



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 10, 2014

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/18/14 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 - November 19, 2014 Commission meeting- ACTION ITEM with attachment
 - B. Approval of Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – November 2014 Administrator Services
 - ii. Barr Engineering – November 2014 Engineering Services
 - iii. Amy Herbert – November 2014 Secretarial Services
 - iv. ACE Catering – December 2014 Meeting Refreshments
 - v. Wenck – November 2014 WOMP Monitoring
 - vi. Kennedy Graven – October 2014 Legal Services
 - vii. Kennedy Graven – November 2014 Legal Services
 - viii. Hennepin County – 2014 River Watch Program
 - ix. Shingle Creek – WMWA September Invoice
 - x. Shingle Creek – WMWA December Invoice
 - D. Set February 5th TAC Meeting – ACTION ITEM no attachment – *Staff recommends ordering a Technical Advisory Committee meeting for Thursday February 5, 2015 to discuss items including the XP-SWMM Phase II project, 2017 – 2021 Capital Improvement Program, 2016 Budget, and possibly the Blue Star Award Program.*
 - E. Approve Comments on Major Plan Amendment for Mississippi Watershed Management Organization – ACTION ITEM with attachment – *The MWMO recently submitted a General Amendment to its 2011–2021 Watershed Management Plan to review agencies and adjacent watersheds including the BCWMC. The Commission Engineer reviewed the amendment on behalf of the Commission and recommends submitting the attached comment letter.*
 - F. Direct Staff to Submit Solicitation for Letters of Interest Proposals for Legal, Technical and Engineering Consulting Services – ACTION ITEM with attachment – *Watershed organizations, including the BCWMC, are required to solicit proposals from legal, technical and engineering consultants once every two years. The BCWMC last requested proposals from consultants in November 2012. The BCWMC Administrative Services Committee and I recommend that the Commission officially publish in the State Register a call for “letters of interest proposals” (see attached draft announcement). The Commission could request full proposals at any time after reviewing the letters of interest and after a review of current consultants scheduled for early 2015.*
 - G. Approve Revisions to BCWMC Fiscal Policies as Recommended by Administrative Services Committee – ACTION ITEM with attachment – *The BCWMC Administrative Services Committee recommends revisions to some of the Commission’s fiscal policies to better reflect current conditions and practices. Please see the tracked changes in the attached document which is an excerpt of the Commission’s 2011 Draft Policy Document.*

- H. Approve Contract with Wenck for 2015 WOMP Operation – **ACTION ITEM with attachments** – *The BCWMC is under contract with the Met Council to operate Bassett Creek’s Watershed Outlet Monitoring Program station. The Commission has contracted with Wenck Associates for the past two years to operate the station including collecting and delivering water samples and maintaining the station and its equipment. BCWMC staff recommends continuing the contract with Wenck in 2015. A proposal from Wenck is attached (with a budget that is in line with the BCWMC budget). The current contract between the Met Council and BCWMC is available online. [Please note the contract with Met Council expires 12/31/14 but a renewed contract for 2015 is expected by the end of this year or very early next year. If, for some reason, the Met Council contract is not renewed, the BCWMC can terminate the contract with Wenck with a notice of 5 days. Executing a contract with Wenck now is important so there is no gap in monitoring.]*

5. BUSINESS

- A. Receive Final Report on 2012 Main Stem Restoration Project (CR 2011) – **Information Item with attachment** – *At their March 2014 meeting, the Commission directed staff and TAC members to develop a process to present a final report on completed CIP projects, beginning with the 2012 Main Stem Restoration Project in Golden Valley. Golden Valley staff developed the attached final report and will present it at this meeting.*
- B. Receive Report on Data and Trends from Bassett Creek WOMP Station – **Information Item with attachment** – *The BCWMC is under contract with the Metropolitan Council to operate the Watershed Outlet Monitoring Program (WOMP) station on Bassett Creek (located just upstream of the Bassett Creek tunnel in Minneapolis). After gathering data over more than a decade, a comprehensive report was generated by the Met Council. (The full report will be available under “Mississippi River Tributary Streams” by the time of this Commission meeting at: <http://metro council.org/streams>.) The attached fact sheet provides a quick summary of the report. Met Council staff will present data and trends through a PowerPoint presentation.*
- C. Consider Approval of 50% Plans for Schaper Pond Diversion Project (SL-3) – **ACTION ITEM with attachments** (full plan set online) – *At the meeting on August 21, 2014, the Commission approved a contract with the City of Golden Valley to design and construct the Shaper Pond Diversion Project. Barr Engineering is under contract with the City to design this project. The attached letter provides a description of the 50% design plans along with one figure from the plan set. The full plan set is available with meeting materials online. Golden Valley staff and I recommend approval of the 50% plans as presented.*
- D. Consider Commission Involvement in Issue Resolution Team for Blue Line LRT (Bottineau Line) – **DISCUSSION ITEM no attachment** – *Commission staff and Golden Valley staff will update the Commission on the Blue Line LRT implementation process and Commission input or involvement that may be needed by the Blue Line LRT Project consultants or requested from member communities.*
- E. Receive Update on Draft Watershed Management Plan
- i. Transmittal Letter and Plan Distribution - **DISCUSSION ITEM with attachment** – *At the November meeting, the Commission approved the draft Watershed Management Plan and directed staff to submit the draft to State agencies of the 60-day review period. Attached is the transmittal letter that accompanied the plan. All plan sections are available at: <http://www.bassettcreekwmo.org/NextGenerationPlan2015/2015WatershedManagementPlanHome.htm>. I am recommending that the link to the draft plan be provided to other BCWMC partners and members of the public that participated in the WAVE (Watershed Assessment and Visioning Exercise) in the spring and summer of 2013 in order to keep them informed and provide for an opportunity for them to comment.*

- F. Receive Update on Public Outreach Plan for Twin Lake Alum Treatment Project – **DISCUSSION ITEM no attachment** – *At last month's meeting, the Commission approved an agreement with the City of Golden Valley to implement the Twin Lake in-lake alum treatment project. Recently I met with Golden Valley staff and Alternate Commissioner McDonald Black to discuss a plan for informing and engaging the residents around Twin and Sweeney Lakes about this project. Plans for this outreach effort include development of a project fact sheet, invitation to a presentation and open house, signage at Twin Lake, and additional meetings with residents or homeowners groups, as requested.*

6. COMMUNICATIONS

- A. Administrator's Report – *Report including an update on all current CIP project is attached*
- i. Major Plan Amendment for 2016 Projects – Transmittal Letter (*located here: <http://www.bassettcreekwmo.org/PlanAmendments/2015-MajorPlanAmendments/BCWMC-MajorPlanAmendRequest-1December2014.pdf>*)
 - ii. Report on MAWD Conference - *verbal*
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- i. Administrative Services Committee – *October 30, 2014 meeting notes attached. Committee members and I will give a verbal update on the December 8, 2014 meeting*
- F. Legal Counsel
- G. Engineer
- i. Theodore Wirth Park Master Plan – *The Commission Engineer will provide a verbal update*

7. INFORMATION ONLY (Information online only)

- A. Grant Tracking Summary and Spreadsheet
- B. WCA Notice, Plymouth

8. ADJOURNMENT

Upcoming Meetings

- January Commission Meeting, Thursday January 15th, 8:30 a.m., Golden Valley City Hall
- TAC Meeting (if ordered), Thursday February 5th, 1:30 P.M., Golden Valley City Hall