



## Bassett Creek Watershed Management Commission

### MEMO

Date: April 8, 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):** *No change since last report:* The Minneapolis Park and Rec Board is managing this project and hired Rachel Contracting to construct the project. The project is nearly complete. Most of the work remaining will be completed after the frost comes out of the soil and the soil dries out a bit. MPRB is very happy with the work and indicates the contractor has done excellent job.

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

**2014 Schaper Pond Diversion Project, Golden Valley (SL-3):** The Commission approved 90% plans at their February meeting. The City's consultant (Barr Engineering) is working on contract documents for the project. The DNR issued the public waters work permit to the city at the end of March. One of the permit conditions prohibits activity affecting the bed of the protected water between April 1 and June 30, to minimize impacts on fish spawning and migration. If the city wishes to begin work prior to June 30 it would require written approval from the DNR's Area Fisheries Manager.

**2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2):** At the November meeting the Commission approved an agreement with Golden Valley to implement the project. A presentation and informational meeting on the project was held on March 19<sup>th</sup> at Golden Valley City Hall. In addition to Commission staff, city staff, and Commissioners only four residents were in attendance. Good questions arose but not concerns were raised by residents. At their March 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 at the April 7, 2015 Golden Valley City council meeting. City staff is working to get all the contract documents and insurance certificates signed and submitted. Once all materials are signed and returned, the City will set up a meeting with the contractor to discuss the details and timing of the project.

**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. The remaining storm sewer work and final restoration will occur once the weather warms up.

**2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR):** 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 recently met to review and discuss Commission comments on the 50% plans. It is anticipated that the final design plans will be presented to the Commission at its May or June meeting.

**2016 Northwood Lake Improvement Project, New Hope (NL-1):** 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 was submitted to State review agencies in early December. The review period ended January 30, 2015 with no comments from reviewers. A public hearing was held regarding the plan amendment at the March Commission meeting. The Plan amendment is now in a 90-day review period with BWSR approval expected in May and Commission adoption expected at its June meeting. The Commission will know the results of its \$300,000 Clean Water Partnership grant application by the end of this month.

**2016 Honeywell Pond Expansion Project, Golden Valley (BC-4):** 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 was submitted to State review agencies in early December. The review period ended January 30, 2015 with no comments from reviewers. A public hearing was held regarding the plan amendment at the March Commission meeting. The Plan amendment is now in a 90-day review period with BWSR approval expected in May and Commission adoption expected at its June meeting. Golden Valley staff anticipates entering into a cooperative agreement with the watershed at its June 18<sup>th</sup> meeting for this project. Project designs will be completed by December 2015 and the project will be let with the Douglas Drive project in February of 2016. Construction of the pond will likely occur in 2017.

## Other Projects

**Major Plan Amendment:** A request for a major plan amendment was submitted to State review agencies to incorporate the 2016 projects (shown above) into the CIP. The review period ended on January 30<sup>th</sup>. Multiple agencies reviewed the proposed amendment including Hennepin County (staff review), BWSR, MPCA, Met Council, and MDNR. There were no comments from any of these agencies. A letter acknowledging the agency reviews and fact that there were no comments was submitted to BWSR and review agencies in March. A public hearing was held regarding the plan amendment at the March Commission meeting. The Plan amendment is now in a 90-day review period with BWSR approval expected in May and Commission adoption expected at its June meeting.

**Hennepin County Natural Resources Partnership:** I did not attend the meeting scheduled for March 24<sup>th</sup> regarding Hennepin County's Environmental Response Fund. The next meeting will likely be scheduled for the end of May.

**MPRB Ecological System Plan:** After several months without a meeting, this project team reconvened on April 8<sup>th</sup>. Commissioner Welch was to attend that meeting.

**Next Generation Watershed Management Plan:** See item 5B. The draft Watershed Management Plan was submitted for its 60-day review at the end of November. The review period ended January 30, 2015. Comments were received from Hennepin County, BWSR, MPCA, MDNR, Met Council, MN Department of

Agriculture, MnDOT, MPRB, AMLAC, City of Minneapolis, City of Plymouth Environmental Commission, and Commissioners/Alt Commissioners Crough, Goddard and Mueller. The Plan Steering Committee met on March 12 and 23<sup>rd</sup>. The committee recommends approval of the responses to comments as presented in item 5B. A public hearing on the draft plan is set for the May 21<sup>st</sup> Commission meeting.

**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. A “save the date” flyer/postcard should be available soon.

**Website Redesign Project:** See item 5D. I recently met with Kelly Spitzley at HDR to discuss this project and refine the scope. The Education Committee should meet with Kelly in early May for a website content planning session.

**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.