



Bassett Creek Watershed Management Commission

Regular Meeting

8:30 a.m. – 11:00 a.m.

Thursday, March 20, 2014

Council Conference Room, Golden Valley City Hall
7800 Golden Valley Rd., Golden Valley MN

AGENDA

1. CALL TO ORDER and ROLL CALL

2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. Approval of Minutes – February 20, 2014 Commission Meeting
- B. Approval of Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC –February 2014 Administrator Services
 - ii. Barr Engineering – February Engineering Services
 - iii. Amy Herbert – February 2014 Secretarial Services
 - iv. ACE Catering – March 2014 Meeting Refreshments
 - v. Metro Conservation Districts – Children's Water Festival Contribution
 - vi. City of Plymouth – Payment for Booth at Yard and Garden Expo
 - vii. Metro WaterShed Partnership – 2014 Membership Contribution
 - viii. MMKR – Preparation of Audit

5. NEW BUSINESS

- A. Review 50% Plans for Briarwood/Dawnview Water Quality Project in Golden Valley
- B. Consider Changing CIP Process to Include Final Project Report to Commission
- C. Discuss BWSR's Biennial Budget Request
- D. TAC Recommendations
 - i. 2016-2020 CIP List
 - ii. TAC Meeting Invitees
 - iii. XP-SWMM Phase II Implementation and Funding

6. OLD BUSINESS

- A. Review 90% Plans for Main Stem Restoration Project - Golden Valley Rd to Irving Ave N. (CIP 2012CR)
- B. Update on Commission Engineer Review of Feasibility Study for 2015 Main Stem Restoration Project
- C. Results of Study of Long-term Maintenance and Replacement Needs for Flood Control Project
 - i. Memo from Barr: Flood Control Project Long Term Maintenance and Replacement Evaluation
 - ii. Memo from Counsel LeFevre: Commission Participation in Maintenance Expenses of Both Flood Control Project and Other Surface Water Management Facilities

- D. Update on Next Generation Plan Development
 - i. 2/11/14 Plan Steering Committee Meeting Notes
 - ii. Plans for Commission Workshop
- E. Update on Medicine Lake Water Level Issue
 - i. Results of Small Group Discussions and Exit Comment Cards at 3-4-14 Stakeholder Meeting
 - ii. Presentations from 3-4-14 Stakeholder Meeting:
 - <http://www.bassettcreekwmo.org/Medicine%20Lake/MedicineLake-Home.htm>
 - iii. Discussion of Next Steps
- F. Update on Schaper Pond Project
- G. Update on Watershed Map Project
- H. Update on NEMO Workshops
- I. Consider Distributing Joint Powers Amendment for Official Signatures

7. COMMUNICATIONS

- A. Administrator's Report
- B. Chair
- C. Commissioners
- D. Committees
- E. Legal Counsel
- F. Engineer

8. INFORMATION ONLY (Information online only)

- A. Grant Tracking Summary and Spreadsheet
- B. Metro Watershed Partners 2013 Annual Report <http://www.hamline.edu/education/cgee/wsp-membershipinfo/>
- C. State of Water Conference <http://www.conservationminnesota.org/state-of-water-conference/>
- D. WMWA February Meeting Minutes
- E. Flood Safety Awareness Week, March 16 – 22, 2014
<http://www.nws.noaa.gov/com/weatherreadynation/flood.html#.UyDInfldVDA>

9. ADJOURNMENT

Upcoming Meetings

- Education Committee Meeting, Wednesday March 19, 5:00 – 6:30 p.m., Brookview Community Center
- Next Gen Plan Steering Committee, Monday March 24, 4:30 – 6:30 p.m., Golden Valley City Hall
- NEMO Workshop May Thursday 8 (Edina) **or** Wednesday May 14 (Excelsior), 5:00 – 9:00 p.m.
- Regular Commission Meeting, Thursday April 17, 8:30 a.m., Golden Valley City Hall

Future Commission Agenda Items list

- Possible 2015 Commission budget items: converting paper to electronic files, complete website redesign
- Develop fiscal policies
- Develop a post-project assessment to evaluate whether it met the project's goals
- Medicine Lake rip-rap issue over sewer pipe
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides

Future TAC Agenda Items List

- Develop guidelines for annualized cost per pound pollutant removal for future CIP projects
- Stream identification signs at road crossings
- Blue Star Award for cities
- Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: March 12, 2014

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background information on 3/20/14 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 2/20/13 Commission Meeting - **ACTION ITEM with attachment**

B. Approval of March Financial Report - **ACTION ITEM with attachment**

C. Approval of Payment of Invoices - **ACTION ITEM with attachments**

- i. Keystone Waters, LLC – February 2014 Administrator Services
- ii. Barr Engineering – February 2014 Engineering Services
- iii. Amy Herbert – February 2014 Secretarial Services
- iv. ACE Catering – March 2014 Meeting Refreshments
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- vii. Metro WaterShed Partnership – 2014 Membership Contribution
- viii. MMKR – Preparation of Audit

5. NEW BUSINESS

A. Review 50% Plans for Briarwood/Dawnview Water Quality Project in Golden Valley – **ACTION ITEM with attachments** – *At their meeting on 4-18-13 the Commission approved the feasibility study for this project and for the City to proceed with Option 5, construction of a stormwater detention and treatment pond with an iron enhanced filter:*
<http://www.bassettcreekwmo.org/Meetings/2013/2013-April/6A-BriarwoodDawnviewReport.pdf>
The attached fact sheet provides a project overview. The Commission Engineer reviewed the 50% plans (plans are available with the online meeting materials) and recommends conditional approval per the attached memo.

B. Consider Changing CIP Process to Include Final Project Report to Commission – **ACTION ITEM with attachment** *At their meeting on 1-16-14, as part of the approval of the final reimbursement request for the Main Stem Project Wisconsin Avenue to Golden Valley/Crystal border, the Commission directed the Commission Engineer to make a report on the final implementation of the project. The Commission Engineer and Administrator recommend that the Commission consider changing the CIP process to include a final report and/or interim reports on Commission projects. See attached memo for more details and background.*

C. Discuss BWSR's Biennial Budget Request (BBR) – **DISCUSSION ITEM with attachment** *In 2012 the BWSR initiated the BBR to collect information on local government resource needs for BWSR grant programs. The Commission submitted a BBR in 2012. Clean Water Fund grant applicants earn additional points if they have submitted a BBR. A new BBR is due May 3. The Commission should determine which projects should be submitted by the Commission and if individual cities should also submit their own BBR.*

D. TAC Recommendations– **ACTION ITEMS with attachments** *The Technical Advisory Committee*

met on 3-6-14. The attached TAC memo includes their recommendations regarding the 2016-2020 CIP List, additions to the TAC meeting list of invitees and the XP-SWMM Phase II Implementation and Funding.

- i. 2016-2020 CIP List – please see proposed list of projects, fact sheets, and the project map.
- ii. TAC Meeting Invitees – see TAC Memo
- iii. XP-SWMM Phase II Implementation and Funding – see TAC Memo

6. OLD BUSINESS

- A. Review 90% Plans for Main Stem Restoration Project – Golden Valley Rd to Irving Ave N. (CIP 2012CR) – **ACTION ITEM with attachments** At the 9-19-13 meeting, the Commission approved the 50% plans for this project. The Commission Engineer reviewed the 90% plans and recommends approval with conditions noted in the attached memo. A location map is included; additional materials are online, including 1) the design engineer's response to the Commission's comments on the 50% plans, 2) the 90% engineering plans, and 3) a presentation on the project.
- B. Update on Commission Engineer Review of Feasibility Study for 2015 Main Stem Restoration Project – **INFORMATION ITEM no attachment** At their 2-20-14 meeting, the Commission took action directing the Commission Engineer to review all draft feasibility studies of Commission projects. The Commission Engineer is reviewing the draft feasibility study of the 2015 Golden Valley Main Stem that was presented at the 2-20-14 meeting. This review is occurring similar to the way 50% or 90% plans are reviewed. The Commission Engineer will work with Golden Valley staff and their consultant to address questions and refine the study. The Commission Engineer will present their comments to the Commission when the final feasibility study is presented (likely in June).
- C. Results of study of Long-term Maintenance and Replacement Needs for Flood Control Project – **DISCUSSION ITEM with attachments** At their meeting on 11-20-13, the Commission directed the Commission Engineer to evaluate the costs associated with long term maintenance and replacement needs for the Flood Control Project, and to review historic documents and agreements for the flood control project. Two related memos are attached.
 - i. Memo from Barr: Flood Control Project Long Term Maintenance and Replacement Evaluation
 - ii. Memo from Counsel LeFevre: Commission Participation in Maintenance Expenses of Both Flood Control Project and Other Surface Water Management Facilities
- D. Update on Next Generation Plan Development – **INFORMATION ITEM with attachment** The Next Generation Plan Steering Committee continues to review, discuss and draft policies for the Plan. Minutes from the 2-11-14 meeting are attached. The Committee would like to hold an all-Commission workshop (including review agency staff) late in the afternoon of April 21 or April 24.
- E. Update on Medicine Lake Water Level Issue – **ACTION ITEM with attachments** Approximately 36 people (including Commissioners and presenters) attended the Medicine Lake Stakeholder Meeting on 3-4-14. Several presentations were made (see link below) and were well-received. The attendees broke up into four smaller groups, which discussed a series of questions posed by the facilitator (see results attached as well as exit comment cards). The Commission should consider their next task in its role as a convener and facilitator. Based on the comments heard during the discussion, I recommend convening a smaller working group (or task force) of stakeholders to determine the appropriate next step.
 - i. Results of Small Group Discussions and Exit Comment Cards at 3-4-14 Stakeholder Meeting (attached)
 - ii. Presentations from 3-4-14 Stakeholder Meeting
<http://www.bassettcreekwmo.org/Medicine%20Lake/MedicineLake-Home.htm>
 - iii. Discussion of Next Steps

- F. Update on Schaper Pond Project – **INFORMATION ITEM no attachment** *At the request of the MPCA and DNR, the Commission Engineer analyzed the water quality and wetland impacts of the proposed Schaper Pond Project on the pond (as posted in the 11-20-13 meeting materials: <http://www.bassettcreekwmo.org/Meetings/2013/2013-November/8A-SchaperPondWaterQualityWetlandImpacts.pdf>). The MPCA and DNR have since determined some mitigation activities would be necessary for the project to move forward, but have also indicated the project would not constitute a reduction in the wasteload allocation for meeting the Sweeney Lake eutrophication TMDL. Golden Valley staff will update the Commission on the next steps being taken with regards to this issue.*
- G. Update on Watershed Map Project – **INFORMATION ITEM no attachment** *Progress continues on the watershed map. The Education Committee will have met by the Commission meeting date and will update the group on the progress.*
- H. Update on NEMO Workshops – **INFORMATION ITEM with attachment** *You should have received a “save the date” email for the first NEMO workshop (postcard is attached here). This first workshop will focus on introductory land use and land management principles, nonpoint source pollution, rules & requirements, and the role of local municipal leaders. At the time of this memo, there has been no progress in signing an agreement for the financial contribution to the project approved at the 2-20-14 Commission meeting.*
- I. Consider Distributing Joint Power Amendment for Official Signatures **HELD OVER FROM FEB MEETING – ACTION ITEM (see attachment from previous meeting: <http://www.bassettcreekwmo.org/Meetings/2014/2014-February/7D-ProposedAmendment-to-BCWMC-JPA.pdf>)** *The Commission should decide when to distribute the JPA amendment to cities and should consider contingency planning in the event the JPA expires at the end of the year.*

7. COMMUNICATIONS – INFORMATIONAL ITEMS with attachment

- a. Administrator’s Report – *Report is attached*
- b. Chair
- c. Commissioners
- d. Committees
- e. Legal Counsel
- f. Engineer

8. INFORMATION ONLY – INFORMATION ITEMS with documents online

- a. Grant Tracking Summary and Spreadsheet
- b. Metro Watershed Partners 2013 Annual Report <http://www.hamline.edu/education/cgee/wsp-membershipinfo/>
- c. State of Water Conference <http://www.conservationminnesota.org/state-of-water-conference/>
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9. ADJOURNMENT

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Bassett Creek Watershed Management Commission

Minutes of Regular Meeting February 20, 2014 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller (incoming Vice Chair)	Robbinsdale	<i>Not represented</i>
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Vice Chair (incoming Chair)
Medicine Lake	Commissioner Clint Carlson	Administrator	Laura Jester, Keystone Waters LLC
Minneapolis	Commissioner Michael Welch	Attorney	Charlie LeFevere, Kennedy & Graven
Minnetonka	Commissioner Jacob Millner, Secretary	Engineer	Karen Chandler, Barr Engineering Co.
New Hope	Alternate Commissioner Pat Crough	Recorder	Amy Herbert
Plymouth	Alternate Commissioner David Tobelmann		

Technical Advisory Committee (TAC) Members/ Other Attendees Present:

Derek Asche, TAC, City of Plymouth	Tom Mathisen, TAC, City of Crystal
Phil Elkin, TAC, City of St. Louis Park	Jeff Oliver, TAC, City of Golden Valley
Joe Fox, TAC, City of Golden Valley	Liz Stout, TAC, City of Minnetonka
Christopher Gise, Golden Valley Resident	Peter Tiede, Murnane Law Firm
Linda Loomis, Chair, Plan Steering Committee	Jim Prom, Plymouth City Council
Shawn Markham, City of New Hope	

1. CALL TO ORDER AND ROLL CALL

On Thursday, February 20, 2014, at 8:34 a.m. in the Council Chambers at Golden Valley City Hall, Vice Chair deLambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. The city of Robbinsdale was absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No citizen input.

3. AGENDA

Commissioner Welch moved to approve the agenda. Commissioner Mueller seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote].

4. CONSENT AGENDA

Commissioner Welch requested the removal of 4I –Approval to Set TAC Meeting and Agenda for 3/6/14. Chair de Lambert said that the item could be addressed as part of 7A . Alternate Commissioner Crough moved to approve the Consent Agenda as amended. Commissioner Mueller seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote].

[The following items were approved as part of the Consent Agenda: the January 16, 2014, BCWMC meeting minutes, the fiscal year-end report through January 31, 2014, the monthly financial report, payment of the invoices, Resolution 14-03 designating depositories for Bassett Creek Watershed Management Commission funds, Approval to designate *Finance & Commerce* as the official news publication of the BCWMC, Approval of Agreement with the Shingle Creek Watershed Management Commission for Participation with West Metro Watershed Alliance (WMWA), Approval of Golden Valley Golf Course and Country Club Pedestrian Bridge Replacement, and Approval of Golden Valley 2014 Pavement Management Plan]

The general and construction account balances reported in the Financial Report prepared for the February 20, 2014, meeting are as follows:

Checking Account Balance	\$389,456.00
TOTAL GENERAL FUND BALANCE	\$389,456.00
TOTAL CASH & INVESTMENTS ON-HAND (1/31/14)	\$2,635,630.28
CIP Projects Levied – Budget Remaining	(\$2,885,936.73)
Closed Projects Remaining Balance	(\$250,306.45)
2013 Anticipated Tax Levy Revenue	\$9,662.09
2014 Anticipated Tax Levy Revenue	\$895,000.00
Anticipated Closed Project Balance	\$654,355.64

5. ORGANIZATIONAL MEETING

There was a short discussion on the procedure of the organizational meeting.

A. Appoint BCWMC Officers

- i. **Chair:** Commissioner Welch nominated Commissioner Jim de Lambert to the position of Chair. Vice Chair de Lambert called for additional nominations. Upon hearing none, Vice Chair de Lambert closed nominations. Commissioner Welch moved to approve the appointment of Jim de Lambert to the position of BCWMC Chair. Commissioner Hoschka seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote].
- ii. **Vice Chair:** Commissioner Hoschka nominated Commissioner Ginny Black to the position of Vice Chair. Commissioner Welch nominated Commissioner Guy Mueller. There was discussion of the duties of the Vice Chair. Upon hearing no additional nominations, Commissioner Welch moved to close nominations. Alternate Commissioner Crough seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote]. Chair de Lambert called for a vote to appoint the Vice Chair. Upon a vote, Commissioner Black received 3 votes in favor and Commissioner Mueller received 4 votes in favor [Commissioner Mueller abstained from the vote; City of Robbinsdale was absent from the vote]. Commissioner Mueller was appointed Vice Chair.

Various Commissioners commended former Chair Ginny Black for her time and dedication to the position of Chair for the past several years.
- iii. **Treasurer:** Commissioner Welch nominated Commissioner Hoschka for BCWMC Treasurer. Upon hearing no additional nominations, Commissioner Welch moved to close nominations. Alternate Commissioner Tobelmann seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote]. Commissioner Welch moved to approve the appointment of Commissioner Hoschka to the position of Treasurer. Alternate Commissioner Crough seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote].
- iv. **Secretary:** Commissioner Welch nominated Jacob Millner for BCWMC Secretary. Upon hearing no additional nominations, Commissioner Welch moved to close nominations. Alternate Commissioner Crough seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote]. Commissioner Welch moved to approve the appointment of Commissioner Millner to the position of BCWMC Secretary. Vice Chair Mueller seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote].

B. Appoint Committee Members

- i. **Administrative Committee Members:** The Commission appointed Guy Mueller, Ginny Black, Wayne Sicora, Jim de Lambert, Jacob Millner, Pat Crough, and Dave Tobelmann to the Administrative Committee.
- ii. **Budget Committee:** The Commission appointed Jim de Lambert, Guy Mueller, Stacy Hoschka, Jacob Millner, Clint Carlson, and Ginny Black to the Budget Committee.
- iii. **Education Committee:** The Commission maintained the current membership comprising Dave Tobelmann, Stacy Hoschka, Lisa Goddard, and Dan Johnson to the Education Committee.

- iv. **Next Generation Plan Steering Committee:** The Commission maintained the current membership comprising Committee Chair Linda Loomis, Ginny Black, Michael Welch, Lisa Goddard, Justin Riss, Wayne Sicora, and ad hoc Clint Carlson, Dave Tobelmann, Derek Asche, Jeff Oliver, Joe Fox, Pat Crough, Guy Mueller, Karen Chandler and Laura Jester to the Next Generation Plan Steering Committee.

Administrator Jester noted that all committees will be meeting in the next couple of months due to pending business.

C. Review Year-End 2013 Financial Status and 2014 Budget

Administrator Jester summarized the BCWMC's 2013 fiscal year-end financial status, saying that the Commission ended the year well and in the black. She described the cost-savings measures that the Commission implemented during the year and noted the fund balance.

Administrator Jester provided a short overview of the Commission's 2014 budget. There was a discussion about the XP-SWMM project budget, which was tabled until the XP-SWMM item later in the agenda [see agenda item 7A].

D. Order Preparation of 2013 Annual Report

Commissioner Tobelmann moved to order the preparation of the annual report. Commissioner Millner seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote].

Commissioner Welch requested that the link to the annual report be featured prominently on the website and that there is a separate link to the Executive Summary piece.

E. Discuss Holding Brief XP-SWMM Tutorial at Future Commission Meeting

There was discussion on interest in holding a brief tutorial on XP-SWMM at a future Commission Meeting. Commissioner Carlson suggested that if the Commission receives a proposal from Barr Engineering for phase 2 of the XP-SWMM work, the tutorial and proposal review could be integrated into one meeting so the general questions and more specific process questions could be addressed at that time. Commissioner Welch commented that the current XP-SWMM model is an important product of the Commission. The January 14, 2014 XP-SWMM tutorial presentation will be posted on the Commission website. The Commission tabled the discussion until the XP-SWMM item later in the agenda [see agenda item 7A].

6. NEW BUSINESS

A. Review Draft Feasibility Report for 2015 Bassett Creek Main Stem Restoration Project (2015CR)

Administrator Jester explained that reviewing the draft feasibility study is the next step in the CIP process for this project. She said that the draft report was prepared by WSB and Associates for the City of Golden Valley for the stream restoration project on the Main Stem of Bassett Creek between 10th Avenue and Duluth Street. Administrator Jester pointed out that in the next agenda item the Commission is being asked to direct the Commission Engineer to review and comment on the draft feasibility study on behalf of the BCWMC and to work with the City of Golden Valley and WSB to address any issues or concerns.

Joe Fox described the project in detail, explaining that the project will address erosion, the hazardous conditions that the erosion is causing, total phosphorous, and total suspended solids. He summarized the

proposed solutions including reshaping and stabilizing the slopes using bioengineering methods like vegetated reinforced slope stabilization (VRSS) and hard armoring like rock vanes and fieldstone boulders. Mr. Fox noted that the draft report states that if only bioengineering methods are used in the project then approximately 800 trees would need to be removed and if hard armoring is using along the entire reach then approximately 400 trees would need to be removed.

He said that the cost estimate of the project is \$1,300,000 to \$1,600,000. There was a question about the timing of the construction. Mr. Fox said that he would clarify the construction date.

Mr. Fox said that the first priorities in this project are stabilizing areas on public property and stabilizing storm sewer outlets, and that a big issue in this project will be getting access to private property since much of the erosion is on private property. Mr. Oliver said that the City has not yet had a public meeting on the project, but the City will hold a large group meeting and then will discuss the project with individual property owners and will get feedback from them regarding what techniques they would like to see used on their property.

Commissioner Tobelmann said that the Commission needs to think about positioning and public relations for the project. Mr. Oliver said that the City has been working on this aspect of the project and is being very proactive to be the first and best source of information. Administrator Jester stated that the pollutant removal numbers on pages 6 and 18 of the report are different. Mr. Fox said that he would clarify the correct numbers with WSB and would let her know.

Commissioner Welch commented that this feasibility study didn't clearly identify the erosive force thresholds that the different armoring techniques can withstand or identify the level of erosion forces that the proposed restoration sites are facing, which makes it difficult for him to understand from the report which stabilization techniques would be successful in the proposed restoration sites. He said he thinks this lack of information could cause conflict if the property owners are given various options to choose from but aren't clearly informed from the start about what stabilization techniques would be successful on the restoration sites on their property. There was discussion on this topic, public participation, value of the project in terms of cost per pound of phosphorous removed, and easements.

Engineer Chandler stated that the Commission will need to discuss how it will levy for this project, and since the Commission's procedure has been to levy \$1,000,000 each year, it may want to consider breaking up the cost into more than one year's levy request.

Commissioner Welch recommended that the proposed restoration sites be prioritized and as the project moves forward, the BCWMC's Administrator could do some outreach with the property owners of the high priority sites.

Administrator Jester highlighted the Commission's CIP process and the timeline for this project and said that the final feasibility report will come back to the Commission in June.

B. Approval of Commission Engineer to Formally Review and Comment on Feasibility Studies of Commission Projects

Administrator Jester requested that the Commission Engineer be directed to review all draft feasibility studies of Commission projects and to provide comments to the Commission, pertinent city staff and the city's consultant that prepared the report. She explained that the costs of the Commission Engineer's review of the draft feasibility studies could be built into the cost of the CIP project. Commissioner Welch moved to approve taking the action described by Administrator Jester with the recommendation that the draft feasibility study

first come to the Commission at which time the Commission will direct the Commission Engineer to review the feasibility report.

Mr. Oliver remarked that the Commission has a pool of engineers that it used for preparing feasibility studies of Commission projects. He said that he has no issues with the concept of the Commission Engineer's review of draft feasibility reports but noted that if those costs are included in the project costs, then there are fewer dollars available for actual construction of the project. Vice Chair Muller seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote].

[Commissioner Millner departs the meeting]

C. Order Submittal of Major Plan Amendment to BWSR

Administrator Jester said that the draft documents were in the meeting packet and with Commission direction, they will be finalized and sent to the Minnesota Board of Water and Soil Resources (BWSR) and the Metro-Area Plan Reviewers for review and comment. Mr. LeFevere recommended one addition. Commissioner Welch moved to approve staff making the addition recommended by Mr. LeFevere and finalizing and distributing the Major Plan Amendment request to BWSR and the necessary parties. Commissioner Tobelmann seconded the motion. Upon a vote, the motion carried 7-0 [Cities of Minnetonka and Robbinsdale absent from vote].

D. Decide on Participation in 2014 Education and Outreach Events

There was discussion about upcoming events and possible participation. Administrator Jester asked the Commission about what level they would like her to participate in preparing for and participating in the education events, and she said that she would like to participate in this type of work. The Commission agreed to participate in the City of Plymouth's Yard and Garden Expo, to have Administrator Jester send around a sign up for upcoming events, and for the Education Committee to discuss upcoming events and educational materials at its next meeting and bring information back to the Commission.

E. Discuss Recognition of Volunteers

Administrator Jester presented some options on ways that the Commission could recognize its volunteers and recommended that the Education Committee discuss the options further and bring information back to the Commission. The Commission agreed.

F. Consider Participating in 2014 West Metro Region Watersheds NEMO (Non-Point Education for Municipal Officials) Program

Administrator Jester gave an overview of the program and the request received by the BCWMC to participate financially and by helping recruit officials in the watershed to attend the programs. Commissioner Welch moved to authorize Administrator Jester to expend up to 10 hours of her BCWMC time to help with the program and recruiting and to authorize the expenditure of up to \$500 toward the NEMO program contingent on Attorney LeFevere's approval of the agreement between the BCWMC and the University of Minnesota, and to authorize Administrator Jester to execute the agreement in the case that Attorney LeFevere approves the agreement. Alternate Commissioner Crough seconded the motion. Upon a vote, the motion carried 7-0 [Cities of Minnetonka and Robbinsdale absent from vote].

G. Consider Request for Financial Support of Annual Children's Water Festival

Administrator Jester described the request and the program and recommended that the Commission contribute \$350 out of its 2014 education budget. Attorney LeFevere noted that a grant agreement would be put in place. Commissioner Tobelmann moved to approve participating in this year's Children's Water Festival at an

amount not to exceed \$350. Vice Chair Mueller seconded the motion. Upon a vote, the motion carried 7-0 [Cities of Minnetonka and Robbinsdale absent from vote].

7. OLD BUSINESS

A. Consider Funding Options for XP-SWMM Phase II

Engineer Chandler summarized the memo included in the meeting packet and corrected two numbers from the memo, explaining that the 2015 total should say \$82,000 and the 3-year total should say \$246,000. She said that the Commission should discuss if it wants to move forward with the XP-SWMM Phase II. She summarized the possible options, including work in 2014, and noted that the work should be performed in a particular order starting with Plymouth Creek and continuing downstream.

Commissioner Welch asked if the TAC members feel the need to weigh in. Mr. Asche provided comments and said that he thinks the TAC would appreciate weighing in again on this topic. He also said that the possible cost to the City of Plymouth for this work is \$100,000, and the City would like the Commission to go out with a Request for Proposals (RFP) for the work. Engineer Chandler responded to questions.

Commissioner Carlson said that he is strongly in favor of sending this back to the TAC to discuss and to provide input from each city. Commissioner Tobelmann asked that the TAC also address the consequences of not upgrading the model.

There was discussion on the benefits of an upgraded model. Engineer Chandler said that she could bring to the next TAC meeting information about the assumptions that were used to develop the cost estimate for developing phase 2. Commissioner Hoschka requested maps as well. Commissioner Welch asked if the model is available now for use and brought up the fact that the Commission needs to have a policy on who gets the model and under what terms. He said that he will forward some information about terms to Administrator Jester, Engineer Chandler, and Attorney LeFevre. Engineer Chandler said that she can forward the model now to the BCWMC cities that are interested in receiving it. There was further discussion of details of the model. Commissioner Hoschka, Mr. Fox and Mr. Asche requested a meeting with Commission Engineer Rita Weaver to review the XP-SWMM. Engineer Chandler indicated such a meeting could be arranged.

Chair de Lambert asked if the TAC is comfortable with the direction from the Commission on this issue, and the TAC indicated yes. The March 6, 2014 TAC meeting agenda will include this item.

B. Update on Next Generation Plan Development

Administrator Jester noted that the minutes from the Plan Steering Committee's January 27th meeting are in the packet, and she provided an update on the Committee's progress. She said that the Plan Steering Committee is still discussing policies and there will need to be a Commission workshop in April to discuss draft policies.

C. Update on Medicine Lake Water Level Issue

i. Guest Column in 1/30/14 Plymouth *Sun Sailor*

Administrator Jester reported on her guest column in the *Sun Sailor* on January 30th.

ii. Draft Agenda for 3/4/14 Stakeholder Meeting

Administrator Jester distributed a revised draft agenda. She provided background on the person who will be facilitating the meeting and walked the Commission through the draft agenda. Commissioner Welch suggested that Chair de Lambert do the welcome at the meeting. Engineer Chandler asked the Commission about Commissioners' role in this meeting because she noticed that the Commission is

not identified as a stakeholder. She asked if the Commission plans to participate in the small group breakouts or not. Administrator Jester said these are great questions that can be answered by the meeting facilitator. There was discussion about stakeholders and the meeting invitation list.

D. Consider Distributing Joint Powers Agreement Amendment for Official Signatures

There was discussion about distributing the Joint Powers Agreement (JPA) Amendment. The Commission decided to take no action and revisit it at the Commission's March meeting.

E. Update on Watershed Map Project

Administrator Jester gave an update on the project. She reported that Ted Hoshal will meet with her and Hedberg Maps next week, and she said that the BCWMC's Education Committee will also meet to discuss the map in the near future.

8. COMMUNICATIONS

A. Administrator:

- i. Administrator Jester said that her Administrator Report is in the meeting packet.

B. Chair: No Chair or Vice Chair Communications

C. Commissioners:

- i. Commissioner Welch announced that this Saturday, February 22 at 10:30 a.m. there will be an open house at the Wirth Pavilion regarding the 90% plans for the Bassett Creek Main Stem Restoration Project (Irving Avenue to Golden Valley Road).
- ii. Commissioner Hoschka reported on the City of Golden Valley's recognition of the contributions of Dave Hanson to the BCWMC.

D. Committees: No Committee Communications

E. Legal Counsel: No Legal Communications

F. Engineer:

- i. Engineer Chandler pointed out that there is information in the meeting packet about the closing out of the Wirth Lake Outlet project grant.
- ii. Engineer Chandler noted that handed out at today's meeting was the comment letter that was prepared and sent out regarding the impaired waters list.

9. INFORMATION ONLY (Available at

<http://www.bassettcreekwmo.org/Meetings/2014/2014-February/2014FebruaryMeetingPacket.htm>

- A. 2013 River Watch Report
- B. Golden Valley City News – water articles pages 5 and 7
- C. WCA Notices, Plymouth
- D. Grant Tracking Summary and Spreadsheet

- E. Mississippi River Forum 2/21/14
- F. 2014 Watershed Summit
- G. January 2014 WMWA Meeting Minutes
- H. February Water Links WMWA Newsletter
- I. BWSR Request for Comments on “One Watershed One Plan” by 2/28/14

10. ADJOURNMENT

Chair de Lambert adjourned the Bassett Creek Watershed Management Commission Regular Meeting at 11:37 a.m.

Amy Herbert, Recorder	Date
-----------------------	------

Secretary	Date
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Bassett Creek Watershed Management Commission General Account
General Fund (Administration) Financial Report
Fiscal Year: February 1, 2014 through January 31, 2015
MEETING DATE: March 20, 2014

(UNAUDITED)

Item 4B
BCWMC 3-20-14

BEGINNING BALANCE	12-Feb-14	622,398.23
ADD:		
General Fund Revenue:		
Interest less Bank Fees	(17.08)	
2014-15 Assessments:		
Plymouth	224,959.00	
Minneapolis has not paid 2014 Assessment of \$32,953		
Permits:		
EICH, Inc	300.00	
Kingsview Heights	12,757.00	
Reimbursed Construction Costs		
Total Revenue and Transfers In		237,998.92
DEDUCT:		
Checks:		
2615 Barr Engineering	Feb Engineering Services	36,458.10
2616 D'Amico Catering	March Meeting	145.42
2617 Amy Herbert LLC	Feb Secretarial	1,419.56
2618 Keystone Waters LLC	Feb Administrator	4,160.00
2619 City of Plymouth Yard	Yard & Garden Expo Booth	60.00
2620 Metro Conservation Districts	Festival Sponsor	350.00
2621 Metro Watershed Partners	Program Membership	3,500.00
2622 MMKR	Audit	2,000.00
Total Checks		48,093.08
Outstanding from previous month:		
2612	Henn Cty Dept of Envi Monitoring Support	2,000.00
ENDING BALANCE	12-Mar-14	812,304.07

	2014/2015 BUDGET	CURRENT MONTH	YTD 2014/2015	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS	490,345	224,959.00	457,391.00	32,954.00
PERMIT REVENUE	60,000	300.00	3,100.00	56,900.00
REVENUE TOTAL	550,345	225,259.00	460,491.00	89,854.00
EXPENDITURES				
ENGINEERING				
ADMINISTRATION	120,000	7,461.28	7,461.28	112,538.72
PLAT REVIEW	65,000	3,593.50	3,593.50	61,406.50
COMMISSION MEETINGS	16,000	1,147.00	1,147.00	14,853.00
SURVEYS & STUDIES	20,000	1,865.50	1,865.50	18,134.50
WATER QUALITY/MONITORING	45,000	5,089.00	5,089.00	39,911.00
WATER QUANTITY	11,000	653.12	653.12	10,346.88
WATERSHED INSPECTIONS	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	20,000	0.00	0.00	20,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
ENGINEERING TOTAL	300,000	19,809.40	19,809.40	280,190.60
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	0	0.00	0.00	0.00
WATERSHED-WIDE P8 WATER QUALITY MODEL	0	0.00	0.00	0.00
NEXT GENERATION PLAN	40,000	3,245.10	3,245.10	36,754.90
PLANNING TOTAL	40,000	3,245.10	3,245.10	36,754.90
ADMINISTRATOR	60,000	4,160.00	4,160.00	55,840.00
LEGAL COSTS	18,500	0.00	0.00	18,500.00
AUDIT, INSURANCE & BONDING	15,500	2,000.00	2,100.00	13,400.00
FINANCIAL MANAGEMENT	3,045	0.00	0.00	3,045.00
MEETING EXPENSES	3,000	145.42	295.44	2,704.56
ADMINISTRATIVE SERVICES	35,800	1,428.66	1,428.66	34,371.34
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	0.00	2,000.00
WEBSITE	2,000	0.00	0.00	2,000.00
PUBLIC COMMUNICATIONS	3,000	0.00	0.00	3,000.00
WOMP	17,000	57.50	57.50	16,942.50
EDUCATION AND PUBLIC OUTREACH	15,000	410.00	410.00	14,590.00
WATERSHED EDUCATION PARTNERSHIPS	15,500	3,500.00	3,500.00	12,000.00
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
TMDL STUDIES (moved to CF)	20,000	580.00	580.00	19,420.00
GRAND TOTAL	600,345	35,336.08	35,586.10	564,758.90
		Current	YTD	
Construct Exp		12,757.00	12,757.00	
Total		48,093.08	48,343.10	

BCWMC Construction Account
Fiscal Year: February 1, 2013 through January 31, 2014
February 2014 Financial Report

(UNAUDITED)

Cash Balance 01/31/14			
Cash		1,630,831.50	
Investments: RBC - Federal National Mortgage - 0.85% - Callable 5/23/14		1,004,798.78	
Total Cash & Investments			2,635,630.28
Add:			
Interest Revenue (Bank Charges)		(78.26)	
Total Revenue			(78.26)
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(6,600.50)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(434.00)	
Total Current Expenses			(7,034.50)
Total Cash & Investments On Hand	03/12/14		2,628,517.52
Total Cash & Investments On Hand		2,628,517.52	
CIP Projects Levied - Budget Remaining - TABLE A		(2,879,336.23)	
Closed Projects Remaining Balance		(250,818.71)	
2013 Anticipated Tax Levy Revenue - TABLE C		9,662.09	
2014 Anticipated Tax Levy Revenue - TABLE C		895,000.00	
Anticipated Closed Project Balance		653,843.38	
Proposed & Future CIP Project Amount to be Levied - TABLE B		0.00	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2014 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Plymouth Creek Channel Restoration (2010 CR)	965,200.00	0.00	0.00	933,688.61	31,511.39
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	0.00	580,200.00	0.00
North Branch-Crystal (2011 CR-NB)	834,900.00	0.00	0.00	713,240.29	121,659.71
Wirth Lake Outlet Modification (WTH-4)(2012)	202,500.00	31.00	31.00	201,513.94	986.06
5/13 Increase Budget - \$22,500					
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	539.50	539.50	137,301.05	718,698.95
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	11,589.50	184,410.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	0.00	0.00	101,635.49	888,364.51
2014					
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	4,844.00	4,844.00	68,129.00	543,871.00
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	1,186.00	1,186.00	7,816.09	242,183.91
Twin Lake Alum Treatment Project (TW-2)	163,000.00	0.00	0.00	15,349.80	147,650.20
	5,649,800.00	6,600.50	6,600.50	2,770,463.77	2,879,336.23

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2014 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2015					
Main Stem 10th to Duluth	0.00	434.00	434.00	1,792.75	(1,792.75)
2015 Project Totals	0.00	434.00	434.00	1,792.75	(1,792.75)
Total Proposed & Future CIP Projects to be Levied	0.00	434.00	434.00	1,792.75	(1,792.75)

TABLE C - TAX LEVY REVENUES								
	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2014 Tax Levy	895,000.00		895,000.00	0.00	0.00	0.00	895,000.00	895,000.00
2013 Tax Levy	986,000.00		986,000.00	0.00	0.00	976,337.91	9,662.09	986,000.00
2012 Tax Levy	762,010.00		762,010.00	0.00	0.00	756,623.34	5,386.66	762,010.00
2011 Tax Levy	863,268.83	(2,871.91)	860,396.92	0.00	0.00	854,306.79	6,090.13	862,400.00
2010 Tax Levy	935,298.91	(4,927.05)	930,371.86	0.00	0.00	926,271.81	4,100.05	935,000.00
2009 Tax Levy	800,841.30	(8,054.68)	792,786.62	0.00	0.00	792,822.49	(35.87)	800,000.00
2008 Tax Levy	908,128.08	(4,357.22)	903,770.86	0.00	0.00	904,112.72	(341.86)	907,250.00
				<u>0.00</u>			<u>919,861.20</u>	

BCWMC Construction Account

Fiscal Year: February 1, 2013 through January 31, 2014

(UNAUDITED)

February 2014 Financial Report

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2014 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
TOTAL TMDL Studies	<u>254,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>156,117.37</u>	<u>97,882.63</u>
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	598,373.00	5,722.50	5,722.50	24,205.83	574,167.17
Sweeney Lake Outlet (2012 FC-1)	250,000.00	0.00	0.00	179,742.18	70,257.82
Annual Water Quality					
Channel Maintenance Fund	275,000.00	0.00	0.00	59,718.10	215,281.90
Total Other Projects	<u>1,877,373.00</u>	<u>5,722.50</u>	<u>5,722.50</u>	<u>419,783.48</u>	<u>1,457,589.52</u>

Cash Balance 01/31/14 1,219,905.37

Add:

Transfer from GF 0.00

MPCA Grant-Sweeney Lk 0.00

Less:

Current (Expenses)/Revenue (5,722.50)

Ending Cash Balance 03/12/14 1,214,182.87

Additional Capital Needed (243,407)

Bassett Creek Construction Project Details

3/12/2014

Bassett Creek Construc

CIP Projects Levied											
	Total CIP Projects Levied	2010 Plymouth Creek Channel Restoration (2010 CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	2013 Lakeview Park Pond (ML-8)	2013 Four Seasons Mall Area Water Quality Project (NL-2)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Twin Lake In-Lake Alum Treatment Project (TW-2)
Original Budget	5,627,300	965,200	580,200	834,900	180,000	856,000	196,000	990,000	612,000	250,000	163,000
Added to Budget	22,500				22,500						
Expenditures:											
Feb 2004 - Jan 2005	637.50						637.50				
Feb 2005 - Jan 2006											
Feb 2006 - Jan 2007											
Feb 2007 - Jan 2008											
Feb 2008 - Jan 2009	20,954.25	20,954.25									
Feb 2009 - Jan 2010	9,319.95	9,319.95									
Feb 2010 - Jan 2011	102,445.83	30,887.00	34,803.97	31,522.86	2,910.00	1,720.00		602.00			
Feb 2011 - Jan 2012	987,730.99	825,014.32	9,109.50	10,445.00	22,319.34	71,647.97	1,476.00	8,086.37	39,632.49		
Feb 2012 - Jan 2013	336,527.46	47,378.09	9,157.98	183,352.80	4,912.54	20,424.16	2,964.05	61,940.82	4,572.97	152.80	1,671.25
Feb 2013 - Jan 2014	1,306,247.29	135.00	527,128.55	487,919.63	171,341.06	42,969.42	6,511.95	31,006.30	19,079.54	6,477.29	13,678.55
Feb 2014 - Jan 2015	6,600.50				31.00	539.50			4,844.00	1,186.00	
Total Expenditures:	2,770,463.77	933,688.61	580,200.00	713,240.29	201,513.94	137,301.05	11,589.50	101,635.49	68,129.00	7,816.09	15,349.80
Project Balance	2,879,336.23	31,511.39		121,659.71	986.06	718,698.95	184,410.50	888,364.51	543,871.00	242,183.91	147,650.20
	Total CIP Projects Levied	2010 Plymouth Creek Channel Restoration (2010 CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	2013 Lakeview Park Pond (ML-8)	2013 Four Seasons Mall Area Water Quality Project (NL-2)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Twin Lake In-Lake Alum Treatment Project (TW-2)
Project Totals By Vendor											
Barr Engineering	501,851.11	47,863.10	31,522.00	48,451.20	42,214.71	31,492.85	27,140.14	86,086.67	29,890.01	48,218.73	108,971.70
Kennedy & Graven	17,764.40	2,120.10	2,485.00	1,042.55	792.65	2,034.15	2,225.15	2,300.05	720.00	2,041.10	2,003.65
City of Golden Valley	946,935.69		781,450.63		165,485.06						
City of Minneapolis	30,718.11					30,718.11					
City of Plymouth	911,036.86	861,143.86		487,479.83	177,815.30	49,893.00					
City of Crystal	665,295.13										
Blue Water Science	3,900.00										3,900.00
S E H											
Misc	1,712.15										1,712.15
2.5% Admin Transfer	88,635.25	22,561.55	7,970.95	4,017.50	10,385.00		7,288.54	36,411.71			
Total Expenditures	3,167,848.70	933,688.61	823,428.58	540,991.08	396,692.72	114,138.11	36,653.83	124,798.43	30,610.01	50,259.83	116,587.50
	Total CIP Projects Levied	2010 Plymouth Creek Channel Restoration (2010 CR)	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal (2011 CR-NB)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	2013 Lakeview Park Pond (ML-8)	2013 Four Seasons Mall Area Water Quality Project (NL-2)	2014 Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	2014 Briarwood / Dawnview Water Quality Improve Proj (BC-7)	2014 Twin Lake In-Lake Alum Treatment Project (TW-2)
Levy/Grant Details											
2009/2010 Levy	902,462	902,462									
2010/2011 Levy	576,100		160,700	415,400							
2011/2012 Levy	762,010				83,111	678,899					
2012/2013 Levy	986,000						162,000	824,000			
2013/2014 Levy											
Construction Fund Balance	1,300,728	62,738	419,500	419,500	21,889	177,101	34,000	166,000			
BWSR Grant- BCWMO	504,750	212,250			75,000	217,500					
Total Levy/Grants	5,032,050	1,177,450	580,200	834,900	180,000	1,073,500	196,000	990,000			
BWSR Grants Received		BWSR Final 4/8/13			67,500	108,750					
West Medicine			Project closed 6/30/12		Bdgt	Exp	Balance				
Twin Lake			Project closed 4/11/13		1,100,000.00	744,633.58	355,366.42				
Main Stem Crystal to Regent(2010 CR)			Project closed 11/20/13		140,000.00	5,724.35	134,275.65				
					636,100.00	296,973.53	339,126.47	***\$673.50 of expenses are from 2013.			

Project Details

Proposed & Future CIP Projects (to be Levied)

	Total Proposed & Future CIP Projects (to be Levied)	2015 Main Stem - 10th Ave to Duluth
Original Budget Added to Budget		
Expenditures:		
Feb 2004 - Jan 2005		
Feb 2005 - Jan 2006		
Feb 2006 - Jan 2007		
Feb 2007 - Jan 2008		
Feb 2008 - Jan 2009		
Feb 2009 - Jan 2010		
Feb 2010 - Jan 2011		
Feb 2011 - Jan 2012		
Feb 2012 - Jan 2013		
Feb 2013 - Jan 2014	1,358.75	1,358.75
Feb 2014 - Jan 2015	434.00	434.00
Total Expenditures:	1,792.75	1,792.75
Project Balance	(1,792.75)	(1,792.75)

	Total Proposed & Future CIP Projects (to be Levied)	2015 Main Stem - 10th Ave to Duluth
Project Totals By Vendor		
Barr Engineering	13,381.00	13,381.00
Kennedy & Graven	1,461.15	1,461.15
City of Golden Valley		
City of Minneapolis		
City of Plymouth		
City of Crystal		
Blue Water Science		
S E H		
Misc		
2.5% Admin Transfer		
Total Expenditures	14,842.15	14,842.15

	Total Proposed & Future CIP Projects (to be Levied)	2015 Main Stem - 10th Ave to Duluth
Levy/Grant Details		
2009/2010 Levy		
2010/2011 Levy		
2011/2012 Levy		
2012/2013 Levy		
2013/2014 Levy		
Construction Fund Balance		
BWSR Grant- BCWMO		
Total Levy/Grants		

Bassett Creek Construction Project Details

Other Projects

Total	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long- Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Other Projects							
1,647,373.00	105,000.00	119,000.00	500,000.00	748,373.00 (250,000.00)	250,000.00	175,000.00	7,274,673.00
163,870.64		163,870.64					22,500.00
230,000.00	30,000.00			100,000.00		100,000.00	163,870.64
							230,000.00
6,949.19				3,954.44		2,994.75	637.50
10,249.09	637.20			9,611.89			6,949.19
113,141.44	23,486.95	89,654.49					10,249.09
117,455.33	31,590.12	47,041.86					113,141.44
76,184.64	31,868.63	44,316.01				38,823.35	138,409.58
45,375.25	15,005.25	25,920.00			4,450.00		85,504.59
12,656.65	168.00	5,290.50			7,198.15		147,821.08
21,094.00	3,194.00					17,900.00	1,000,387.64
174,826.03	1,815.00			4,917.00	168,094.03		357,621.46
5,722.50				5,722.50			1,482,432.07
583,654.12	107,765.15	212,222.86		24,205.83	179,742.18	59,718.10	12,757.00
1,457,589.52	27,234.85	70,647.78	500,000.00	574,167.17	70,257.82	215,281.90	3,355,910.64
							4,335,133.00

Total	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long- Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Other Projects							
238,035.59	104,888.70	94,948.17		20,188.82	18,009.90		753,267.70
5,907.54	1,164.30	2,902.59		24.75	1,461.15	354.75	25,133.09
180,811.13					160,271.13	20,540.00	1,127,746.82
38,823.35						38,823.35	30,718.11
101,598.10		101,598.10					949,860.21
18,478.41	1,712.15	12,774.00		3,992.26			665,295.13
583,654.12	107,765.15	212,222.86		24,205.83	179,742.18	59,718.10	3,900.00
							101,598.10
							20,190.56
							88,635.25
							3,766,344.97

Total	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long- Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
Other Projects							
163,870.64		163,870.64					902,462
60,000.00	10,000			25,000		25,000	636,100
60,000.00	10,000			25,000		25,000	822,010
60,000.00	10,000			25,000		25,000	1,046,000
50,000.00				25,000		25,000	50,000
393,870.64	30,000	163,870.64		100,000		100,000	1,300,728
							504,750
							5,262,050

Project Category: Water Quality

Project Title: Briarwood-Dawnview Water Quality Improvement Project – Main Stem Watershed

Total Estimated Cost: \$250,000

BCWMC Project Number: BC-7

Description:

Item 5A
BCWMC 3-20-14

This project in the City of Golden Valley will include construction of a storm water treatment pond with an iron-enhanced sand filter. Built on City-owned property, the pond will remove phosphorous and sediment from the runoff of a 184 acre watershed before it discharges to Bassett Creek.

Source of Project Funding	2014	2015	2016	2017	2018
CIP Account – BWCMC ad valorem tax levy through Hennepin County	\$250,000				

Justification:

Stormwater runoff from the 184 acre watershed in the northern section of the City of Golden Valley currently flows through storm sewers into Bassett Creek without treatment. The proposed stormwater pond with iron-enhanced sand filter will remove solids and phosphorous that would otherwise pollute the creek.

Scheduling and Project Status:

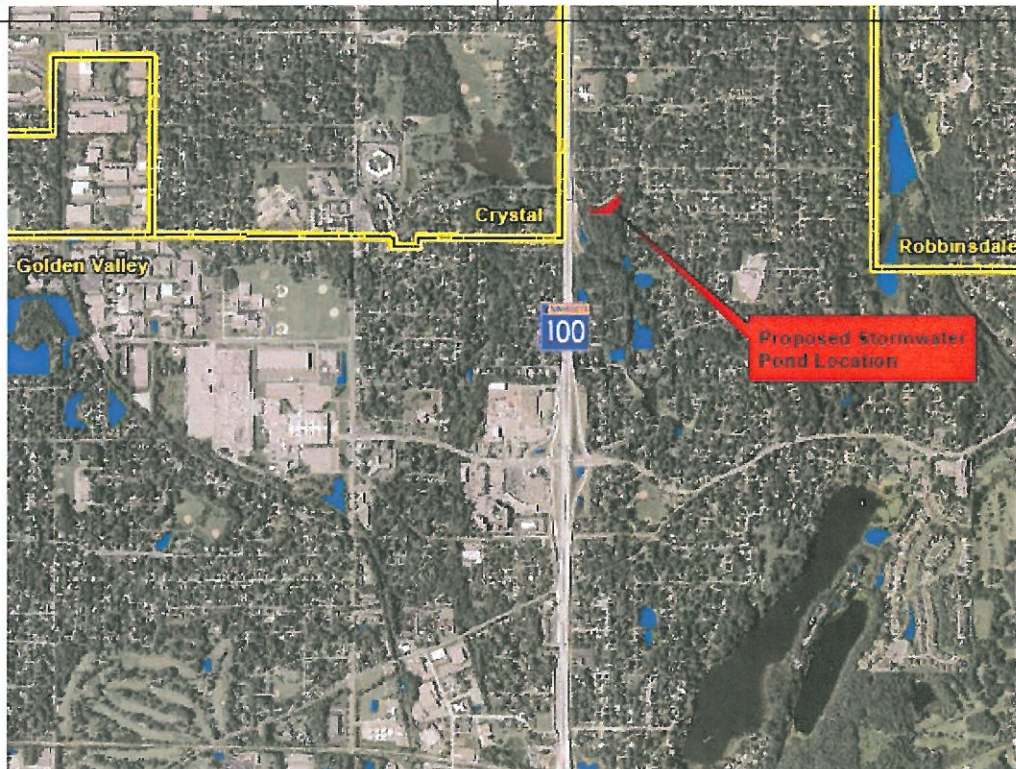
The project is currently in the design stage and is anticipated for construction during the fall-winter of 2014. An open house for neighbors was held on February 27, 2014.

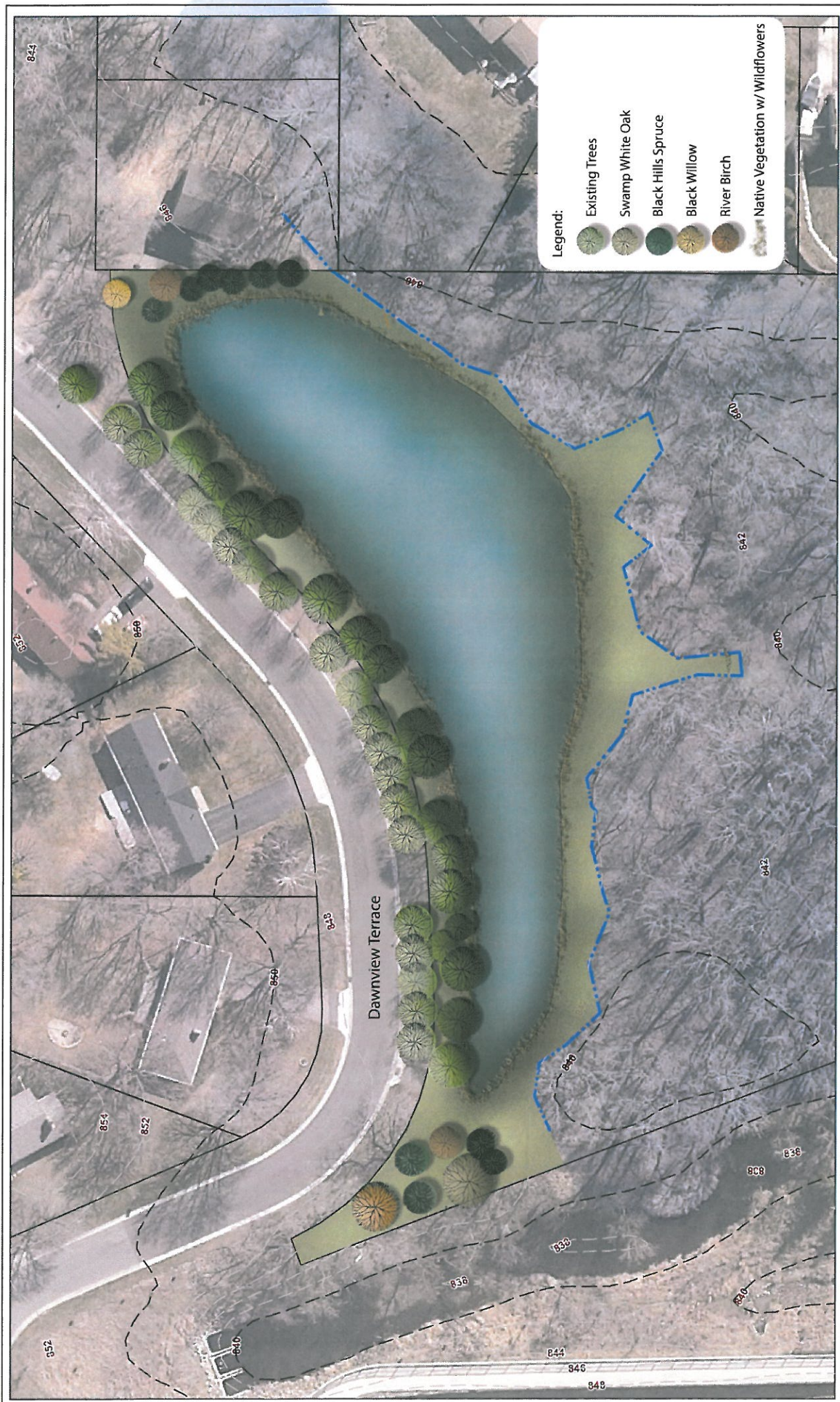
Relationship to General Plan and Other Projects:

This project is consistent with the goals and policies of the BWCMC Watershed Management Plan and is included in the City of Golden Valley CIP.

Effect on Annual Operations Costs:

This project has no effect on BCWMC Annual Operations Costs.





Briarwood Water Quality Improvement Project
Golden Valley, MN





Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Briarwood/Dawnview Water Quality Improvement Project (CIP BC-7), 50% Plan Set Review
BCWMC March 20, 2014 Meeting Agenda
Date: March 12, 2014
Project: 23270051 2014 629

5A. Briarwood/Dawnview Water Quality Improvement Project (CIP BC-7), 50% Plan Set Review

Summary

Proposed Work: Briarwood Nature Area Water Quality Improvement Project (CIP BC-7)

Basis for Commission Review: 50% plan review

Change in Impervious Surface: N.A.

Recommendation: Conditional Approval

The Briarwood/Dawnview water quality improvement project (CIP BC-7) is being funded by the BCWMC's ad valorem levy (via Hennepin County). The plans for the improvements are at the 50% stage, and the City of Golden Valley provided the plans to the BCWMC for review and comment, as set forth in the BCWMC CIP project flow chart developed by the TAC.

Feasibility Study Summary

The City of Golden Valley completed the Briarwood/Dawnview Water Quality Improvement Project Feasibility Report (WSB, April 2013) to evaluate options for improving the water quality discharged from a 184-acre single family residential watershed into the Bassett Creek Main Stem. Five potential projects were identified in the feasibility study.

Selected Project

The BCWMC selected Option 5 from the feasibility study for construction, because it would remove the largest amount of total suspended solids and total phosphorus per year. The goal of the selected project is to reduce the phosphorus loading to Bassett Creek downstream of Highway 100 by an estimated 94 pounds per year. The 50-percent plans for the Briarwood/Dawnview Water Quality Improvement Project include a proposed pond with an iron enhanced sand filter located south of Dawnview Terrace and east of Highway 100. Review of the 50% submittal indicates the project is generally consistent with the feasibility study.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Briarwood/Dawnview Water Quality Improvement Project (CIP BC-7), 50% Plan Set Review
BCWMC March 20, 2014 Meeting Agenda
Date: March 12, 2014
Page: 2
Project: 23270051 2014 629

Primary design features of the proposed pond, as shown on the 50% plans include:

- An 18-inch pipe will intercept runoff from the existing storm sewer under Dawnview Terrace and direct runoff through the proposed pond.
- The proposed pond has a bottom elevation of 835.0 feet, and provides 1.35 acre-feet of water quality (“dead”) storage.
- An iron-enhanced sand filter will be placed at elevation 842.0 ft. in the proposed pond to provide enhanced water quality treatment. The filter will be triangular-shaped, approximately 30’ wide and 145 feet long, and cover an area of 3,500 square feet.
- Discharge from the pond will be controlled by a weir at elevation 842.5 ft., with an overflow elevation of 844.0 feet.

According to information provided by the city’s consultant, the project is anticipated to achieve reductions in total phosphorus ranging from 47 – 69 pounds per year and reductions in total suspended solids ranging from 13.5 – 15 tons per year. These pollutant reductions are lower than the feasibility study estimated. The city’s consultant provided the following potential explanations for the changes in the estimated pollutant reductions between the feasibility study and the 50% design:

- Pond size
- Size of iron-enhanced sand filter—currently slightly smaller in the 50% plan than in the Feasibility study
- Elimination of two inlet pipes to the pond— the feasibility study identified three inlet locations; the 50% design plans identify one inlet location
- Reduction of inlet capacity to reduce the flow velocities discharging into the pond:
 - Feasibility study identified three 30” RCP pipes
 - Current 50% design (P8 model) identifies one 18” RCP
- Differences in the pond normal water level between the feasibility study and the 50% design plans:
 - Feasibility study identified a 845 normal water level
 - Current 50% design (P8 model) identifies a 842 normal water level

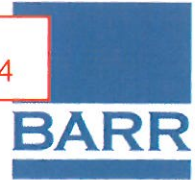
The city anticipates that the pond size, depth, normal water level and precise location, along with the iron-enhanced sand filter size and location could change as they move through the design process.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Briarwood/Dawnview Water Quality Improvement Project (CIP BC-7), 50% Plan Set Review
BCWMC March 20, 2014 Meeting Agenda
Date: March 12, 2014
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Project: 23270051 2014 629

Recommendations

Conditional approval of 50% drawings and authorize the City of Golden Valley to proceed with final plans and contract documents. Although we understand these drawings are still preliminary, note the following initial review comments.

1. The updated P8 water quality model should be provided to the BCWMC Engineer for review.
2. Pretreatment in the form of grit chambers, swales with check dams, filter strips, or sediment forebays/traps should be considered.
3. The pond outlet pipe must discharge at a downstream direction along the creek.
4. Revised manhole details must be provided on the 90% plans submittal.
5. Revised plans must be submitted to the BCWMC engineer for review.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5B – Consider Changing CIP Process to Include Final Project Report to Commission
BCWMC March 20, 2014 Meeting Agenda
Date: March 12, 2014
Project: 23270051 2014 003

5B. Consider Changing CIP Process to Include Final Project Report to Commission

Recommendations:

1. Consider requesting a post-construction report from the City of Golden Valley regarding the Bassett Creek Main Stem project, Wisconsin Avenue to Golden Valley/Crystal border.
2. If the Commission desires increased participation during the construction of future Commission CIP projects, the following suggestions could be considered:
 - The Commission Engineer (or other designated Commission representative) could participate in the preconstruction meeting and final inspection (and interim progress meetings, as necessary)
 - A written post-construction report could be prepared by the city that includes, at a minimum, the following elements:
 - project summary (including description of key deviations from approved plans and any lessons learned)
 - construction photographs
 - copies of permits, change orders and final payment application
 - record drawings
 - Interim and post-construction reports could be provided with reimbursement requests
 - Reports could be included in Commission packet, as information items or discussed more in-depth at Commission meetings

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5B – Consider Changing CIP Process to Include Final Project Report to Commission
BCWMC March 20, 2014 Meeting Agenda
Date: March 12, 2014
Page: 2

Background

At their January 16, 2014 meeting, the Commission approved the final reimbursement request for the Bassett Creek Main Stem project, Wisconsin Avenue to Golden Valley/Crystal border. As part of the reimbursement approval, the Commission directed the Commission Engineer to “make a report on the implementation of the project and any particular issues that should be brought to the Commission’s attention, specifically since the Commission has another stream restoration project coming up, the Commission ought to be informed on how the project turned out.” The Commission expressed interest in learning what went well and what did not go well to better inform the next project.

The cities are responsible for final design, bid administration and construction oversight and administration (including inspections) of the Commission’s CIP projects. Therefore, it would be very time-consuming (i.e., expensive) for the Commission Engineer to review the as-built records against the construction plans and/or to perform in-field inspections to make a report on the final project. Rather, in response to the Commission’s direction, the Commission could consider requesting a report from the City of Golden Valley on the Main Stem project. The Commission could also consider increasing their participation during the construction of future Commission CIP projects, as noted in the above Recommendations.



The FY2016-17 Biennial Budget Request

January 2014

In 2012, BWSR implemented the initial Biennial Budget Request (BBR) to collect information on local government conservation and water management resource needs for FY2014-15 BWSR grant programs. The information gathered in this process included details on projects and activities found in existing state approved, locally adopted water management plans, or an approved total maximum daily load study, surface water intake plan or wellhead management plan. The information provided through the FY2014-15 BBR was utilized by BWSR staff, the Clean Water Council, the Legislature, and the Governor's Office in developing BWSR's FY 2014-15 biennial budget. The data collection/analysis that resulted from the BBR process was valuable and BWSR is planning to implement the second generation BBR for FY 2016-2017 in spring 2014.

Why do the BBR?

Similar to 2012, there are a variety of reasons for doing the BBR in 2014, these include:

- Collecting information on local government projects and programs to maintain or improve water quality that will be used to inform the State budget and appropriations processes.
- Increasing the efficiency of BWSR and other State grant programs, for State agencies and grantees.
- Improving the connections among all State funds appropriated for local government land and water management programs.
- Providing more effective support to the implementation of local water management plans.
- Encouraging earlier project identification to address the expectation that Constitutional Clean Water Funds are used for prioritized and targeted projects and activities that will result in measurable outcomes.

What was the response to the FY2014-15 BBR?

Local governments throughout the State provided a significant response to the initial BBR. More than 260 local governments documented approximately \$416 million in eligible and effective projects and activities. These budget requests are as follows:

	Natural Resources Block Grant	Soil and Water Conservation Districts	Competitive Conservation Projects
State Contribution Request	\$13.6M	\$9.0M	\$243M
Match/Leverage Proposed	\$19.6M	\$21.1M	\$110M
FY14-15 Total Proposed	\$33.2M	\$30.1M	\$353M

Detailed summaries of the response to the FY2014-15 BBR are available on the BWSR website:

<http://www.bwsr.state.mn.us/grants/bbr/index.html>.

What did BWSR do with this Information?

This information generated through the BBR has never before been available to water management policy makers in Minnesota and served several critical purposes. Prior to the submission of the FY2014-15, BWSR stated the following intended purposes or outcomes of the BBR. Below is a brief discussion on what really happened.

What we said: Local water management plans and priorities should be known and considered at the beginning of the State budget process.

- *What really happened?* The Information was used by BWSR in preparing its FY2014-15 budget request to the Governor's Office and to the Clean Water Council.

What we said: This information will also be used to respond to legislative requests.

- *What really happened?* The information generated by the BBR proved to be essential in educating legislators and interest groups on the water management capabilities of BWSR's local government partners. In addition, the BBR data was critical to achieving favorable adjustments to the Clean Water Accountability Act and in providing the rationale for minimizing Clean Water Fund Budget reductions that were being considered for local government projects and programs.

What we said: This information will be used in the development and implementation of the FY2014-15 grant processes.

- *What really happened?* Local governments that submitted a FY2014-15 BBR received 5 points during the scoring of the FY2014 Clean Water Fund Competitive Grants.

What we said: Most grants will be issued biennially.

- *What really happened?* For FY2014, many, but not all, BWSR grants are being issued on a two-year basis. A single grant agreement is being used for the FY2014-15 Program and Operations Grants (NRBG, Conservation Delivery, etc.). This approach will simplify grant processing and speed up payments in the second year of the biennium. Also, the FY2014 Clean Water Fund Accelerated Implementation – Shared Services Grants will be issued on a biennial basis.

What we said: The BBR will replace the SWCD annual plan and Natural Resources Block Grant (NRBG) Allocation and Contribution Statement.

- *What really happened?* BWSR staff are not requiring either of these documents for the FY2014 Program and Operations Grants (NRBG, Conservation Delivery, etc.).

FY2016-17 BBR Schedule

Date	Description/Decision
January – March 2014	BBR Communications, Outreach and Training to LGUs.
March 17, 2014 – May 2, 2014	Biennial Budget Request open.
May – June 2014	Post-BBR Communications to LGUs.
June – September 2014	FY2016-17 Biennial Budget Development, Clean Water Council and Administration.

What can you do now?

You can review your water management plan and related plans and begin considering the priorities you might include in your BBR.

What's next?

Watch for additional details in your email inbox in the coming weeks and months. BWSR will be providing additional information and details on the FY2016-17 BBR.



Item 5D
BCWMC 3-20-14

Memorandum

To: Bassett Creek Watershed Management Commission
From: Technical Advisory Committee
Subject: March 6, 2014 Technical Advisory Committee Meeting
Date: March 10, 2014

The Technical Advisory Committee (TAC) met on March 6, 2014. The following TAC members, city representatives, BCWMC commissioners, and BCWMC staff attended the meeting:

City	TAC Members/Alternates	Other City Representatives
Crystal	Tom Mathisen	
Golden Valley	Jeff Oliver, Joe Fox	Commissioner Stacy Hoschka
Medicine Lake	Absent	
Minneapolis	Absent	
Minnetonka	Absent	
New Hope	Bob Paschke, Chris Long	Alt. Commissioner Pat Crough
Plymouth	Derek Asche	Plymouth Councilmember Jim Prom
Robbinsdale	Absent	
St. Louis Park	Phil Elkin	
BCWMC Staff & Others	Karen Chandler (Barr Engineering), Rita Weaver (Barr Engineering), Laura Jester (Administrator), Rachael Crabb (Minneapolis Park and Recreation Board (MPRB))	

Fox opened the meeting at 1:30 p.m. Introductions were made around the table. There were no communications by members to report.

The Technical Advisory Committee (TAC) forwards the following recommendations and information to the Commission for its consideration. This memorandum presents the TAC's recommendations and information relating to 1) the CIP project list for 2016 - 2020; 2) adding local agencies to TAC meeting invitations; and 3) the implementation and funding of XP-SWMM Phase 2.

1. Develop CIP Project List for 2016 - 2020

Engineer Chandler reminded the group that the 2015 Main Stem Restoration Project Feasibility Study is estimated at \$1.3 - \$1.6 million. She asked if projects should be shifted to accommodate for that cost by splitting the project across multiple years. Mr. Oliver noted that the final cost of the project will depend greatly on landowner willingness and the type of restoration completed at each site. He noted the city would like to stay within the \$1 million budget and any areas not restored during this project will be added to a list of sites for completion through a separate future project. Additionally, Mr. Oliver noted that Golden Valley continues to look for alternatives to the Lakeview Park Pond project and asked that it be kept on the CIP list. Mr. Asche requested that the Plymouth Creek restoration project (2016CR) be shifted into 2017 and that the project in New Hope to construct a pond in the Northwood Lake watershed (NL-1) be moved up from 2017 to

2016. The group discussed how this action would shift funding among years. Mr. Paschke noted that New Hope is committed to the pond project to benefit Northwood Lake and has no problem moving that project to 2016. The group agreed to recommend switching 2016CR with NL-1 in the list of projects.

Mr. Oliver requested the addition of a pond project in Medley Park to the CIP list for 2020. This project would benefit Medicine Lake. Although an estimated cost of the project is currently unknown, he recommended including \$500,000. Further investigation of the project can be done this year so a better estimate can be included in the CIP list next year.

Recommendations

- The TAC recommends that the 2016 – 2020 Capital Improvement Plan include the projects previously on the list for 2016 – 2019 (with the exception of the Lancaster Lane project which was removed from the CIP list by the Commission last year and the timing switch of the Plymouth Creek project with the pond construction near Northwood Lake), and the addition of the Medley Park Pond Project in 2020. Please see the proposed 2016 – 2020 CIP list, project fact sheets, and maps.

2. TAC Meeting Invitees

The TAC discussed inviting other agency representatives to the future TAC meetings. TAC meetings are now regularly attended by Water Resources Supervisor with the Minneapolis Park and Rec Board (MPRB), Rachael Crabb. This benefits both the TAC and the MPRB. The group thought it would be appropriate to begin also inviting Randy Anhorn, the new Land and Water Supervisory with Hennepin County, and a representative with the Three Rivers Park District for their input and perspective on local issues and to help identify possible areas of collaboration.

Recommendations

- The TAC recommends that the Commission invite Hennepin County and Three Rivers Park District representatives to future TAC meetings.

3. XP-SWMM Phase 2 Implementation and Funding

At the February 20, 2014 Commission meeting, the Commission asked for the TAC to comment on technical aspects of the XP-SWMM model and provide guidance on the next steps regarding a possible phase 2 implementation and funding. Some specific questions by TAC members and Commissioners at the meeting were addressed in the TAC agenda. Since the Commission meeting, Mr. Fox and Commissioner Hoschka reviewed the XP-SWMM model with Rita Weaver to get further details on the model.

There was some discussion about the possibility of new models coming out and the use of 2D models. Engineer Weaver indicated that XP-SWMM has a 2D module that could be used for small areas and noted that model software is updated each year so it is never outdated. The group agreed the XP-SWMM model was the most appropriate model right now. Engineer Weaver distributed a map showing subwatershed divides used in the current XP-SWMM model and the smaller subwatershed divides used in the P8 model (which would also be used for the phase 2 of XP-SWMM). She noted that not a lot of fieldwork or surveying would be needed to complete phase 2 but that some model calibration would require field work. She noted the current model uses curve numbers to calculate relative runoff rates. More precise runoff estimates would be used in the phase 2 model.

Mr. Elkin commented that not all cities have the capability to run the model. Mr. Asche indicated his reservations about proceeding right now with development of phase 2 when cities have not yet had a chance to use the current model. He noted that the Commission and cities may not even know what “to ask for” in the development of a phase 2 model right now. He thought it was premature to move forward at this point.

Mr. Mathisen noted that calibration for the first phase was tough, indicating the model needs more detail, especially with storm patterns changing. He noted that a good and detailed model is important for redesigning infrastructure and benefits smaller projects.

Engineer Weaver demonstrated portions of the model and described the data that went into the model.

Mr. Mathisen and Mr. Oliver recommended moving forward with phase 2 this year. Mr. Elkin asked what could be answered with phase 2 that cannot be answered now. Engineer Weaver answered that development reviews would be better; engineers could feel more comfortable with proposed changes due to a particular development. Phase 2 would also be useful for mapping floodplains to answer questions from FEMA.

Mr. Elkin was a proponent of waiting on the development of phase 2 until more is known about the usefulness of the current model. Mr. Paschke said he was neutral but leaning towards waiting.

Administrator Jester offered a compromise to include a placeholder in the 2015 budget for beginning the development of phase 2 (as the 2015 budget will be in development soon) and to revisit the question after cities have had a chance to use and understand the current model and to better understand the appropriate needs for the second phase. It was further recommended that Barr Engineering prepare a detailed proposal for development of phase 2 (first year only).

The group also addressed the policy question of who can or should have access to the existing model besides the cities. The group agreed that model integrity needed to be maintained and that only cities or their representatives through the cities should have access to the model.

Recommendations

- The TAC recommends that the Commission include a placeholder of \$65,000 in its 2015 budget for the development of the XP-SWMM Phase 2 model to allow cities to use and better understand the current model during 2014. The TAC further recommends that a final decision on the development of Phase 2 come later in 2014 and that Barr Engineering prepare a detailed proposal for the 2015 portion of the Phase 2 project.
- The TAC recommends that only cities or their representatives through the cities should have access to the XP-SWMM model.

The TAC meeting adjourned at 3:10 p.m.

Future TAC Meeting agenda items:

1. Developing guidelines for annualized costs per pound pollutant removal for future CIP projects
2. Stream identification signs at road crossings
3. Blue Star Award for cities
4. Look into implementing “phosphorus-budgeting” in the watershed – allow “x” pounds of TP/acre.
5. Discuss issues/topics arising from Next Generation Plan process.

Bassett Creek Watershed Management Commission
PROPOSED Capital Improvement Program
2016 - 2020

Item 5Di
 BCWMC 3-20-14

Project Name	Project Location (City)	Project Number	2016	2017	2018	2019	2020	Totals
Water Quality Improvement Site, Main Stem Watershed	Minneapolis	BC-5	\$160,000					\$160,000
Honeywell Pond Expansion, Main Stem Watershed	Golden Valley	BC-4	\$285,000					\$285,000
Construct Pond NB 29A,B, and pond west of Northwood Lake, just east of Highway 169, Northwood Lake Watershed	New Hope	NL-1	\$555,000	\$40,000				\$595,000
Main Stem Channel Restoration, Cedar Lake Road to Irving Ave	Minneapolis	2017CR-M		\$800,000				\$800,000
Plymouth Creek Restoration, from Annapolis Lane to 2,500 feet upstream (west) of Annapolis Lane	Plymouth	2017CR-P		\$160,000	\$399,000			\$559,000
Water Quality Improvement Site, Main Stem Watershed	Golden Valley	BC-3			\$601,000	\$499,000		\$1,100,000
Sandburg Rd and Louisiana Ave. Water Quality Improvement and Flood Reduction Project, Main Stem Watershed	Golden Valley	BC-2/BC-8				\$501,000		\$501,000
Medley Park Pond Project	Golden Valley	BC-9					\$500,000	\$500,000
			\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$500,000	\$ 4,500,000

Project Category: Water Quality

Project Title: Bryn Mawr Meadows Water Quality Improvement Site, Minneapolis

Total Estimated Cost: \$160,000

Project Number: BC-5

Description:

This project was described as Option 7 in the Bassett Creek Main Stem Watershed Management Plan (June 2000). The project consists of the construction of a new stormwater Best Management Practice (BMP) in a park near the intersection of Morgan Ave and Laurel Ave, in the City of Minneapolis.

Source of Project Funding	2013	2014	2015	2016	2017
CIP account – BCWMC ad valorem levy through Hennepin County				\$160,000	

Justification:

As described in 2000, the BMP would treat runoff from 209 acres of land and would remove an estimated 22 lbs. of phosphorus per year, on average.

Scheduling and Project Status:

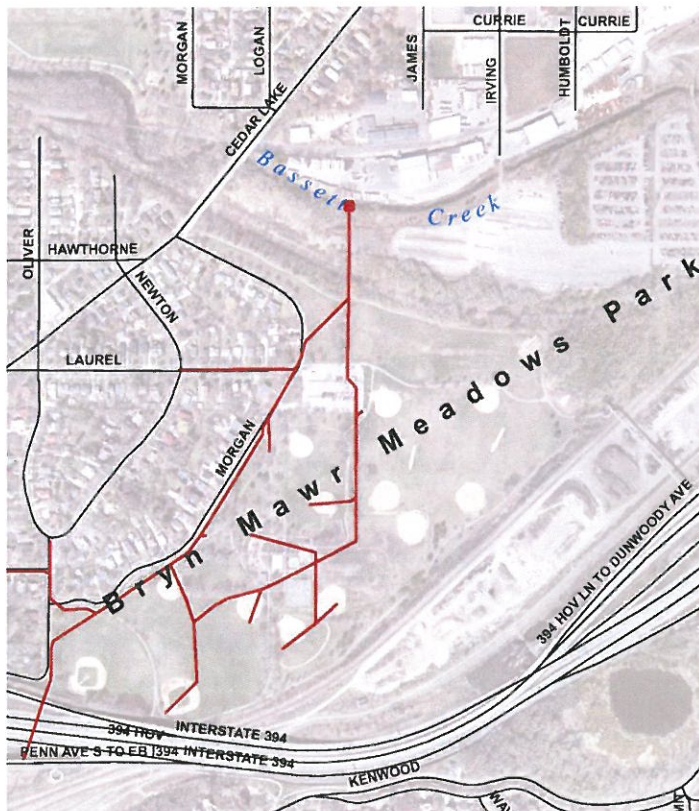
A feasibility study will need to be prepared for this project. As the project progresses, additional information will be provided.

Relationship to General Plan and Other Projects:

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan and is included in the BCWMC's Resource Management Plan.

Effect on Annual Operations Costs:

Not known at this time. This will be identified in the Feasibility Study.



Project Category: Water Quality

Project Title: Honeywell Pond Expansion – Douglas Dr and Duluth St

Total Estimated Cost: \$285,000

BCWMC Project Number: BC-4

Description:

This project will be constructed in conjunction with the City of Golden Valley's Douglas Drive Reconstruction project and includes expansion of the existing pond to provide storm water quantity and water quality improvements for the street reconstruction project.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County		\$285,000			

Justification:

This project will coincide with the city's reconstruction of Douglas Drive. The project will include storm water quantity and water quality improvements that will maximize the rate control and water quality benefits provided by the existing ponding area. Improving rate control and water quality in ponding areas tributary to Bassett Creek is consistent with BCWMC goals.

Scheduling and Project Status:

A feasibility study will need to be prepared for this project. A minor plan amendment will also be required. Construction of the project is anticipated for 2016.

Relationship to General Plan and Other Projects:

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan and is included in the plan as a "potential future" CIP project (Table 12-3). Per the Bassett Creek Main Stem Watershed Management Plan (2000), this project would remove an estimated 36 pounds of phosphorus per year. A minor plan amendment will be required to add this project to the BCWMC CIP.

The \$285,000 is a placeholder cost estimate. A new project cost estimate is expected in 2013.

Effect on Annual Operations Costs:

This project has no effect on BCWMC Annual Operations Costs.



Project Category: Water Quantity/Quality

Project Title: Jordan Outlot Pond and Pond NB 29A,B

Total Estimated Cost: \$595,000

BCWMC Project Number: NL-1

Description:

This project includes the construction of two ponds for water quantity and quality improvements prior to storm water outlet into Northwood Lake.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCWC ad valorem tax levy through Hennepin County		\$555,000	\$40,000		

Justification:

Northwood Lake is listed as impaired by the MPCA.

The proposed pond known as NB 29A,B will collect storm water from a drainage area of approximately 121 acres prior to outlet into Northwood Lake.

The proposed Jordan Outlot Pond will collect storm water from approximately 43 acres of the TH169 drainage ditch and Jordan Avenue area prior to outlet into Northwood Lake.

Scheduling and Project Status:

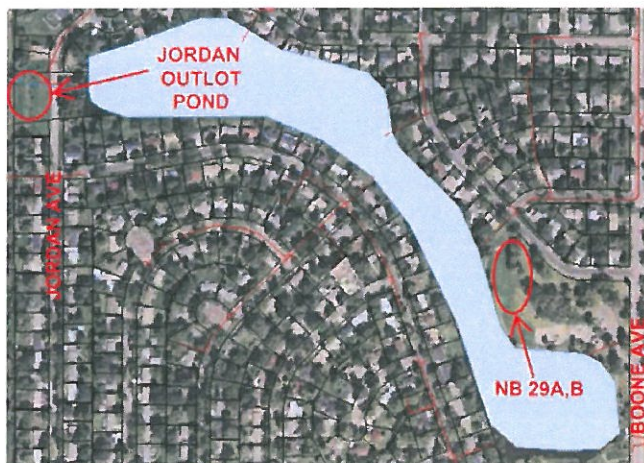
This project is anticipated for construction during the winter of 2016-2017. Prior to construction a feasibility study should be completed to better understand options and project costs.

Relationship to General Plan and Other Projects:

This project is consistent with the goals and policies of the BWCWC Watershed Management Plan and is included in the city of New Hope CIP.

Effect on Annual Operations Costs:

This project has no effect on BCWMC Annual Operations Costs.



Jordan Outlot Pond



NB 29A,B

Project Category: Water Quality

Project Title: Main Stem Channel Restoration,
Cedar Lake Road to Irving Avenue,
Minneapolis

Total Estimated Cost: \$800,000

Project Number: 2017CR-M

Description:

This project is one of the BCWMC's recommended stream channel restoration projects to restore stream reaches damaged by erosion or affected by sedimentation. The identified measures include installing stream stabilization measures to address erosion problems, grading reaches of streambank, stabilizing storm sewer outfalls that discharge into the channel, and establishing new vegetation on areas disturbed by construction.

Source of Project Funding	2013	2014	2015	2016	2017
CIP account – BCWMC ad valorem levy through Hennepin County					\$800,000

Justification:

This project will provide water quality improvements by repairing actively eroding sites, and preventing erosion at other sites by installing preemptive measures to protect existing streambanks.

Scheduling and Project Status:

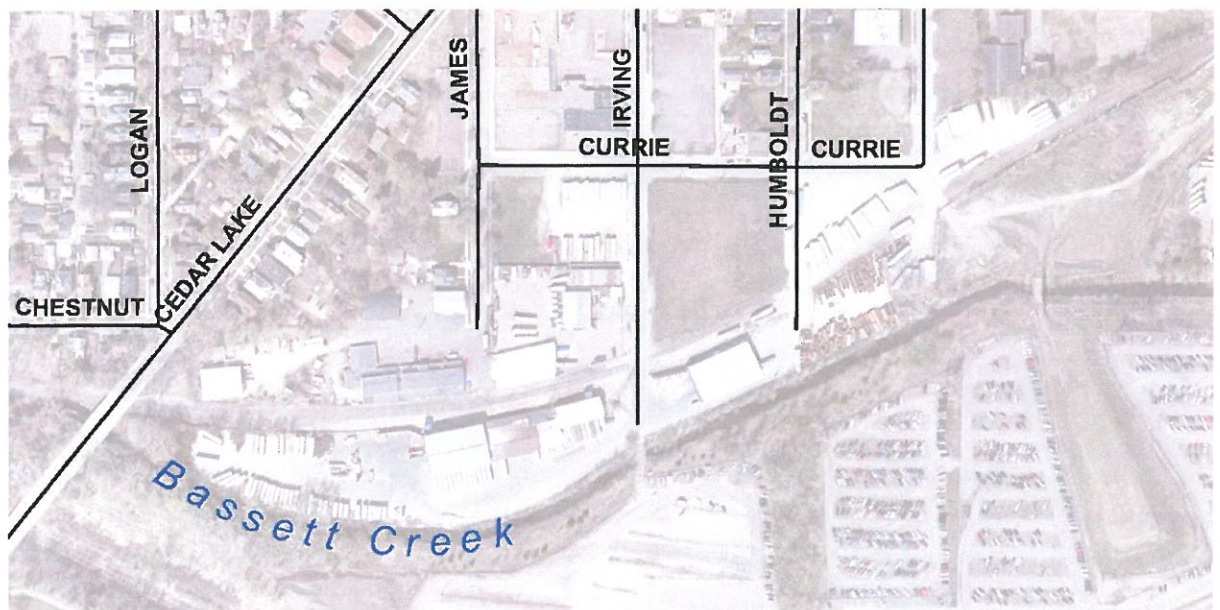
A Feasibility Report was completed in 2011 for the 2012/2013 project upstream of this one (BCWMC Account Number 2012CR, Main Stem Restoration for sites between Golden Valley Road and Cedar Lake Road). That Feasibility Report provides preliminary analysis and information for the 2017 project (for sites between Cedar Lake Road and Irving Avenue). A new or revised Feasibility Report will be needed with greater detail about the 2017 project sites.

Relationship to General Plan and Other Projects:

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan. Although this reach is not included in the BCWMC Resource management Plan, it fits with the intent of it due to its proximity and similarity to the other stream projects included in the RMP.

Effect on Annual Operations Costs:

No effect.



Project Category: Water Quality

Project Title: Plymouth Creek Stream Restoration – Annapolis Lane through Plymouth Creek Park

Total Estimated Cost: \$559,000

BCWMC Project Number: 2017CR-P

Description:

This project in the city of Plymouth will include bank stabilization and erosion repair methods and will remove obstructions as necessary. Consideration should be given to a variety of best management practices including coir logs, erosion control blanket, live staking, cross veins, riffles, rip-rap, and buffers.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County			\$160,000	\$399,000	

Justification:

The City of Plymouth erosion inventory along Plymouth Creek, includes erosion and obstructions from Annapolis Lane, 2,500 feet upstream through Plymouth Creek Park. Rehabilitation and repair of Plymouth Creek in this area is consistent with BCWMC goals regarding water quality.

Scheduling and Project Status:

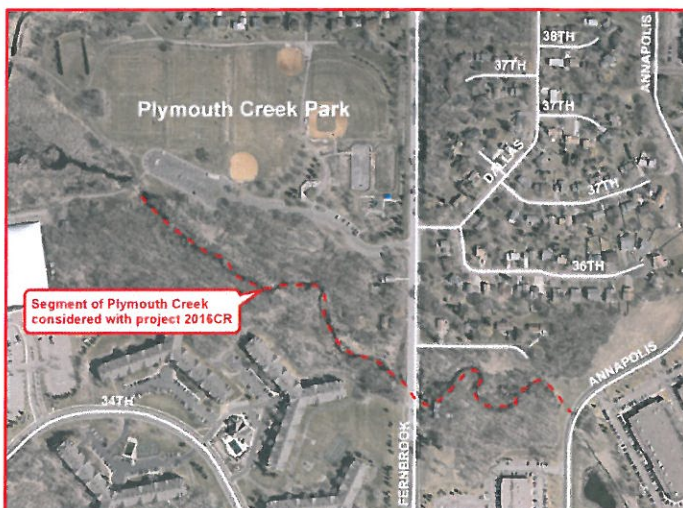
A Feasibility Study should begin on or about April 1, 2015. This project is anticipated for construction during the winter of 2016-2017.

Relationship to General Plan and Other Projects:

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan and is included in the City of Plymouth CIP.

Effect on Annual Operations Costs:

This project has no effect on BCWMC Annual Operations Costs.



Project Category: Water Quality

Project Title: Main Stem Water Quality Improvement Sites – Wirth Park (north of Plymouth Ave, east of Wirth Pkwy)

Total Estimated Cost: \$1,100,000

BCWMC Project Number: BC-3

Description:

This project will include construction of a water quality pond or similar storm water treatment facility benefitting the main stem of Bassett Creek.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County				\$601,000	\$499,000

Justification:

This water quality improvement project will remove sediment and pollutants from storm water runoff in the residential and park areas generally located north of Plymouth Ave and east of Theodore Wirth Pkwy. Improving water quality in Bassett Creek is consistent with BCWMC goals.

Scheduling and Project Status:

A feasibility study will need to be prepared for this project. A minor plan amendment will also be required. Construction of the project is anticipated for 2018.

Relationship to General Plan and Other Projects:

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan and is included in the plan as a “potential future” CIP project (Table 12-3). Per the Bassett Creek Main Stem Watershed Management Plan (2000), this project would treat the storm water runoff from a 115-acre area and remove an estimated 131 pounds of phosphorus per year. The project is included in the BCWMC Resource Management Plan. A minor plan amendment will be required to add this project to the BCWMC CIP.

Effect on Annual Operations Costs:

This project has no effect on BCWMC Annual Operations Costs.



Project Category: Water Quality & Flood Control

Project Title: Sandburg & Louisiana
Water Quality Improvement
and Flood Reduction Project

Total Estimated Cost: \$501,000

BCWMC Project Number: BC-2 / BC-8

Description:

This project will include construction of improvements to improve water quality and reduce flooding in the DeCola Ponds area. The improvements will be made in the area south of the intersection of Sandburg Rd and Louisiana Ave.

Source of Project Funding	2015	2016	2017	2018	2019
CIP Account – BWCMC ad valorem tax levy through Hennepin County					\$501,000

Justification:

This flood reduction and water quality improvement project in the area south of the intersection of Sandburg Rd and Louisiana Ave will help protect nearby residences from flooding and remove sediment and pollutants from storm water runoff generated by the surrounding industrial area. Reducing flooding impacts and improving water quality in Bassett Creek is consistent with BCWMC goals.

Scheduling and Project Status:

A feasibility study will need to be prepared for this project. A minor plan amendment will also be required. Construction of the project is anticipated for 2019.

Relationship to General Plan and Other Projects:

This project has been added back in to replace projects BC-2 and BC-8 and will be constructed as one project west of original BC-2 location.

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan. Projects BC-2 and BC-8 are included in the plan as “potential future” CIP projects (Table 12-3). Per the Bassett Creek Main Stem Watershed Management Plan (2000), project BC-2 would remove an estimated 67 pounds of phosphorus per year. Projects BC-2 and BC-8 were included in the BCWMC Resource Management Plan. A minor plan amendment will be required to add this project to the BCWMC CIP. The cost is a placeholder cost estimate. Project cost estimate expected in 2013.

Effect on Annual Operations Costs:

This project has no effect on BCWMC Annual Operations Costs.



Project Category: Water Quality

Project Title: Medley Park Pond – Medicine Lake Watershed

Total Estimated Cost: \$500,000

BCWMC Project Number: BC-9

Description:

This project in the City of Golden Valley will include construction of a storm water treatment pond. Built in the City's Medley Park, the pond will remove phosphorous and sediment from runoff. The park currently has poor soils which are not conducive to recreational programming.

Source of Project Funding	2016	2017	2018	2019	2020
CIP Account – BWCMC ad valorem tax levy through Hennepin County					\$500,000

Justification:

Stormwater runoff from the roughly 100 acre watershed in the northwest section of the City of Golden Valley currently flows into ponds on the western side of Medley Park. The proposed stormwater pond would add storage and treatment capabilities to the existing ponds and would remove solids and phosphorous upstream of Medicine Lake.

Scheduling and Project Status:

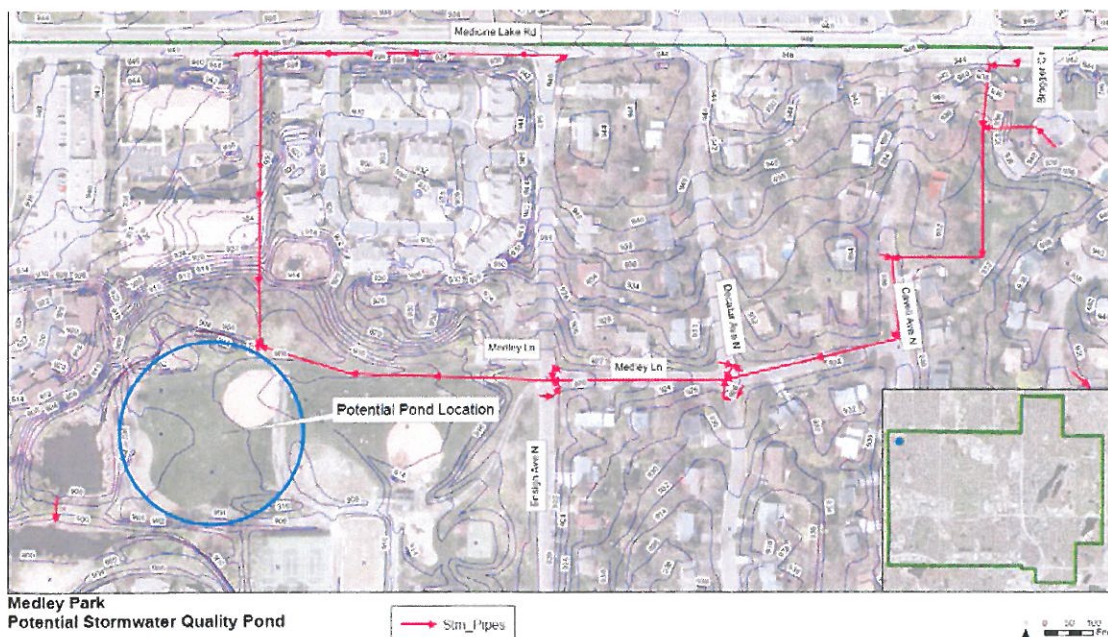
The project is currently in the very early stages. Design and construction has not yet been scheduled.

Relationship to General Plan and Other Projects:

This project is consistent with the goals and policies of the BWCMC Watershed Management Plan and will be included in the City of Golden Valley CIP.

Effect on Annual Operations Costs:

This project will have no effect on BCWMC Annual Operations Costs.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 6A – Review of Main Stem Restoration Project; Golden Valley Rd. to Irving Ave. N. – 90% Development Plans (CIP 2012 CR)
BCWMC March 20, 2014 Meeting Agenda
Date: March 12, 2014
Project: 23270051 2014 626

6A. Review of Main Stem Restoration Project; Golden Valley Rd. to Irving Ave. N. – 90% Development Plans (CIP 2012 CR)

Summary

Proposed Work: Main Stem of Bassett Creek Restoration Project (CIP 2012 CR)

Basis for Commission Review: 90% plan review

Change in Impervious Surface: N.A.

Recommendation: Conditional Approval

The Minneapolis Park and Recreation Board (MPRB) Main Stem of Bassett Creek restoration project (CIP 2012 CR) is being funded by the BCWMC's ad valorem levy (via Hennepin County) and by a Minnesota Board of Water and Soil Resources Clean Water Fund Grant. The MPRB provided the 90% design plans to the BCWMC for review and comment, as set forth in the BCWMC CIP project flow chart developed by the TAC.

Feasibility Study Summary

The Feasibility Report for the 2012 Bassett Creek Main Stem Restoration Project – Golden Valley Road to Irving Avenue North (Barr, June 2011) was completed by the BCWMC to develop approaches to stabilize eroding stream banks along the Main Stem of Bassett Creek. Between Golden Valley Road and Irving Avenue North, Bassett Creek flows through Golden Valley and Minneapolis, and is nearly entirely contained within MPRB-owned land in Theodore Wirth Regional Park, Theodore Wirth Golf Course, and city parks. The goal of the project is to reduce the phosphorus loading to the Main Stem of Bassett Creek by 60 pounds per year and to consolidate sediments in an in-stream pond upstream of Highway 55. Eight stabilization sites with severe or moderate erosion were identified in the feasibility study, along with the sediment consolidation in the pond.

The feasibility study developed conceptual stabilization approaches for each of the eight erosion sites. The approaches used combinations of riprap, grading, biogeo, j-vanes, root wads, live stakes, and native plantings. It also developed a conceptual approach to the pond drawdown to achieve the goals of sediment consolidation, vegetation re-growth, and invasive species control.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 6A – Review of Main Stem Restoration Project; Golden Valley Rd. to Irving Ave. N. – 90% Development Plans (CIP 2012 CR)
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Previous reviews

The cooperative agreement for this project between the BCWMC and the City of Minneapolis acknowledges that the City will act through the MPRB to construct the project. On behalf of the BCWMC, the Commission Engineer met twice with MPRB and its consultant to discuss the project during different design phases. The first meeting occurred on April 26, 2013 at MPRB headquarters to discuss the project approach and preliminary/conceptual plans. The second meeting occurred on June 4, 2013 at the Theodore Wirth Golf Course chalet and was followed by visits to each of the restoration sites to discuss concept plans. The MPRB submitted the 50% drawings and the BCWMC conditionally approved the 50% plans at its September 19, 2013 meeting. The majority of the comments provided as part of the September 2013 submittal were adequately addressed.

Recommendations

- A. Authorize BCWMC Engineer to provide administrative approval after final plans have been revised and comments have been sufficiently addressed.
- B. Conditional approval of 90% drawings based on the following comments:
 - 1. The plans should clarify construction limits. It is assumed the tree clearing limits are not the same as construction limits because trees do not need to be cleared in all locations and there are not designated staging areas.
 - 2. On Sheet 19, the plans show a construction access route near the new Wirth Lake outlet just downstream from Highway 55. The plans should include a callout to protect the new Wirth Lake outlet structure.
 - 3. Sheets 13 – 19: Instructions for the contractor to limit tree clearing as much as possible and only at the direction of the Engineer should be included on the plans.
 - 4. BCWMC rules state that filling in the floodplain is not allowed unless compensatory storage is created or it can be demonstrated that the fill will not adversely impact upstream flood levels. Modeling or other documentation must be submitted to document no change in the flood level caused by proposed fill.
 - 5. It is understood that the U.S. Army Corps of Engineers and the Minnesota State Historic Preservation Office are reviewing the restoration plan and the placement of some of the techniques, such as fascines, may be altered to improve visibility of the creek. The final revegetation plan should be submitted to the Engineer for review.
 - 6. The final plans must be submitted to the BCWMC Engineer for review and approval after modifications have been completed.

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 6C: Flood Control Project Long Term Maintenance and Replacement Evaluation
BCWMC March 20, 2014 Meeting Agenda
Date: March 12, 2014
Project: 23270051.34 2014

Flood Control Project Long Term Maintenance and Replacement Evaluation

At their November 20, 2013 meeting, the Bassett Creek Watershed Management Commission (BCWMC) directed the BCWMC Engineer to evaluate the costs associated with long term maintenance and replacement needs for the Bassett Creek Flood Control Project, and to review historic documents and agreements for the flood control project. This memorandum summarizes the evaluation and outlines information that was included in historic documents related to the maintenance of the flood control project.

The summaries are listed according to the descriptions outlined in the Engineer's original scope:

1. Estimated Cost to Replace the Flood Control Project
2. Estimated Maintenance and Repair Costs for Flood Control Project
3. Located and Reviewed Existing Agreements for the Flood Control Project

Background

The flood control project was built between 1981 and 1996 by the Corps of Engineers, the Minnesota Department of Transportation (MnDOT) and by the BCWMC with financial assistance from the Federal Water Resources Development Act, the State of Minnesota's Flood Damage Reduction Act, Hennepin County and through assessments on watershed property owners. Figure 1 shows the location of the flood control project features.

At their October and November 2013 meetings, the BCWMC discussed long term maintenance and eventual replacement of the flood control project components. During that discussion, the BCWMC expressed interest in developing a plan for the funding and scheduling of future maintenance and replacement of the flood control project, with the intent to incorporate this into the Watershed Management Plan update. The purpose of this memo is to 1) estimate replacement costs for the flood control project 2) summarize costs for annual maintenance, long-term maintenance, significant

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From: Barr Engineering Co.
Subject: Item 6C: Flood Control Project Long Term Maintenance and Replacement Needs
BCWMC March 20, 2014 Meeting Agenda
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rehabilitation, and replacement of the flood control project after reaching the design life for each structure, and 3) locate and review existing agreements for the flood control project.

1. Estimated Cost to Replace the Bassett Creek Flood Control Project

Figure 1 shows the location of the flood control project features. The cost to replace each feature of the flood control project was determined by updating the original construction cost using the Engineering News-Record (ENR) Construction Cost Index from the date of construction completion of each feature to the present (2014).

The life expectancy of each feature of the flood control project was determined based on a review of the design and inspection files for each feature, and experience with similar flood control projects. The typical design life of the structures varies from 50 to 100 years. The design life was assumed to be 50 years for this study. Since the individual flood control structures were constructed between the years of 1979 to 1996, most of the features, conservatively, have about 20 to 30 years of performance remaining until significant rehabilitation or replacement is necessary. Table 1 summarizes the current replacement cost for the flood control project.

2. Estimated Maintenance and Repair Costs for Flood Control Project

The following sections explain cost estimating methodology for the flood control project. Estimates were not prepared for road crossings that were replaced as part of the flood control project since the current (2004) Watershed Management Plan requires that the city where the crossing is located is responsible for future maintenance and replacement. Table 2 summarizes the operation and maintenance costs at 1- and 5-year intervals for the flood control project, as well as the costs associated with a major rehabilitation and replacement at the end of the structure's design life.

2.1 Flood Control Project Structures Upstream of Bassett Creek Tunnel

The cost to operate and maintain project features at 1- and 5-year intervals was determined by updating original operations and maintenance costs using the ENR Construction Cost Index from the date of construction to present. Repairs included in the 1-year operation and maintenance period consist of:

- inspection
- sediment removal
- erosion repair
- riprap replacement
- sod and vegetation replacement
- miscellaneous maintenance items

Repairs included as part of the 5-year operation and maintenance consist of the items included in the 1-year operation and maintenance with the addition of the following items;

- joint repair
- crack repair
- structural concrete patching

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From: Barr Engineering Co.
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- culvert scour
- handrail replacement
- riprap/gabion repair

The cost to perform major rehabilitation of structures at the end of their design life was assumed to be 25 percent of the 2014 replacement cost based on experience with similar project structures. Examples of major flood control structure rehabilitation include, but are not limited to, the following items:

- partial demolition and replacement of structure
 - saw-cutting
 - shot-creting
 - dowing
 - concrete placement
 - invert repair
- gate structure rehabilitation (Wisconsin Avenue structure)
 - replacing mechanical components

However, several road crossing construction costs were provided as a lump sum cost, since individual construction costs for each feature were not available. To estimate individual construction costs for these lump sum projects, previous inspection notes and photos from each feature were reviewed and percentages of the lump sum costs were estimated by comparing feature size and constructability.

2.2 Bassett Creek Tunnel

Five-year inspections and operations and maintenance costs were estimated only for the double box conduit and inlet structure. Being relatively shallow and experiencing temperature extremes near the entrance of the double box conduit inlet structure, the double box portion of the tunnel may need more frequent maintenance than deeper sections of the Bassett Creek tunnels.

For Bassett Creek tunnels Phases 1, 2, and 3, five-year operation and maintenance costs were estimated using costs for similar tunnel rehabilitation projects completed within the past 5 years. Repairs included in the 5-year operation and maintenance period for the tunnels consist of:

- surficial joint repair
- hairline crack repair
- minor sediment removal
- surficial concrete spall patching
- exposed rebar repair

Costs associated with a significant rehabilitation were determined similar to the 5-year operation and maintenance estimates, using similar tunnel rehabilitation projects completed within the last five years. Repairs included as part of significant rehabilitation for the Bassett Creek tunnels consist of the following items;

- deep joint repair

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- hole and fracture repair
- structural concrete patching
- major sediment removal
- cementitious void fill behind tunnel liner

Depending upon the condition of the tunnel, severity of the defects and construction cost to replace a structure, significant rehabilitation may be feasible to extend the design life of the structure rather than replacement. There may be instances where the severity of defects may be extensive enough to warrant total replacement of the structure and the maximum estimated budget amount may be referenced for that scenario.

3. Located and Reviewed Existing Agreements for the Flood Control Project

Historic documents, including construction agreements, meeting minutes and memoranda regarding maintenance of the flood control project features were reviewed to document the process that resulted in the maintenance policies outlined in the 2004 Watershed Management Plan.

The agreements reviewed included:

- Local Cooperative Agreement between the Department of the Army and the City of Minneapolis for Flood Protection, June 1986
- Agreements between the City of Minneapolis and each of the eight other member cities of the Bassett Creek Watershed Commission to share in the cost of the flood control project, dated June or July 1986
- Agreement between the State of Minnesota and the City of Minneapolis to construct the 2nd Street North tunnel, December 1977
- Agreement between the State of Minnesota and the City of Minneapolis to construct the 3rd Avenue North Tunnel, May 1988

The minutes reviewed included:

- Commission meetings, 1999 through 2004
- Policy Advisory Committee and Technical Advisory Committee meeting minutes, 2001 through 2003

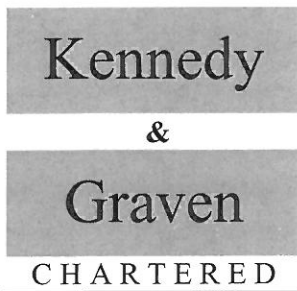
The agreements indicate that the cities with flood control project features—Minneapolis, Golden Valley, Crystal and Plymouth—are responsible for maintenance of the flood control project features prior to the policies adopted by the BCWMC at a special meeting on November 13, 2001. The BCWMC decided that rather than return about one million dollars remaining after the construction of the flood control project, an Emergency Repair Fund and a Long Term Maintenance Fund would be implemented. The policies that were adopted by the BCWMC at the special 2001 meeting are outlined in Section 5.2.2.1 of the 2004 Watershed Management Plan.

Table 1 Bassett Creek Flood Control Project Replacement Costs

Feature	Location	Constructed	Partners	Cost^{1,2}
Phase I Tunnel: 2nd Street Tunnel	Minneapolis	1979	BCWMC Mn/DOT COE	\$12,000,000 [\$39,760,000]
Golden Valley Flood Control Project Regent Avenue Crossing Noble Avenue Crossing Highway 100 Control Structure 32nd Avenue Crossing Brunswick Avenue Crossing 34th Avenue Crossing Edgewood Ave Control Structure & Embankment Edgewood Avenue Storage Basin Georgia Avenue Crossing 36th Avenue Crossing Hampshire Avenue Crossing Markwood Channel Improvements Floodproofing Five Homes	Golden Valley Golden Valley Golden Valley Crystal Crystal Crystal Crystal Crystal Crystal Crystal Crystal Crystal Crystal Crystal	1981-1984	BCWMC COE City of Golden Valley City of Crystal	\$1,600,000 [\$3,980,000]
Douglas Drive Crossing	Crystal	1987	BCWMC City of Crystal Hennepin County	\$100,000 [\$220,000]
Wisconsin Avenue Control Structure	Golden Valley	1987	BCWMC City of Golden Valley	\$100,000 [\$220,000]
Highway 55 Control Structure	Golden Valley	1987	BCWMC COE City of Minneapolis Mn/DNR	\$85,000 [\$190,000]
Plymouth Creek Fish Barrier	Plymouth	1987	BCWMC City of Plymouth Hennepin County Mn/DNR	\$60,000 [\$130,000]
Phase 2 Tunnel: Third Ave. Tunnel	Minneapolis	1990	BCWMC COE City of Minneapolis Mn/DNR Mn/DOT	\$2,800,000 [\$5,740,000]
Phase 3 Tunnel: Box Culvert Double Box Culvert Channel Improvements	Minneapolis	1992	BCWMC COE City of Minneapolis Mn/DNR Mn/DOT	\$13,400,000 [\$26,360,000]
Markwood /Edgewood Area Modifications Control Structure Edgewood Avenue Basin Markwood Channel Improvements	Crystal	1992	BCWMC COE City of Crystal Mn/DNR	\$500,000 [\$100,000]
Westbrook Road Crossing	Golden Valley	1993	BCWMC COE City of Golden Valley Mn/DNR	\$200,000 [\$370,000]
Golden Valley Country Club Control Structure	Golden Valley	1994	BCWMC COE City of Golden Valley Mn/DNR	\$450,000 [\$810,000]
Bassett Creek Park Pond	Crystal	1995	BCWMC COE City of Crystal Mn/DOT Mn/DNR	\$1,300,000 [\$2,360,000]
Medicine Lake Outlet Structure	Plymouth	1996	BCWMC City of Plymouth Hennepin County Mn/DNR	\$100,000 [\$180,000]

¹ Original Construction Costs

² [2014 dollars]



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Item 6Cii
BCWMC 3-20-14

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MEMORANDUM

TO: Bassett Creek Commissioners and Alternates

FROM: Charles LeFevere

DATE: January 13, 2014

RE: Commission Participation in Surface Water Management Facilities
Maintenance Expenses

I. INTRODUCTION

The Commission has requested that staff gather information about the responsibility for inspection, maintenance, repair and replacement of facilities that were part of the Bassett Creek Flood Control Project constructed from the late 1970s through the 1990s. Discussion of the role of the Commission in maintaining the Flood Control Project led to questions about responsibilities for maintenance of other surface water management facilities in the watershed - facilities constructed for flood control as well as those constructed primarily for water quality purposes.

This memorandum is intended to 1) provide information about decisions that have been made in the past about responsibilities for maintaining surface water management facilities, and 2) suggest some considerations that may be helpful to the Commission in allocating maintenance responsibilities in the future. Maintenance could include any activity needed to maintain the function of a storm water management facility, including inspection, testing, cleaning, routine maintenance, repairs and replacement. For the sake of simplicity, the term "maintenance" as used in this memo is generally inclusive of all of these activities.

Of the various surface water management facilities in the watershed, the allocation of maintenance responsibilities for the Flood Control Project has been given the greatest attention. Therefore it may be helpful to start with that background.

II. FLOOD CONTROL PROJECT MAINTENANCE RESPONSIBILITIES

By agreement dated June 27, 1986, between the City of Minneapolis and the Department of the Army ("Army"), Minneapolis took responsibility to "operate, maintain and rehabilitate" the

Flood Control Project. At about the same time, Minneapolis entered into contracts with the upstream cities in the Commission. Under those agreements the cities where the flood control improvements were located agreed to take ownership of those improvements and maintain them. It was apparently contemplated that this responsibility might be assumed in the future by the Commission because the agreements stated that the maintenance required could be changed if the Commission was given authority to take on such maintenance and the Commission ordered it. In addition, the Army's Operation and Maintenance Manual for the Flood Control Project states that the "City of Minneapolis has assigned the tasks for operation and maintenance to the Chairman of the Bassett Creek Water Management Commission." However, staff has not been able to locate any document that shows the city assigning this responsibility to the Commission or the Commission legally assuming such responsibility.

However, although there has been no formal, binding commitment by the Commission to maintain the Flood Control Project, the Commission has indicated an intent to do so. At a special meeting on November 13, 2001, the Commission considered maintenance of the Flood Control Project as a part of what would become the 2004 Watershed Management Plan. The Commission decided to use some of the remaining funds from the original Flood Control Project construction to fund 1) an emergency repair fund for the Flood Control Project (\$500,000) and 2) a Long Term Maintenance Fund (\$335,000 plus an annual assessment of \$25,000). The Commission described the responsibilities it intended to take on for the Flood Control Project in Section 5.2.2.1 of its 2004 Watershed Management Plan as more fully described in the Barr Memorandum of October 31, 2013. That Memorandum also explains the Commission Engineer's understanding of how the 2004 Plan language applies to specific flood control facilities and raises some questions about areas where the intent of the Plan is unclear.

During discussions of maintenance responsibilities as part of the next generation planning process, the question was raised whether the statements in the 2004 Plan about the Commission's intent to undertake these maintenance tasks "trumps" the original existing contracts between the Army and Minneapolis and between Minneapolis and the other cities. The Plan is not a binding contract and does not relieve the cities of their existing contractual obligations. If the Commission fails to maintain facilities as stated in the Plan, the cities will still be obligated to do so.

The Commission could enter into contracts with Minneapolis and the other cities taking on the responsibilities for the Flood Control Project facilities that the cities assumed under the original 1986 contracts. If this were done, the cities could look to the Commission to meet their obligations under the 1986 contracts. However, the Commission's obligation would be meaningful only as long as the Commission is in existence, and its current joint powers agreement expires on January 1, 2015. If the Commission ceases to exist and a watershed district is formed, that entity would not be required to assume the contractual obligations of the Commission.

The member cities could enter into a separate joint powers agreement providing for the creation of a separate joint powers organization that would assume the cities' responsibilities to maintain

the Flood Control Project if the Commission ceased to exist and providing a means of funding that separate joint powers organization's assumed maintenance responsibilities.

Unless separate contractual commitments of some kind are made, the member cities will continue to have the maintenance responsibilities they assumed under the 1986 contracts. However, this in no way restrains the Commission from continuing to take on maintenance responsibility in accordance with its 2004 Plan, and the Plan currently under development, if it wishes to do so.

III. ALLOCATING MAINTENANCE RESPONSIBILITIES

A. Flood Control Facility Maintenance

Maintenance is required on all flood control facilities, whether or not they were constructed as a part of the Flood Control Project. Functionally, a pond that stores four acre-feet of water constructed before (or after) the Flood Control Project can provide the same flood control benefits as a pond of the same capacity constructed as a part of the Flood Control Project. In terms of function or benefit to the watershed, there is no reason to treat Flood Control Project facilities differently with respect to maintenance than other facilities that serve the same functions.

There is one practical reason, however, for treating the Flood Control Project facilities differently. That is the Flood Control Emergency Repair Project Fund (Emergency Fund) and the Flood Control Project Long Term Maintenance Fund (Long Term Maintenance Fund) which includes money left over from the original Flood Control Project that was contributed by the member cities specifically for that project. The Long Term Maintenance fund also includes \$25,000 in annual contributions from the member cities since 2001. To date those remaining monies and contributions have been spent primarily for the Flood Control Project and facilities that were constructed as a part of that project. However, there have been some exceptions. The Commission funded the 2012 Sweeney Lake Outlet project, which was not a part of the Flood Control Project, and the Commission authorized the use of the Long Term Maintenance Fund for the cost of the 2012 P8 and XP SWMM modeling projects (although costs have not yet been deducted from that fund). The current balance of the Emergency and the Long Term Maintenance Funds, combined, is \$1,059,806.67 and would be \$989,806.67 if the modeling project costs were deducted.

The Commission may wish to consider whether maintenance of the Flood Control Project will be continued in the same way after the remaining funds from the Flood Control Project are expended.

B. Water Quality Facility Maintenance

Most of the money spent by the Commission on water quality facilities has been for initial construction of the facilities, while maintenance costs have been the responsibility of the cities

within which the projects are located. However, there are exceptions. One is the Plymouth Creek Fish barrier, which was intended to reduce the population of rough fish in Medicine Lake and which has been maintained by the Commission in the past. Another is the \$25,000 per year contribution by the Commission to the Creek and Streambank Trunk System Maintenance Repair and Sediment Removal (Channel Maintenance) Fund for stream bank maintenance projects (which is not maintenance of prior Commission CIP projects). Another is that the Commission has modified its standard contract terms relating to maintenance for some recent projects. Most of the cooperative agreements for construction of water quality projects with Commission funds have required the responsible city to own and maintain the facilities. However, recent contracts with Golden Valley have either limited the explicit obligation of the city to "routine maintenance" or, as in the case of the contract for the Wirth Lake Outlet Modification project, explicitly made the Commission responsible for major maintenance, defined as including replacement of any of the major structural components of the project.

C. Development of Criteria for Commission Participation in Maintenance

The Commission has developed criteria, which it continues to re-evaluate and refine, to be used in the determination of what water quality projects it should pay to construct. It would be reasonable also to develop criteria to be used in the determination of what water quality facilities and what flood control facilities the Commission should maintain. To some extent, different criteria will be appropriate for different categories of facilities. As a start, the categories might include:

1. Flood Control Facilities
 - A. Flood Control Project
 - i. Maintenance using existing Flood Control Project funds
 - ii. Maintenance after original Flood Control Projects funds are expended
 - B. Flood Control Facilities Constructed with City Funds
 - C. Flood Control Facilities Other than the Flood Control Project that are Constructed with Commission Funds
2. Water Quality Facilities
 - A. Facilities Funded with Commission Funds
 - B. Facilities Funded with City Funds

There may be some kind of projects that will not fit neatly into these categories, stream bank maintenance or restoration as an example.

Over the years a number of arguments and observations have been made about the sharing of maintenance responsibilities. These include:

1. The Commission has decided that certain projects have sufficient watershed-wide benefits or importance that the construction of these projects should be funded by the

Commission. The same factors that led to that decision may militate in favor of Commission participation in maintenance costs for those projects.

2. In both flood control and water quality, there may be many alternate means of addressing the Commission's goals. For example, the TMDL obligations of several cities can be met either by constructing multiple local facilities higher in the watershed or by acting in concert and constructing a larger, more cost-effective facility downstream. Member cities report construction of water quality improvements funded by the Commission in their MS4 reports. Likewise, the Flood Control Project was designed to address flooding problems in the most cost-effective way using best engineering practices on a watershed-wide basis rather than being designed to spread the elements of the project among the cities in a way that would result in the most equitable maintenance burdens. Where flood control facilities or water quality facilities benefit a number of municipalities and help to meet the legal obligations of a number of municipalities, it may not be fair to the host city to burden it alone with the costs of maintenance of such facilities.
3. Surface water management facilities constructed without Commission funds may serve the same functions as facilities constructed with Commission funds. Although it is probably not reasonable to revisit contribution of costs for initial construction, these facilities could be considered for shared maintenance expenses.

D. Definition of Maintenance Obligations

The continuing costs of maintaining existing facilities may include inspection, cleaning, testing, maintenance, routine and major repairs and partial or complete replacement. None of these terms have a precise or universal meaning that can be used for all projects. If either a city or the Commission is solely responsible for all maintenance and repair of a given facility, it is not necessary to define the precise extent of each part of maintenance. However, if responsibility is shared, the definition of each party's obligations becomes more important and more difficult. It becomes difficult, for example, to define where minor maintenance ends and major maintenance begins or when replacement is necessary as opposed to major repair. And it is often the case that diligent maintenance makes for less frequent major repairs and may forestall the need for replacement for long periods of time.

E. Possible Interim Steps in Developing Maintenance Participation Policies

It may not be reasonably possible to develop a comprehensive policy to address all maintenance questions, particularly in the timeframe for completion of the next generation plan. The Commission could consider less ambitious approaches. One would be to deal only with the Flood Control Project maintenance at this time and identify the development of policies on Commission participation in maintenance of other facilities as tasks to be completed on some reasonable, specified schedule during the life of the Plan. Another would be to leave responsibility for maintenance with the host city of a facility and respond to requests from cities for maintenance and repair funds on a case-by-case basis, much as it currently does with requests

Bassett Creek Commissioners Memorandum
January 13, 2014
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for allocation of stream bank maintenance funds and as it did for the Sweeney Lake Outlet Project.



Bassett Creek Watershed Management Commission

Next Generation Plan Steering Committee Meeting Notes

4:30 p.m ~ Tuesday February 11, 2014
Golden Valley City Hall

Feb 11th Attendees: Committee Chair Linda Loomis; Commissioners Michael Welch and Clint Carlson; Alternate Commissioner Pat Crough; TAC members Jeff Oliver, Derek Asche and Joe Fox; Engineers Karen Chandler and Jim Herbert; Administrator Laura Jester

1. Call Meeting to Order

Chair Loomis called the meeting to order at approximately 4:35 p.m.

2. Approve Meeting Notes from January 27, 2014 Plan Steering Committee Meeting

There were no suggested changes to the notes from the January 27, 2014 meeting. Consensus to accept the notes as presented.

3. Review Draft Table of Priority Water Body Classification and Applicable Water Quality Standards

Engineer Chandler presented the draft table of proposed classifications and water quality standards for priority waterbodies. She noted the standards were simple and based on existing or proposed State standards. There was discussion and it was noted that the draft watershed plan also includes a non-degradation policy so if a waterbody is already meeting standards, but begins to decline, action would be taken. The point was made that the Commission and cities know more about current and potential water quality of individual waterbodies. There was also discussion about existing vs. State proposed water quality standards. That distinction will be made in the table, which could be altered once standards are fully promulgated in law.

4. Review Re-revised Draft Policies for Water Quality and Flooding and Rate Control

Policies #1 - #3 are okay as written.

Policy #4: A portion of the draft policy will be re-written to: "The BCWMC will not pursue water quality improvement projects in which the primary benefit to be achieved is recreational, nor manage nor manage increased growths of aquatic vegetation resulting from improved water quality."

Additionally, a discussion with the Commission is warranted and will be included on the next workshop agenda regarding management of aquatic invasive species.

Policy #5: okay as written

Policy #6: Administrator Jester presented a table listing current CIP project costs that are eligible and ineligible for reimbursement by the Commission to cities. Currently costs ineligible for

reimbursement include property acquisition and easement acquisition. Oliver and Asche noted that some projects cannot happen if acquisitions cannot be made and those costs are usually too much for the city to handle. Therefore, the project cannot move forward. Similarly, clean-up of contaminated soils and groundwater remediation currently cannot be reimbursed and could also stop a project for lack of funding. (And, contaminated soils can sometimes be a surprise.) There was consensus that the Commission should know the total project cost to determine if the project cost is worth the pollutant removal benefit.

Commissioner Welch indicated he was uncomfortable with the Commission paying such large sums for projects they do not explicitly direct.

There was a long and detailed discussion within the group regarding the fundamental way the Commission implements projects. Currently, the Commission agrees to include projects in their CIP and asks the County to levy taxes on their behalf each year to implement the projects. Then the Commission enters into agreements with the city where the project is located to perform the feasibility study, design the project, and install the project. The city then requests reimbursement from the Commission. Commissioner Welch does not believe the Commission knows enough about the projects, how they are constructed, and how they turn out.

There was consensus that more and better communication is needed to help Commissioners understand the projects and for the Commission Engineer to be more involved in reviewing feasibility studies and reviewing the project results at the end. Administrator Jester noted that she, the Commission Engineer, and city staff have been working on improving this process already and that Commissioners will be asked to discuss changes to the process at the February and March Commission meetings. She acknowledged there was a very different structure/process for CIP implementation that could be implemented, but thought there was enough room for improvement within the current system.

Oliver noted that the Commission *is* the cities – there would be no Commission if it weren't for a JPA among all cities. Oliver noted that the Commission will never own the projects; the cities are responsible for their long-term maintenance. Asche noted that perhaps more Commissioner involvement with the projects from the beginning (such as attending meetings with residents) could help Commissioners feel more comfortable with the projects and have a better understanding of the projects. Welch admitted a Commission-led CIP implementation process would be more time consuming for Commission staff. He reiterated that Commissioners are office holders responsible for efficiently and effectively spending about \$1 million dollars per year. They need more information about the projects being implemented. He indicated his solution wasn't necessarily a completely different system and noted that the current process is improving.

For now, the group agreed to keep the current list of eligible project costs, with the exception of wetland mitigation or replacement which would be moved to the other column in the table. The other column in the table will be titled "Other project costs that will be considered for whole or partial reimbursement on a project by project basis."

Policy #7: Okay as written.

Meeting adjourned at 6:10 p.m. and was to resume on February 24, 2014. However, there were not enough committee members present on 2/24 to hold a meeting. Next meeting scheduled for March 10th at 4:30 p.m.



Bassett Creek Watershed Management Commission

Item 6Ei
BCWMC 3-20-14

Medicine Lake Stakeholder Meeting

Tuesday March 4, 2014

6:30 – 9:00 p.m.

Plymouth City Hall

Results of Small Group Breakout Discussions

Questions posed to each of four small groups

(Each group included representatives from various stakeholder groups; given approximately 30 minutes to discuss)

1. Who will make the final decision regarding how Medicine Lake water levels are managed? What will help them make a fair, well-informed decision?
2. Who is responsible for improving or protecting the quality and values of Medicine Lake? What is needed to help them do that?
3. What are reasonable next steps?

Responses – Group A

1. People will help influence the decision. Property owners, local units of government, stakeholders, lake users (boaters, fisherman, swimmers), downstream users. Needed: all the required studies, scientific data and lake modeling.
2. Shoreline property owners, those who recreate, watershed residents, downstream, government entities (MPCA, EPA, BCWMC, cities). Needed: Money, public input, hydrologic and environmental studies.
3. Who leads the charge? Identify and secure majority of all property owners. (Who is majority?) Hydrologic studies – who pays? Surveys, environmental assessments.

Responses – Group B

1. If run-out elevation is changed, then DNR. If run-out elevation is not changed (with installation of variable weir), then still DNR. Needed: Hydrologic and hydraulic information to define effects of changes in outlet structure and/or effects on upstream and downstream areas; includes survey information to get elevation of potentially affected structures/properties; elevations and sensitivity of environmental elements of Medicine Lake (plants, shoreline, animals, etc.)
2. Everyone is responsible. Needed: Money; good technical information (internal loading rates and alum doses to control); aquatic plan management strategy; how much external load reduction is needed and how much has been achieved?; prevention measures to reduce risk of aquatic invasive species infestations; establish partnerships.
3. Comprehensive inspection of all inbound boats and water-borne structures. Updated aquatic plant management plan.

Responses – Group C

1. Not any one entity – combination of stakeholders and DNR final say. Ultimately, BCWMC and Hennepin County need to check boxes – DNR will defer to them. Needed: Data; answer to question: can you design a structure?
2. Everyone is responsible. Needed: education of all stakeholders, money, data, engagement
3. Water quality seems at right spot. For dam level: is it possible to retain water during dry times (engineering question)? What is owners' position on issue (Hennepin County) – would they transfer ownership? Committee of interested persons.

Responses – Group D

1. DNR, cities, BCWMC (or watershed district if one is formed). Needed: Facts on how it will affect the lake and surrounding areas. Need to prioritize which issue is most important: health of lake, recreational use, flooding. Need to know who pays.
2. No response (due to time constraints)
3. Prioritize issue of improving the lake. Hydrologic study.



Bassett Creek Watershed Management Commission

Item 6Ei
BCWMC 3-20-14

Medicine Lake Stakeholder Meeting

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Comments and questions left on note cards at end of meeting with “lingering thoughts or questions” (The real question is....; What I should have said is.....; I’m afraid that.....)

- What are further conservation measures which can be taken to avoid low water? We need solid information on variable weirs and effects thereof, not speculation. Will it really affect land in the floodplain if managed properly? (*Blue card: Med Lake Resident*)
- Bassett Creek WMC is a taxing authority, then refuses to listen to the people that it taxes. (*Blue card: Med Lake Resident*)
- K. Chandler presentation indicated the impact to the floodplain of an adjustable weir is unknown. What amount of time and money would be needed to definitively answer the question using a number of scenarios for height and width of weir? (*Blue card: Med Lake Resident*)
- Does a variable weir change the run-out elevation according to the DNR definition? (*Blue card: Med Lake Resident*)
- The real question is: What is really important to residents on Medicine Lake? Is it water quality, invasive species, aesthetics, aspects of recreation (fishing, boating, swimming)? (*Pink card: Plymouth Resident*)
- How can we add oxygen to the bottom of the water – financially and practically? Would it help the “health” of the water? (*White card: affiliated with BCWMC*)
- Can we raise the water level of Medicine Lake by building retaining walls for those buildings affected? (*White card: affiliated with BCWMC*)
- The real question: Is this proposal to increase lake level dead in the water before it really gets going because 1 or 2 impacted homeowners will not sign a flowage easement regardless of the merits of the project? (*Green card: state, county, or local government*)

Linking Land Use to Clean Water

Making the Connection for Community Leaders

Item 6H

BCWMC 3-20-14

Save the Dates: 2014 Workshops

Introduction to Linking Land Use to Clean Water Workshops

May 8: Edina location | May 14: Excelsior location

July 23: Workshop on the water—Lake Minnetonka

September 25: Bus tour of projects in the community

All workshops will be approximately 5:00 to 9:00 pm

NEMO – NONPOINT EDUCATION FOR MUNICIPAL OFFICIALS



UNIVERSITY OF MINNESOTA | EXTENSION

Linking Land Use to Clean Water – Making the Connection for Community Leaders

An invitation to elected and appointed officials including city council members, planning commission members, park board members, watershed advisory board members, and other city and community leaders.

The May 8th and May 14th (5:00—9:00 pm) workshops will provide recent science and information on: **the connections between land use decisions and the management of stormwater runoff, impervious surfaces, and nonpoint source pollutants; available technical and financial resources; and groundwater concerns facing Minnesota communities.**

Communities invited include:

Belle Plaine	Bloomington	Carver	Chanhassen	Chaska
Cologne	Crystal	Deephaven	Eden Prairie	Edina
Excelsior	Golden Valley	Greenwood	Hopkins	Independence
Laketown Township	Long Lake	Maple Plain	Mayer	Medina
Medicine Lake	Minneapolis	Minnetonka	Minnetonka Beach	Minnetrista
Mound	New Germany	New Hope	Norwood Young America	Orono
Plymouth	Richfield	Robbinsdale	Shorewood	Spring Park
St. Bonifacius	St. Louis Park	Tonka Bay	Victoria	Waconia
Watertown	Wayzata	Woodland		

Workshops presented by University of Minnesota in cooperation with:

Bassett Creek Watershed Management Commission, Carver Water Management Organization, Minnehaha Creek Watershed District, Nine Mile Creek Watershed District and the Riley-Purgatory-Bluff Creek Watershed District

More information and registration available after April 1st

www.northlandnemo.org



Bassett Creek Watershed Management Commission

MEMO

Date: March 13, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: Administrator's Report

There continues to be a lot going on with the Commission! Since the February Commission meeting, I spent time coordinating and attending various meetings, and responding to issues including correspondence and coordination for the following:

- Coordinating the Medicine Lake Stakeholder meeting; recording meeting results, gathering presentations, requesting posting on website
- Preparing agenda, distributing materials, and attending Plan Steering Committee meeting
- Assisting with preparation of agenda, attending, and drafting meeting minutes for TAC meeting
- Finalizing memo to Met Council regarding 2014 CAMP monitoring
- Tracking down and requesting re-issuance WOMP grant reimbursements never received in 2013 or 2014
- Assisting with coordination of CIP project reviews and maintaining CIP process timeline
- Coordinating with BWSR and Hennepin County regarding major plan amendment process; distributing major plan amendment to agencies and cities
- Meeting with Ted Hoshal and Hedberg Maps re: watershed map
- Preparing for March Commission meeting including drafting agenda, compiling materials, and reviewing invoices, contracts, technical memos, etc.

The following table provides detail on my activities February 1 - 28.

Administration – Correspondence, informational meetings, general administration:

Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, J. Fox, K. Chandler, A. Herbert, C. LeFevre, G. Black, D. Asche, M. Welch, T. Hoshal, J. de Lambert, C. Carlson, residents, developers, Hennepin County, state agencies

Coordination of various projects, meetings, and programs including soliciting volunteers (in some cities) and gathering contact information for 2014 CAMP volunteers; developing and distributing major Plan Amendment materials to review agencies; requesting/receiving 2014 WMWA agreement; reviewing Sweeney Lake TMDL and corresponding with concerned resident and Golden Valley staff; attending internal meeting regarding next steps with Schaper Pond; coordinating official response to draft 2014 Impaired Waters List; assisting with preparation of March TAC meeting agenda and materials; gathering updates on NEMO program and watershed map project; preparing for Medicine Lake Stakeholder meeting – finalizing agenda, finding and coordinating with facilitator, coordinating speakers and venue, distributing official meeting announcement
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Administration – Meeting attendance:

2/11/14 Meet with GV staff and resident re: Sweeney Lake TMDL Implementation
2/11/14 WMWA Meeting
2/20/14 Commission Meeting

Administration – Preparing agendas, meeting materials, meeting notes, follow up:

Develop meeting agendas and materials and review relevant documents for BCWMC meeting, send materials to
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Recording Secretary for distribution; review draft meeting minutes, list follow up tasks
Administration – Document review and development: Review invoices and 2015 Main Stem Restoration Project Feasibility Study
Administration - Watershed Management Plan Development: Review draft policies; develop and distribute agenda and meeting materials; attend and draft meeting notes for 2/11/14 Plan Steering Committee meeting; review draft buffer policy; prepare for 3/10/14 Plan Steering Committee meeting

In the coming month, I plan to work on the following items:

- Convene Administrative, Budget and Education Committees
- Research other organizations' budget carry over policies and prepare recommendation for Commission policy
- Work to post pertinent Watershed Plan Development materials and current CIP project information online
- Continue to gather and post materials for new Commissioners
- Begin developing financial policies