



Bassett Creek Watershed Management Commission

Regular Meeting & Public Hearing

8:30 – 11:00 a.m.

Thursday, June 18, 2015

Council Conference Room, Golden Valley City Hall, 7800 Golden Valley Rd., Golden Valley MN

AGENDA

1. CALL TO ORDER and ROLL CALL

2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. Approval of Minutes - May 21, 2015 Commission Meeting
- B. Approval of June 2015 Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – May 2015 Administrator Services
 - ii. Barr Engineering – May 2015 Engineering Services
 - iii. Amy Herbert – May 2015 Secretarial Services
 - iv. ACE Catering – June 2015 Meeting Refreshments
 - v. Wenck – May 2015 WOMP Monitoring
 - vi. Shingle Creek WMC – Metro Blooms Raingarden Workshops
 - vii. Kennedy Graven – April Legal Services
 - viii. Southwest Newspapers – May Public Hearing Notice Publication
- D. Set June 25th TAC-State Agency Meeting for Bacteria TMDL Implementation Plan
- E. Approve Plymouth Ice Center/Lifetime Fitness Parking Lot Project
- F. Approve Reimbursement Request from City of Plymouth for the Plymouth Creek Restoration Project (CR2010)
- G. Approve Reimbursement Request from City of Plymouth for the Northwood Lake/Four Seasons Water Quality Improvement Project (NL-2)
- H. Set Public Hearing for August 20, 2015 to Receive Comments from Cities on 2016 CIP Projects

5. BUSINESS

- A. Consider Adopting Major Watershed Plan Amendment
- B. Choose Concept(s) to Implement for Northwood Lake Improvement Project (NL-1)
 - i. Receive Presentation on Results of Envision Process
 - ii. Review Additional Information in Consideration of Different Concepts
- C. Consider Accepting MPCA Clean Water Partnership Grant for Northwood Lake Improvement Project
- D. Set Maximum Amount for 2016 Levy through Hennepin County
- E. Consider Approval of 90% Plans for Main Stem Project (CR2015) 10th Avenue to Duluth Street
- F. Consider Funding Options for XP-SWMM Phase II Project
- G. Consider Additional 2016 Operating Budget Items
- H. Receive NEMO Workshop Registration Information

6. COMMUNICATIONS

- A. Administrator's Report
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
 - i. Upcoming Education Committee Meeting 6/30/15 on Website Redesign
- F. Legal Counsel
- G. Engineer
 - i. Update on Blue Line LRT

7. INFORMATION ONLY (Information online only)

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet
- C. Results of Resident Survey by Minnehaha Creek Watershed District
- D. West Metro Water Alliance (WMWA) June Newsletter "Water Links":
<http://content.govdelivery.com/accounts/MNHENNE/bulletins/1076bfl>
- E. Citizen Assisted Monitoring Program (CAMP) 2013 Annual Report

8. ADJOURNMENT

Upcoming Meetings & Events

- Regular Commission Meeting Thursday June 18, 8:30 – 11:00 a.m., Golden Valley City Hall
- Mississippi River Forum (*No Such Thing as Waste Water: St. Cloud's Innovations in Resource Recovery*) Friday June 19, 8:00- 9:30 a.m., McKnight Foundation, 710 2nd St. S., Minneapolis Suite 400
<http://www.nps.gov/miss/learn/nature/riverforum.htm>
- BCMWC TAC Meeting (if approved) Thursday June 25, 2:00 – 4:00 p.m., Golden Valley City Hall
- BCWMC Education Committee Meeting Tuesday June 30, 4:30 – 6:00 p.m., Golden Valley City Hall
- Water Words That Work (*Re-visioning our outreach and education projects*), Tuesday July 21, 9:00 a.m. – 4:00 p.m., Hamline University <http://www.hamline.edu/education/cgee/wsp/water-words-that-work/>
- NEMO On-the-Water Training, Thursday July 23, 5:00 – 9:00 p.m., Queen of Excelsior on Lake Minnetonka

Future Commission Agenda Items list

- Address Organizational Efficiencies
- Finalize Commission policies (fiscal, data practices, records retention, roles and responsibilities, etc.)
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides

Future TAC Agenda Items List

- Develop guidelines for annualized cost per pound pollutant removal for future CIP projects
- Stream identification signs at road crossings
- Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: June 10, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 6/18/15 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – May 21, 2015 Commission meeting- ACTION ITEM with attachment
 - B. Approval of June 2015 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – May 2015 Administrator Services
 - ii. Barr Engineering –May 2015 Engineering Services
 - iii. Amy Herbert – May 2015 Secretarial Services
 - iv. ACE Catering – June 2015 Meeting Refreshments
 - v. Wenck – May 2015 WOMP Monitoring
 - vi. Shingle Creek WMC – Metro Blooms Raingarden Workshops
 - vii. Kennedy Graven – April Legal Services
 - viii. Southwest Newspapers – May Public Hearing Notice Publication
 - D. Set June 25th TAC-State Agency Meeting for Review of Bacteria TMDL Implementation Plan – ACTION ITEM no attachment – *The Minnesota Pollution Control Agency (MPCA) requested a meeting with the Technical Advisory Committee and some state agencies to review (at a local scale) the Upper Mississippi River Bacteria TMDL Implementation Plan, including possible bacteria sources and projects or practices needed to address those sources. Staff recommends approval to set the meeting for June 25th.*
 - E. Approve Plymouth Ice Center/Lifetime Fitness Parking Lot Project – ACTION ITEM with attachment – *The proposed project in the Plymouth Creek subwatershed includes parking lot redevelopment and expansions and installation of an underground stormwater treatment system. The project proposes an increase of 0.7 acres of impervious surface. The Commission Engineer recommends conditional approval according to the memo attached.*
 - F. Approve Reimbursement Request from City of Plymouth for the Plymouth Creek Restoration Project (CR2010) – ACTION ITEM with attachment - (full documentation available online) – *At their meeting on 9/17/09, the Commission approved an agreement with the City of Plymouth for the design and construction of the Plymouth Creek Restoration Project. The project was completed in 2012 but continued monitoring of the area was required. Although regular maintenance at this site still continues, this is the final reimbursement request by the City for this project. Remaining funds allocated to this project will go into the Closed Project Account.*
 - G. Approve Reimbursement Request from City of Plymouth for the Northwood Lake/Four Seasons Water Quality Improvement Project (NL-2) – ACTION ITEM with attachment - (full documentation available online) – *At their meeting on 9/20/12 the Commission approved an agreement with the City of Plymouth for the design and construction of the Four Seasons Area Water Quality Project. Project designs (50% and 90%) were approved by the Commission, however, due to community input, the project is currently delayed while other options are considered. Plymouth requests reimbursement for work to date. Staff recommends approving the reimbursement request.*

- H. Set Public Hearing for August Commission Meeting to Receive Comments from Cities on 2016 CIP Projects – ACTION ITEM no attachment – Pursuant to the BCWMC Joint Powers Agreement, a public hearing is needed to gather input from cities on the 2016 CIP projects - the Honeywell Pond Expansion Project and the Northwood Lake Improvement Project. Public hearing notices will reflect the Commission's decision on Item 5B below.

5. BUSINESS

- A. Consider Adopting Major Watershed Plan Amendment – ACTION ITEM with attachment – The Minnesota Board of Water and Soil Resources (BWSR) recently approved the Commission's request for an amendment to its 2004 Watershed Management Plan to incorporate the 2016 projects into the CIP. A 60-day review period ended on 1/30/15. There were no comments from reviewers during that period. A public hearing was held by the Commission on 3/19/15 where comments supporting the project to improve Northwood Lake were heard. BWSR did not receive any further comments during the 90-day review period. The Commission should approve the Plan Amendment in order to move forward with the 2016 projects.
- B. Choose Concept(s) to Implement for Northwood Lake Improvement Project (NL-1) – ACTION ITEM with attachments (multiple documents online; see memo for list of documents) – At their meeting on 11/19/14, the Commission reviewed and discussed the feasibility study and the concepts presented for the Northwood Lake Improvement Project. The Commission took action to levy up to \$1.1M for the project but wanted more time to discuss/analyze the options before making a decision. This is a difficult situation due to the disparity in costs between different options and the possible "precedence setting" action - no matter which concept is chosen.
- i. Receive Presentation on Results of Envision Process – attachments – As directed at the May Commission meeting, Erin Anderson Wenz (Barr Engineering) finalized the Envision process analysis and will present results at the meeting. An overview of the process and results are in the attached memo.
 - ii. Review Additional Information in Consideration of Different Concepts – attachments - Multiple pieces of information are available here to help the Commission make a decision. Please see the attached memo for my recommendation, reasoning, and various supporting documents.
- C. Consider Accepting MPCA Clean Water Partnership Grant for Northwood Lake Improvement Project – ACTION ITEM with attachment – As directed by the Commission, I submitted an application to the MPCA for a Clean Water Partnership grant for \$300,000. The grant was awarded to the Commission for the implementation of concepts A & C of the Northwood Lake Improvement Project. If the Commission chooses to implement concepts A & C from Item 5B (above), the Commission should direct staff to execute the attached grant agreement and begin developing a work plan for the project.
- D. Set Maximum Amount for 2016 Levy through Hennepin County – ACTION ITEM with attachment – By a motion, the Commission should direct staff to forward a maximum levy amount for collection in 2016 to Hennepin County. The amount is contingent on the decisions made in Items 5B and 5C above. If the Commission decides to follow staff recommendations, the maximum levy amount for 2016 would be \$1,278,800 (see 2016 column in adjusted 5-year CIP document attached). The 2016 levy amount includes Commission expenses to date for the 2016 projects and anticipated future Commission expenses for design reviews and administration. The Commission would actually certify the levy amount to the County by resolution after a public hearing on August 18th (if so set through Item 4H above).
- E. Consider Approval of 90% Plans for Main Stem Project (CR2015) 10th Avenue to Duluth Street – ACTION ITEM with attachments – At their meeting on 3/19/15, the Commission conditionally approved 50% design plans for this project. Since that time, the Commission Engineer, city staff, and the city's consultant (WSB) have been discussing, reviewing and revising the plans to address comments on the 50% design plans and comments from a preliminary review of the 90% design plans. The Commission Engineer recommends conditional approval of the 90% design plans with the comments in the attached memo and seeks authorization to provide administrative approval of final plans.

- F. Consider Funding Options for XP-SWMM Phase II Project – **DISCUSSION ITEM with attachment** – *As directed by the Commission at their 4/16/15 meeting, staff has pursued various funding sources for completing “Phase II” of the watershed-wide XP-SWMM model. The attached memo from the Commission Engineer provides information on state and federal programs that could be pursued further. The decision on which (if any) programs to pursue depends on what the Commission deems is most important to the project. If limiting Commission funding is most important, the Commission could pursue the Army Corps of Engineers Floodplain Management Services Program. However, if project schedule and control of model development is most important, the Commission may only wish to pursue FEMA and DNR funds. Please be sure to review the advantages and disadvantages table at the end of the memo.*
- G. Consider Additional 2016 Operating Budget Items – **DISCUSSION/ACTION ITEM with attachment** – *At their 5/21/15 meeting, the Commission approved the proposed 2016 budget as presented but also directed me to develop cost estimates for additional items the Commission may wish to consider in 2016. Attached is a memo with estimated costs for these items (totaling \$10,000) along with a revised 2016 budget with revised areas highlighted. The revised budget does not recommend a change in the assessment to cities, but rather the use of fund balance for these additional items. The Commission can take action to approve this revised budget and direct staff to send it to cities for comment (as required by July 1), or can decide not to take action, letting the 2016 budget approved on 5/21/15 stand as the approved budget for distribution to the cities.*
- H. Receive NEMO Workshop Registration Information – **INFORMATION ITEM with attachment** – *As approved at the 3/19/15 meeting, the Commission is supporting the West Metro Non-Point Education for Municipal Officials (NEMO) workshop series again this year. The first workshop is aboard the Queen of Excelsior on Lake Minnetonka on July 23rd. The event is free and includes dinner. Please consider registering!*

6. COMMUNICATIONS

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- F. Legal Counsel
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Bassett Creek Watershed Management Commission General Account
General Fund (Administration) Financial Report
Fiscal Year: February 1, 2015 through January 31, 2016
MEETING DATE: June 18, 2015

(UNAUDITED)

BEGINNING BALANCE	13-May-15		749,681.98
ADD:			
General Fund Revenue:			
Interest less Bank Fees		(12.21)	
2015-16 Assessments			
WOMP Grant			
Permits:			
City of Minneapolis	BCWMC 2015-11	1,100.00	
City of Golden Valley	BCWMC 2015-12	2,200.00	
R J Ryan Construction	BCWMC 2015-13	1,700.00	
Elfering & Associates	BCWMC 2015-14	1,100.00	
Reimbursed Construction Costs		32,407.91	
	Total Revenue and Transfers In		38,495.70
DEDUCT:			
Checks:			
2748 Barr Engineering	May Engineering	24,280.61	
2749 D'Amico Catering	June Meeting	129.92	
2750 Amy Herbert LLC	May Admin Services	4,039.64	
2751 Kennedy & Graven	April Legal	995.00	
2752 Keystone Waters LLC	May Administrator	4,619.05	
2753 Shingle Creek Watershed	Raingarden Workshops	1,700.00	
2754 Southwest Newspapers	Legal Notice	104.50	
2755 Wenck Associates	May Outlet Monitoring	1,313.90	
2756 City of Plymouth	2010CR & NL2	31,216.91	
2757 City of Golden Valley	Reimb Overpymt-Permi	1,100.00	
	Total Checks		69,499.53
Outstanding from previous month:			
2743 Metro Conservation District	Sponsor Class	350.00	
ENDING BALANCE	9-Jun-15		718,678.15

	2015 / 2016 BUDGET	CURRENT MONTH	YTD 2015 / 2016	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS TO CITIES	490,345	0.00	486,799.00	3,546.00
PERMIT REVENUE	60,000	5,000.00	19,300.00	40,700.00
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
TRANSFERS FROM LONG TERM FUND & CIP	35,000	0.00	0.00	35,000.00
REVENUE TOTAL	590,345	5,000.00	510,599.00	79,746.00
EXPENDITURES				
ENGINEERING & MONITORING				
TECHNICAL SERVICES	120,000	9,049.51	41,376.61	78,623.39
DEV/PROJECT REVIEWS	65,000	2,531.50	12,168.00	52,832.00
NON-FEE/PRELIM REVIEWS	15,000	762.00	13,586.48	1,413.52
COMMISSION AND TAC MEETINGS	14,500	1,056.00	5,657.65	8,842.35
SURVEYS & STUDIES	20,000	2,085.58	7,284.58	12,715.42
WATER QUALITY/MONITORING	63,000	2,644.78	14,870.12	48,129.88
WATER QUANTITY	11,500	502.40	2,621.90	8,878.10
WATERSHED INSPECTIONS	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	0.00	10,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
WOMP	17,000	1,371.40	6,151.41	10,848.59
ENGINEERING & MONITORING TOTAL	339,000	20,003.17	103,716.75	235,283.25
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	30,000	3,615.49	15,818.87	14,181.13
PLANNING TOTAL	30,000	3,615.49	15,818.87	14,181.13
ADMINISTRATION				
ADMINISTRATOR	62,000	4,619.05	20,069.05	41,930.95
LEGAL COSTS	18,500	995.00	3,343.68	15,156.32
AUDIT, INSURANCE & BONDING	15,500	0.00	8,100.00	7,400.00
FINANCIAL MANAGEMENT	3,200	0.00	0.00	3,200.00
DIGITIZE HISTORIC PAPER FILES	2,500	0.00	0.00	2,500.00
MEETING EXPENSES	2,500	129.92	651.48	1,848.52
ADMINISTRATIVE SERVICES	32,000	4,112.99	10,839.77	21,160.23
ADMINISTRATION TOTAL	136,200	9,856.96	43,003.98	93,196.02
OUTREACH & EDUCATION				
PUBLICATIONS/ANNUAL REPORT	4,000	674.00	1,430.00	2,570.00
WEBSITE	12,000	0.00	0.00	12,000.00
PUBLIC COMMUNICATIONS	3,000	104.50	1,394.63	1,605.37
EDUCATION AND PUBLIC OUTREACH	17,000	0.00	11,505.31	5,494.69
WATERSHED EDUCATION PARTNERSHIPS	15,500	1,700.00	5,200.00	10,300.00
OUTREACH & EDUCATION TOTAL	51,500	2,478.50	19,529.94	31,970.06
MAINTENANCE FUNDS				
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
MAINTENANCE FUNDS TOTAL	50,000	0.00	0.00	50,000.00
TMDL WORK				
TMDL STUDIES	0	0.00	0.00	0.00
TMDL IMPLEMENTATION REPORTING	20,000	37.50	3,415.50	16,584.50
TMDL WORK TOTAL	20,000	37.50	3,415.50	16,584.50
TOTAL EXPENSES	626,700	35,991.62	185,485.04	441,214.96

Cash Balance 05/13/15			
Cash		2,377,702.98	
Investments:		<u>1,000,000.00</u>	
	Total Cash & Investments		3,377,702.98
Add:			
Interest Revenue (Bank Charges)		<u>(58.42)</u>	
	Total Revenue		(58.42)
Less:			
CIP Projects Levied - Current Expenses - TABLE A		<u>(32,352.91)</u>	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		<u>0.00</u>	
	Total Current Expenses		(32,352.91)
	Total Cash & Investments On Hand	06/09/15	<u><u>3,345,291.65</u></u>
Total Cash & Investments On Hand		3,345,291.65	
CIP Projects Levied - Budget Remaining - TABLE A		<u>(4,078,785.78)</u>	
Closed Projects Remaining Balance		(733,494.13)	
2012 - 2014 Anticipated Tax Levy Revenue - TABLE C		<u>9,634.81</u>	
2015 Anticipated Tax Levy Revenue - TABLE C		<u>1,000,000.00</u>	
Anticipated Closed Project Balance		<u><u>276,140.68</u></u>	
Proposed & Future CIP Project Amount to be Levied - TABLE B		<u>0.00</u>	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2015 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Plymouth Creek Channel Restoration (2010 CR)	965,200.00	5,350.56	5,350.56	939,039.17	26,160.83
CLOSED JUNE 2015					(26,160.83)
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	0.00	580,200.00	0.00
Wirth Lake Outlet Modification (WTH-4)(2012)	202,500.00	0.00	0.00	201,513.94	986.06
5/13 Increase Budget - \$22,500					
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00		25,006.00	203,459.95	652,540.05
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	11,589.50	184,410.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	25,866.35	25,866.35	127,501.84	862,498.16
2014				0.00	0.00
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	0.00	0.00	89,594.90	522,405.10
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	0.00	0.00	19,598.09	230,401.91
Twin Lake Alum Treatment Project (TW-2)	163,000.00	0.00	432.00	24,225.65	138,774.35
2015					
Main Stem 10th to Duluth (CR2015)	1,503,000.00	1,136.00	5,051.00	16,230.35	1,486,769.65
	<u>6,317,900.00</u>	<u>32,352.91</u>	<u>61,705.91</u>	<u>2,212,953.39</u>	<u>4,078,785.78</u>

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2015 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2016					
Bryn Mawr Meadows (BC-5)	0.00	0.00	0.00	5,282.80	(5,282.80)
Honeywell Pond Expansion (BC-4)	0.00	0.00	0.00	7,461.95	(7,461.95)
Northwood Lake Pond (NL-1)	0.00	0.00	978.00	6,096.75	(6,096.75)
2016 Project Totals	<u>0.00</u>	<u>0.00</u>	<u>978.00</u>	<u>18,841.50</u>	<u>(18,841.50)</u>
Total Proposed & Future CIP Projects to be Levied	<u>0.00</u>	<u>0.00</u>	<u>978.00</u>	<u>18,841.50</u>	<u>(18,841.50)</u>

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
2015 Tax Levy	1,000,000.00		1,000,000.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00
2014 Tax Levy	895,000.00	(2,576.10)	892,423.90	0.00	0.00	884,537.42	7,886.48	895,000.00
2013 Tax Levy	986,000.00	(13,785.61)	972,214.39	0.00	0.00	970,748.98	1,465.41	986,000.00
2012 Tax Levy	762,010.00	(5,103.74)	756,906.26	0.00	0.00	756,623.34	282.92	762,010.00
2011 Tax Levy	863,268.83	(8,962.04)	854,306.79	0.00	0.00	854,306.79	0.00	862,400.00
2010 Tax Levy	935,298.91	(9,027.10)	926,271.81	0.00	0.00	926,271.81	0.00	935,000.00
			<u>0.00</u>				<u>1,009,634.81</u>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2015 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
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	<u>254,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>156,117.37</u>	<u>97,882.63</u>
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	623,373.00	55.00	55.00	43,250.48	580,122.52
Sweeney Lake Outlet (2012 FC-1)	250,000.00	0.00	0.00	179,742.18	70,257.82
Annual Water Quality					
Channel Maintenance Fund	300,000.00	0.00	0.00	94,465.60	205,534.40
Total Other Projects	<u>1,927,373.00</u>	<u>55.00</u>	<u>55.00</u>	<u>473,575.63</u>	<u>1,453,797.37</u>

Cash Balance 05/13/15	1,210,445.72
Add:	
Transfer from GF	0.00
MPCA Grant-Sweeney Lk	0.00
Less:	
Current (Expenses)/Revenue	(55.00)
Ending Cash Balance	06/09/15
	<u>1,210,390.72</u>
Additional Capital Needed	<u>(243,407)</u>

Bassett Creek Construction Project Details

6/10/2015

CIP Projects Levied

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)
Original Budget	6,295,400	965,200	580,200	180,000	856,000	196,000	990,000	612,000	250,000	163,000	1,503,000
Added to Budget	22,500			22,500							
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	20,954.25	20,954.25									
Feb 2009 - Jan 2010	9,319.95	9,319.95									
Feb 2010 - Jan 2011	70,922.97	30,887.00	34,803.97	2,910.00	1,720.00		602.00				
Feb 2011 - Jan 2012	977,285.99	825,014.32	9,109.50	22,319.34	71,647.97	1,476.00	8,086.37	39,632.49			
Feb 2012 - Jan 2013	153,174.66	47,378.09	9,157.98	4,912.54	20,424.16	2,964.05	61,940.82	4,572.97	152.80	1,671.25	
Feb 2013 - Jan 2014	819,686.41	135.00	527,128.55	171,341.06	42,969.42	6,511.95	31,006.30	19,079.54	6,477.29	13,678.55	1,358.75
Feb 2014 - Jan 2015	99,265.75			31.00	41,692.40			26,309.90	12,968.00	8,443.85	9,820.60
Feb 2015-Jan 2016	61,705.91	25,866.35			25,006.00		5,350.56			432.00	5,051.00
Total Expenditures:	2,212,953.39	959,554.96	580,200.00	201,513.94	203,459.95	11,589.50	106,986.05	89,594.90	19,598.09	24,225.65	16,230.35
Project Balance	4,104,946.61	5,645.04		986.06	652,540.05	184,410.50	883,013.95	522,405.10	230,401.91	138,774.35	1,486,769.65

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)
Project Totals By Vendor											
Barr Engineering	526,844.20	37,087.71	19,102.04	30,565.19	101,026.38	9,065.22	51,409.49	130,963.94	109,565.91	14,184.00	23,874.32
Kennedy & Graven	17,729.49	842.40	2,073.95	2,225.15	1,862.25	83.20	1,593.35	2,272.30	3,931.39	915.40	1,930.10
City of Golden Valley											
City of Minneapolis	134,652.61		49,893.00		84,759.61						
City of Plymouth	31,216.91	25,866.35					5,350.56				
City of Crystal											
Blue Water Science											
S E H											
Misc											
2.5% Admin Transfer	76,460.25	10,385.00		3,238.54	15,811.71	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00	
Total Expenditures	786,903.46	74,181.46	71,068.99	36,028.88	203,459.95	13,198.42	78,953.40	146,586.24	118,967.30	18,654.40	25,804.42

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)
Levy/Grant Details											
2009/2010 Levy	902,462	902,462									
2010/2011 Levy	160,700		160,700								
2011/2012 Levy	762,010			83,111	678,899						
2012/2013 Levy	986,000					162,000	824,000				
2013/2014 Levy	895,000							534,000	218,800	142,200	
2014/2015 Levy	1,000,000										1,000,000
Construction Fund Balance	1,384,228	62,738	419,500	21,889	177,101	34,000	166,000				503,000
BWSR Grant- BCWMO	504,750	212,250		75,000	217,500						
Total Levy/Grants	6,595,150	1,177,450	580,200	180,000	1,073,500	196,000	990,000	534,000	218,800	142,200	1,503,000

BWSR Final

4/8/13

67,500

108,750

FY11 Competitive Grant Program - received \$7500 on 11/6/14

Bassett Creek Construction Project Details

Bassett Creek Construction Project Details

Proposed & Future CIP Projects (to be Levied)					Other Projects						
Total Proposed & Future CIP Projects (to be Levied)	2016 Bryn Mawr Meadows	2016 Honeywell Pond Expansion (BC-4)	2016 Northwood Lake Pond (NL-1)	MPCA Grant From GF	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
Original Budget Added to Budget					1,647,373.00	105,000.00	119,000.00	500,000.00	748,373.00 (250,000.00)	250,000.00	175,000.00
Expenditures:					163,870.64		163,870.64		125,000.00		125,000.00
					280,000.00	30,000.00					
Feb 2004 - Jan 2005					6,949.19				3,954.44		2,994.75
Feb 2005 - Jan 2006					10,249.09	637.20			9,611.89		
Feb 2006 - Jan 2007					113,141.44	23,486.95	89,654.49				
Feb 2007 - Jan 2008					117,455.33	31,590.12	47,041.86				38,823.35
Feb 2008 - Jan 2009					76,184.64	31,868.63	44,316.01				
Feb 2009 - Jan 2010					45,375.25	15,005.25	25,920.00			4,450.00	
Feb 2010 - Jan 2011					12,656.65	168.00	5,290.50			7,198.15	
Feb 2011 - Jan 2012					21,094.00	3,194.00					17,900.00
Feb 2012 - Jan 2013					174,826.03	1,815.00			4,917.00	168,094.03	
Feb 2013 - Jan 2014	17,863.50	5,282.80	7,461.95		59,459.65				24,712.15		34,747.50
Feb 2014 - Jan 2015	978.00				55.00				55.00		
Feb 2015-Jan 2016											
Total Expenditures:	18,841.50	5,282.80	7,461.95		637,446.27	107,765.15	212,222.86		43,250.48	179,742.18	94,465.60
Project Balance	(18,841.50)	(5,282.80)	(7,461.95)		1,453,797.37	27,234.85	70,647.78	500,000.00	580,122.52	70,257.82	205,534.40
Project Totals By Vendor					Total						
Barr Engineering	18,582.80	5,282.80	7,352.50		239,955.59	104,888.70	94,948.17		22,108.82	18,009.90	
Kennedy & Graven	258.70		109.45		5,977.19	1,164.30	2,902.59		94.40	1,461.15	354.75
City of Golden Valley					180,811.13					160,271.13	20,540.00
City of Minneapolis					38,823.35						38,823.35
City of Plymouth											
City of Crystal											
Blue Water Science					101,598.10		101,598.10				
S E H					18,478.41	1,712.15	12,774.00		3,992.26		
Misc											
2.5% Admin Transfer											
Total Expenditures	18,841.50	5,282.80	7,461.95		585,643.77	107,765.15	212,222.86		26,195.48	179,742.18	59,718.10
Levy/Grant Details					Total						
2009/2010 Levy					163,870.64		163,870.64				
2010/2011 Levy				2010/2011	60,000.00	10,000			25,000		25,000
2011/2012 Levy				2011/2012	60,000.00	10,000			25,000		25,000
2012/2013 Levy				2012/2013	60,000.00	10,000			25,000		25,000
2013/2014 Levy				2013/2014	50,000.00				25,000		25,000
2014/2015 Levy											
Construction Fund Balance				2014/2015	50,000.00				25,000		25,000
BWSR Grant- BCWMO											
Total Levy/Grants					443,870.64	30,000	163,870.64		125,000		125,000



Bassett Creek Watershed Management Commission

Minutes of Regular Meeting May 21, 2015 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Robbinsdale	Alternate Commissioner Michael Scanlan
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Chair
Medicine Lake	Commissioner Clint Carlson	Administrator	Laura Jester
Minneapolis	Commissioner Michael Welch	Attorney	Charlie LeFevere, Kennedy & Graven
Minnetonka	Commissioner Jacob Millner	Engineer	Karen Chandler, Barr Engineering Co.
New Hope	Alternate Commissioner Pat Crough	Recorder	Amy Herbert
Plymouth	Commissioner Ginny Black		

Technical Advisory Committee (TAC) Members/ Other Attendees Present:

Adam Arvidson, Minneapolis Park and Rec Board	Jeff Oliver, TAC, City of Golden Valley
Derek Asche, TAC, City of Plymouth	Bob Paschke, TAC, City of New Hope
Erick Francis, TAC, City of St. Louis Park	Mark Ray, TAC, City of Crystal
Christopher Gise, Golden Valley Resident	Liz Stout, TAC, City of Minnetonka
Jere Gwin-Lenth, Friends of Northwood Lake Association	David Tobelmann, Alternate Commissioner, City of Plymouth
Chris Long, TAC, City of New Hope	Andrea Weber, Minneapolis Park and Rec Board
Richard McCoy, TAC, City of Robbinsdale	Robert White, Friends of Northwood Lake Association
Jane McDonald Black, Alternate Commissioner, City of Golden Valley	Doug Williams, Friends of Northwood Lake Association
Patrick Noon, Alternate Commissioner, City of St. Louis Park	

1. CALL TO ORDER AND ROLL CALL

On Thursday, May 21, 2015, at 8:34 a.m. in the Council Conference room at Golden Valley City Hall, Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken [Cities of Minneapolis and Robbinsdale absent from roll call].

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No items were raised.

3. AGENDA

Chair de Lambert requested that item 6E – Discuss Clean Water Partnership Grant Award and Northwood Lake Improvement Project (NL-1) be moved forward in the agenda to immediately follow item 6B – Consider Submitting Draft Watershed Management Plan for 90-day Review. Commissioner Black moved to approve the agenda as amended. Commissioner Mueller seconded the motion. Upon a vote, the motion carried 7-0. [Cities of Minneapolis and Robbinsdale absent from vote.]

[Commissioner Welch, Minneapolis, and Alternate Commissioner Scanlan arrive.]

4. CONSENT AGENDA

Commissioner Hoschka moved to approve the Consent Agenda. Alternate Commissioner Crough seconded the motion. Upon a vote, the motion carried 9-0. [The following items were approved as part of the Consent Agenda: the April 16, 2015, Commission Meeting minutes, the monthly financial report, the payment of the invoices, Approval of 26th Avenue North Development-Minneapolis, Approval Not to Waive Monetary Limits on Municipal Tort Liability, Approval of Reimbursement Request from City of Minneapolis for CR2012 Main Stem Restoration Project, Accept and Authorize Distribution of Fiscal Year 2014 Financial Audit, and Approval of Agreement with Metropolitan Council for Participation in 2015 Citizen-Assisted Monitoring Program (CAMP)]. The general and construction account balances reported in the Fiscal Year 2015 Financial Report prepared for the May 21, 2015, meeting are as follows:

Checking Account Balance	\$749,681.98
TOTAL GENERAL FUND BALANCE	\$749,681.98
TOTAL CASH & INVESTMENTS ON-HAND (5/13/15)	\$3,377,702.98
CIP Projects Levied – Budget Remaining	(\$4,137,299.52)
Closed Projects Remaining Balance	\$759,596.54
2012-2014 Anticipated Tax Levy Revenue	\$9,634.81
2015 Anticipated Tax Levy Revenue	\$1,000,000.00
Anticipated Closed Project Balance	\$250,038.27

5. PUBLIC HEARING: Receive Comments on Draft 10-year Watershed Management Plan

Chair de Lambert opened the public hearing and called for comments on the BCWMC draft Watershed

Management Plan. He called for comments again. Upon hearing no comments, Chair de Lambert closed the hearing at 8:40 a.m.

6. BUSINESS

A. Receive Presentation from Minneapolis Park and Recreation Board Staff on Theodore Wirth Park Master Plan

Andrea Weber of the Minneapolis Park and Recreation Board (MPRB) introduced herself and Adam Arvidson, also with the MPRB. Ms. Weber gave a presentation with an overview of the Theodore Wirth Park, and the Park's Master Plan process. She explained that the result of the master plan process is a 100-page document detailing what the Master Plan will accomplish over the next 20 years. Ms. Weber noted that the public comment period extended from October 15, 2014, to January 9, 2015, and that the MPRB received 160 comments prior to the public hearing. She said comments were received from six outside partner agencies. She described how the MPRB organized the received comments by sorting them into themes. Ms. Weber detailed how the MPRB handled the responses to comments.

Ms. Weber reported that the plan has been approved by the MPRB Board and the Metropolitan Council's Park and Open Space Committee and will soon be in front of the Metropolitan Council Board.

Ms. Weber presented maps of different areas of the park, talked about features of the park and described changes to the park as outlined in the master plan. She went into detail about the natural surface trail system, particularly the off-road bike trails. Ms. Weber responded to comments and questions. She offered to host a trail walk with Commissioners to they could see the natural surface trail system.

Commissioner Welch remarked that the BCWMC and the MPRB have a lot of opportunity to work together as not much construction has occurred yet. He recommended that the MPRB participate in the BCWMC's TAC meetings. Commissioner Hoschka suggested that the MPRB collaborate with the BCWMC on signage in the park. Ms. Weber said that the Commission could send further comments and questions to Administrator Jester, who would forward them to the MPRB.

[Commissioner Hoschka, Golden Valley, departed the meeting. Alternate Commissioner McDonald Black present to represent Golden Valley.]

B. Consider Submitting Draft Watershed Management Plan for 90-Day Review

i. Approval of Technical Advisory Committee Recommendations on Requirements Document

Engineer Chandler explained that the Requirements Document will be incorporated into the Watershed Management Plan as an appendix and the Commission would need to approve the Requirements Document prior to taking action to submit the Draft Plan for the 90-day review. She described what was included in the Requirements Document and summarized the revisions to the document.

There was discussion about items in the revised Requirements Document. Commissioner Welch suggested that the Commission add to a future agenda a discussion of the fee structure so the Commission can ensure the fees are appropriate for the revised requirements. Commissioner Welch asked for more information on the document's concept of "MIDS or equivalent standard." Engineer Chandler described why this language is used in the document.

Commissioner Black moved to approve the TAC's recommended changes to the BCWMC's

Requirements Document and to include the revised Requirements Document in the BCWMC's Watershed Management Plan. Alternate Commissioner McDonald Black seconded the motion. Mr. Asche asked how the benefit of the stream buffer is quantified. Engineer Chandler responded that the benefit could be quantified if the buffer were bigger but the smaller the buffer, the harder it is to quantify. There was a discussion of the BCWMC's priority streams and a lengthy discussion on the stream buffer requirement in the revised Requirements Document. Staff noted the buffer requirement was discussed and negotiated during several meetings including TAC meetings, Plan Steering Committee meetings, and Commission workshops. Mr. Asche requested a fact sheet on buffers that cities can use with developers to help justify the buffer requirement. Staff agreed to develop a fact sheet. Upon a vote, the motion carried 9-0.

ii. Direct Staff to Submit Draft Plan for 90-day Review

Administrator Jester reminded the Commission that it received no comments during today's public hearing on the draft plan. She reported that staff submitted to State review agencies and other partners the responses to comments received during the 60-day review.

Administrator Jester said that staff is requesting Commission direction to submit the draft plan for the 90-day review. She summarized the anticipated timeline for the remaining steps of the watershed plan process:

- Draft Plan is submitted for 90-day review, which would start on approximately June 1;
- The Minnesota Board of Water and Soil Resources (BWSR) Metro Subcommittee would meet likely in late July or early August and Commission staff and Chair de Lambert would likely make a presentation to that subcommittee.
- The BWSR Metro Subcommittee would make a recommendation to the full BWSR Board.
- The BWSR Board does not have a July meeting so would take up the Subcommittee's recommendation at the August BWSR Board meeting.
- The BCWMC's September 17, 2015, meeting would include adoption of the final proposed plan as an agenda item.

Commissioner Welch moved to approve submitting the draft plan for the 90-day review. Alternate Commissioner Jane McDonald Black seconded the motion. Upon a vote, the motion carried 9-0.

C. Discuss Clean Water Partnership Grant Award and Northwood Lake Improvement Project (NL-1)

Administrator Jester reported that the Commission was awarded a \$300,000 Clean Water Partnership Grant from the Minnesota Pollution Control Agency for the Northwood Lake Project. She noted that the grant was based on the project's implementation of option A, the underground stormwater reuse chamber, pump house and redistribution system and rain gardens and option C, the construction of a wet ponding basin on the west side of the lake.

Administrator Jester reminded the Commission that at next month's meeting the Commission will take action on its Major Plan Amendment, which incorporates the Northwood Lake project and the Honeywell Pond Expansion project into the Commission's CIP. Administrator Jester said that also at the June meeting, the Commission will be making a decision on which of the Northwood Lake project options to implement and setting a maximum levy amount for 2016. She asked what information the Commission would want in order to make those decisions. Administrator Jester described Envision, an in-depth guidance and rating system

used to assess the sustainability metrics of all types and sizes of infrastructure. She said that Barr Engineering staff walked through the process with her for the Northwood Lake project, comparing the stormwater reuse option to the stormwater ponding option, so many of the metrics for this project have already been calculated. Administrator Jester said that she could bring this information to the Commission in June. Commissioner Welch said that he would like to see the Envision outcomes.

Commissioner Welch moved to authorize the Administrator to work with the Commission Engineer to complete the Envision analysis of the Northwood Lake project options and at a cost not to exceed \$750 to come from the general engineering technical services fund. Alternate Commissioner Scanlan seconded the motion.

Mr. Paschke commented that he believes that the strength of the Commission greatly helped to secure the Clean Watershed Partnership Grant. He said there are other grants that he would like the watershed to try to receive for this project. Commissioner Tobelmann remarked that the Commission needs to consider what kinds of costs it wants to take on with projects that have a primary benefit to a city compared to the watershed.

Upon a vote, the motion carried 9-0.

Alternate Commissioner McDonald Black said that she would like to know the cost per acre of parkland that is being saved by not installing the stormwater pond. The City of New Hope said it would try to provide this information for the June meeting.

D. Discuss Proposed 2016 Operating Budget and Member City Assessments

Administrator Jester provided an overview of the proposed 2016 operating budget and assessment. She reported that the proposed assessment to the member cities is the same as this year and 2014 (\$490,000). She went through the proposed changes for the 2016 budget compared to the 2015 budget. Administrator Jester went through a list of items that the Budget Committee did not have time to discuss but that are additional budget items staff would like to propose for 2016, including: Creek signs at major crossings; develop a CIP inspection and/or maintenance program, which has been recommended by the TAC, a shore land habitat monitoring program, and developing a workshop series for Commissioners to educate them on topics that can't be fully covered during regular meetings.

Administrator Jester and Engineer Chandler responded to comments and questions.

Alternate Commissioner Scanlan moved to approve the proposed budget and assessment and to direct the Administrator to prepare a supplemental memo detailing the newly proposed budget items for review at the June Commission meeting, and to delay submitting the proposed budget to member cities until after the Commission's June meeting. Commissioner Mueller seconded the motion.

Commissioner Black stated that the Commission has discussed the idea of an Aquatic Invasive Species (AIS) task force and she would like to see this task force on the Commission's work plan. Administrator Jester responded that the proposed budget has allocated up to \$5,000 for this work for 2016.

Upon a vote, the motion carried 8-0 (City of Plymouth abstained from the vote).

E. Consider Approval of Technical Advisory Committee Recommendations from 4-2-15 Meeting

i. 2017-2021 Capital Improvement Program

Mr. Francis stated that the TAC reviewed three options for the proposed CIP list 2017-2021. He reported that the TAC recommends that the Commission approve Option 2, which spreads the costs of more projects over two years than does Option 1. Administrator Jester and Engineer Chandler

responded to questions. Commissioner Black moved to approve the 2017-2021 CIP, Option 2. Alternate Commissioner Scanlan seconded the motion. Upon a vote, the motion carried 9-0.

ii. Timing for Study of Flood Control Project Rehab & Replacement Responsibilities & Funding

Mr. Francis reported that the TAC recommends the Commission begin this study in 2015 with funds from the Long Term Maintenance Fund. Engineer Chandler noted that she expects most of the work for the study to be completed through a series of TAC meetings and would involve Commission Engineer Kremer and Legal Counsel LeFevere. Commissioner Black moved to authorize starting this project at a cost not to exceed \$15,000 and for those funds to first be taken from the Operating Budget and second from the Long-term Maintenance budget. Alternate Commissioner Scanlan seconded the motion. Upon a vote, the motion carried 9-0.

F. Consider Approval of 2014 Annual Report

Commissioner Welch moved approval and distribution of the annual report. Commissioner Black seconded the motion. Upon a vote, the motion carried 9-0. Commissioner Welch asked that the report's executive summary be posted as a separate document on the Commission website.

7. COMMUNICATIONS

A. Administrator: Administrator Jester noted her communications in the written Administrator's report.

B. Chair: No Chair Communications

C. Commissioners:

i. Commissioner Welch reported that another version of watershed consolidation legislation has been introduced, which could consolidate the Hennepin County watersheds into three organizations: North, Middle, and South. He said there has been discussion about convening a group of Hennepin County watershed organizations to discuss this issue. He suggested that Administrator Jester participate on behalf of the Commission and perhaps a commissioner would be interested in participating as well. Commissioner Black suggested that the Commission discuss this issue at a future meeting.

ii. Commissioner Welch announced that the Waters of the United States rule will come out soon regarding the definition of federal jurisdiction over surface waters.

iii. Commissioner Black reported that the Plymouth City Council met regarding the Medicine Lake water level study that the City of Plymouth and the City of Medicine Lake proposed to share. She said that the Plymouth City Council is not currently in favor of the City of Plymouth moving forward with this study.

D. TAC Members: Mr. Oliver reported that the Twin Lake alum treatment had occurred earlier that week and went well.

E. Committees: Administrator Jester noted that the Education Committee met to kick-off the website redesign project.

F. Legal Counsel:

i. Attorney LeFevere announced that his firm is throwing his retirement party in June, and he described

how Kennedy & Graven will continue to provide legal services to the Commission.

G. Engineer:

- i. Engineer Chandler said she doesn't see anything coming up on the horizon regarding the Blue Line LRT and reported that staff had some follow up communications with the Blue Line LRT last month.
- ii. Engineer Chandler said that staff is following up on funding options for the XP-SWMM and will bring information to the Commission's June meeting. She said that in the meantime preliminary work is being done including setting up monitoring on the North Branch of Bassett Creek.

8. INFORMATION ONLY (Available at

<http://www.bassettcreekwmo.org/Meetings/2015/2015-May/2015MayMeetingPacket.htm>)

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet
- C. NEMO Save the Date Flyer

9. ADJOURNMENT

Chair de Lambert adjourned the meeting at 11:30 a.m.

Amy Herbert, Recorder

Date

Secretary

Date



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4E – Plymouth Ice Center/Lifetime Fitness Parking Lot Project – Plymouth
BCWMC June 18, 2015 Meeting Agenda
Date: June 10, 2015
Project: 23270051 2015 2044

4E Plymouth Ice Center/Lifetime Fitness Parking Lot Project - Plymouth

Summary:

Proposed Work: Parking lot redevelopment and expansion

Basis for Commission Review: Use of underground storage for stormwater treatment

Impervious Surface Area: Increase 0.7 acres

Recommendation: Conditional approval

General Background & Comments

The proposed project includes parking lot redevelopment and expansions (in the southeast and northeast corners of the site), curb and gutter removal and replacement, parking lot mill and overlay, and installation of an underground stormwater treatment system. The project is in the Plymouth Creek subwatershed. The project proposes an increase of 0.7 acres of impervious surface resulting in a total proposed site impervious area of 2.7 acres. The project site is 9.5 acres.

Floodplain

N/A

Wetlands

The project does not involve work in wetlands. The City of Plymouth is the LGU for administering the Minnesota Wetland Conservation Act of 1991.

Stormwater Management

Under existing conditions, runoff from the site is conveyed through storm sewer to a pond east of the site. Under proposed conditions, the drainage divides will remain the same and runoff will be conveyed to the same discharge point. The north portion of the parking lot will be routed through an underground stormwater management system for water quality treatment before discharging to the east pond.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4E – Plymouth Ice Center/Lifetime Fitness Parking Lot Project - Plymouth
Date: June 10, 2015
Page: 2
Project: 23270051 2015 2044

Water Quality Management

There is currently no water quality treatment provided on the site; however, runoff from the site is treated in a downstream pond. Because project is a redevelopment, the parcel size is greater than five acres and the added impervious surface is greater than 10,000 square feet, the project must meet the BCWMC's nondegradation water quality treatment requirements. An underground StormTech chamber system with an underground sand filter is proposed to provide water quality treatment on site for the parking lot expansion. Documentation must be provided to demonstrate that the underground StormTech chamber system and sand filter are adequately sized to meet BCWMC's nondegradation requirements. A sump manhole will be used as pretreatment for the treatment system.

Erosion and Sediment Control

Since the area to be graded is greater than 10,000 square feet, the proposed project must meet the BCWMC erosion control requirements. Proposed temporary erosion control features include catch basin inlet protection, silt fence, and a rock construction entrance.

Recommendation

Conditional approval based on the following comments:

1. Construction entrance(s) should be shown on the plans.
2. If a construction entrance is not to be installed at the northern site driveway, sediment control logs or other appropriate perimeter control devices must be installed to prevent sediment-laden water from leaving the site.
3. Sediment control logs or other appropriate perimeter control devices should be installed at the northeastern project limits to prevent sediment-laden water from leaving the site.
4. Applicant should add the following erosion control notes to the plans:
 - Vehicle tracking of sediment from the construction site (or onto streets within the site) must be minimized by installing rock construction entrances (with a minimum height of 2 feet above the adjacent roadway and with maximum side slopes of 4:1), rumble strips (mud mats), wood chips, wash racks, or equivalent systems at each site access.
 - Soils tracked from the site by motor vehicles must be cleaned daily (or more frequently, as necessary) from paved roadway surfaces throughout the duration of construction.
 - Temporary or permanent mulch must be uniformly applied by mechanical or hydraulic means and stabilized by disc-anchoring or use of hydraulic soil stabilizers.
5. StormTech details should be modified to show the sand filter layer below the typical chamber cross section.
6. Documentation must be provided demonstrating that the proposed StormTech system and sand filter meet BCWMC nondegradation water quality treatment requirements.

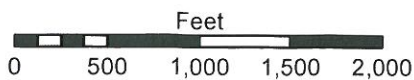
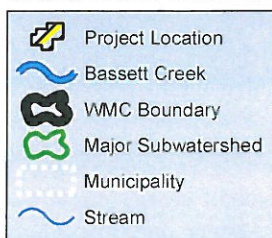
To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4E – Plymouth Ice Center/Lifetime Fitness Parking Lot Project - Plymouth
Date: June 10, 2015
Page: 3
Project: 23270051 2015 2044

7. The invert used in the HydroCAD model for the 21" RCP overflow pipe should be consistent with the invert shown on the plans.
8. Applicant should confirm from the soil borings taken on-site that the seasonally high groundwater table is adequately below the bottom of the sand filter to allow the structure to function hydraulically and to allow trapping and treatment of pollutants by the filter (a minimum of 3 feet between the bottom of the filter and groundwater is recommended). The soil boring report was not included with the BCWMC review submittal.
9. The sand used in the sand filter must be designed in accordance with the BCWMC document *Requirements for Improvements and Development Proposals, Section 6.2.1.2.5*.
10. The number and location of draitiles must be shown on the plans. The under drain system must be designed in accordance with the BCWMC document *Requirements for Improvements and Development Proposals, Section 6.2.1.2.6*.
11. Applicant should add the following sand filter construction notes to the plans:
 - Sand must be placed uniformly to prevent formation of voids that could lead to short-circuiting and to prevent damage to the underlying under drain system.
 - Mechanical compaction of the sand filter should be avoided. The sand bed can be stabilized by wetting the sand periodically, allowing it to consolidate, and then adding extra sand. This process can be repeated until consolidation is complete.
12. A maintenance agreement for the StormTech system and underlying sand filter must be developed.
13. Revised drawings must be provided to the BCWMC Engineer for final review and approval.

Bar Footer: ArcGIS 10.3, 2015-06-09 14:02 File: I:\Client\BassettCreek\GIS\Maps\Permits\Maps-2015\2015-14.mxd User: CMH2



Imagery Source: Aerial Express (2009)



LOCATION MAP
APPLICATION 2015-14
Plymouth Ice Center/Lifetime Fitness
Parking Lot Project
Plymouth, MN



Adding Quality to Life

Item 4F.
BCWMC 6-18-15
Full document online

June 9, 2015

Ms. Laura Jester
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION
16145 Hillcrest Lane
Eden Prairie, MN 55346

SUBJECT: PLYMOUTH CREEK STREAM BANK RESTORATION
CITY PROJECT NO. 8128
REQUEST FOR REIMBURSEMENT

Dear Ms. Jester,

The current cost of the Plymouth Creek Stream Bank Restoration project, excluding project management by City staff, is \$1,021,494.42. The City has received reimbursement from the Bassett Creek Watershed Management Commission (Commission) in the amount of \$861,143.86 and the City has received reimbursement from Hennepin County in the amount of \$155,000.

The attached Table 1 indicates all invoices received through June 9, 2015. Items indicated with an asterisk are included in this request for reimbursement. The City is requesting a reimbursement of **\$5,350.56** from the Commission per the terms of the Cooperative Agreement for the Plymouth Creek Improvements dated September 17, 2009. Construction is complete and the City contracts with a long term maintenance contractor.

This is the FINAL request for reimbursement for the Plymouth Creek Stream Restoration Project.

Reimbursement in the amount of **\$5,350.56** to the City should be sent to my attention at:

Derek Asche
Engineering Department
Plymouth City Hall
3400 Plymouth Blvd.
Plymouth, MN 55447

Thank you again for your support on this project. If you have any questions regarding the submission, please contact me at 763-509-5526.

Sincerely,



Derek Asche

Water Resources Manager

enc: Invoices Summary
Invoices from 5/4/2012 to 2/28/2013





Adding Quality to Life

Item 4G.
BCWMC 6-18-15
Full document online

June 9, 2015

Ms. Laura Jester
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION
16145 Hillcrest Lane
Eden Prairie, MN 55346

SUBJECT: NORTHWOOD LAKE WATER QUALITY IMPROVEMENT PROJECT
aka FOUR SEASONS WATER QUALITY IMPROVEMENT PROJECT
BASSETT CREEK PROJECT NL-2
CITY PROJECT NO. 11022
REQUEST FOR REIMBURSEMENT

Dear Ms. Jester,

The current feasibility study and design cost of the Northwood Lake Water Quality Improvement Project aka Four Seasons Water Quality Improvement Project is \$74,259.35. This amount does not include City management or administrative costs. The City has received reimbursement from the Bassett Creek Watershed Management Commission (Commission) in the amount of \$49,893.00 for the feasibility study.

The attached Table 1 indicates all invoices received through June 9, 2015. Items indicated with an asterisk are included in this request for reimbursement. The City is requesting a reimbursement of \$25,866.35 from the Commission per the terms of the Cooperative Agreement dated September 20th, 2012.

Reimbursement in the amount of \$25,866.35 to the City should be sent to my attention at:

Derek Asche
Engineering Department
Plymouth City Hall
3400 Plymouth Blvd.
Plymouth, MN 55447

While this project has seen an abnormal number of delays, it is the City's intention to review the possibility of a flocculation station on or near the former Four Seasons Mall property at the time of redevelopment and prior to moving forward with the stream restoration. The City does, however, anticipate a future TMDL will require multiple projects in the City of Plymouth to meet water quality goals.

Thank you for your support on this project. If you have any questions regarding the submission, please contact me at 763-509-5526.

Sincerely,


Derek Asche
Water Resources Manager

enc: Invoices Summary
Invoice from Arrowhead Consulting
Project Expense Report for Engineering Design





Item 5A.
BCWMC 6-18-15

May 27, 2015

Board of Commissioners
Bassett Creek Watershed Management Commission
c/o Laura Jester, Administrator
16145 Hillcrest Lane
Eden Prairie, MN 55346

Dear Chair and Managers:

I am pleased to forward the enclosed Order dated May 27, 2015 of the Board of Water and Soil Resources (Board) that approves the amendment to the Watershed Management Plan for the Bassett Creek Watershed Management Commission (Commission). Please be advised that, in accordance with MN Rule part 8410.0140, Subpart 5, within 30 days of adoption the Commission must distribute copies of the Amendment to all agencies and individuals who have received a copy of the Watershed Management Plan. BWSR looks forward to continuing to work with the Commission as you implement the Plan and document its outcomes.

Please contact Steve Christopher of our staff at 651-296-2633, or at the central office address for further assistance in this matter.

Sincerely,

Brian Napstad
Chair

Enclosure

cc: Randy Anhorn, Hennepin County (via email)
Jeanne Daniels, DNR (via email)
John Freitag, MDH (via email)
Rob Sip, MDA (via email)
Judy Sventek, Metropolitan Council (via email)
Juline Holleran, MPCA (via email)
Beth Neuendorf, MNDOT (via email)
Jim Haertel, BWSR (via email)
Steve Christopher, BWSR (via email)
File Copy

Bemidji	Brainerd	Duluth	Fergus Falls	Mankato	Marshall	New Ulm	Rochester
403 Fourth Street NW Suite 200 Bemidji, MN 56601 (218) 755-2600	1601 Minnesota Drive Brainerd, MN 56401 (218) 828-2383	394 S. Lake Avenue Suite 403 Duluth, MN 55802 (218) 723-4752	1004 Frontier Drive Fergus Falls, MN 56537 (218) 736-5445	12 Civic Center Plaza Suite 3000B Mankato, MN 56001 (507) 344-2821	1400 East Lyon Street Marshall, MN 56258 (507) 537-6060	261 Highway 15 South New Ulm, MN 56073 (507) 359-6074	3555 9 th Street NW Suite 350 Rochester, MN 55901 (507) 206-2889

Central Office / Metro Office

520 Lafayette Road North

Saint Paul, MN 55155 Phone: (651) 296-3767

Fax: (651) 297-5615

www.bwsr.state.mn.us

TTY: (800) 627-3529

An equal opportunity employer

Minnesota Board of Water and Soil Resources

520 Lafayette Road North

Saint Paul, Minnesota 55155

In the Matter of the review of the
Amendment to the Watershed Management
Plan for the **Bassett Creek Watershed
Management Commission**, pursuant to
Minnesota Statutes Section 103B.231,
Subdivision 11.

ORDER APPROVING AMENDMENT TO WATERSHED MANAGEMENT PLAN

Whereas, the Board of Commissioners of the Bassett Creek Watershed Management Commission (Commission) submitted a Watershed Management Plan Amendment (Amendment) dated February 2015 to the Minnesota Board of Water and Soil Resources (Board) pursuant to Minnesota Statutes Section 103B.231, subd. 11, and;

Whereas, the Board has completed its review of the Amendment;

Now Therefore, the Board hereby makes the following Findings of Fact, Conclusions and Order:

FINDINGS OF FACT

1. **WMO Establishment.** The Bassett Creek Flood Control Commission was formed in 1968 primarily to study flooding issues in the watershed and adopted a watershed management plan in 1972. In 1984, the Bassett Creek Watershed Management Commission was created after revising the Flood Control Commission's joint powers agreement. The Commission prepared its first generation watershed management plan that the Board approved in July 1989.
2. **Authority to Plan.** The Metropolitan Surface Water Management Act requires the preparation of a watershed management plan for the subject watershed area which meets the requirements of Minnesota Statutes Sections 103B.201 to 103B.251. The watershed management plan may be amended according to Minnesota Statutes Section 103B.231, subd. 11. The second generation plan was approved by the Board in August 2004. Subsequently, the Commission completed four major and four minor amendments between 2005 and 2014.
3. **Nature of the Watershed.** The Commission is located in the heart of Hennepin County. It is bound by the Mississippi River WMO to the east, on the south and west by the Minnehaha Creek Watershed District, on the northwest by the Elm Creek WMO, and on the north by Shingle Creek WMO. The watershed encompasses all or part of the following nine cities: Plymouth, Medicine Lake, Golden Valley, Robbinsdale, Crystal,

New Hope, Minnetonka, St. Louis Park, and Minneapolis. Bassett Creek discharges into the Mississippi River in downtown Minneapolis below St. Anthony Falls. The watershed contains five major lakes and three creek branches. The Bassett Creek watershed covers 39.6 square miles and is predominantly fully developed.

4. **Amendment Development and Review.** The draft Amendment was submitted to the Board, the plan review agencies, and local governments for the required 60-day review on December 1, 2014. The Commission held a public hearing on March 19, 2015. The only comment received at the public hearing was from a resident supporting the Northwood Lake project. The final draft Amendment was submitted to the Board and plan review agencies on April 3, 2015, for final review and approval.
4. **Local Review.** The Commission circulated a copy of the draft Amendment to local units of government for their review pursuant to Minnesota Statutes Section 103B.231, subd. 7. Hennepin County stated that there are no comments on the Amendment.
5. **Metropolitan Council Review.** The Metropolitan Council stated that the Amendment is consistent with Council policies, the 2030 Water Resources Management Policy Plan and the draft 2040 Water Resources Policy Plan.
6. **Department of Agriculture Review.** The MDA stated that there were no comments on the Amendment.
7. **Department of Health Review.** The MDH did not comment on the Amendment.
9. **Department of Natural Resources Review.** The DNR stated that there were no comments on the Amendment.
10. **Pollution Control Agency Review.** The PCA stated that there were no comments on the Amendment.
11. **Department of Transportation Review.** The DOT did not comment on the Amendment.
12. **Board Review.** Board staff commended the Commission for maintaining a current Plan and had no other comments.
13. **Amendment Summary.** The Amendment includes adding a project to the Commission's Capital Improvement Project list to expand an existing pond for additional treatment as well as a revision to the Northwood Lake project that will incorporate a stormwater reuse system.
14. **Metro Region Committee Meeting.** On May 12, 2015, the Board's Metro Region Committee and staff met in St. Paul to review and discuss the Amendment. Those in attendance from the Board's Committee were Jack Ditmore, Jill Crafton, Faye Sleeper and Joe Collins, chair. Board staff in attendance were Metro Region Supervisor Jim

Haertel and Board Conservationist Steve Christopher. Board staff recommended approval of the Amendment. After discussion, the Committee unanimously voted to recommend approval of the Amendment to the full Board.

CONCLUSIONS

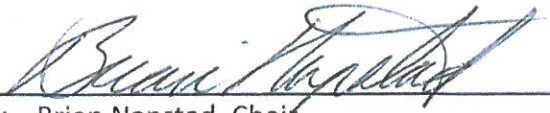
1. All relevant substantive and procedural requirements of law and rule have been fulfilled.
2. The Board has proper jurisdiction in the matter of approving an Amendment to the Watershed Management Plan for the Bassett Creek Watershed Management Commission pursuant to Minnesota Statutes Section 103B.231, subd. 11.
3. The Bassett Creek Watershed Management Commission Amendment attached to this Order defines the need and purpose of the Watershed Management Plan changes and the methods of financing.
4. The attached Amendment is in conformance with the requirements of Minnesota Statutes Sections 103B.201 to 103B.251.

ORDER

The Board hereby approves the attached Amendment dated February 2015 to the Bassett Creek Watershed Management Commission Watershed Management Plan.

Dated at Saint Paul, Minnesota this 27th day of May 2015.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES


BY: Brian Napstad, Chair

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Bi – Choose Concept(s) to Implement for Northwood Lake Improvement Project (NL-1); Receive Presentation on Results of Envision Process
BCWMC June 18, 2015 Meeting Agenda
Date: June 10, 2015
Project: 23/27-0051 2015

5Bi Choose Concept(s) to Implement for Northwood Lake Improvement Project (NL-1); Receive Presentation on Results of Envision Process

Background

At its May 21, 2015 meeting, the Commission authorized the Commission Administrator to work with the Commission Engineer to complete the Envision™ analysis of the Northwood Lake Improvement Project options. This memo provides background information about the Envision™ rating system and the results of its application to the project.

Envision™ rating system

The Envision™ rating system is a project assessment and guidance tool for sustainable infrastructure design developed by the Harvard Graduate School of Design, the American Society of Civil Engineers, the American Public Works Association and the American Council of Engineering Companies. It is an objective framework of criteria and performance achievements that help users identify ways that sustainable approaches can be used to plan, design, construct, and operate infrastructure projects. Envision™ provides an opportunity for infrastructure owners and designers to be recognized for using a life cycle approach, working with communities, and using a restorative approach to infrastructure projects. Envision™ is also a useful tool in comparing project options that have different intangible benefits that can be hard to quantify through traditional means. An Envision™ fact sheet as well as a list of the credits that comprise the rating system are attached to this memo.

Use of Envision™ to evaluate project options

Commission staff recently used Envision™ to evaluate the differences between the Northwood Lake Improvement Project's Concept A (Reuse System) and Concept B (Pond) options. Both options were

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Bi – Choose Concept(s) to Implement for Northwood Lake Improvement Project (NL-1); Receive Presentation on Results of Envision Process
BCWMC June 18, 2015 Meeting Agenda
Date: June 10, 2015
Page: 2

scored using the Envision™ rating system. In addition, a screening-level life cycle analysis (LCA) of each option was performed using GaBi™ software. Life cycle analysis (LCA) is the systematic approach of looking at a product's complete life cycle, from raw materials to final disposal of the product. It offers a "cradle to grave" look at a product or process, considering environmental aspects and potential impacts such as greenhouse gas emissions, and energy and water consumption, often expressed as "footprints." LCAs are one important consideration in the Envision™ rating system, offering decision makers another way to consider the differences between project options.

Both project options were "scored" using a comprehensive Envision™ guidance manual that includes the assignment of possible credits. Out of 60 credits, the two project options scored the same points in 48 credit areas. The two project options scored differently across 12 specific credits; these differences are highlighted in Table 1.

These differences resulted in a higher overall score for the water reuse option over the pond option, as shown in Figure 1.

Attachments:

Envision™ Facts
Credit List

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Bi – Choose Concept(s) to Implement for Northwood Lake Improvement Project (NL-1); Receive Presentation on Results of Envision Process
 BCWMC June 18, 2015 Meeting Agenda
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Table 1. Points earned per Envision category for each option

Envision Category	Envision Credit	Pond Option Points Earned	Reuse Option Points Earned
Quality of Life	QL 1.1 Improve Community Quality of Life	2	5
	QL 2.1 Enhance Public Health and Safety	0	2
	QL 3.1 Preserve Historic and Cultural Resources	0	1
	QL 3.2 Preserve Views and Local Character	1	6
	QL 3.3 Enhance Public Space	0	1
Leadership	LD 2.2 Improve Infrastructure Integration	1	7
	LD 3.2 Address Conflicting Regulations and Policies	0	2
Resource Allocation	RA 3.1 Protect Fresh Water Availability	0	9
	RA 3.2 Reduce Potable Water Use Consumption	0	9
	RA 3.3 Monitor Water Systems	0	3
Natural World	NW 1.7 Preserve Greenfields	0	3
	NW 1.8 Manage Stormwater	4	9

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Bi – Choose Concept(s) to Implement for Northwood Lake Improvement Project (NL-1); Receive Presentation on Results of Envision Process
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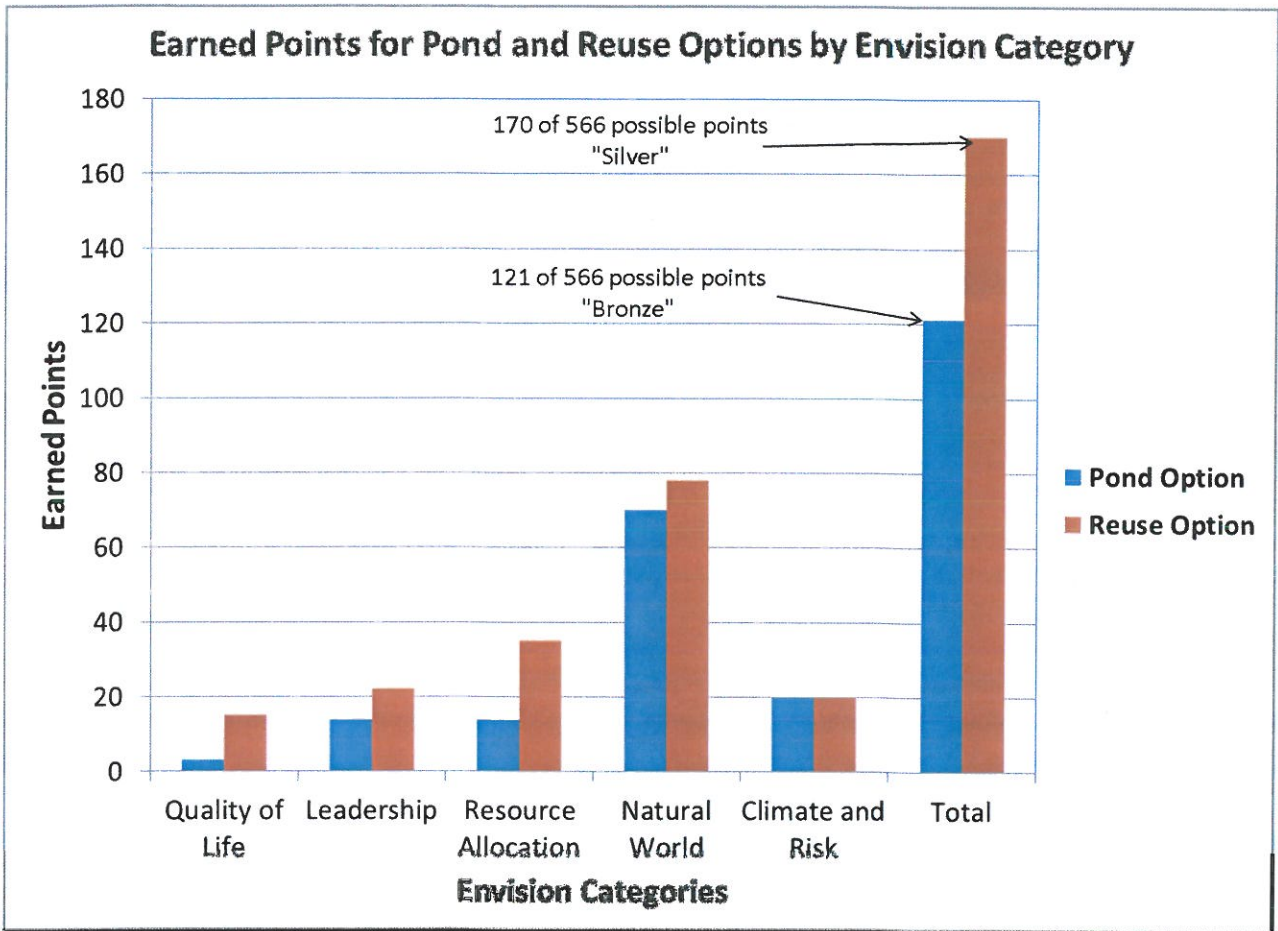


Figure 1. Chart showing earned points for each option



ENVISION™ FACTS

OUR ENVISION™ GOAL

To help owners, communities, constructors, designers, and others to create cost-effective, more resource-efficient and adaptable long-term infrastructure investments.

PURPOSE OF ENVISION™

To foster a dramatic and necessary improvement in the performance and resiliency of our physical infrastructure across the full spectrum of sustainability. Envision provides the framework and incentives needed to initiate this systemic change. As a planning and design guidance tool, Envision™ provides industry-wide sustainability metrics for all infrastructure types.

OVERVIEW

- A holistic sustainability rating system for all types and sizes of civil infrastructure
- Guide for making more informed decisions about the sustainability of projects
- Framework of criteria and performance objectives to help project teams identify sustainable approaches during planning, design, construction, and operation
- Optional third-party verification and award for recognizing project achievements

STRUCTURE

Envision™ has 60 sustainability criteria, called credits, arranged in five categories that address major impact areas.

	QUALITY OF LIFE 13 Credits
	LEADERSHIP 10 Credits
	RESOURCE ALLOCATION 14 Credits
	NATURAL WORLD 15 Credits
	CLIMATE AND RISK 8 Credits

BENEFITS

Infrastructure investments with:

- Long-term viability
- Lower cost
- Few negative impacts on the community
- Potential to save owners money over time
- Credibility of a third-party rating system

WHERE DOES ENVISION APPLY?

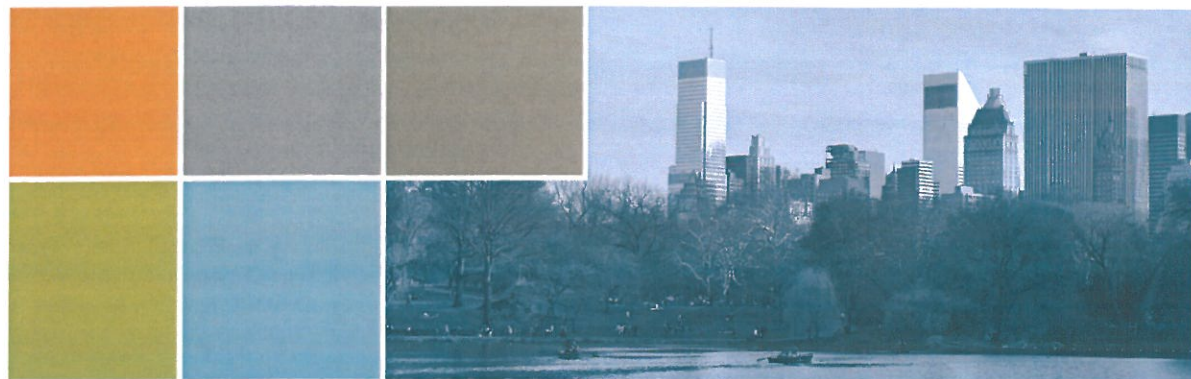
- Covers the roads, bridges, pipelines, railways, airports, dams, levees, landfills, water treatment systems, and other civil infrastructure
- Primarily for the U.S. and Canada, Envision™ benefits and criteria could be adapted to other locations
- Used by infrastructure owners, design teams, community groups, environmental organizations, constructors, regulators and policy makers

HOW ENVISION™ WORKS

- Go to www.sustainableinfrastructure.org to download Envision™ at no cost
- Learn to use Envision™ better with the Envision™ Sustainability Professional (ENV SP) training
- Use Envision™ to guide planning, design, and construction projects to reduce environmental footprint and support the larger goal of improved quality of life
- Evaluate and recognize infrastructure projects that use transformational, collaborative approaches to incorporate sustainability throughout a project's life

ENVISION™ BACKGROUND

Envision™ was developed in joint collaboration between the Zofnass Program for Sustainable Infrastructure at the Harvard University Graduate School of Design and the Institute for Sustainable Infrastructure. The Institute for Sustainable Infrastructure is a not-for-profit education and research organization founded by the American Public Works Association, the American Council of Engineering Companies and the American Society of Civil Engineers.



ENVISION™ TOOLS

Envision™ Rating System

- An in-depth planning guide and rating system to improve the sustainability aspects of infrastructure projects.
- Includes a guidance manual and online scoring system.
- No cost to download or use for project planning and self-assessment.
- Optional independent, third-party review, called verification, offered by ISI.
- Verification qualifies projects to become eligible for recognition and awards.

Envision™ Checklist

- An educational tool that helps users become familiar with the sustainability aspects of infrastructure project design.
- A self-assessment to quickly compare project alternatives
- Structured as a series of yes/no questions based on the Envision™ rating system criteria.
- No cost to download or use.

ENVISION™ SUSTAINABILITY PROFESSIONALS

ENV SPs are credentialed practitioners trained by the ISI in the use of the Envision™ rating system

- Both online and in-person training is available
- ENV SPs work to guide the project team to achieve higher levels of sustainability and to document project sustainability accomplishments.
- An ENV SP must be involved in a project for it to be eligible for an Envision™ award

ENVISION™ AWARD LEVELS

Recognition Level	Total Applicable Points (%)
Bronze Award	20
Silver Award	30
Gold Award	40
Platinum Award	50

VERIFICATION

ISI's independent third-party project verification program is a transparent process to confirm that a project meets Envision™ evaluation criteria.

- Helps rate payers and voters have confidence that the project has good value
- Enables projects to become eligible for Envision™ awards
- Easy to use online process
- After submitting the assessment project verification takes 90 days to complete

CREDIT LEVELS OF ACHIEVEMENT

Envision™ credits define multiple levels of achievement in order to better evaluate performance and encourage incremental project improvement.

- 1|Improved** - Performance that is above conventional
- 2|Enhanced** - Sustainable performance that adheres to Envision™ principles
- 3|Superior** - Sustainable performance that is noteworthy
- 4|Conserving** - Performance that has achieved essentially zero impact
- 5|Restorative** - Performance that restores natural or social systems

Innovation Points

Envision™ provides innovation points for projects that advance sustainable infrastructure practices or show exceptional performance beyond expectations.

ENVISION™ VERIFICATION COSTS

Project Size (\$)	Non-Member Price	ISI Member Price
Up to 2 M	\$3,000	\$2,400
2-5 M	\$8,500	\$7,000
5-25 M	\$17,000	\$14,000
25-100 M	\$25,000	\$21,000
100-250 M	\$33,000	\$28,000
Over 250 M	Contact ISI for large or multi-phase projects	

*Registration fee \$1000. Verification fee based on project size.



CREDIT LIST



**QUALITY
OF LIFE**
13 Credits



LEADERSHIP
10 Credits



**RESOURCE
ALLOCATION**
14 Credits



**NATURAL
WORLD**
15 Credits



**CLIMATE
AND RISK**
8 Credits

1 PURPOSE

- QL1.1 Improve Community Quality of Life
- QL1.2 Stimulate Sustainable Growth & Development
- QL1.3 Develop Local Skills & Capabilities

2 WELLBEING

- QL2.1 Enhance Public Health & Safety
- QL2.2 Minimize Noise and Vibration
- QL2.3 Minimize Light Pollution
- QL2.4 Improve Community Mobility & Access
- QL2.5 Encourage Alternative Modes of Transportation
- QL2.6 Improve Accessibility, Safety, & Wayfinding

3 COMMUNITY

- QL3.1 Preserve Historic & Cultural Resources
- QL3.2 Preserve Views & Local Character
- QL3.3 Enhance Public Space
- QL0.0 Innovate or Exceed Credit Requirements

1 COLLABORATION

- LD1.1 Provide Effective Leadership & Commitment
- LD1.2 Establish A Sustainability Management System
- LD1.3 Foster Collaboration & Teamwork
- LD1.4 Provide for Stakeholder Involvement

2 MANAGEMENT

- LD2.1 Pursue By-Product Synergy Opportunities
- LD2.2 Improve Infrastructure Integration

3 PLANNING

- LD3.1 Plan For Long-Term Monitoring & Maintenance
- LD3.2 Address Conflicting Regulations & Policies
- LD3.3 Extend Useful Life
- LD0.0 Innovate or Exceed Credit Requirements

1 MATERIALS

- RA1.1 Reduce Net Embodied Energy
- RA1.2 Support Sustainable Procurement Practices
- RA1.3 Use Recycled Materials
- RA1.4 Use Regional Materials
- RA1.5 Divert Waste From Landfills
- RA1.6 Reduce Excavated Materials Taken Off Site
- RA1.7 Provide For Deconstruction & Recycling

2 ENERGY

- RA2.1 Reduce Energy Consumption
- RA2.2 Use Renewable Energy
- RA2.3 Commission & Monitor Energy Systems

3 WATER

- RA3.1 Protect Fresh Water Availability
- RA3.2 Reduce Potable Water Consumption
- RA3.3 Monitor Water Systems
- RA0.0 Innovate or Exceed Credit Requirements

1 SITING

- NW1.1 Preserve Prime Habitat
- NW1.2 Protect Wetlands & Surface Water
- NW1.3 Preserve Prime Farmland
- NW1.4 Avoid Adverse Geology
- NW1.5 Preserve Floodplain Functions
- NW1.6 Avoid Unsuitable Development on Steep Slopes
- NW1.7 Preserve Greenfields

2 LAND+WATER

- NW2.1 Manage Stormwater
- NW2.2 Reduce Pesticide & Fertilizer Impacts
- NW2.3 Prevent Surface & Groundwater Contamination

3 BIODIVERSITY

- NW3.1 Preserve Species Biodiversity
- NW3.2 Control Invasive Species
- NW3.3 Restore Disturbed Soils
- NW3.4 Maintain Wetland & Surface Water Functions
- NW0.0 Innovate or Exceed Credit Requirements

1 EMISSIONS

- CR1.1 Reduce Greenhouse Gas Emissions
- CR1.2 Reduce Air Pollutant Emissions

2 RESILIENCE

- CR2.1 Assess Climate Threat
- CR2.2 Avoid Traps & Vulnerabilities
- CR2.3 Prepare For Long-Term Adaptability
- CR2.4 Prepare For Short-Term Hazards
- CR2.5 Manage Heat Island Effects

- CR0.0 Innovate or Exceed Credit Requirements



Bassett Creek Watershed Management Commission

MEMO

TO: BCWMC Commissioners
FROM: Laura Jester, Administrator
DATE: June 10, 2015

RE: Northwood Lake Improvement Project – Choosing Concept(s) to Implement

Choosing which concept(s) to implement to help improve the water quality of Northwood Lake presents a difficult situation for the Commission. The City of New Hope strongly supports the implementation of concept A (a stormwater reuse system) and concept C (a pond at the west end of the lake). See the City's letter of support in **Attachment A**. Also in support of concepts A and C are residents in the area and in particular, Friends of Northwood Lake. See their letter of support in **Attachment B**.

There have been discussions about the intangible benefits to the City of New Hope with regards to implementing concepts A and C, which has an estimated design and construction cost of \$1,352,000. The city has pledged \$206,000 toward the project and the Commission was recently awarded a Clean Water Partnership Grant for \$300,000 to implement concepts A and C. However, questions remain about how implementation of this project could set precedence for future CIP projects. For instance, if the Commission implements concepts A and C, the Commission could receive future requests from cities that include a preference for highly priced project with little or no water quality benefits. Conversely, the Commission could be setting precedent requiring cities to "cost-share" on projects, which is not a Commission policy and has not been their practice to date.

For guidance, the Commission should look to its (draft) 2015 BCWMC Watershed Management Plan which contains a goal, policy, and a table of "eligible project costs" that may help with the decision (**See Attachment C**). It is important to note that when developing the table of "eligible project costs," the Commission and the TAC deliberated about which costs should and should not be eligible for reimbursement. Although it was a good discussion, in the end the groups decided it was too difficult to place "one-size-fits-all" parameters on such differing projects. Instead, the costs eligible for reimbursement would be decided on a project by project basis with consideration of "the cost per pound of pollutant removal (relative to guidance yet to be established by the BCWMC for water quality projects), partnerships, grant opportunities, and other factors."

Another way to consider this project is to "pretend" this project were being proposed in a completely developed area where there was no open space available for a stormwater pond. An underground storage system might be the only way to improve water quality in such a scenario. The residents and city council of New Hope consider this parkland "unavailable," just as we would consider it unavailable if a school, church, community center, housing development, or other structure existed on the park site.

Administrator's Recommendation:

Although they are not necessarily quantifiable, there is a long list of reasons for the Commission to implement concepts A and C to improve the water quality of Northwood Lake.

- ✓ Project addresses multiple goals of the BCWMC including water quality, habitat, flood control, aesthetics, recreation, and education
- ✓ Project is strongly supported by the city council and staff, city residents, and Friends of Northwood Lake
- ✓ Project uses an innovative practice rather than an older practice that is becoming less and less popular with the public
- ✓ Project preserves drinking water resources by reusing stormwater
- ✓ Project preserves precious parkland in New Hope (e.g., New Hope has 103 residents/park acre; St. Louis Park has 62 residents/park acre; Golden Valley has 20 residents/park acre)
- ✓ City of New Hope has already converted land in the southern section of Northwood Park to stormwater ponds to improve water quality
- ✓ Grant funding was obtained and future grants are possible
- ✓ City is contributing financially to project
- ✓ Project scores higher on Envision process than the alternative

If the Commission is concerned about setting precedence for future projects – perhaps this list could be used as part of a “check off” to determine Commission involvement.

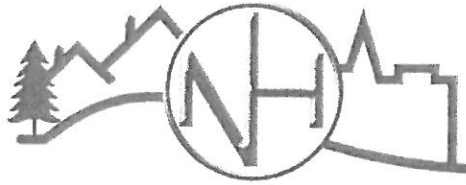
Additional materials available for review:

Attachment D: Project budget table revised to show awarded grant

Attachment E (available online): Clean Water Partnership Grant Application

Attachment F (available online): Northwood Lake Improvement Project Feasibility Study

ATTACHMENT A



Item 5Bii.
BCWMC 6-18-15

June 9, 2015
File: 193802812

**Reference: Northwood Lake Storm Water Improvements
City of New Hope Support Letter
City Project No.: 938**

Dear Bassett Creek Watershed Commission,

The BCWMC will be discussing the Northwood Lake Improvements project at the June 18th meeting, and we have prepared this letter to provide additional information and emphasize the support from the City of New Hope. As discussed at several BCWMC meetings and provided within the Feasibility Report, the City of New Hope is in favor of completing Concept A (storm water reuse concept) and Concept C (Jordan Avenue pond concept).

It is a high priority for the City to improve the water quality of Northwood Lake and downstream waters, and as open useable park space is already limited, any improvements shall consider the park and uses as a whole. As Concept B (pond concept) impacts useable park space directly adjacent to the lake, this concept is not amenable to the City, the residents or support groups such as the friends of Northwood Lake.

Reason for Improvements?

- Northwood Lake is an identified DNR Public Water and is also on the State Impaired Water List for excess nutrients.
- The proposed concept improvements treat over 100+ acres of drainage area which is currently not treated prior to entering Northwood Lake.

City Parks & Northwood Park Background

- Northwood Park, the "crown jewel" as listed on the City's website, is the only Community Park in the city, and hosts the annual community festival, Duk Duk Daze.
- City's Capital Improvement Program identifies playground and park improvements to be completed at Northwood Park in 2016 in concurrence with the storm sewer improvements.
- New Hope has lower percentage of park land compared to neighboring cities, of which the useable open park space of the areas are limited.
 - Of the approximate 200 park acres, much of the space is not open useable space and includes the golf course, city hall and fire station parking lots, ice arena and parking lots, wetlands, lakes, and other waterways.

CITY OF NEW HOPE

4401 Xylon Avenue North ♦ New Hope, Minnesota 55428-4898 ♦ www.ci.new-hope.mn.us
City Hall: 763-531-5100 ♦ Police (non-emergency): 763-531-5170 ♦ Public Works: 763-592-6777
City Hall Fax: 763-531-5136 ♦ Police Fax: 763-531-5174 ♦ Public Works Fax: 763-592-6776

Reference: Northwood Lake Storm Water Improvements – City of New Hope Support Letter

Northwood Land Values

As requested at the BCWMC meeting on May 21st, the approximate area and value of the Concept B (pond concept) was requested. In efforts to show the other impacted areas of the park from storm water improvements, we also included the Concept C area and the existing Northwood South Pond BMP area in the table below. Approximate land values of the adjacent park resident properties were obtained using Hennepin County online tax information.

Storm Water Improvement Areas	Land Area (sf)	Land Price per SF	Total Est. Land Value	Comments
Concept B	42,000	\$7.53	\$316,260.00	Area not amenable to City for storm water pond improvements
Concept C	31,256	\$7.53	\$235,357.68	Jordan Ave. area designated in park area for storm water improvements
Existing Northwood South Pond BMP	45,668	\$7.53	\$343,880.04	Existing storm water BMP area in park; installed in 1990's; difficult maintenance pond for public works' staff
Total	118,924		\$551,617.68	

*Total Storm Water Improvement Areas 2.73 acres

Although estimated values were provided above, the actual value of land is difficult to provide as this type of open park space is adjacent to a lake, and is the City's premier and only community park.

Reaching the Goals of BCWMC and the City of New Hope

This innovative project meets many of the BCWMC objectives and goals including flood control, water quality, aesthetics, habitat, recreation, and education. This project also meets many of the goals of the City's Comprehensive Plan and Local Surface Water Plan including managing storm water runoff to protect the water quality and ground water recharge areas, as well as continuing to upgrade the City park facilities to maintain the park system's high quality, safety and user friendliness for all ages.

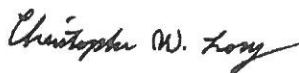
Reference: Northwood Lake Storm Water Improvements – City of New Hope Support Letter

The City's Comprehensive Plan has a policy to continue to partner with as many community groups and organizations as possible to enhance limited resources and to facilitate a wide array of programs that would not be possible on the City's own.

New Hope has identified the Northwood Lake Project as an innovative approach to providing the greatest long term impact with the least impact to its highly valued community open space. This project accomplishes the goals of both the BCWMC and the City, while still maintaining the highly valued community open space.

Sincerely,

STANTEC



Christopher W. Long, P.E.

Robert Paschke
Director of Public Works
City of New Hope
5500 International Parkway
New Hope, MN 55428

The following fully support the design and comments made by staff and engineering, and consider Concept A and C to be in the best interest of the BCWMC and City.



John Elder, City Council & Commissioner for BCWMC



Kathi Hemken, Mayor of New Hope

Cc: Kirk McDonald, Bernie Weber, Susan Rader, Dave Lemke, Shawn Markham – New Hope; Kellie Schlegel, Adam Martinson, Megan Albert – Stantec.

June 10, 2015

To: Commissioners and staff of the Bassett Creek Watershed Management Commission

From: Friends of Northwood Lake

Subject: BCWMC proposed actions impacting Northwood Lake

In meetings at various locations in the past year, the Friends of Northwood lake and neighbors in the area of the lake have consistently supported Options A and C, and opposed any plan that would place a retention pond in Northwood Park. We ask you to consider the following:

1. The benefits to water quality for Northwood Lake provided by Option A are not identical with those provided by Option B. The water reuse portion of Option A will significantly reduce the amount of soluble phosphorus going into the Lake. We believe City Engineer Long can point to the specific figures in the November report.
2. We also respectfully point out that the New Hope City Council is strongly supportive of Option A and has committed \$205,000 to the project. It should also be noted that prior to this proposed project, the City Council in the 1960s and 1970s supported the dredging of Northwood Lake as well as the purchase of the wetlands west of Winnetka Avenue as part of the Northwood Park acquisition. Finally, as you know, the Commission applied for and received a \$300,000 grant conditioned on Option A going forward.
3. We believe the mission and obligation of the BCWMC should not be focused narrowly on water quality and quantity, but should at least extend to trying "to do no harm" in implementing its projects. Two items in your own management plan stood out to us. One of the goals is to "Manage the water resources of the watershed, with input from the public, so that the beneficial uses of wetlands, lakes, and streams remain available to the community." Two, a stated purpose of the Commission is "to consider aesthetics and recreational opportunities within the watershed when completing BCWMC projects." Taking a significant portion of the recreation area of the crown jewel of the park system for a holding pond, we believe, would certainly be causing unnecessary harm. Northwood Park is, after all, our largest park and where we hold our largest community special events.

Our lake association appreciates the time and effort the Commission has spent in preserving and improving waters and lands throughout the watershed. Thank you for considering our thoughts.

Jere Gwin-Lenth and Harvey Feldman
Co-presidents, Friends of Northwood Lake

ATTACHMENT C

GOAL: Take into account aesthetics and recreational opportunities within the watershed when completing BCWMC projects.

POLICY 110: The BCWMC will consider including projects in the CIP that meet one or more of the following “gatekeeper” criteria.

- Project is part of the BCWMC trunk system
- Project improves or protects water quality in a priority waterbody
- Project addresses an approved TMDL or watershed restoration and protection strategy (WRAPS)
- Project addresses flooding concern

The BCWMC will use the following criteria, in addition to those listed above, to aid in the prioritization of projects:

- Project protects or restores previous Commission investments in infrastructure
- Project addresses intercommunity drainage issues
- Project addresses erosion and sedimentation issues
- Project will address multiple Commission goals (e.g., water quality, runoff volume, aesthetics, wildlife habitat, recreation, etc.)
- Subwatershed draining to project includes more than one community
- Addresses significant infrastructure or property damage concerns

The BCWMC will place a higher priority on projects that incorporate multiple benefits, and will seek opportunities to incorporate multiple benefits into BCWMC projects, as opportunities allow.

Table 5-1 Project Costs Eligible for BCWMC Reimbursement (see next page)

Table 5-1 Project Costs Eligible for BCWMC Reimbursement

Project costs eligible for reimbursement from BCWMC:	Other project costs that will be considered for whole or partial reimbursement on a project by project basis*:
Feasibility study costs	Easement acquisition
Pre-project planning, monitoring (e.g., fish surveys, feasibility study review/follow-up)	Property acquisition
Plan amendment costs	Utility relocation
Grant application & administration costs	City improvements associated with the project but not directly tied to the goals of the BCWMC (e.g. trails, pedestrian bridges, signage)
Permitting costs and fees	Contaminated soils/groundwater remediation
Engineering and design costs (plans & specs)	City staff time and expenses (if not requested prior to levy certification)
Construction costs	Wetland mitigation or replacement
Project bidding & advertising fees	Art/aesthetic improvements directly associated with the project
Construction administration & observation costs	
Warranty period monitoring costs – e.g., wetland monitoring, vegetation monitoring, post-construction inspection	
City staff time and expenses (if requested prior to levy certification)	
Other BCWMC administration and engineering time, including tracking CIP project budget, engineering plan review and reviewing reimbursement requests	
Transfer to BCWMC administrative fund for CIP administrative expenses, as designated by the Commission	

*The BCWMC will consider the cost effectiveness of the project including the cost per pound of pollutant removal relative to guidance to be established by the BCWMC (for water quality projects), along with partnerships, grant opportunities, and other factors in determining reimbursement of other project costs.

Bassett Creek Watershed Management Commission

7800 Golden Valley Road | Golden Valley, MN 55427 | www.bassettcreekwmo.org | Established 1968

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

Northwood Lake Project Costs – Design and Construction

Concept	Total Project Cost	Grant Funding*	City Contribution	Commission Share	Annual phosphorus reduction (lbs)	Annual cost/lb phosphorus removal over 30 years – total project cost (\$/lb)	Annual cost/lb phosphorus removal over 30 years – Commission only cost (\$/lb)
Concept A: Stormwater Reuse/Irrigation System	\$1,200,872	- \$300,000	- \$205,872	= \$695,000	16.3	\$5,607	\$3,588
Concept B: Stormwater Pond in Park	\$134,264	- \$0	- \$0	= \$134,264	15.4	\$993	\$993
Concept C: West end Stormwater Pond	\$150,456	- \$0	- \$0	= \$150,456	5.7	\$2,639	\$2,639
Concept A & C**	\$1,351,328	- \$300,000	- \$205,872	= \$845,456	22.0	\$4,838	\$3,342
Concept B & C	\$284,720	- \$0	- \$0	= \$284,720	21.1	\$1,437	\$1,437

* Figure shown is already awarded Clean Water Partnership grant funding. Additional grant funding is a possibility in the future.

** Preferred by city; figure shown in attached CIP table



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Item 5C.
BCWMC 6-18-15

SWIFT Contract No.: 93185
SWIFT Purchase Order No.: 3000013690

Clean Water Partnership (CWP) Grant and Loan Program
State Fiscal Year 2015

**STATE OF MINNESOTA
MINNESOTA POLLUTION CONTROL AGENCY
CLEAN WATER PARTNERSHIP
PROJECT GRANT AGREEMENT**

Summary

PROJECT TITLE:	Northwood Lake Water Quality Improvement Project
GRANTEE/PROJECT SPONSOR:	Bassett Creek Watershed Management Commission
CONTACT:	Laura Jester, 16145 Hillcrest Lane, Eden Prairie MN 55346 952-270-1990 laura.jester@keystonewaters.com
PROJECT ID NUMBER:	PRJ07212-002
STATE GRANT SHARE:	\$300,000.00
GRANTEE SHARE:	\$1,052,000.00
TOTAL PROJECT COST:	\$1,352,000.00

This GRANT AGREEMENT (hereinafter "Agreement" or "Grant"), and amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota and is between the State of Minnesota acting through its Commissioner of the **Minnesota Pollution Control Agency** ("State" or "MPCA"), 520 Lafayette Road North, St. Paul, MN 55155-4194 and **Bassett Creek Watershed Management Commission**, 16145 Hillcrest Lane, Eden Prairie MN 55346 (hereinafter "Grantee" or "Project Sponsor").

Term of Agreement

Effective date: **June 8, 2015**, or the date the State obtains all required signatures under Minn. State. § 16C.05, subd. 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.

Expiration date: **June 30, 2018**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The following Clauses survive the expiration, cancellation or termination of this Agreement: Liability; Records Maintenance; Government Data Practice; Intellectual Property; and Governing Law, Jurisdiction, and Venue.

Recitals

1. Pursuant to Minn. Stat. §§ 103F.701 to 103F.761, the State is empowered to make grant agreements to provide financial assistance to local governmental units for projects for the protection and improvement of surface and groundwater from nonpoint sources of water pollution. Administration of the program is governed by Minn. R.

7076.0100 to 7076.0290.

2. The **Grantee** is a local governmental unit eligible to enter into a Clean Water Partnership (CWP) Grant Agreement with the State according to the conditions of Minn. Stat. §§ 103F.701 to 103F.761 and Minn. R. 7076.0100 to 7076.0290.
3. The **Grantee** represents that it is duly qualified and willing to perform the services set forth herein, fulfilling the obligations of Grantee in accordance with Minn. R. 7076.0110, subp. 20, and as further defined herein.

Grant Agreement

1. DEVELOPMENT AND INCORPORATION OF PROJECT WORK PLAN

- a) To continue this Project pursuant to Minn. R. 7076.0200, the Grantee must submit for review and approval by the State a Project Work Plan (hereinafter "Work Plan" or "Project Work Plan"), which shall be:
 - b) Applicable to the Project identified in the Sponsor's grant proposal; and in a format approved by the State. At least 60 percent of the local contribution (30 percent of total eligible project costs) to the Work Plan activities provided for by this Agreement must come from non-state and non-federal sources. To be considered non-state or nonfederal, a cash or in-kind contribution must be financed by funds that are either:
 - 1) Derived exclusively from local sources (e.g., local property taxes, fees, private contributions).
 - 2) Derived from revenue which, while not necessarily local in its sources, has become subject to the exclusive control of the Grantee or a Contributing Sponsor (other than a state or federal agency or instrumentality) and is not subject to the specific terms, conditions, or purposes of state or federal projects or programs, or activities conducted by state or federal agencies or instrumentalities.
 - 3) Derived from loan assistance made available through the CWP.
 - 4) In order to be eligible for Project Grant funds, costs must be reasonable, necessary and allocable to the Project, and must include costs incurred only during the life of this Agreement.
 - c) The Project Work Plan must be submitted to the MPCA within sixty (60) days following the Agreement effective date or the MPCA may exercise the right to cancel or rescind this Agreement.
 - d) Upon written approval by the State, the Project Work Plan and any subsequent amendments or revisions which are approved by the State in writing shall be incorporated into this Agreement by reference.
 - e) The Grantee shall implement measures and activities identified in the approved Project Work Plan for the Project Waters of Concern and the Project Area.

2. CONSIDERATION AND TERMS OF PAYMENT

- a) The total obligation of the State for all compensation and reimbursements to the Grantee shall be consistent with the Work Plan Budget and shall be no more than **fifty percent (50%)** of the total eligible Project costs, and shall not exceed **\$300,000.00 (Three Hundred Thousand Dollars and Zero Cents)**.
- b) Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this Agreement is allowed. Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioners Plan" promulgated by the Commissioner of Minnesota Management and Budget office, which can be accessed on the internet at: <http://www.mmd.admin.state.mn.us/commissionersplan.htm>. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless the Grantee has received the MPCA's prior written approval for out-of-state travel. Minnesota will be considered the home State for determining whether travel is out of state.

- c) Conditions of Payment. All services provided by the Grantee under this Agreement must be performed to the State's satisfaction, as determined at the sole discretion of its authorized agent, and in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations. The Grantee shall not receive payment for work found by the State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.
- 1) Initial Payment. Upon execution of this Agreement, the State will pay the Grantee **twenty-five percent (25%)** of the State Grant Share provided for in this Agreement in the amount of **\$75,000**.
 - 2) Reimbursement. Upon expenditure of the initial payment, the MPCA will promptly pay the Grantee, after the Grantee presents an itemized invoice for work actually performed and the State's Project Manager accepts the invoiced work. Invoices must be submitted at least quarterly with the updated workplan budget showing current expenditures and budget balances, and be received within 30 days from the end of each quarter. Invoices should reference the SWIFT Agreement number and purchase order number and must be submitted electronically to: mpca.ap@state.mn.us
 - 3) Final Payment. The MPCA will withhold a minimum of 10 percent (10%) of the grant award, until the MPCA is satisfied that the project has been completed according to the terms of this Agreement, including expenditure or performance of all required match. The Grantee must submit an invoice for the Final Payment upon submittal of the Final Report (including Financial Report). If the Final Report is not received by the MPCA within 30 (thirty) days of the original or amended end date of this Agreement, the MPCA will withhold invoice(s) for payment until the Final Report is received.
- d) Should the Project sponsor accrue any interest on grant funds deposited in any Project accounts during the life of this Agreement, such interest must be used as local cash match for Project activities outlined in the Project workplan and such interest must be indicated on the Project expenditure reports.

3. LIMITATIONS ON COST-SHARING

- a) In the event that the total expenditure necessary to accomplish the Project objectives described in this Agreement is less than the total Project cost provided for in this Agreement, actual costs incurred by the Grantee in accomplishing the Project objectives will be used to determine the amount of State financial participation.
- b) Cost overruns are the amount by which the actual cost expended to complete a particular objective, task, or subcontract exceeds approved Project budget costs or subcontract costs according to the conditions of this Agreement, as amended and are the sole responsibility of the Grantee.

4. TIME

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

5. CANCELLATION

The State may cancel this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee shall be entitled to payment, determined on a pro rata basis, for work satisfactorily performed. The State may cancel this Agreement immediately if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. **If the Grantee does not commence the Project within one year of the Execution Date of this Agreement**, as evidenced by the incurrence of documented expenses for eligible workplan costs, the State reserves the right to cancel this Agreement. If the Grantee is not expending the funds in a timely manner, as evidenced by the incurrence of documented expenses for eligible workplan costs, the State reserves the right to cancel this Agreement and reallocate the funds.

6. AUTHORIZED REPRESENTATIVES

- a) The **MPCA's Authorized Representative** is **Teresa McDill**, 520 Lafayette Road North, St. Paul, MN 55155, 651-757-2819, or her successor and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Agreement.
- b) The **MPCA's Project Manager** is **Rachel Olmanson**, 520 Lafayette Road, St. Paul, MN 55155, 651-757-2473, rachel.olmanson@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance by evaluating and approving the satisfactory completion of objectives and tasks identified in this Agreement, ensuring compliance with all requirements of this Agreement and ensuring that invoiced totals are properly allocated to objectives and tasks in the workplan and do not exceed the budgeted objective/task amounts.

The MPCA's Project Manager has the authority to approve the services provided under this Agreement and authorize payment for those services. If the services are satisfactory, the MPCA's Project Manager will certify acceptance of each invoice submitted for payment.

- c) The **Grantee's Authorized Representative** is **Laura Jester**, 16145 Hillcrest Lane, Eden Prairie MN 55346, 952-270-1990, laura.jester@keystonewaters.com, or his/her successor. If the Grantee's Authorized Representative changes at any time during this Agreement, the Grantee must immediately notify the State.

7. ASSIGNMENT

Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office, or as provided by law.

8. AMENDMENTS AND CHANGE ORDERS

- a) Amendments: Any amendment to this Agreement must be in writing and shall not be effective until it has been executed and approved by the same parties who executed the original Agreement or their successors in office. The Project Sponsor may apply to the State to amend this Agreement for the following purposes:
 - 1) Increases or decreases in the State grant share
 - 2) Increases or decreases in the scope of the project
 - 3) Changes in the budget period of the project
 - 4) Extension of the term of this Agreement

Amendments to this Agreement that are mutually acceptable to the Project Sponsor and the State are effective upon the date that the last signature is obtained by the State, pursuant to Minn. Stat. § 16C.05, subd. 2, and shall remain in effect until the conclusion of the original budget period, or if amended, the conclusion of the amended budget period.

- b) Change Orders. If the State's Authorized Representative, or Project Manager, or the Grantee's Authorized Representative identifies a minor change needed in the Work Plan and budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Minor changes are defined as reallocating less than ten percent (10%) or \$50,000, whichever is less, of the overall Grant, cumulatively, whether between or within tasks. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the Grant, or cause an extension of the term of this Grant. Major changes or reallocations (over 10% or \$50,000) require an Amendment rather than a Change Order.

The MPCA's Authorized Representative, or Project Manager, and the Grantee's Authorized Representative shall sign the Change Order Form **in advance of doing the work**, which will then become an integral and enforceable part of the Grant.

9. REPORTS

- a) Semi-Annual Progress Report. The Grantee must submit for review and approval by the State a Semi-annual Progress Report for each six-month period beginning on January 1 and July 1 or for any part thereof during which this Agreement is in effect. The Semi-annual Progress Report must be submitted to the State by February 1 and August 1 and include at least the following information for the six month time period:
- 1) A brief discussion of the relationship of the reporting year's activities to the overall goals and objectives of the Project, and any proposed changes or modifications in the overall goals and objectives.
 - 2) A discussion of Project findings appropriate to the work conducted during the reporting year, including Work progress relative to the Project Work Plan milestone schedule, and difficulties encountered during the reporting year.
 - 3) A summary of the reporting year's best management practices (BMPs) identifying the type, number and location of BMPs, funding levels or sources and the outcome of nonpoint source pollution control activities. This data shall be reported in a format prescribed by the State.
 - 4) Monitoring Data Reporting (EQulS). The water quality monitoring data collected during the Project shall, through a cooperative arrangement with the State, be verified and entered into the Minnesota Water Monitoring System (EQulS). The data shall be submitted annually by **November 1**. Monitoring data shall be reported in an EQulS compatible format acceptable to the State.
 - 5) Itemized Budget Expenditure Report. The Grantee must provide an update of Project spending according to the approved, Itemized Budget indicating by each budget line item the following:
 - i) Cumulative expenditures and in-kind contributions through previous reporting periods.
 - ii) Expenditures and in-kind contributions for the current reporting period.
 - iii) Total expenditures.

This report must be provided in a format acceptable to the State.

The State may withhold payment until the Grantee submits and the State approves a Semi-Annual Report according to the conditions of this Agreement.

- b) Project Review and Budget Adjustment. Upon expenditure of fifty percent of total Project costs by the Grantee, the Grantee must, upon request of the State, make available to the State for review and approval:
- 1) A detailed summary of Project expenditures and in-kind contributions, and completed workplan activities, according to the approved Itemized Budget and including:
 - i) Invoices or payment vouchers indicating that the goods or services were received and paid for.
 - ii) Listing of applicable labor hours, hourly rates, and indirect rates and costs.
 - iii) Listing of material, supply, and equipment prices and costs.
 - iv) Sufficient additional information to verify the nature and eligibility of the work plan activity.
 - v) A specific description of the work product associated with each expenditure.
 - vi) A revised, Itemized Budget which, indicates all previous Project expenditures and in-kind contributions and the total eligible Project costs necessary to complete the Project in accordance with the terms of this Agreement and Minn. R. 7076.0100 through 7076.0290.
 - 2) The State will:
 - i) Review expenditures to verify cost eligibility and acceptable completion of Project Work Plan activities.
 - ii) Review the revised Itemized Budget which indicates the total eligible Project costs necessary to complete the Project in accordance with the terms of this Agreement and Minn. R. 7076.0100 through 7076.0290.
 - iii) Review eligibility and methods of determining match.

- iv) Adjust the revised Itemized Budget to account for adjustments resulting from this Project review and notify the Grantee of the adjusted Itemized Budget.

If the corresponding State Grant Share of the adjusted Itemized Budget is less than the State Grant Share provided for in this Agreement, the State Grant Share available to the Grantee will be subject to Limitations on Cost Sharing of this Agreement. If the corresponding State Grant Share of the adjusted Itemized Budget is greater than the State Grant Share provided for in this Agreement, the Grantee may request an amendment to this Agreement in accordance with the conditions of this Agreement.

When the total State Grant Share authorized to complete the Project in accordance with the terms of this Agreement is increased by means of an amendment of this Agreement, upon execution of said amendment the State will make payment to the Grantee of the additional State Grant Share the Grantee is entitled to receive in accordance with this Agreement, as amended.

- c) Final Report. Upon completing the requirements of the approved Project Work Plan, the Grantee shall develop and provide to the State a Final Report. The Final Report shall address at least the information required for the Semi-Annual Progress Report and shall summarize and evaluate such information for the entire duration of the Project. Upon Project completion, the Grantee shall also submit a Final Financial Report showing the source and disposition of all grant and match funds, and in-kind contributions.

All final report documents must be received at the MPCA within thirty (30) days following the end of this grant Agreement. Failure to submit the Final Report within 30 days shall result in withholding of invoice(s) for payment until the Final Report is received.

10. BEST MANAGEMENT PRACTICES CONTINUING OPERATION AND MAINTENANCE PLAN

When applicable, within one (1) year of the execution of this Agreement, the Grantee must prepare and submit to the State for review, a draft BMPs Continuing Operation and Maintenance Plan, that addresses at least the following:

- a) Designation of responsibilities for the continuing operation and maintenance, as defined herein, of BMPs, including but not limited to:
 - 1) Proposing minimum useful lives to be assigned to each particular type of BMP, where the minimum useful life is the minimum time period over which operation and maintenance, as defined herein, shall be undertaken.
 - 2) Designation of responsibilities for the continuing operation and maintenance of BMPs, including:
 - i) Identifying each step or task necessary to ensure the continuing efficient operation of each BMP and then designating who shall be responsible for each.
 - ii) Describing the administrative, legal, financial or other commitments and responsibilities necessary to ensure the continuing efficient operation of each BMP.
- b) Where individual land managers, local governmental units, agencies, or organizations other than the Grantee shall be delegated complete or partial responsibility for the continuing operation and maintenance of BMPs as defined herein, the Grantee must describe the administrative, legal and fiscal arrangements, including remedial action, which shall be available to the Grantee, to ensure continuing operation and maintenance, as defined herein, of BMPs.
- c) A procedure for monitoring and reporting the continuing operation of BMPs for at least the minimum useful life assigned to each BMP.
- d) The State may withhold any payment until such time as the Grantee submits a draft BMPs Continuing Operation and Maintenance Plan, the State approves the Grantee's BMPs Continuing Operation and Maintenance Plan, and the Grantee, or the appropriate delegated local governmental unit, implements and enacts the provisions

(including administrative, legal and fiscal arrangements), of a "Best Management Practices Continuing Operation and Maintenance Plan" that has been approved by the State.

11. LIABILITY

The Grantee must indemnify, save and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Agreement by the Grantee or the Grantee's agents or employees. This Clause may not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this Agreement.

12. USE OF SUBCONTRACTORS

If the Grantee decides to fulfill any of its obligations and duties under this Agreement through a subcontractor to be paid for by funds received under this Grant, the Grantee may not execute a contract with the subcontractor or otherwise enter into a binding Agreement until it has first received written approval from the State's Authorized Representative, unless such subcontract is a specific part of an approved Project Work Plan included in this Agreement. The State's Authorized Representative will respond to requests from the Grantee for authorization to subcontract within ten (10) working days of receiving the request. All subcontracts must reference this Agreement and require the subcontractor to comply with all of the terms and conditions of this Agreement. The Grantee must be responsible for the satisfactory and timely completion of all work required under any subcontract and the Grantee must be responsible for payment of such subcontracts. The Grantee must pay all Subcontractors, less any retainage, within ten (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.

13. RECORDS MAINTENANCE AND AUDITING

The Grantee, subcontractors, and contributing sponsors with whom the Grantee enters into Agreements to perform any or all of the work required under the terms of this Agreement, shall maintain complete and accurate books, records, documents, and accounting procedures. Such books, records, documents, and accounting procedures shall fully disclose the amount and disposition of all State Grant funds disbursed under this Agreement, as well as funds and in-kind contributions used for match. Such records shall also account for: disposition of project expenditures, property purchased, program income, and documentation of compliance with applicable federal, state, or local laws, ordinances, rules or regulations, and the conditions of this Agreement. Under Minn. Stat § 16C.05, subd. 5, such records shall be available to Authorized Representatives of the State, including the State contracting department, the State Auditor and/or the Legislative Auditor, as appropriate, for examination and audit and shall be maintained for a minimum of six (6) years after termination of this Agreement. If during the period when this Agreement, as amended, is effective or within six (6) years thereafter, the Grantee has an independent audit conducted that includes or addresses the activities of this Agreement, a copy of the audit shall be provided to the State.

14. NONDISCRIMINATION IN EMPLOYMENT

During the performance of this Agreement, neither the Grantee, nor those with whom the Grantee subcontracts for all or part of the work to be performed under this Agreement shall, because of age, sexual preference, political affiliation, race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance or disability, discriminate against any person with respect to hire, tenure, compensation, terms of employment, upgrading of employment, facilities, privileges or conditions of employment; refuse to hire persons seeking employment; or, discharge an employee.

15. NONDISCRIMINATION IN AVAILABILITY AND USE OF FACILITIES

Neither the Grantee, nor those with whom the Grantee subcontracts for all or a portion of the work to be performed under this Agreement shall exclude any person from participating in, deny them the benefits of, or discriminate against them on the basis of race, color, creed, religion, national origin, sex, marital status, age, sexual preference, political affiliation, or status with regard to public assistance or disability.

16. ANTITRUST

Grantee hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

17. GOVERNMENT DATA PRACTICES ACT

The Grantee and the 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 Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Agreement. 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 shall give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

18. INTELLECTUAL PROPERTY RIGHTS

- a) **Obligations.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Agreement. 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, agents, and subcontractors, either individually or jointly with others in the performance of this Agreement. Works includes "Documents." Documents are 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, agents, or subcontractors, in the performance of this Agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this Agreement. To the extent possible, those Works eligible for copyright protection under the United State's Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.
- b) **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 immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
- c) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause XIII Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

- d) License. The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause XVI.B.2. Said license is subject to the State's publicity and acknowledgement requirements set forth in this Agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.
 - e) Acknowledgement. The Grantee shall acknowledge the State's funding of any resulting publications, data, or other material, whether subject to copyright or not, with the following language: Funding for this publication (or document, paper, data, etc.) was provided by the Minnesota Pollution Control Agency through a Grant from the State's Clean Water Partnership Grant Fund.
 - f) Publicity. Any publicity regarding the subject matter of this Agreement must identify the State as the sponsoring agency and shall not be released, unless such release is a specific part of an approved Project Workplan included in this Agreement, prior to written approval by the State's Authorized Representative. For the purposes of this Clause, 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 Project, publications, or work funded by this Agreement.
- The Grantee must not claim that the State endorses its products or services.

19. WORKERS COMPENSATION AND LABOR

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 shall 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. The Grantee shall comply with the provisions of Minn. Stat. § 181.59, Discrimination on account of race, creed, or color prohibited in contract, as applicable. The Grantee shall ensure that all personnel involved in the performance of this Agreement are properly qualified, trained, and competent, and shall be, where applicable, appropriately medically monitored during the Project.

20. PREVAILING WAGE

Pursuant to Minn. Stat. §§ 177.41 to 177.44 and corresponding Minn. R. 5200.1000 to 5200.1120, this Contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry in effect on May 1, 2014. These prevailing wages can be found on the MPCA website at <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/water-nonpoint-source-issues/clean-water-partnership/financial-assistance-for-nonpoint-source-water-pollution-projects-clean-water-partnership-and-section-319-programs.html>. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the Contract. Failure to comply with the aforementioned may result in civil or criminal penalties.

This section does not apply to a contract or agreement, under which:

- (1) The estimated total cost of completing the project is less than \$2,500 and only one trade or occupation is required to complete it.
- (2) The estimated total costs of completing the project is less than \$25,000 and more than one trade or occupation is required to complete it

21. PROJECT SIGNS

The State shall provide the Grantee with guidance regarding official Project Signs. The Grantee shall construct one or more Project Signs consistent with the most recent applicable guidance provided by the State. The Grantee must erect such Signs as appropriate sites adjacent to the Waters of Concern or at appropriate locations along major roadways within the Project area.

22. ACQUISITION OF PERMITS

The Grantee is responsible for acquisition of all permits necessary to undertake Project activities and shall acquire such permits from appropriate federal, state, and local agencies and jurisdictions. This provision applies to permits issued by the MPCA.

23. EQUIPMENT

Equipment purchased with grant funds must be used for Project purposes for the duration of the Project or the equipment's useful life, whichever comes first. If the Grantee no longer needs a piece of equipment for Project purposes, the Grantee shall so notify the MPCA in writing. The MPCA will determine the disposition of such equipment. The MPCA may direct that the equipment be used on another project, be sold and the proceeds used for Project purposes, or that it be used for some other water quality purpose.

24. EQUIPMENT INSURANCE

The Grantee shall be responsible to procure and maintain adequate insurance coverage for any equipment used on the Project, whether purchased with Project or any other funds, lent or given by any agency, organization or person, or procured in any other manner.

25. PRECEDENCE OF MINN. R. 7076.0100 TO 7076.0290

In the event that any provision of this Agreement is not consistent with the provisions of Minn. R. 7076.0100 to 7076.0290, the Rule supersedes the inconsistent provision.

26. WAIVER

If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

27. GOVERNING LAW, JURISDICTION AND VENUE

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

28. RIGHT OF SETOFF

Under Minn. Stat. § 270C.65, and other applicable laws, the Grantee consents to disclosure of its social security number, federal 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, or pay other State liabilities.

29. 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."

Minn. Stat. §114D.50, subd.4, (f) states: "When practicable, a direct recipient of an appropriation from the clean water fund shall prominently display on the recipient's Web site home page the legacy logo required under Laws 2009, chapter 172, article 5, section 10, as amended by Laws 2010, chapter 361, article 3, section 5, accompanied by the phrase 'Click here for more information.' When a person clicks on the legacy logo image, the Web site must direct the person to a Web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Legislative Coordinating Commission Web site required under section 3.303, subdivision 10."

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>

30. DEFINITIONS

The terms used in this Agreement have the meanings defined in Minn. Stat. §§ 103F.701 to 103F.761 and Minn. R. 7076.0110.

Signatures

Document Signature Details -- External User

Order	Ext. User	Status	Actual Signer	Name	Title	Date/Time	Comments
1	VN0000265343_2	Pending		LAURA JESTER			

Document Signature Details -- Internal Users

Order	Type	Role/User	Status	Actual Signer	Name	Title	Date/Time	Comments
1	Role	M_FS_WF_SC_DOC_SIGNER_01	Waiting					
2	User ID	01024689	Waiting					

BCWMC Capital Improvement Program 2017 – 2021 (approved 5/21/15)

Item 5D.
BCWMC 6-18-15

Project Name	Project Location (City)	Project Number	2016	2017	2018	2019	2020	2021	Totals
Honeywell Pond Expansion, Main Stem Watershed	Golden Valley	BC-4	\$1,202,000						\$1,202,000
Northwood Lake Improvement Project: Construct pond west of lake & install underground stormwater treatment and reuse system and bioinfiltration cells	New Hope	NL-1	\$676,000	\$676,000					\$1,352,000
Main Stem Channel Restoration, Cedar Lake Road to Irving Ave	Minneapolis	2017CR-M		\$400,000	\$400,000				\$800,000
Plymouth Creek Restoration, from Annapolis Lane to 2,500 feet upstream (west) of Annapolis Lane	Plymouth	2017CR-P		\$200,000	\$400,000				\$600,000
Water Quality Improvement Site, Main Stem Watershed	Golden Valley	BC-3			\$501,000	\$599,000			\$1,100,000
Sandburg Rd and Louisiana Ave. Water Quality Improvement and Flood Reduction Project, Main Stem	Golden Valley	BC-2/BC-8				\$201,000	\$300,000		\$501,000
Water quality improvements in Bryn Mawr Meadows, Main Stem Watershed	Minneapolis	BC-5				\$500,000			\$500,000
Medley Park Stormwater Treatment Facility	Golden Valley	ML-12					\$500,000		\$500,000
Restoration and stabilization of historic Bassett Creek channel, Main Stem Watershed	Minneapolis	BC-9					\$500,000		\$500,000
Main Stem Channel Restoration, Bassett Creek Dr. to Golden Valley Rd.	Golden Valley	2021CR-M						\$500,000	\$500,000
Stormwater treatment system for dissolved phosphorus removal, Sweeney Lake watershed	Golden Valley	SL-11						\$400,000	\$400,000
Dredging of accumulated sediment in Main Stem Bassett Creek just north of Hwy 55, Wirth Park	Golden Valley	BC-7						\$400,000	\$400,000
TOTAL Estimated Project Cost			\$1,878,000	\$1,276,000	\$1,301,000	\$1,300,000	\$1,300,000	\$1,300,000	\$8,355,000
Additional Costs for BC-4 + NL-1 (Feasibility study, future and current BCWMC costs, transfer to administrative fund)			+\$103,850	+\$54,000					
City Contributions + Grants (\$450,000 for BC-4 + \$506,000 for NL-1)*			-\$703,000	-\$253,000	-\$0	-\$0	-\$0	-\$0	-\$956,000
Estimated Levy (additional grants possible to reduce levy amount)			\$1,278,800	\$1,077,000	\$1,301,000	\$1,300,000	\$1,300,000	\$1,300,000	\$7,399,000

^a \$506,000 = New Hope contribution of \$206,000 + \$300,000. Shown split over two years to reduce levy over two years.

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5E – Consider Approval of 90% Plans for Main Stem (CIP CR2015) 10th Avenue to Duluth Street, Golden Valley
Date: June 10, 2015
Project: 23270051 2015 630

5E. Consider Approval of 90% Plans for Main Stem (CIP CR2015) 10th Avenue to Duluth Street, Golden Valley

Summary

Proposed Work: 2015 Main Stem Restoration Project (CIP CR2015)

Basis for Commission Review: 90% plan review

Change in Impervious Surface: N.A.

Recommendation: Conditional Approval

The 2015 Bassett Creek Main Stem Restoration project (CIP CR2015) is being funded by the BCWMC's ad valorem levy (via Hennepin County). The City of Golden Valley provided the 90% design plans to the BCWMC for review and comment, as set forth in the BCWMC CIP project flow chart developed by the TAC.

Feasibility Study Summary

The City of Golden Valley's 2015 Bassett Creek Main Stem Restoration Project Feasibility Report (WSB, June 10, 2014) examined the feasibility of restoring sites along the 9,500-foot reach of the creek from the intersection of 10th Avenue North and Rhode Island Avenue North to Duluth Street. The feasibility report identified 29 sites where bank erosion, bank failure, and infrastructure repairs were needed, in addition to removal of debris, fallen trees, gabion baskets, and block walls.

The feasibility report identified two restoration design options for the project: 1) a bioengineering (or soft armoring) approach that uses techniques that rely primarily on vegetation, and 2) a more structural (or hard armoring) approach that uses rock and other non-vegetative materials. Both approaches included the use of stone toe armoring. In the bioengineering approach, the stone toe was one foot high, while in the hard armoring approach, the stone toe was two feet high. Both approaches also included a section of six-foot high fieldstone boulder wall. The bioengineering approach included biologists, biologists with a stone

To: Bassett Creek Watershed Management Commission
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toe, root wads, rock vanes, live fascines (dormant willow and dogwood cuttings), live stakes, and vegetated reinforced slope stabilization (VRSS). The more structural approach included two-foot high stone toe, and nine-foot high fieldstone boulder.

The feasibility report estimated that the bioengineering/soft armoring approach would require the removal of approximately 800 trees, while the more structural/hard armoring approach would require the removal of approximately 400 trees. A combination of these two options was preliminarily selected as a preferred option in many of the restoration areas.

The following text, quoted from the feasibility report, provided the approach the city would use in selecting the design option for each particular site:

The selection of the best option for a given stream reach will be based on a number of factors including but not limited to; ease of and ability to obtain access for installation and future maintenance, slope of creek bank, presence of mature trees in the area and need to remove trees, exposure of creek bank to sunlight, velocity of flow in channel reach, and property owners' preferences for type of treatment.

Since selection of the type of treatment used in a given area will need the support of the property owner, the City will need to finalize the design approach as a collaborative effort with the property owner. At this time, based on our review of the feasible options available and input from a number of property owners that attended a public informational meeting on the project, it is anticipated that either the vegetative or hybrid option would be selected for most areas of the channel requiring stabilization work.

The feasibility report estimated that project implementation would reduce the total phosphorus load by 60 – 100 pounds per year and the total suspended sediment load by 140,000 – 200,000 pounds per year.

Project Summary

The 90% design plans include the following design features:

- Slope shaping
- Biolog stabilization
- Live stakes
- Live fascines
- Biolog and stone toe
- Vegetated bench

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- Riprap toe stabilization
- Biolog and boulder toe
- Boulder wall
- Infrastructure repairs and improvements, including replacing flared end sections and sheet pile, placing riprap at storm sewer outfalls, installation of new pipe and manholes, and removal of debris, fallen trees, gabion baskets, and block walls.

Temporary and permanent erosion and sediment control measures include:

- Rock construction entrances
- Silt fence
- Floating silt curtain
- Erosion control blanket
- Seeding

The plans show the removal of approximately 425 – 455 trees over the project length.

Previous Reviews

The City of Golden Valley submitted the 50% design plans for this project and the BCWMC conditionally approved the 50% plans at its March 19, 2015 meeting. Following the conditional approval of the 50% design plans, the Commission Engineer met on April 2, 2015 (on behalf of the BCWMC) with Golden Valley staff and the city's consultant to discuss the recommendations from the 50% design plan review. On May 22, 2015 Golden Valley provided a preliminary draft of the 90% design plans that incorporated revisions addressing the majority of the BCWMC's comments provided on the 50% submittal. The Commission Engineer provided informal comments on the preliminary 90% plans, and the 90% design plans were resubmitted to the BCWMC on June 5, 2015. The resubmitted 90% plans sufficiently addressed the majority of the BCWMC Engineer's comments provided as part of the review of the preliminary 90% plans.

Recommendations

- A. Authorize BCWMC Engineer to provide administrative approval after final plans have been revised and comments have been sufficiently addressed.
- B. Conditional approval of 90% drawings based on the following comments:
 1. Several staging areas are shown as being outside of the construction limits; the limits for Areas B and E should be revised to include all work and staging areas (sheets 9 and 12).

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2. The plans call for live staking with willow and dogwood throughout the stabilized sections of Areas A, C, D, and E. A similar note is not included for Area B (sheet 14). The plans should clarify whether live staking is intended for any portions of Area B.
3. For the SWPPP (Storm Water Pollution Prevention Plan) notes and restoration plans, please note that
 - a. The project description in the SWPPP should be corrected to accurately describe the reaches of Bassett Creek that are proposed for stabilization.
 - b. Temporary or permanent mulch must be uniformly applied by mechanical or hydraulic means and stabilized by disc-anchoring or use of hydraulic soil stabilizers. The description of soil stabilization measures on Sheet 2 should include this requirement for both native seeding and turf seeding.
 - c. Temporary vegetative cover must be spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond the present growing season, two-thirds of the seed mix shall be composed of perennial grasses.
 - d. The restoration plan should show how erosion and sediment control will be accomplished for all access routes. The access route across the golf course in Area B does not appear to have erosion or sediment control measures incorporated except for a rock construction entrance; silt fence or other measures may be necessary along the downhill side of the access path.
 - e. The SWPPP states that temporary stockpiles "cannot be placed in buffer areas... unless there is a bypass in place to prevent stormwater run-on into the stockpile." The staging area at 78+50 in Area D appears to conflict with this requirement if it is used for temporary stockpiles. This staging area should be moved out of the low floodplain and placed closer to the access driveway to prevent high stream flows from running through any temporary stockpiles.
4. The final plans must be submitted to the BCWMC Engineer for review and approval after modifications have been completed.

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5F – Consider Funding Options for XP-SWMM Phase II Project
BCWMC June 18, 2015 Meeting Agenda
Date: June 10, 2015
Project: 23/27-0051 2015

5F Consider Funding Options for XP-SWMM Phase II Project

Options:

1. Do not pursue outside funding – continue XP-SWMM Phase II project by BCWMC Engineer as approved by the Commission at its April 15, 2015 meeting.
2. Pursue funding/assistance through the U.S. Army Corps of Engineers' (ACOE) Flood Plain Management Services program, including development of scope of work for the project and negotiations with ACOE staff – 100% assistance provided (ACOE completes entire model).
3. Pursue funding/assistance through the U.S. Army Corps of Engineers' (ACOE) Planning Assistance to States program, including development of scope of work and cost-share agreement for the project and negotiations with ACOE staff – 50% assistance provided. (ACOE completes up to 50% of the model)
4. Pursue funding through Minnesota Department of Natural Resources' Flood Damage Reduction Grant Assistance program – 50% funding provided
5. Pursue funding through Federal Emergency Management Agency – \$50,000 to \$70,000 in funding provided (pass-through funds via the Minnesota Department of Natural Resources).

Background

At its April 15, 2015 meeting, the Commission approved that:

- the Commission Engineer complete the XP-SWMM Phase II Project
- the project be completed by the end of the Commission's 2016 fiscal year
- \$103,000 in Flood Control Project Long-term Maintenance funds be used for work in fiscal year 2015,

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
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- the BCWMC Budget Committee determine a source of funding for the fiscal year 2016 project costs, (\$158,000) and
- Commission staff continues to seek project funding from other sources.

To keep the project moving ahead while Commission staff pursued funding/assistance for this project, the Commission Engineer is completing the following preliminary work on the XP-SWMM project:

- Monitoring of the North Branch of Bassett Creek
- Reviewing and determining data needs for the modeling project

The Commission Engineer estimates this work will cost approximately \$11,000. This means the remaining project budget would be about \$250,000. This is the budget amount that would be used in determining cost-share amounts in the funding/assistance options described below.

The following paragraphs summarize the potential for project funding/assistance from the 1) U.S. Army Corps of Engineers' (ACOE) Flood Plain Management Services program, 2) the ACOE's Planning Assistance to States program, 3) the Minnesota Department of Natural Resources' (MDNR) Flood Damage Reduction Grant Assistance Program, and 4) the Federal Emergency Management Agency's (FEMA) funding assistance. Commission staff discussed these programs with ACOE and MDNR staff:

1. ACOE Floodplain Management Services (FPMS) program (100% assistance)

The ACOE developed the FPMS program specifically to address the needs of people who live and work in floodplains. The types of studies are generally associated with flood risk identification, flood risk reduction, or flood risk management. According to the St. Paul District ACOE staff, the BCWMC's XP-SWMM Phase II Project is a good fit for the FPMS program.

FPMS program studies are 100% federally funded, with the studies performed by ACOE staff or ACOE contractors. Entities requesting studies under the FPMS program (called "sponsors") may provide voluntary contributions toward requested services to expand the scope or accelerate the ACOE's provision of the services. According to ACOE staff, when a sponsor (e.g., the BCWMC) is willing to work closely with the ACOE on a project, there is stronger potential for ACOE funding of the project.

Process for obtaining assistance through ACOE FPMS program

1. Send letter to ACOE requesting assistance (**done** – 4/22/15 letter sent to Col. Koprowski)
2. Develop scope of work – this is between St. Paul District ACOE and the BCWMC (sponsor). The Commission Engineer recommends that in addition to the modeling details, the work scope should require close coordination between the ACOE staff (or the ACOE's contractor) and the BCWMC and BCWMC staff throughout the modeling process, and that the ACOE obtain the Interagency Hydrology Review Committee's approval of the updated XP-SWMM Phase II model.

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From: Barr Engineering Company
Subject: Item 5F – Consider Funding Options for XP-SWMM Phase II Project
BCWMC June 18, 2015 Meeting Agenda
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3. Establish the project in the ACOE's financial system (ACOE staff task). ACOE staff stressed the importance starting a project as soon as possible, as projects already begun/entered into the system are more likely to receive continued funding. There is a small chance that the ACOE could start the project this fiscal year (fiscal year 2015 ends Sept 30, 2015).
4. ACOE headquarters (in Washington, DC) provides funding to each division (similar to a block grant), and then the ACOE Division office (Vicksburg, Mississippi) decides what projects to fund, based on funding and the requests from the District offices. The funding would be available on or after October 1, 2015 for the 2016 fiscal year; it could be as late as May or June 2016 if Congress does not pass budget bills on time in the fall. There is also a nominal chance the ACOE will reject funding.

2. ACOE Planning Assistance to States (PAS) program (50% assistance)

Through the PAS program (also known as the Section 22 program), the ACOE assists states, local governments and other non-Federal entities in the preparation of comprehensive plans for the development, use, and conservation of water and related land resources. Upon written request, the ACOE will cooperate with these entities to prepare these plans.

The most common types of studies are for water supply, water conservation, water quality, environmental conservation/restoration, wetlands evaluation, dam safety/failure analysis, flood risk reduction, floodplain management, coastal zone management/protection and harbor/port studies. Studies do not include detailed design for project construction. The St. Paul District ACOE staff believes the BCWMC's XP-SWMM Phase II Project is also a good fit for the PAS Program.

Projects are cost-shared equally between the Federal government and the non-Federal sponsor. Although called a "cost share," it functions more as a "work share" program where the ACOE staff or ACOE contractors perform 50% of the work and the sponsor (e.g., BCWMC) performs the other 50% of the work.

Process for obtaining assistance through ACOE PAS program

1. Send letter to ACOE requesting assistance (**done** – 4/22/15 letter sent to Col. Koprowski)
2. Develop scope of work – see FPMS process.
3. Develop cost-share agreement, based on scope of work. The scope of work is not attached directly to the agreement.
4. Approve cost-share agreement. This step involves review and approval between the sponsor (BCWMC), the ACOE Office of Counsel, the ACOE Division Office (Mississippi Valley – Vicksburg, Mississippi), and the ACOE St. Paul District. This step also includes a certificate of legal sufficiency.
5. Sign off on project by the ACOE St. Paul District Commander; once the District Commander signs off, then funds can be spent on the project (i.e., funds cannot be spent until District Commander

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signs off). However, ACOE funding may not be available until October 1, 2015 or later for the 2016 fiscal year; it could be as late as May or June 2016 if Congress does not pass budget bills on time in the fall.

6. The ACOE Division office decides what projects to fund, based on funding received from headquarters and the requests from the District offices (same as the FPMS program). As stated above, the funding would be available on or after October 1, 2015 for the 2016 fiscal year, possibly as late as May or June 2016.

3. Minnesota Department of Natural Resources (MDNR) Flood Damage Reduction Grant Assistance (FDR) program (50% cost-share)

The Minnesota Legislature created the FDR program in 1987 to provide technical and financial assistance to local government units to reduce the damaging effects of floods. Under this program, the state can provide cost-share grants to local units of government for up to 50% of the total project cost. Two different classes of grants are available through the FDR program:

- Small Grants – projects with a total cost less than or equal to \$300,000 (maximum state share \$150,000). These competitive grants are made directly by the MDNR from general funds appropriated by the state legislature. Local units of government (including WMOs) are eligible to apply. Small projects and studies are covered through this grant program. The BCWMC's XP-SWMM Phase II model would be an eligible project for this type of grant. However, the FDR program currently does not receive any general fund monies unless there is a disaster appropriation by the state legislature.
- Large Grants – projects with a total cost greater than \$300,000 (state share greater than \$150,000). Large grant applications are received and prioritized by the MDNR and then presented to the Governor and the Legislature for consideration in a capital bonding bill. A project will be funded based on its rank after prioritization and the amount of program funding made available by the state legislature. Currently, most FDR funding is through this large grant process.

At the end of the fiscal year, the MDNR sometimes has funding remaining in the FDR program, which they can use for projects; no funding is available this year. However, if the flood reduction bill (which nearly passed in the regular session) is approved in the state legislature's special session, there could be \$500,000 in general funds for the FDR program. Although the flood reduction bill is the result of the disaster declaration in multiple counties, a project would not be required to show a tie-in to the disaster declaration to be eligible for the general funds (i.e., the XP-SWMM phase II modeling project would be eligible).

If the flood reduction bill passes with the FDR general funds intact, then entities would apply for funding through a Minnesota Recovers Task Force application process. The resulting funding allocation decisions

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would likely be made in about mid-September, and contracting completed in January 2016 (or six months from the date of appropriation, whichever is later).

4. Federal Emergency Management Agency (FEMA) funding assistance (\$50,000 - \$70,000)

FEMA notified the MDNR that FEMA needs updated modeling and mapping for the Main Stem of Bassett Creek. According to MDNR staff, \$50,000 - \$70,000 could be available for the BCWMC's XP-SWMM Phase II modeling. MDNR staff further indicated there is a high likelihood that the funding would be offered to the MDNR and it would be dedicated to Bassett Creek. These would be "pass-through" funds from FEMA to the MDNR that the MDNR would then grant to BCWMC. MDNR staff indicated that the earliest these funds would be available is August 2015. For BCWMC to obtain the funding, there would be some additional work required to meet the FEMA requirements for the project.

Advantages and disadvantages of the funding/assistance programs

Advantages	Disadvantages
ACOE FPMS and PAS programs	
FPMS program: ACOE provides "100%" funding (i.e., \$250,000) PAS program: ACOE provides "50%" funding (i.e., \$125,000)	Sponsor (BCWMC) would incur costs for preliminary work, coordinating with ACOE staff (or ACOE contractor) throughout project and for reviewing project results. For this project, BCWMC costs could be about \$35,000 - \$40,000.
ACOE could obtain approval of XP-SWMM Phase II model from Interagency Hydrology Review Committee, which would make it easier to update the floodplain maps in the future. (This is an extra scope item.)	Sponsor (BCWMC) loses control of the work and the timing/scheduling of the work.
	With ACOE staff or ACOE contractor performing the work, the ACOE staff or contractor does have the full advantage of the Commission and Commission staff's detailed knowledge of the watershed.
	Uncertainty regarding availability of assistance (funding from ACOE), both in dollar amount and date of availability.
	Project delays resulting from later start. At a minimum, the project could start two – three months late (August/September), if ACOE fiscal year 2015 funding is available, four months late (October 1, 2015) when fiscal year 2016 funding is available (at the earliest), or up to almost a year late (May or June 2016), if the U.S. Congress does not pass budget bills on time this fall.

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Advantages		Disadvantages	
MDNR FDR program			
FDR provides 50% cost share (i.e., \$125,000)		BCWMC would incur additional costs in applying for the grant.	
BCWMC gets the full advantage of the Commission and Commission staff's detailed knowledge of the watershed.		Uncertainty regarding availability of funding (need to wait for results of special session).	
Once begun, BCWMC maintains full control of the work and the timing/scheduling of the work.		Project delays resulting from later start. At a minimum, the project would start seven months late (January 2016), when contracting is completed.	
FEMA funding assistance			
FEMA provides \$50,000 - \$70,000 in funding (through MDNR); remaining BCWMC costs would be \$180,000 - \$200,000, plus additional costs to perform additional work to meet FEMA requirements.		BCWMC would incur additional costs to perform the additional work required to meet FEMA requirements and to coordinate with MDNR/FEMA to obtain the funding.	
BCWMC gets the full advantage of the Commission and Commission staff's detailed knowledge of the watershed.		Uncertainty regarding availability of funding (need to wait until at least August for FEMA decisions).	
Once begun, BCWMC maintains full control of the work and the timing/scheduling of the work.		Project delays resulting from later start, assuming work cannot be started until a contract is executed. Then, the project would start at least two to three months late (August/September 2015).	
MDNR may be willing to take the lead on obtaining approval of the XP-SWMM Phase II model from the Interagency Hydrology Review Committee, which would make it easier to update the floodplain maps in the future. (This is an extra scope item.)			



Bassett Creek Watershed Management Commission

MEMO

TO: BCWMC Commissioners
FROM: Laura Jester, Administrator
DATE: June 8, 2015

RE: Items for Consideration in 2016 Operating Budget

At the May 21st BCWMC meeting, I presented a list of possible items to include in the 2016 operating budget that were not discussed by the BCWMC Budget Committee. The Commission asked that I bring more information and estimated costs of these items to this Commission meeting for discussion.

Install creek signs at major road crossings - \$4,000 – This amount could be added to the Education and Public Outreach budget line and would allow for the installation of several creek identification signs at major road crossings. It's likely many commuters and drivers don't realize they cross over a creek every day. The public's knowledge of creeks in their communities is likely to elevate their concern and stewardship of these waterbodies.

Develop a CIP inspection and/or maintenance program - \$0 – After speaking more with the Commission Engineer, we believe this is an important activity for the Commission to consider. However, the development of such a program would take time and discussions with the Commission and the TAC. Therefore, the Commission Engineer and I believe time should be spent in 2016 discussing and/or developing such a program with possible implementation in 2017.

Begin a shoreland habitat monitoring program - \$6,000 – With input from the TAC and Commission later in 2015 and early 2016 to develop this program, it could begin during the field season in 2016. It makes sense to dovetail this monitoring with our other lake monitoring in 2016, but to start with just one lake (Northwood Lake is recommended) to keep costs down. Possible elements of the program include:

- Evaluate habitat quality within the submergent, emergent, and upland buffer vegetation zones
- Evaluate the lake for sedimentation and shoreline erosion problems
- Evaluate wildlife habitat characteristics based on diversity of native plant communities present within each vegetation zone and an assessment of wetland functions and values
- Perform floristic quality assessment and a four-tiered rating system (poor, moderate, high, and excellent)
- Identify private versus public ownership of shoreline parcels (a nice map!)
- Identify possible locations for restoration and preservation

Bassett Creek Watershed Management Commission

7800 Golden Valley Road | Golden Valley, MN 55427 | www.bassettcreekwmo.org | Established 1968

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

Host one or two informational evening sessions for Commissioners - \$0 –I would like to begin this practice in 2016, however, I do not believe additional funding is needed. I would like to provide more in-depth information to Commissioners on a variety of topics that do not fit into a regular Commission meeting. This would be an evening session to which our partners (such as lake groups and others) could be invited as well. Topics could include a presentation on the “State of the River Report,” a presentation on innovative practices happening in other watersheds or cities, a more in-depth presentation on the Envision process, and others. Twice a year, the Riley Purgatory Bluff Creek Watershed District holds events like this which are always popular and informative. The event also allows for a more informal place to network and talk with fellow Commissioners. At this point, I believe that no additional budget is necessary to hold one or two sessions in 2016 as they would be covered under my existing Administrator budget line. If engineering assistance was needed, it could be covered under surveys and studies.

TOTAL ADDITIONAL BUDGET REQUESTED: \$10,000

- Increases total 2016 operating budget to \$685,700.
- Funds could come 2015 fund balance rather than city assessments (see revised 2016 draft budget attached).
- Projected fund balance at end of FY2016 would be \$324,850 which is still in the optimal range of approximately 50% of the annual operating budget.

REVISED 2016 Working Draft Operating Budget
Bassett Creek Watershed Management Commission

Item	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2016 Draft Budget	
ENGINEERING & MONITORING							
Technical Services	120,000	133,347	120,000	109,391	120,000	120,000	
Development/Project Review s (funded by fees)	60,000	62,902	65,000	52,643	65,000	65,000	(A)
Non-fee and Preliminary Review s					15,000	15,000	(B)
Commission and TAC Meetings	14,250	17,390	16,000	15,984	14,500	13,000	(C)
Surveys and Studies	10,000	11,380	20,000	7,446	20,000	20,000	(D)
Water Quality / Monitoring	40,000	39,913	45,000	74,090	63,000	77,500	(E)
Shoreland Habitat Monitoring						6,000	
Water Quantity	11,000	10,250	11,000	12,100	11,500	11,500	
Assistance on Erosion Control Inspections	7,000	4,790	1,000	225	1,000	1,000	(F)
Annual Flood Control Project Inspections	15,000	3,024	20,000	17,031	10,000	10,000	(G)
Municipal Plan Review	2,000	0	2,000	764	2,000	2,000	(H)
Watershed Outlet Monitoring Program (WOMP)	17,000	12,757	17,000	13,917	17,000	17,000	(I)
Subtotal Engineering & Monitoring	\$296,250	\$295,754	\$317,000	\$303,591	\$339,000	\$358,000	
PLANNING							
Watershed-wide XP-SWMM Model	0	488	0	0	-	-	
Watershed-wide XP-SWMM Phase II						79,000	(J)
Watershed-wide P8 Water Quality Model	0	9,967	0	0	-	-	
Next Generation Plan Development	40,000	43,394	40,000	55,198	30,000	-	
Subtotal Planning	\$40,000	\$53,849	\$40,000	\$55,198	\$30,000	\$79,000	
ADMINISTRATION							
Administrator	50,000	48,310	60,000	53,917	62,000	62,000	
Legal	18,500	17,570	18,500	22,269	18,500	18,500	
Financial Management	3,045	3,119	3,045	3,045	3,200	3,200	
Audit, Insurance & Bond	15,225	13,000	15,500	12,476	15,500	15,500	
Digitize Historic Paper Files/Data Management					2,500	5,000	(K)
Meeting Catering Expenses	2,750	1,821	3,000	1,836	2,500	2,200	
Admin Services (Rec Sec+Printing+Postage)	40,000	31,157	35,800	22,763	32,000	27,300	(L)
Subtotal Administration	\$129,520	\$114,977	\$135,845	\$116,306	\$136,200	\$133,700	
OUTREACH & EDUCATION							
Publications / Annual Report	2,000	1,948	2,000	2,272	4,000	2,500	(M)
Website	2,500	201	2,000	0	12,000	2,000	(N)
Demonstration/Education Grants	0	0	0	0	-	-	
Watershed Education Partnerships	15,000	11,200	15,500	11,100	15,500	15,500	(O)
Education and Public Outreach	14,775	12,788	15,000	20,292	17,000	22,500	(P)
Public Communications	3,000	1,867	3,000	1,198	3,000	2,500	
Subtotal Outreach & Education	\$37,275	\$28,004	\$37,500	\$34,862	\$51,500	\$45,000	
MAINTENANCE FUNDS							
Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000	25,000	25,000	(Q)
Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000	25,000	25,000	(R)
Subtotal Maintenance Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
TMDL WORK							
TMDL Implementation Reporting	10,000	-	20,000	20,000	20,000	20,000	(S)
Subtotal TMDL Work	\$10,000	\$0	\$20,000	\$20,000	\$20,000	\$20,000	
GRAND TOTAL	\$563,045	\$542,584	\$600,345	\$579,957	\$626,700	\$685,700	
	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2016 Draft Budget	

NOTES

(A) Majority of costs are covered by review fees

(B) New line item in 2015 used to cover reviews for which either we do not receive an application fee or it's too early in the process for us to have received an application fee (such as the Blue Line LRT, SWLRT, MnDOT projects, etc.). This allows the Commission to better track how well the fees they receive for reviews match up with the costs of those reviews. We believe that development reviews will continue to pick up, based on what we saw last year and are seeing this year.

(C) Engineer attendance at BCWMC meetings and TAC meetings. 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings. 2015 estimate based on 24 meetings. 2016 estimated based on 18 meetings (12 BCWMC and 5 TAC)

(D) For Commission-directed surveys and studies. Past work has included watershed tours, Medicine Lake outlet work, etc. (\$10,000); lake monitoring includes monitoring two locations on Medicine Lake, and one location each at Crane Lake and Northwood Lake on 12 occasions (Medicine Lake) or six occasions (Crane Lake and Northwood Lake) for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, pH and chlorophyll a), sample analysis, phytoplankton and zooplankton collection and analysis, an aquatic plant survey (two occasions), and preparation of a final report. Estimate includes lowered costs due to cooperation with TRPD and City of MTKA. - TRPD will on Medicine Lake: 1) perform all of the sampling at both monitoring sites (main and SW Basin), including collection of chemical samples, phytoplankton (algae), and zooplankton samples; 2) charge the BCWMC for the sample collection at the SW Basin site (as they don't usually sample that site); 3) perform the chemical analyses for the samples collected at both sites; and 4) charge the BCWMC for the chemical analysis of the samples collected from the SW Basin. The TRPD's analytical (lab) costs are very reasonable. BCWMC will on Medicine Lake: 1) perform the phytoplankton and zooplankton analysis/identification; 2) perform, via a subcontract with Endangered Resource Services, LLC, the aquatic plant survey; 3) compile and analyze the data (e.g., graphs, tables); and 4) prepare report. City of Minnetonka will on Crane Lake: 1) perform all of the sampling at the monitoring site, including collection of chemical samples, phytoplankton (algae), and zooplankton samples; and 2) pay for the chemical analysis of the samples. BCWMC will on Crane Lake: 1) perform the phytoplankton and zooplankton analysis/identification; 2) perform, via a subcontract with Endangered Resource Services, LLC, the aquatic plant survey; 3) compile and analyze the data (e.g., graphs, tables); and 4) prepare report. BCWMC will on Northwood Lake: 1) collect and analyze samples, 2) perform the phytoplankton and zooplankton analysis/identification; 3) perform, via a subcontract with Endangered Resource Services, LLC, the aquatic plant survey; 4) compile and analyze the data (e.g., graphs, tables); and 5) prepare report. General water quality requests may include responding to or addressing the following issues:

- o proposed impairments listings
- o chloride TMDL: may be follow-up on final TMDL, such as reviewing, or involvement in developing, implementation plan
- o bacteria TMDL: may be follow-up with implementation plan
- o coordination with MPCA regarding potential future stressor identification analysis for biota (fisheries) impairment
- o concerns over algae blooms
- o invasive species – identification/concerns
- o aeration concerns
- o Commission and/or TAC curiosity regarding new water quality treatment practices; practices could be identified by Commission, TAC, Commission staff

(F) After recommendations from the TAC and Budget Committee, the Commission's ended the erosion and sediment control inspection program (Watershed Inspection) in 2014 due to duplication with activities required by the member cities. Some budget remains here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city), and for inspecting projects such as County highway and MnDOT projects.

(G) 2016 budget includes usual inspection (as it did in 2015). 2014 budget Included inspection of double box culvert (performed once every 5 years), and assumed City of Minneapolis will assist with access. (2013 budget included sediment survey of Bassett Creek Park Pond.)

(H) 2016 assumed budget to address municipal and adjacent WMO plan amendments; reviews of updated/revised local controls and updated/revised municipal plans not likely in 2016, most likely in 2017.

(I) Reimbursed \$5,000 from Met Council. \$17,000 includes \$11,000 for Wenck or similar contractor + \$6,000 for Barr's data management and analyses

(J) Based on Administrator recommendation to begin project in 2015 with \$103,000 of Long Term Maintenance Funds and continue project in 2016 with half of \$158,000 project estimate coming from operating budget (\$79,000) and the other half coming from Long Term Maintenance Funds

(K) Place holder for records and data management project to begin in 2015.

(L) Recording Secretary \$60/hr rate x 12 hrs/mo for taking and drafting meeting minutes (\$7,200) + \$65/hr (requested increase) x 25 hrs/mo for other assigned tasks (\$19,500). [Average number of hours in last year for recording secretary = 32 hrs/mo.] Also includes \$50/mo printing and postage (\$600)

(M) Lowered from 2015 because press release writing is being charged within recording secretary or administrator time.

(N) Place holder for website maintenance and hosting fees.

(O) Includes CAMP (\$5,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms (\$3,000), Freshwater Society (\$2,000) [Freshwater Society is a new addition and replaces Blue Thumb which is merging with Metro Blooms.]

(P) Includes funding for West Metro Water Alliance at \$13,000 plus funding for other educational supplies and materials and up to \$4,000 for road signs at creek crossings.

(Q) Will be transferred to Channel Maintenance Fund

(R) Will be transferred to Long-Term Maintenance Fund

(S) Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.

2015 Financial Information

Audited Fund Balance as of January 31, 2015		\$	388,206
Expected income from assessments in 2015	+	\$	490,345
Expected interest income in 2015	+	\$	-
Expected income from project review fees	+	\$	60,000
Expected income from CIP Administrative Funds	+	\$	25,000
Expected transfer from Long-term Maint Fund for Flood Control Project	+	\$	10,000
Expected income from WOMP reimbursement	+	\$	5,000
Estimated funds available for fiscal year 2015		\$	978,551
Estimated expenditures for fiscal year 2015	-	\$	626,700
Estimated fund balance as of January 31, 2016		\$	351,851

2016 Budget Details**Expected Income**

Proposed Assessments to cities	+	\$	553,150
Use of fund balance	+	\$	27,000
CIP Administrative Funds (2.5% of requested levy of \$1.222M)	+	\$	30,550
Project review fees	+	\$	60,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspections	+	\$	10,000
WOMP reimbursement	+	\$	5,000
Interest income in 2016	+	\$	-
		\$	685,700

Expected Expenses

Total operating budget		\$	685,700
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Fund Balance Details

Beginning Fund Balance (Jan 31, 2016)		\$	351,851
Use of Fund Balance (see income above)	-	\$	27,000
Remaining Fund Balance (Jan 31, 2017)		\$	324,851

**Bassett Creek Watershed Management Commission
2016 Proposed Assessments**

Community	For Taxes Payable in 2014	2014 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	Average Percent	2012 Assessment	2013 Assessment	2015 Assessment	2015 Assessment	2016 Proposed Assessment
Crystal	\$7,008,868	5.42	1,264	5.09	5.26	\$461,045	\$515,016	\$490,345	\$490,345	\$490,345
Golden Valley	\$32,888,059	25.45	6,615	26.63	26.04	\$24,941	\$27,424	\$25,504	\$25,868	\$25,771
Medicine Lake	\$862,204	0.67	199	0.80	0.73	\$115,080	\$129,126	\$123,033	\$121,964	\$127,675
Minneapolis	\$8,543,009	6.61	1,690	6.80	6.71	\$3,484	\$3,909	\$3,479	\$3,543	\$3,600
Minnetonka	\$8,750,862	6.77	1,108	4.46	5.62	\$32,661	\$35,236	\$32,953	\$33,235	\$32,885
New Hope	\$6,995,669	5.41	1,252	5.04	5.23	\$24,920	\$28,464	\$27,402	\$28,121	\$27,536
Plymouth	\$56,041,783	43.36	11,618	46.77	45.07	\$25,533	\$27,648	\$26,479	\$25,681	\$25,627
Robbinsdale	\$2,339,439	1.81	345	1.39	1.60	\$209,101	\$235,310	\$224,959	\$225,159	\$220,974
St. Louis Park	\$5,804,289	4.49	752	3.03	3.76	\$8,022	\$8,479	\$7,743	\$7,587	\$7,843
TOTAL	\$129,234,182	100.00	24,843	100.00	100.00	\$461,045	\$515,045	\$490,345	\$490,345	\$490,345

Workshop-on-the-water

Building knowledge and skills of local leaders in plans, practice and policies for clean water.

July 23, 2015

5:00—9:00 pm

ABOUT THIS WORKSHOP

Join us for a workshop on Lake Minnetonka that provides an opportunity for elected and appointed officials and community leaders to build their knowledge and provide skills that will assist them in making informed decisions for water resource protection and restoration. Although the program occurs on Lake Minnetonka, leaders from cities in the west metro region and the participating watersheds are invited and the content will be applicable to local community lakes and streams.

A GUIDED VIEW OF LAKE MINNETONKA WILL PROVIDE THE BACKDROP FOR MULTIPLE LEARNING STATIONS AND PRESENTATIONS EXPLORING THE FOLLOWING TOPICS THIS YEAR:

- ☒ **Characteristics of our community's lakes and streams including how they function and how they work.**
- ☒ **The current health of our lakes and streams including:**
 - what do we know,
 - how do we monitor, and
 - where local leaders can get more lake and stream specific information.
- ☒ **Threats and concerns to our community's lakes and streams and the practices and policies leaders can use to minimize and prevent impact including:**
 - stormwater runoff, with an emphasis on impervious surface and pollutants,
 - aquatic invasive species, with highlights on *zebra mussels* and *curly leaf pondweed*, and
 - apathy and lack of public knowledge in water resources accentuating the need for continued support of education and outreach efforts.

Plus provide the opportunity to network with local leaders from more than 45 west metro communities and water management staff from multiple organizations and agencies.

REGISTRATION—BY JULY 9TH

Space is limited. There is no cost for the program, however your commitment to attend is appreciated.

Participant interest will exceed workshop capacity.

REGISTER ONLINE AT [HTTP://Z.UMN.EDU/LAKEMINNETONKA](http://z.umn.edu/lakeminnetonka)

QUESTIONS OR MORE INFORMATION CONTACT

John Bilotta at 612-624-7708 or bilot002@umn.edu

Larisa Jenrich at 651-480-7732 or jenri001@umn.edu

Communities invited include:

Belle Plaine	Bloomington	Carver	Chanhassen	Chaska	Cologne
Crystal	Deephaven	Eden Prairie	Edina	Excelsior	Golden Valley
Greenwood	Hopkins	Independence	Laketown Township	Long Lake	Maple Plain
Mayer	Medina	Medicine Lake	Minneapolis	Minnetonka	Minnetonka Beach
Minnetrista	Mound	New Germany	New Hope	Orono	Norwood Young America
Plymouth	Richfield	Robbinsdale	Shorewood	Spring Park	St. Bonifacius
St. Louis Park	Tonka Bay	Victoria	Waconia	Watertown	Wayzata
Woodland	And leaders from Carver and Hennepin Counties and the multiple watershed districts and organizations in the west metro				



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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 29th. 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 18th 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 31st. 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 1st. 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.