



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.