



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: August 13, 2014

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 8/21/14 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 – July 17, 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 – July 2014 Administrator Services
 - ii. Barr Engineering –July 2014 Engineering Services
 - iii. Amy Herbert – July 2014 Secretarial Services
 - iv. ACE Catering –August 2014 Meeting Refreshments
 - v. Wenck – July 2014 WOMP Monitoring
 - vi. Kennedy Graven – June 2014 Legal Services
 - vii. LMCIT – Insurance Premium
 - D. Approval of Trustone Financial Building Project in Golden Valley – **ACTION ITEM with attachment**
This redevelopment project in Golden Valley includes site grading and construction with some work in the floodplain and some increase in impervious surfaces. Staff recommends conditional approval of the project with the Commission Engineers' comments found in the attached memo.
 - E. Approval to Set Public Hearing Date for October Commission Meeting to Receive Comments from Cities on 2015 Main Stem Project – **ACTION ITEM no attachment** – *Due to an error on my part, an October Public Hearing is needed to provide a 45-day notice to cities for hearing on the project. The September Public Hearing will still be held to receive comments from the public and then to certify 2015 levy amount to the County for the project.*
5. **BUSINESS**
 - A. Receive Information and Updates on Blue Green Algae – **INFORMATIONAL ITEMS**
At the 7/17/14 meeting, the Commission heard about blue green algae on Sweeney Lake and approved additional monitoring and testing in the lake. The Commission also requested more information about algae in general, and the occurrence of blue green algae across the Metro region this summer. Golden Valley staff and the Commission Engineer will provide these updates and information. The Commission also requested a presentation by an expert in the field. Mr. Heiskary with the Minnesota Pollution Control Agency will give a presentation on algae and blue green algae. The attached article from 2010 provides some information, as well.
 - i. Update on Blue Green Algae in Sweeney Lake, Golden Valley Staff – **no attachment**
 - ii. Information on Blue Green Algae in Metro Area, Commission Engineer – **no attachment**
 - iii. Presentation on Algae by Steve Heiskary, MPCA – **with attachment**

- B. Review Mid-year 2014 Budget Status – INFORMATIONAL ITEM – with attachment – *We are half way through the fiscal year and it's time to make sure our budget is on track. The Commission Engineer provided the attached memo on the status of engineering and planning items. Some areas of the budget are expected to be exceeded by year's end including work related to engineering technical services, water quality, and Watershed Plan Development (see memo). Other areas of the budget are expected to come under budget including meeting expenses, administrative services, and website work. Overall at year's end, total budget expenses are expected to be at or slightly above the Commission Operating Budget of \$600,345. The Commission could consider cost saving measures at this point in the year.*
- C. Consider Final Approval of 2015 Operating Budget – ACTION ITEM with attachment – *At the 5/15/14 and 6/19/14 meetings, the Commission considered and then approved for distribution the proposed 2015 operating budget and assessments to cities. The proposed budget and city assessments were sent to all member cities for their review, with comments due by 8/1/14. No comments were received from member cities. Staff recommends the Commission approve the proposed budget and direct staff to send appropriate invoices to member cities for 2015 member contributions. (City payments are due by 2/1/15.)*
- D. Consider Agreement with Golden Valley for Design and Construction of Schaper Pond Diversion Project – ACTION ITEM with attachment – *At their 9/19/13 meeting, the Commission adopted a resolution ordering this CIP project and directed that it be constructed by the City. At the time, there was a question about whether or not the project could attain the necessary permits, so an agreement with the City was not executed. After discussions with the MPCA and MDNR, permitting questions have since been answered. Additionally, Sweeney Lake residents and homeowners groups have requested that the project be completed to improve water quality in Sweeney Lake. At the city's request, Barr Engineering submitted a proposal to design and construct the project. Staff recommends that the Commission enter an agreement with the City of Golden Valley to design and construct the project. Design plans (50% and 90% plans) will be submitted to the Commission for review and approval at future meetings.*
- E. Receive Update on Next Generation Watershed Management Plan Development – INFORMATIONAL ITEM with attachment
- i. Plan Steering Committee Meeting Notes from 7/7/14 – *The Plan Steering Committee has finished its review and discussion of all proposed policies. At their meeting on 8/25/14 they will review a draft Education and Outreach Plan and draft Implementation Plan.*
 - ii. Debrief on Commission Workshop, Set September Workshop, Discuss Next Steps – *Twenty one people attended the Commission workshop on 8/11/14. Draft policies in the areas of water quality, flooding and rate control, groundwater, erosion and sediment control, wetlands, streambank restoration and protection, and ditches are complete. The Commission should hold another workshop in September to review the remaining draft policies and the draft implementation plan. The question of the Commission's role in recreation also needs to be addressed as it relates to Commission policies for this Plan.*
- F. Receive Update on Materials for New Commissioners – DISCUSSION ITEM with attachment – *At their meeting in May, the Administrative Services Committee directed staff to refine the list of materials that would be helpful for new Commissioners. A list of primary and secondary materials is included in the attached memo. Commissioners should discuss if the list is appropriate and how the materials should be made available to Commissioners.*
- G. Consider Approval of Plans for Volunteer Recognition – ACTION ITEM with attachment – *In the past the Commission has indicated a need and desire to show appreciation and to somehow thank volunteers. Volunteers include CAMP lake monitors, River Watch teachers, BCWMC display/info booth attendees, etc. Ms. Herbert put together the attached plan for volunteer recognition. Staff recommends approval and implementation of this plan.*

- H. Consider Commission Involvement on Project Advisory Team for MPRB Ecological System Plan – DISCUSSION ITEM with attachment – *On 8/5/14 at my request, the Commission Engineer attended the first meeting of the Project Advisory Team (PAT) for a new endeavor by the Minneapolis Park and Rec Board to develop an Ecological System Plan for parks and public lands (see background materials attached). The BCWMC, along with many other stakeholders, was asked to participate in the PAT. There will be approximately 3 additional PAT meetings in 2014 and 2015. PAT members are asked to attend meetings, contribute some limited time to compile and provide ecological data in support of the project, and review any mapping/graphics MPRB prepares for discussion with the community. Staff recommends approval of Commission involvement with this project using mostly the Administrator's time and the Engineer's time when needed for technical information.*
- I. Receive Update on Watershed Map – INFORMATIONAL ITEM – no attachment – *I will update the group on the development of the map which is undergoing final edits. 2,500 printed copies will be available in early September.*
- J. Receive Update on NEMO Workshops – INFORMATIONAL ITEM – with attachment – *Commissioners are encouraged to attend the final NEMO workshop on 9/25/14 (save the date flyer attached). TAC members are encouraged to invite city councilmembers and other city commissioners.*
- K. Discuss Plans for Commission Involvement in Golden Valley Days – INFORMATIONAL ITEM – no attachment – *Golden Valley Days is scheduled for September 13th with a parade 9:30 – 10:00. The Commission has participated in the past and is slated to participate again this year. Volunteers are needed for the parade and perhaps attending a BCWMC information booth at the event. I hope to have more information about the event at the Commission meeting.*

6. COMMUNICATIONS – INFORMATIONAL ITEMS with attachment

- A. Administrator's Report – *Attached with updates on CIP projects and other on-going projects.*
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
 - i. MPCA's Responses to Commission Comments on Bacteria TMDL – *The Commission Engineer will review the letter from MPCA and report on the Commission's options for further comment if warranted.*

7. INFORMATION ONLY – INFORMATIONAL ITEMS with documents online

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

8. ADJOURNMENT

Upcoming Meetings

- Next Gen Plan Steering Committee, Monday August 25, 4:30 – 6:30 p.m., Golden Valley City Hall
- Golden Valley Days, September 13, Parade 9:30 – 10:00 (line up at 8:45) Seeman Park to City Hall
- Regular Commission Meeting, Thursday September 18, 8:30 a.m., Golden Valley City Hall
- NEMO Streambank & Stormwater Tour/Workshop, Thursday September 25, 4:00 – 7:30 p.m Location TBD