an open and transparent process.		L Jester and A Herbert	A Herbert = $570 L Jester assistance
7	Self-assessment of past accomplishments • Develop table for plan of past accomplishments of the Commission for inclusion in the Plan		Barr, L Jester, A Herbert	Barr= $1,970
8	Assess and prioritize issues by Commission • July: Commission will assess and prioritize issues using input from stakeholders gathered at meetings held in Step 6 and from		Information summary and meeting	Barr = $2,600 L Jester assistance

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost
	information obtained in Step 3, including data from survey, small group meetings and large summit. This step includes time to review and summarize the information to be presented at the meeting.		coordination: L Jester, Barr	
9	Establish goals, policies, strategies • The Commission and the TAC have spent some meetings undertaking a self-assessment, some visioning, and some identification of gaps and issues. The next step is to take this "big picture" analysis and to start identifying possible goals and actions for 2014-2023. TAC, Commissioners, review agencies and other stakeholders will be involved in this phase. Revise goals following meetings/feedback.		Meeting coordination, drafting possible goals, policies, strategies for review and discussion: Barr, L Jester, L Loomis, Plan Steering Committee	Barr = $8,680 L Jester assistance
10	Finalize goals, policies, strategies with Commission and TAC • This may involve a large group meeting of all stakeholders including Commissioners, TAC, review agencies, City Managers, and participants of large summit meeting (Step #6) to review and come to consensus on goals, policies and strategies.		Meeting coordination (if held): L Jester Meeting facilitation (if held): Barr	Barr =$1,230 L Jester assistance
11	Review water quality and water quantity monitoring activities, water quality and quantity monitoring data, hydrologic & hydraulic modeling, and water quality modeling; draft Land and Water Resources Inventory		Barr	Barr=$10,150 L Jester assistance
12	Develop water quality and water quantity monitoring plans – reference MN Rules 8410.0100 Implementation Program Subp. 5. Data collection programs		Barr, L Jester, Plan Steering Committee, TAC	Barr=$2,820 L Jester assistance
13	Review Standards and Triggers • This task should follow the assessment of issues and identification of goals and policies, to strive for consistency with rules and standards across neighboring watersheds and municipalities		Barr, TAC	Barr=$2,820 L Jester assistance
14	Develop education & outreach plan • Assess existing water education activities within the watershed		L Jester, Education Committee or other	Barr=$900 L Jester assistance

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost
	to understand the needs (or gaps to fill) for the cities, neighborhood groups, lake associations, schools, and others • Education Committee to develop a draft Education and Outreach Plan. The plan will continue to be refined and the final draft will be forwarded to the cities and the citizens' advisory representatives for their review and input.		formulation of interested Commissioners and community members	
15	Develop implementation plan		Barr	Barr=$4,450 L Jester assistance
16	Establish self-evaluation process		L Jester, Barr	Barr=$1,940 L Jester assistance
17	Complete draft plan – pull together pieces of plan created from previous steps and compile into single document		Barr	Barr=$6,650
18	Approve final draft plan April 17, 2014 • Commission review of final draft plan; authorize 60-day review period		L Jester, Barr	$0 (action at regular Commission meeting)
19	Submit draft plan for 60-day review • First formal review of draft Plan; • 60 day city and agency review period		Barr	Barr = $2,180 (includes $1,000 expenses)
20	Compile comments and prepare draft responses resulting from the 60-day review		L Jester, Barr	Barr=$6,650 L Jester assistance
21	Commission approval of responses to comments received during 60-day review		L Jester, Barr	$0 (action at regular Commission meeting)
22	Submit responses to comments to reviewers at least 10 days prior to the public heading (see Step 23)		Barr	Barr=$520 A Herbert = $114
23	Public hearing October 16, 2014 • Public hearing on draft Plan – to be held no sooner than 14 days after the 60-day review period and at least 10 days after distribution of the response to comments.		Barr, L Jester	Barr = $2,520 L Jester assistance
24	Revise Plan per response to comments and commission approval to submit Plan for final review/approval		Barr	Barr = $3,860

Plan Steps and Commission Actions		Status	Responsible Party	Estimated Cost
25	Submit Plan for review and BWSR approval by March 27, 2015 • Second/final formal review of Plan & BWSR approval – 3 steps: v. Submit plan for second/final review & BWSR approval; vi. Attend/present at BWSR subcommittee meeting – 1 – 2 months after submittal; vii. BWSR Board approval of plan – within 90 days after submittal; • The first key date is the plan expiration date, which is 10 years from the date BWSR approved the current BCWMC Plan: August 25, 2014.		Barr	Barr = $2,520
26	Commission adoption of plan after BWSR Board approval April 16, 2015		Barr	Barr = $2,940 (including $1,500 expenses)

Summary of Costs:

Barr =	$67,510
A Herbert =	$2,565
Writer =	$1,000
Meeting materials expenses =	$450
Subtotal =	**$71,525**
Next Generation Planning Costs through 2/01/2013 (Barr) =	$23,960
Total =	**$95,485**

The TAC meetings and topics listed below are also shown on the attached proposed schedule.

TAC Meetings & Topics (Including city staff, review agencies, and other stakeholders – e.g., Minneapolis Park & Recreation Board)		
#	**Schedule**	**Description**
1	July 2013	Assess and Prioritize Issues • Review prioritized issues resulting from the summit meeting (see Plan Step #6) and make recommendations to the Commission.
2	August 2013	Review Water Quality & Water Quantity Monitoring and Modeling • List the types of monitoring data the TMDLs identified as necessary in the long-term to best understand lake water quality, improvement strategies and progress toward water quality goals. • The TAC will meet to review water quality monitoring results, the various TMDL Implementation Plans, potential new water quality standards, emerging contaminants, TMDL progress monitoring, and potential requirements relating to regional TMDLs and NPDES permitting, and guidance from the MPCA regarding evaluating progress towards meeting TMDL requirements. TAC to discuss and recommend principles of a ten year monitoring plan. • The TAC will meet to review water quantity monitoring results and make recommendations with reference to the ten year monitoring plan. • BCWMC Staff prepares a monitoring plan based on TAC recommendations that details the specific purpose of each type of monitoring, the frequency, and cost of such monitoring, which will tie the monitoring to specific next generation plan goals and implementation plan (see item 5 below).
3	September 2013	Review Commission Goals • Review draft goals and policies developed by the Commission (see Plan Step #9) and make recommendations to the Commission. Review shall consider the results of the self-assessment, visioning, and gaps identification processes.

4	October 2013	Review Rules & Standards
		• Start the discussion on the rules and standards review.
		  o Size of Projects and Applicability to Redevelopment Projects:
		  ▪ Linear Projects;
		  o Consistency with Other Standards:
		  ▪ Lake and Stream TMDLs;
		  ▪ Draft NPDES Minnesota General Permit;

TAC Meetings & Topics (Including city staff, review agencies, and other stakeholders – e.g., Minneapolis Park & Recreation Board)		
		▪ MPCA's Minimal Impact Design Standards (MIDS); ▪ Infiltration in Drinking Water Supply Management Areas (DWSMAs); ▪ Soil Management; ▪ Inspection of Infiltration/Filtration Facilities; ▪ Abstraction Requirements; o Development of a long-term maintenance plan
5	November 2013, January 2014	Implementation Plan • Review draft Implementation Plan developed by the Commission (see Plan Step #15). Develop list of CIP and other items to be included in the implementation plan. • Generate a table of recommended specific monitoring actions by year over the next 10 years (see item 2 above). It is expected that the table will be revisited in future years to take into account changing requirements. • Consider creating an additional spreadsheet of monitoring activities done by others to reduce redundancy and to identify the sites where monitoring occurs. • Consider creating a spreadsheet of education and outreach activities done by others to reduce redundancy and identify opportunities for coordination. • Build flexibility into implementation program to allow for future revision.
6	February 2014	Education & Outreach Plan • Review the draft Education and Outreach Plan (see Plan item 14). The plan will continue to be refined and the final draft will be forwarded to the cities and identified stakeholders for their review and input. • Identified goals, strategies, and priority areas for education and outreach.
7	September 2014	Review Comments & Responses
8	November 2014	Review Final Plan Revisions

Bassett Creek Watershed Management Plan Proposed Schedule

	Plan Steps and Commission Actions	Step		2012												2013												2014												2015			
				J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
1	Establish Steering Committee - **Completed**																																										
2	Develop Public Outreach Process - **Completed**																																										
3	Notify plan stakeholders - **Completed**		60d response							**60 d response - August 27, 2012**																																	
4	Visioning (this needs to be completed before "Assess and prioritize issues") - **Completed**														X																												
5	Perform Gap analysis, including evaluation of TAC-identified issues. - **Completed**														X																												
6	Plan Kickoff and Stakeholder Input Process																																										
	6a. Publish article and online survey																																										
	6b. Identify and train facilitiators for small kickoff meetings																																										
	6c. Host large kickoff/plan initiation meeting, smaller group meetings, and final wrap-up meeting																																										
7	Self-assessment and review of current practices (this needs to be completed before "Assess and prioritize issues")																	X																									
8	Assess and prioritize issues (public involvement component included in item 6c)																						X																				
9	Establish goals, policies, strategies																								X																		
10	Finalize goals, policies, strategies with Commission and TAC																							X																			
11	Review water quality and water quantity monitoring activities, water quality and quantity monitoring data, hydrologic & hydraulic modeling, and water quality modeling; draft Land & Water Resource Inventory																						X																				
12	Develop water quality and water quantity monitoring plans																								X																		
13	Review Rules and Standards																									X																	
14	Develop education & outreach plan																										X																
15	Develop implementation plan																												X														
16	Establish self-evaluation process																													X													
17	Complete draft plan																			X											X												
	17a. Discuss plan organization & look (this needs to be completed before the start of "Complete draft plan")																			X																							
	17b. Complile Draft Plan, based on Plan sections begun during previous steps																			X											X												
18	Approve final draft Plan April 17, 2014																														X												
19	Submit draft plan for 60-day review		60d review																																								
20	Compile comments & prepare draft responses																																										
21	Commission approval of responses September 18, 2014																																			X							
22	Submit responses to reviewers by October 6, 2014																																										
23	Public hearing October 16, 2014		+14 d from 60d or at least +10d from response submittal																																		X						
24	Revise plan, Commission approval of revised plan December 19, 2014																																						X				
25	Submit plan for review and BWSR approval March 27, 2015		90d																																							X	
26	Commission adoption of plan April 16, 2015, followed by plan distribution																																										X

Indicates duration of activity. **X** Indicates action to be taken.

	TAC Meetings & Topics	Step		2012												2013												2014												2015			
				J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
1	Assess and Prioritize Issues																					X																					
2	Review Water Quality & Water Quantity Monitoring and Modeling																						X																				
3	Review Commision Goals																							X																			
4	Review Rules & Standards																								X																		
5	Implementation Plan																									X		X															
6	Education & Outreach Plan																												X														
7	Review Comments & Responses																																			X							
8	Review Final Plan Revisions																																					X					

Plan Steering Committee
Notes from the January 28, 2013, Meeting

Present:

Linda Loomis (Committee Chair), Ginny Black (Via Phone), Pat Byrne, Karen Chandler, Jim de Lambert, Laura Jester, Jeff Oliver, Justin Riss, Michael Welch, and Greg Williams

Discussion and Business

1. Review Vision Development from December 20th

Ms. Loomis read aloud the vision statement that was developed at the December visioning workshop: Stewardship of the water resources to protect and enhance our communities.

The group approved the vision statement.

2. Review Next Step Document

Administrator Jester described changes made to the document since the last time the group reviewed it. Ms. Chandler said that one thing not captured in the document is education for the Commission about projects. Ms. Loomis said that the idea of education for the Commission about projects ties into the idea of the interactive map that would link to project information. Commissioner Hoshal said that it should be part of the Web site presence of the Next Generation Plan. Ms. Jester said that today's meeting with the Commission to review the Gaps Analysis will provide helpful information to continue fleshing out this document.

3. Set Date for Large Group Stakeholder Meeting

The Committee discussed the February tasks as identified in the Proposed Plan Steps and Schedule. Administrator Jester said that she likes calling the large group meeting a "summit" and asked if it seems that June will be the right time to hold the summit. The group decided to hold the summit at 7:00 p.m. on June 13th at Plymouth Community Center if there is space available. BCWMC Chair Black said that she would check with City staff about available space.

4. Discuss Document Sharing Source Such as Dropbox vs. Posting on BCWMC Web site

Ms. Loomis said that in a previous conversation between she and Administrator Jester, Administrator Jester said that she thought it would be better to post the documents on the BCWMC's Web site instead of sharing them in Dropbox. The Committee discussed the idea. The group talked about the possibilities and decided that it could utilize both methods. The Committee recommended deciding which method to use based on the document. Mr. Byrne suggested that the Committee create a protocol for versioning the documents. Ms. Loomis said that edits to documents would need to be funneled through staff so that the Open Meeting Law is not being violated. Commissioner Welch voiced concern over Ms. Chandler needing to track everyone's edits and put them in documents and the cost that the work would incur.

Administrator Jester summarized the Committee's decisions and said that the Committee wants a public Web page created on the Commission's Web site. She said that the page will contain links to meeting agendas and minutes, the survey, and the article. Administrator Jester said that items like policy issues and plan strategy

could either be embedded on the Web site with no public link or could be put into Dropbox. Ms. Black said that the final drafts of documents could go up on the public page of the Web site.

5. ***Discuss Development and Give Direction Regarding the Online Survey Component of Public Input***

Commissioner Hoshal asked about the timeline for having the survey published. Ms. Jester said that there needs to be a live link to the survey when the article comes out. She said that she has the draft survey available for review today. Administrator Jester said that the survey will be put together via Survey Monkey and the link will be in the article. She said that she will take comments on the survey through Friday and then will work with Ms. Loomis, and anyone else who is interested, to finalize the survey. Ms. Chandler remarked that the survey is missing a place for people to say whether they have water quantity issues. Administrator Jester said that she can get the draft survey out to the entire Commission to ask for feedback. The Committee approved.

6. ***Review Draft of Letter to Member Cities***

Ms. Loomis said that she would get the letter to the cities in February but that the draft is not yet ready.

7. ***What will Committee present to the Commission at the next meeting and are there decisions that are needed from the Commission?***

Ms. Loomis said that the Committee needs to let the Commission know about the date of the Summit. Administrator Jester asked how the Committee should gather feedback on the article. She suggested sending it to the Commission along with the survey. Commissioner Welch agreed and the Committee agreed.

8. ***Schedule Next Committee Meetings***

- The next Plan Steering Committee meeting will be on Monday, February 25, 2013, at 4:30 p.m. in the Council Conference Room at Golden Valley City Hall.

9. ***Adjourn***

Bassett Creek Watershed Management Commission

Minutes of the Gaps Analysis Workshop/ Special Meeting

January 28, 2013, 4:30 p.m.
Golden Valley City Hall

Commissioners and Staff Present:

Crystal	Commissioner Dan Johnson	Robbinsdale	*Not represented*
Golden Valley	*Not represented*	St. Louis Park	Commissioner Jim de Lambert, Vice Chair
Medicine Lake	Commissioner Ted Hoshal, Secretary	Administrator	Laura Jester
Minneapolis	Commissioner Michael Welch	Engineer	Karen Chandler
Minnetonka	Not represented	Engineer	Greg Williams
New Hope	Alternate Commissioner Pat Crough		
Plymouth	*Not represented*		

Technical Advisory Committee (TAC) Members and other Attendees Present:

Pat Byrne, TAC, City of Minneapolis

Linda Loomis, BCWMC Next Generation Plan Steering Committee Chair

Jeff Oliver, TAC, City of Golden Valley

1. REVIEW ISSUES PREVIOUSLY IDENTIFIED BY COMMISSIONERS, REFINE AND ADD TO LIST OF ISSUES, AND REVIEW AND PRIORITIZE ISSUES IDENTIFIED IN GAPS ANALYSIS

Commissioner Hoshal suggested looking into the idea of Bassett Creek as a public amenity. Ms. Loomis raised the issue of the heavier rain fall events bringing in more water and leading to changes in some FEMA maps. Administrator Jester said that there are 41 issues identified in the gaps analysis and it wouldn't be possible to get through all of them today. She said that to devise an order in which to address the issues, the group can sort the issues into a matrix.

The matrix is a relationship between an issue's need for the BCWMC's depth of involvement and amount of planning effort needed and an issue's priority level for the BCWMC. The group discussed issues that were deemed as taking a "high level of effort" in the Gaps Analysis document and plotted them in the matrix as illustrated below:

DEPTH OF INVOLVEMENT/ PLANNING EFFORT ↑				
	BCWMC lead and implement			Issue #4, 3,1,9, 13/39,35
	BCWMC lead and others implement			6, 7, 8, 15
	Others implement	25		
		Low	Medium	High
		PRIORITY LEVEL →		

18

22

Issue number	Issue Title and Discussion
1	**Level 1 standards**: HI PRIORITY, HI PLANNING EFFORT. These are the core functions of the Plan and the sets the bar for the cities. There was discussion about standards, triggers and whether or not the Commission should have higher standards.
3	**Infiltration & volume control:** HI PRIORITY, HI PLANNING EFFORT. These items affect the standards. Commission has the ability to set infiltration standards or could use volume control instead.
4	**Redevelopment**: HI PRIORITY, HI PLANNING EFFORT. Noted that in this highly develop area, redevelopment offers the only real possibility for improvements to infrastructure and ultimately water quality. There was discussion about including linear (road) projects in redevelopment and banking and mitigation opportunities/requirements.
6	**Water quality project maintenance:** HI PRIORITY, MED PLANNING EFFORT. Questions about funding and property rights make this a tough issue but one that needs to be thoroughly addressed in the Plan.
7	**Water quality monitoring:** HI PRIORITY, MED PLANNING EFFORT. Important function of the Commission to fill gaps where monitoring is needed. Needed to understand progress on TMDL implementation. It also shows the public and officials the importance of the Commission.
8	**Atlas 14 (TP-40 update):** HI PRIORITY, MED PLANNING EFFORT. This is a huge issue but may be tackled by State or Federal agencies. It will help inform the Commission's decisions.

9	**Rate control:** HI PRIORITY, HI PLANNING EFFORT. Rate control is very important but complicated by the Atlas 14 figures.
13	**Erosion control thresholds/ program review triggers:** HI PRIORITY, HI PLANNING EFFORT. Essential to appropriately place triggers for control and review and to align these levels with adjacent WMOs where possible.
15	**Erosion control inspections:** HI PRIORITY, MED PLANNING EFFORT. This is an important function of either cities or the Commission and takes coordination. There may be unnecessary duplication at this time which should be addressed through Plan development.
18	**Aquatic invasive species:** HI PRIORITY, HI/MED PLANNING EFFORT. This must be addressed in the Plan. Level of effort and funding to put into this issue still unknown and may be better informed through the public input process.
22	**Groundwater management role:** HIGH PRIORITY, MED/LO PLANNING EFFORT. While this is an important issue it may belong with more regional authorities like the County. The Commission may play a role in education regarding GW.
25	**Public ditch management:** LO PRIORITY, LO PLANNING EFFORT. Commission will likely have little involvement in ditch management.
35	**Flood control project replacement:** HI PRIORITY, HI PLANNING EFFORT. Will be addressed in the Plan and should include major maintenance.
39	**Project review triggers:** HI PRIORITY, HI PLANNING EFFORT. See #13 above.

2. NEXT STEPS

Administrator Jester indicated that the group went through 13 of the 41 identified issues. The group indicated that education of Commissioners was needed at Commission meetings when these and similar items were to be discussed and decisions are expected. Although a future workshop may be needed, there was not one proposed at this time.

One possible gap that could be added: Recreation and canoe access/canoe trail. See the creek as an amenity. Recreation is a major driver of the Clean Water Act. Recreation will be addressed in the Plan.

The meeting adjourned at 6:37 p.m.

Bassett Creek Watershed Management Commission
Watershed Assessment and Visioning Exercise (WAVE)
Survey

Survey Objectives:

1. To understand how residents interact with water resources
2. To understand how they feel about the quality of water resources
3. To understand most important criteria when they consider the quality of water resources
4. To understand who they think is responsible for protecting and improving water resources
5. To get their ideas for how water resources should be managed, improved, or protected

Survey Questions:

1. What city do you live in?
   a. Crystal
   b. Golden Valley
   c. Medicine Lake
   d. Minneapolis
   e. Minnetonka
   f. New Hope
   g. Plymouth
   h. Robbinsdale
   i. St. Louis Park
   j. Other _____
2. Do you belong to a neighborhood or lake association? Yes or No
   a. If yes what Association do you belong to?_____
3. How do you use the lakes, streams, ponds and wetlands in your community or surrounding communities? (Choose all that apply)
   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 adjacent to the water
   g. In what other ways do you use water resources in your community? _____
4. How important are the lakes, streams, ponds and wetlands to your quality of life in your community? (Choose one and answer "e")
   a. Very important
   b. Somewhat important
   c. Not important
   d. They do not impact my quality of life one way or the other
   e. If you chose a or b, describe *how* do the water resources impact life in your community? _____
5. Please rank the overall quality of water bodies in your community. (Choose one and answer "f" and "g")
   a. Excellent
   b. Good
   c. Fair
   d. Poor
   e. Very poor
   f. *Why* do you believe the water resources currently have this quality?_____
   g. Are there one or two water bodies that stand out as having very good or very poor water quality? If so, which ones?_____

6. What concerns you about the condition of the lakes, streams, ponds and wetlands in your community? (Choose all that apply)
    a. Clarity of water
    b. Stability of water levels
    c. Flooding
    d. Abundance and diversity of wildlife
    e. Condition of the shoreline, shoreline erosion
    f. Sediment filling in the water body
    g. Pollution in the water
    h. Health of the fishery
    i. Abundance or diversity of aquatic plants
    j. Spread of aquatic invasive species
    k. Amount of trash in or around the water
    l. Ability to use the water body for recreation
    m. Other_____ _____
7. What results will make the biggest difference in the overall quality of water bodies in your community? (Choose two)
    a. Improve water clarity
    b. Reduce the abundance of algae
    c. Reduce the amount of invasive aquatic plants
    d. Take action against invasive aquatic animals
    e. Implement flood control measures to reduce flooding
    f. Reduce the amount of storm water runoff entering water resources
    g. Improve the condition of shorelines
    h. Create additional water access points
    i. Reduce contaminants
8. What actions are you willing to take around your home and yard to improve water quality? (Choose all that apply.)
    a. Direct gutter downspouts into lawns or plantings (rather than onto hard surfaces like driveways)
    b. Keep grass clippings and leaves out of the street
    c. Use a rain barrel to capture and use rainwater
    d. Install a rain garden
    e. Discontinue the use of driveway sealants that contain coal tar
    f. Sweep up fertilizer from sidewalks and driveways
    g. Pick up after your pet
    h. Wash your car on the lawn or at a carwash
    i. Keep your car in good repair to prevent oil leaks, etc.
    j. Participate in volunteer activities with your city or watershed
9. If you had a question or concern about the water bodies in your community, who would you contact? _____
10. How do you learn about water projects going on in your community? _____
11. Do you feel that in terms of information about water projects being done in your community you receive
    a. Too much information about the projects
    b. The right amount of information about the projects
    c. Not enough information about the projects
12. How would you like to receive information about water projects going on in your community?_____

We would like YOUR ideas and thoughts about the lakes, streams, ponds and wetlands in your community:

13. Considering the water bodies in your community, what are your major concerns or issues that should be addressed? _____
14. What actions should be taken to address your issues and who should take those actions?_____
15. Other comments about water resources:_____

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: _____
ReNae Bowman, 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: _____
Mary Anne Young, 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: _____
Geralyn 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: _____
Mike Holtz, Mayor

And by: _____
Marcia Glick, City Manager

Dated: _____

CITY OF ST. LOUIS PARK

By: _____
Jeff Jacobs, Mayor

And by: _____
Tom Harmening, City Manager

Member _____ introduced the following resolution and moved its adoption:

CITY OF _____

RESOLUTION NO. _____

RESOLUTION AMENDING THE JOINT POWERS AGREEMENT FOR THE ESTABLISHMENT OF A BASSETT CREEK WATERSHED MANAGEMENT ORGANIZATION TO PLAN, CONTROL AND PROVIDE FOR THE DEVELOPMENT OF BASSETT CREEK

WHEREAS, the City of _____ (the "City") is party to a joint powers agreement entitled AMENDED 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 provides for the establishment of 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 expires by its terms on January 1, 2015; and

WHEREAS, the City has been presented with a proposed amendment to the Joint Powers Agreement, extending the term thereof to January 1, 2025 (the "Amendment"); and

WHEREAS, the City Council has determined that it is reasonable, prudent and in the best interest of the public to extend the term of the Joint Powers Agreement as provided in the Amendment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of _____, Minnesota, as follows:

The Amendment to the Joint Powers Agreement is approved and the Mayor and _____ are authorized and directed to execute and deliver a copy of the Amendment to the Secretary of the Commission. The Clerk is directed to forward a certified copy of this resolution to the Secretary of the Commission.

Dated: _____, 2013.

_____

_____, Mayor

ATTEST:

_____
_____, City _____

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Bassett Creek Watershed Management Commission

MEMO

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

It was a busy 1 ½ months learning about the Commission, its projects and programs, and the way it does business! I am pleased to learn about the robustness of the organization and the deep commitment and involvement of the Commissioners, alternates, TAC members. Since I started, I have met one-on-one with some Commissioners, took a tour of Plymouth projects, worked to dovetail my activities with the Recording Secretary and Engineer, and worked with the Next Generation Plan Steering Committee and staff on development of the Plan Process and Public Input Process. Specifically, I helped Karen Chandler and Linda Loomis think through each step of the plan development process and refine the Plan Process and Steps document, helping to add responsible parties and costs. I facilitated the Gaps Analysis Workshop with Commissioners and TAC members, and I drafted a survey for residents to gather needed public input on the Plan.

The following table provides detail on my activities on the Plan and in other areas through January 31st.

Administration – Correspondence and Informational meetings: Introductory meetings with Amy Herbert, Barr Engineers (Chandler, Herbert and Kremer), Commissioner Sicora, Commissioner Johnson, Derek Asche (including tour of projects), Tom Peterson (HCD) Phone and email correspondence with Commissioners and TAC, Karen Chandler, Amy Herbert, Brad Wozney (BWSR), Judy Sventek (Met Council), Kevin Bigalke (Nine Mile Creek WD), Claire Bleser (Riley Purgatory Bluff Creek WD), Leigh Harrod (Met Council), Kate Drewry (MDNR), Tom Peterson (HCD), developers (2), Diane Spector (WMWA, Shingle Creek WMO), Judie Anderson (WMWA, Shingle Creek WMO), Commissioner Welch, Commissioner de Lambert, Chair Black
Administration – Meeting attendance: 1-3-13 TAC meeting 1-17-13 Administrative Services Committee meeting 1-17-13 BCWMC meeting 1-25-13 Mpls Park Board, City of Mpls re: BCWMC projects and outreach plans 1-25-13 Atlas 14 Presentation at Barr Engineering
Administration – Preparing agendas, meeting materials, meeting notes: 1-17-13 Administrative Services Committee meeting 1-17-13 Commission meeting 2-7-13 TAC meeting
Administration – Document review, general administration: Review of Bylaws, Policy Manual, Springsted Report Email list development Website domain name update Website review and updates Consultant Letters of Interest Proposals Education budget/WMWA Activities – review and draft memo

Administration - Watershed Management Plan Development:
Gaps Analysis document Review
Plan Process and Steps document review and edits
Development of draft public input survey
Correspondence with Linda Loomis, Karen Chandler, Greg Williams
1-7-13 Next Generation Plan Steering Committee meeting
1-24-13 Meeting with Linda Loomis, Karen Chandler to refine Plan Process document
1-28-13 Next Generation Plan Steering Committee meeting attendance and prep
1-28-13 Gaps Analysis Workshop attendance and prep

Since the end of January I also met with Deputy Treasurer Virnig to review budget documents, and with Diane Spector and Judie Anderson of WMWA/Shingle Creek to learn more about those organizations and Shingle's plan development process. I also helped Linda Loomis draft a letter to cities inviting their participation in the Plan development and distributed it to member cities.

I also attended the 2/7/13 TAC meeting and spent considerable time developing the agenda and meeting materials for the 2/21/13 BCWMC meeting.

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

- Develop a Roles and Responsibilities of consultants document
- 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
- Distribute the "interest" article on the Plan to news outlets and newsletters
- Develop materials for small group meetings in cities and distribute and/or train the meeting facilitators
- Develop meeting agendas and materials for 3/21/13 BCWMC meeting
- Tour the City of Golden Valley and pertinent projects with city staff
- Continue meeting with individual Commissioners and TAC members

Bassett Creek Watershed Management Commission

Administrative Services Committee Meeting Notes

10:00 a.m. – 11:30 a.m.

Thursday January 17, 2013

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

Attendees: Ginny Black, Wayne Sicora, Ted Hoshal, Jim de Lambert, Laura Jester

The following items were discussed at the Committee meeting:

1. Administrator's areas of focus
    a. Finalization of Policy Manual – The manual is about 85% complete but should not be a focus of the Administrator at this time. It could be handled in separate pieces and different issues arise over the year. Some pieces may be resolved or decided upon through development of the Watershed Management Plan. Reports and documents that come to Commissioners should be tied back to a policy.
    b. Role in development of Watershed Management Plan – This should be a primary area of focus right now. This effort needs some direction and guidance to move forward.
    c. Role in CIP Process – This process is already pretty streamlined but will need some level of attention to bring projects through various phases efficiently and in timely manner.
    d. Other areas of focus: Come up to speed on the Commission's operating procedures and programs; meet with Commissioners and city staff, and JASS (re Shingle Creek WMO); help committees get agendas out and minutes prepared efficiently

2. Plan for communication through staff, committees, and Commissioners
    a. Administrator should develop a Roles and Responsibilities document for consultants including Administrator, Recording Secretary, Barr Engineers, and Counsel. Jester should consult with Ginny on this document and bring to February Commission meeting.
    b. Administrator should receive all Commission communication and decide where it should be routed for efficiency.

3. Administrator's participation in various groups (such as Metro WaterShed Partners, Association of Watershed District Administrators, etc.)
    a. Administrator should attend West Metro Watershed Alliance meetings for a few months
    b. No need to attend Metro Watershed Partners meetings on behalf of Commission
    c. Administrator should develop protocol for deciding what other meetings to attend

4. Direction to Administrator to meet with people/entities at their request, direct work of other consultants, perform progressive and self-directed work tasks, etc.
    a. Administrator should direct the work of the Recording Secretary and should work to increase efficiency and reduce duplication of efforts

5. Other items
    a. The BCWMO website needs updating with Administrator contact information and a link to the Water Links newsletter (WMWA)
    b. Administrator should prepare a monthly report to show activities over the past month, including a list of communications (emails, phone calls, meetings)

resourceful. naturally.
engineering and environmental consultants

BARR

Memorandum

To: Bassett Creek Watershed Management Commission

From: Barr Engineering Co.

Subject: Item 8F. Feedback on BWSR Clean Water Fund Grant Applications
BCWMC February 21, 2013Meeting Agenda

Date: February 13, 2013

Project: 23270051.34 2013

8F. Feedback on BWSR Clean Water Fund Grant Applications

Recommendations:

1. For information only.

Background

On January 29th, 2013, Karen Chandler and Amy Mikus of Barr Engineering Co. participated in a conference call with Brad Wozney, BWSR Board Conservationist, and Marcey Westrick, BWSR Clean Water Specialist. The purpose of this call was to learn about 1) the scoring process for the BSWR Clean Water Fund (CWF) 2013 grant applications, and 2) receive feedback on the three CWF grant applications that the BCWMC submitted in 2012. The three grant applications were for the Schaper Pond Diversion Project, Lakeview Park Pond Project, and the Four Seasons Mall Area Water Quality Improvement Project.

1. Grant Scoring Process

The first step in the grant scoring process is for the BWSR Board Conservationists and Clean Water Specialists to screen all grant applications and rank them as “High,” “Medium,” or “Low.” Applications ranked as “Low” do not move on to further scoring. All three BCWMC 2012grants passed this step.

All grant applications ranked “High” or “Medium” move on to the second step in the process. In this step, an interagency panel reviews and scores the grant applications. This panel consists of the three BWSR Clean Water Specialists, two Department of Natural Resources staff members, two Pollution Control Agency staff members, two Department of Health staff, and one Department of Agriculture staff member. Panel members score each project in four scoring areas. All scores are submitted anonymously and averaged to give the application a single score in each area. These four average scores are added to give the application a total score out of 100 possible points. Applications are ranked based on their total scores and funded starting with the highest score until all funding is allocated. All applications are judged on merit only, not on project location or receipt of any past grant funding by the applicant.

Projects are scored in the following areas: Project Description (20 points), Anticipated Outcomes (35 points), Project Readiness (20 points), and Prioritization and Relationship (25 points). The three BCWMC grants received the following scores.

Project Name	Overall Rank (#/143)	Project Description (20 points max)	Anticipated Outcomes (35 points max)	Project Readiness (20 points max)	Prioritization and Relationship (25 points max)	Total Score (100 points max)
Schaper Pond	90	11.5	20.4	11.4	16.1	59.4
Four Seasons Mall	118	11.5	18.6	10.8	13.0	53.8
Lakeview Park Pond	133	9.2	14.6	11.5	12.8	48.0

2. Grant Application Feedback

A. General Grant Application Feedback

Brad Wozney and Marcey Westrick stated that all three BCWMC grants were well written, and where applicable, did a good job at linking the proposed grant project to previously-established water quality goals (such as those in existing TMDLs or watershed management plans). They shared that because these projects are spending Clean Water Fund money, they should be extremely focused on water quality improvements. Unlike other grant programs, it may not be helpful to show multiple (non-water quality related) benefits for a project. It is beneficial if some sort of alternatives analysis has been undertaken for the proposed project, as this shows good project planning and prioritization. Finally, they also mentioned the importance of permitting in increasing the "Project Readiness" scores. Panel members, particularly those from the DNR, place high value on a project whose permitting process is already done or has been started. This indicates a project that is less likely to be sidelined due to permitting delays or concerns. Brad Wozney and Marcey Westrick recommended that BCWMC discuss their proposed grant projects with agency staff before applying for future grants to hear their concerns about permitting and other issues.

B. Project-Specific Grant Feedback

Schaper Pond Improvement Project

Schaper Pond was the highest-scoring grant application submitted by the BCWMC in 2012. Specific feedback from Brad Wozney and Marcey Westrick indicated that the installation of a walkway into the pond did not help this project. They felt it would have been better to leave this out or indicate that it would be paid for out of local match funds rather than with grant money. This application also needed clarification on the type of phosphorus being removed (dissolved versus particulate) and more detail on

how the phosphorus will be removed. They both suggested that with modifications, and some progress on permitting, the BCWMC could re-apply for a 2014 CWF grant for this project.

Four Seasons Mall Area Water Quality Improvement Project

Brad Wozney and Marcey Westrick commented that this was a well-written grant application with a good headwaters-down approach to water quality, which could have been better emphasized. They both believed there was good reference to the watershed management plan. However, the water body specified (Northwood Lake) is not of regional significance, so the effects of this project on water quality in the wider Bassett Creek watershed should have been included. Since there is no existing TMDL for Northwood Lake, it would have also been beneficial to discuss the water quality trends in the lake, as well as the effects this project would have on those trends. The application also did not make clear the severity of problems, particularly bank instability, within the project area (a portion of the proposed project included a stream/ravine restoration). Brad Wozney questioned if upstream flow issues are being addressed that would otherwise contribute to the stream instability problems and add more sediment to the system. The application should have also clearly conveyed that the proposed project would go above and beyond what is required by the city or BCWMC.

Lakeview Park Pond Construction Project

Positive feedback on this grant included that it was a well written application and the clear connection it made to the Medicine Lake TMDL. Permitting was the main issue with the Lakeview Park Pond application. Since permitting on this project had not begun, it was not clearly stated in the application whether or not the pond area was in a delineated wetland. Having this question answered, as well as additional information on the methods of phosphorus removal and type of phosphorus being removed, would have improved the application.

Conclusions

The conference call with Brad Wozney and Marcey Westrick provided constructive feedback on the BCWMC's 2012 grant applications which should improve the BCWMC's future grant applications (and their chances of obtaining future CWF grant funding). As these grant applications become more competitive, it is important to know the interagency panel members scoring the applications, as well as the scoring process, to be a successful applicant for funding.