



## Bassett Creek Watershed Management Commission

### MEMO

Date: June 10, 2015  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

#### **CIP Projects** (see CIP Project Update Chart in Information Only Items)

**2012 Main Stem Restoration Project, Golden Valley Rd. to Irving Ave. N., Minneapolis and Golden Valley (mostly in Wirth Park) (2012CR):** The Minneapolis Park and Rec Board (MPRB) is managing this project and hired Rachel Contracting to construct the project. The main stem restoration work is nearly complete, and then final inspection will be performed. In addition to the main stem restoration, dredging of the side channel north of Hwy. 55 and east of the railroad was added as a change order with additional funding from Minneapolis Public Works. An extension of the paved trail north of Hwy 55 and south of the project limits, which would be funded by the MPRB, may also be added.

**2013 Four Season Area Water Quality Project (NL-2):** The City of Plymouth presented 4 options including the original stream restoration, a rock-only option, flocculation facility, and a do nothing option at a public meeting on January 29<sup>th</sup>. Approximately 25 residents attended and provided comments. Plymouth staff are reviewing the comments as they relate to the options and will be discussing with the City of New Hope.

**2014 Schaper Pond Diversion Project, Golden Valley (SL-3):** The Commission approved 90% plans at their February meeting. The City's consultant (Barr Engineering) completed contract documents for the project May 21st, the bid advertisement publication date. June 11th is the bid opening, with the contract awarded July 7th. Construction could start as early as mid-July, but must be completed no later than December 15 (before freezing temperatures). This construction schedule meets the DNR's public waters work permit condition that prohibits activity affecting the bed of the public water between April 1 and June 30, to minimize impacts on fish spawning and migration.

**2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2):** At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The Twin Lake Alum treatment began on Monday May 18th. Two pontoons were used to treat different quadrants of the lake simultaneously. In total, 15,070 gallons were applied and treatment was completed on Tuesday afternoon. Water temperatures and water pH stayed within the desired ranges for the treatment. We did not hear from any residents during or after the project and things ran very smoothly. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th.

**2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7):** NewLook Contracting, the contractor for this project, has completed the majority of the site work including temporary stabilization of the disturbed areas and the utility work. This includes setting a storm sewer structure in the street to divert a large trunk storm sewer line into the new treatment pond. The street was backfilled and

paved and the pond has received final stabilization. Crews are still working to finalize a few tasks and the city will make sure the native plantings are established before calling the project complete.

**2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR):** (See Item 5E)

The 50% design plans were submitted to the Commission Engineer for review and were presented at the March Commission meeting. The plans were conditionally approved at the meeting and authorization was given to the City to continue with final design and preparation of contract documents. Staff has continued to talk with and meet with property owners adjacent to the creek to secure temporary construction easements to perform the proposed work. Additionally, city staff, the city's consultant (WSB), and the Commission Engineer have met and discussed comments on the 50% plans and preliminary comments on the 90% plans. Complete 90% plans will be presented at this meeting.

**2016 Northwood Lake Improvement Project, New Hope (NL-1):** (See Items 5A, 5B, 5C) The Commission took action at its November 2014 meeting to levy up to \$1.1M for this project. A major plan amendment to the BCWMC 2004 Watershed Management Plan to incorporate this project into the BCWMC CIP was approved by the BWSR last month (Item 5A). The Commission was awarded the \$300,000 Clean Water Partnership Grant from the MPCA for this project in late April (Item 5C). The Commission should decide which option(s) it will implement through discussion and review of the results of the Envision process at this meeting (Item 5B).

**2016 Honeywell Pond Expansion Project, Golden Valley (BC-4):** (See Items 5A) The Commission took action at its November 2014 meeting to levy up to \$752,000 for this project. A major plan amendment to the BCWMC 2004 Watershed Management Plan to incorporate this project into the BCWMC CIP was approved by the BWSR last month (Item 5A). Golden Valley staff anticipates entering into a cooperative agreement with the watershed at its June 18<sup>th</sup> meeting for this project. Project designs will be completed by December 2015 and the project will be let with the Douglas Drive project in February of 2016. Construction of the pond will likely occur in 2017.

## **Other Projects**

**Hennepin County Natural Resources Partnership:** I attended the meeting of this group on June 2 regarding the Natural Resources Interactive Map Tool and the draft Hennepin County Natural Resources Strategic Plan. This plan is intended to guide the county and its partners in responding to natural resource issues and developing internal and external policies, programs and partnership. The County is seeking feedback on the strategic plan from watershed organizations, cities, and other groups July 31<sup>st</sup>. I plan to review the draft plan and possibly bring my comments to the Commission at their July meeting.

**MPRB Ecological System Plan:** This project is now on hold for approximately 9 months while the MPRB a different major comprehensive planning effort.

**Next Generation Watershed Management Plan:** The draft Watershed Management Plan was submitted for its 60-day review at the end of November. The review period ended January 30, 2015. The Comments were received from multiple State agencies and partners. At the April Commission meeting the responses to comments were approved and subsequently sent to review agencies and organizations. A public hearing was held during the May Commission meeting and no comments were received. At that meeting, the Commission approved the 90-day review draft of the Plan. The 90-day review period began on approximately June 1<sup>st</sup>. Staff and Chair de Lambert will present the draft Plan to the BWSR Metro sub-committee at the end of July or early August.

**Non-Point Education for Municipal Officials (NEMO) Workshops:** As recommended by the Education Committee and approved at the March Commission meeting, I am assisting with the development of 3 NEMO workshops for appointed and elected officials in the west Metro. See Item 5H for registration information for the first workshop this summer on Lake Minnetonka.

**Website Redesign Project:** Our consultant, Kelly Spitzley with HDR, has been working on the content map for the new site through an iterative process with review and comment from Amy and I. The Education Committee should meet again near the end of June to review the site mock-up, content map, and design options.

**New Commissioner Materials:** Posting of materials to the website were completed earlier this year and are available at:

<http://www.bassettcreekwmo.org/CommissionOrientation/CommissionOrientationHomepage.htm>.

**Records Retention/Management and Data Practices:** At the direction of the Administrative Services Committee, I updated the Commission's Records Retention Schedule and asked legal counsel to review and recommend any changes needed. Additionally, a Data Practices Procedure was drafted for the Commission by our legal counsel. The Commission will review these documents at a future meeting. Also, I continue to work on records management including locating all official records, determining what records should be disposed of or sent to the State Archives, how paper records can be digitized, and how and where to store our electronic records. I will be researching and gathering input on different options for records management and storage over the course of the year.

**Organizational Efficiencies:** At the direction of the Administrative Services Committee and in anticipation of developing the 2016 budget, I will be drafting an organizational chart and have been discussing practices and procedures with TAC members, Commission staff, and Commissioners to ensure the proper and efficient use of staff's time and to streamline communications where needed.