



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: May 7, 2014

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background information on 5/15/14 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 from 4/14/14 Commission Workshop - **ACTION ITEM with attachment**
 - B. Approval of Minutes from 4/17/14 Commission Meeting – **ACTION ITEM with attachment**
 - C. Approval of March Financial Report - **ACTION ITEM with attachment**
 - D. Approval of Payment of Invoices - **ACTION ITEM with attachments**
 - i. Keystone Waters, LLC – April 2014 Administrator Services
 - ii. Barr Engineering – April 2014 Engineering Services
 - iii. Amy Herbert – April 2014 Secretarial Services
 - iv. Kennedy Graven – March 2014 Legal Services
 - v. Wenck – March 2014 WOMP Monitoring
 - vi. ACE Catering – May 2014 Meeting Refreshments
 - vii. MMKR – 2013/2014 Financial Audit Preparation
 - E. Approval of Response to Comments on Major Plan Amendment – **ACTION ITEM with attachment** *At its February meeting the Commission ordered the submittal a proposed Major Plan Amendment to state review agencies and Hennepin County to add the 2015 Main Stem Restoration Project to its CIP list. The Commission received letters from the Met Council, BWSR, and MN Department of Health indicating these entities had no comments on the proposed Major Plan Amendment. Comments were received from the Department of Natural Resources. Staff has drafted a letter in response to DNR's comments. All comments must be responded to in writing at least 10 days before the public hearing, scheduled for June 19th.*
 - F. Approval of Comments on the Draft EIS for the Bottineau Transitway Project – **ACTION ITEM with attachment** *The Commission Engineer reviewed the draft Environmental Impact Statement (EIS) for the Bottineau Transitway Project and drafted the attached comment letter outlining several concerns. The executive summary of the Draft EIS is available online. Staff recommends submittal of the letter.*
 - G. Accept and Authorize Distribution of Fiscal Year 2013 Financial Audit – **ACTION ITEM with attachment** *The audit of the Commission's finances for the period February 1, 2013 to January 31, 2014 is complete. Deputy Treasurer Virnig reports that it is a "clean" audit and recommends the Commission accept the audit. The Commission should also authorize distribution of the audit to the BWSR along with the annual report (item 5G below). The full audit document is available with the meeting materials online.*
 - H. Accept Fernbrook Lane Emergency Culvert Replacement, Plymouth – **INFORMATIONAL ITEM with attachment** - *On April 7, 2014, the City of Plymouth closed Fernbrook Lane due to settlement in the street over the Plymouth Creek culvert. The metal culvert was replaced under emergency*

conditions with a 14-foot by 10-foot concrete box culvert. BCWMC staff worked closely with the city to review the proposed culvert crossing prior to construction.

- I. Approval of Lock-Up Storage Facility Project, Golden Valley – **ACTION ITEM with attachment** - *The proposed Lock-Up self-storage facility will be located on the northeast corner of the Highway 55 and Douglas Drive intersection, in the Sweeney Lake subwatershed. The proposed redevelopment includes demolishing existing pavement (previously a restaurant site) and construction of the storage facility and parking. Approximately 1.22 acres will be graded with an increase in impervious surface by approximately 1,300 ft². Proposed BMPs include one underground infiltration system. Staff recommends conditional approval based on comments in the attached memo.*
- J. Approval of Comment Letter on Draft Bacteria Total Maximum Daily Load Report – **ACTION ITEM with attachment** – *The Upper Mississippi River Bacteria TMDL Study focuses on the Mississippi River and its tributaries from Royalton MN to Hastings MN and has been in development since 2008. The draft TMDL report was submitted for public comment. It currently addresses impairments in the main stem Bassett Creek, Plymouth Creek, and North Branch of Bassett Creek. The Commission Engineer reviewed the document and provides several comments. Staff recommends submitting these formal comments on the TMDL. Find more information about the TMDL [here](#).*

5. BUSINESS

- A. Consider Agreement with City of New Hope for Development of Feasibility Study for Northwood Lake Improvements Project – **ACTION ITEM with attachment** – *The Commission's 2016 CIP project list includes the Northwood Lake Improvement Project (NL-1) Jordan Outlet Pond and Pond NB 29A, B in New Hope. The city plans to use its contracting engineering firm, Stantec, to prepare a feasibility study for the project. An agreement between the Commission and the city must be signed in order to begin the feasibility study. Staff recommends approving the attached agreement with New Hope. Stantec's proposal for feasibility study preparation is also attached.*
- B. Update on Watershed Tour – **INFORMATIONAL ITEM no attachment** – *The watershed tour is scheduled for Thursday May 29th, boarding the tour bus at Golden Valley City Hall at 12:45 p.m. and returning to city hall by 4:30. Tour stops include Schaper Pond, Wirth Lake outlet, the WOMP station, the tunnel entrance, and a stream restoration site in Golden Valley. City of Robbinsdale staff can also explain and describe the flocculation treatment plant on Crystal Lake (originally slated for the 2013 tour). Please invite local officials. RSVP by May 23rd.*
- C. Update on Medicine Lake Water Level Issue and Conversations between Commissioners and Cities – **DISCUSSION ITEM no attachment** - *Commissioners should update the group on any discussions they have had with their city councils and/or staff regarding this issue (as requested in an email from me on 3/27/14).*
- D. Contingency Plans in Event of JPA Expiration- **DISCUSSION ITEM (possible ACTION) with attachment** - *Counsel LeFevere's attached memo describes the current situation regarding the JPA, notes financial matters that should be considered, and lays out possible next steps for the Commission to consider with regards to a possible expiration of the JPA. The Commission should discuss the matter and consider directing staff to investigate some issues further or take other steps.*
- E. TAC Recommendations – **ACTION ITEM with attachment** - *The TAC met on May 1st and discussed the items below. Their recommendations for the Commission's consideration are presented in the attached memo.*
 - i. 2015 Water Quality Monitoring Program
 - ii. Responsible Parties and Funding of Flood Control Project

- F. Review Draft 2015 Operating Budget, Assessments to Cities, Budget Detail Document – **DISCUSSION ITEM with attachments** – *The Budget Committee met on May 6th and recommends the attached 2015 operating budget including a total assessment to cities equal to the 2014 total assessment, and the use of some fund balance. See the Budget Detail document for details on each line item. The Commission should approve a final proposed 2015 operating budget at its June 19th meeting for submittal to the cities.*
- G. Review 2013 Annual Report and Direct Staff to Submit to BWSR – **ACTION ITEM with attachment** – *The 2013 Annual Activity Report (executive summary attached and full report available online) is due to BWSR within 120 days of the end of the Commission’s fiscal year. The document comprehensively reports on all Commission activities in 2013 and provides a 2014 work plan. Appendices (not included now) will include the financial audit, a list of resolutions, the Commission CIP, and a report on the Commission’s website usage. Staff is happy to take suggestions for edits to the report. The Commission should direct staff to finalize the report and submit it to BWSR by the end of May.*
- H. Update on Next Generation Watershed Management Plan Development – **INFORMATIONAL ITEM no attachments** – *The Plan Steering Committee and several TAC members met on April 21st to discuss the water quality standards and triggers – an item in need of more discussion after the April 14th Commission Workshop. After much discussion and with the exception of the city of New Hope, there was consensus among those present (committee members, and staff from New Hope, Golden Valley, Plymouth, Minnetonka, and Minneapolis) that the Commission should use the MIDS guidance as its water quality standards and triggers for developments, redevelopments, and projects in the watershed. A formal recommendation for full Commission consideration will be presented at a future workshop. The Plan Steering Committee meets on May 19th to continue policy discussions.*

6. COMMUNICATIONS – INFORMATIONAL ITEMS with attachment

- A. Administrator’s Report – *My report is attached in a new format aimed at keeping Commissioners updated on current CIP projects and the status of other Commission projects and issues. I am happy to take feedback on this document as I would like it to be a valuable communication piece. If it is not considered useful, I should not spend time developing it each month and could, instead, offer a verbal report.*
- B. Chair
- C. Commissioners
- D. TAC Members
- i. Update on Twin Cities Metro Chloride Project
- E. Committees:
- i. Education Committee
- ii. Budget Committee
- iii. Administrative Services Committee
- F. Legal Counsel
- G. Engineer
- i. 2014 Impaired Waters List: delisting of Wirth Lake, no chloride listing for Wirth and Medicine Lakes, remaining chloride listings
- ii. Vicksburg Lane Environmental Assessment Worksheet (EAW)

7. INFORMATION ONLY – INFORMATION ITEMS with documents online

- A. Grant Tracking Summary and Spreadsheet
- B. Mississippi River Forum Workshop May 30, 2014; Science Museum of Minnesota; registration is free, but is requested in advance; contact Lark Weller (lark_weller@nps.gov or 651-293-8442) by May 16 to register
- C. Triclosan & Public Health: Public Perceptions & Educational Recommendations Workshop; May 22, 2014; MN Department of Health, St. Paul; RSVP required

8. ADJOURNMENT

Upcoming Meetings

- West Metro Water Alliance (WMWA) Meeting, Tuesday May 13, 8:30 a.m., Plymouth City Hall
- Next Gen Plan Steering Committee, Monday May 19, 4:30 – 6:30 p.m., Golden Valley City Hall
- Bassett Creek Watershed Tour, Thursday May 29, 1:00 – 4:30 p.m., leaving Golden Valley City Hall
- Regular Commission Meeting, Thursday June 19, 8:30 a.m., Golden Valley City Hall