



Bassett Creek Watershed Management Commission

MEMO

Date: March 11, 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 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 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. They expect to bring a recommendation to the Commission in April.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): The Commission approved 90% plans at their February meeting. The project is under review for the DNR public waters work permit and WCA applications (applications submitted 2/11/2015). The permit application (which covers both the public waters work permit and WCA) has been distributed to others within the DNR and to other agencies for the statutory 30-day review and comment period, which runs until 03/20/2015. No comments had been received as of March 6th. The City's consultant (Barr Engineering) is working on specifications for the project so that once the permit is approved, project bidding can begin. Project construction could start as early as April.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): See Item 6C. At the November meeting the Commission approved an agreement with Golden Valley to implement the project. A presentation and informational meeting on the project is scheduled for March 19th, 6:30 p.m. at Golden Valley City Hall. At this meeting, the Commission will review project specifications and consider approval. The first alum application is slated for late April or early May.

2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7): The contractor for the project, New Look Contracting, has completed the pond excavation and the majority of the storm sewer work. The site has been temporarily stabilized until spring when crews will complete the remaining storm sewer work and restore all disturbed areas.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): See Item 6B. The City of Golden Valley hosted an open house meeting on January 8, 2015 to present the preliminary design plans and gather additional input from property owners to assist in the development of project plans. Staff has

also been meeting individually with property owners to secure temporary construction easements to perform the proposed work. So far, 37 property owners have granted temporary construction easements to the City thus far. About 14 more easements are necessary to complete the work in all areas of the project. The 50% project plans were submitted to the Commission Engineer for review and will be presented at this meeting by the consulting engineering firm (WSB) along with comments from the Commission Engineer.

2016 Northwood Lake Improvement Project, New Hope (NL-1): See Item 5A. 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 will be held regarding the plan amendment at this meeting. The City of New Hope did not receive the \$50,000 grant requested from Hennepin County nor the Clean Water Fund grant from BWSR. As directed at the February Commission meeting, the Commission applied for a \$300,000 Clean Water Partnership grant from the MPCA for this project.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): See Item 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 was submitted to State review agencies in early December. The review period ended January 30, 2015 with no comments from reviewers. A public hearing will be held regarding the plan amendment at this meeting. 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

Major Plan Amendment: See Item 5A. 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 30th. 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 last month. A public hearing on the plan amendment is scheduled for this meeting. After the hearing, the amendment begins a 90-day review but approval of the amendment is expected by the BWSR at the end of May and by the Commission at their June meeting.

Hennepin County Natural Resources Partnership: The next meeting of this group is scheduled for March 24th with speakers to present on Hennepin County's Environmental Response Fund.

MPRB Ecological System Plan: After several months without a meeting, this project team will reconvene on April 8th. Commissioner Welch or I will attend.

Next Generation Watershed Management Plan: See Items 4G and 6A. 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. Staff has drafted responses to comments and will discuss these responses with the Plan Steering Committee at two meetings: March 12 and 23rd. Staff is requesting that the Commission set a public hearing on the draft plan for its May 21st Commission meeting.

New Commissioner Materials: Posting of materials to the website were completed last month 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: See Item 6Diii. 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.