



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: February 12, 2014

To: BCWMC Commissioners

From: Laura Jester, Administrator

**RE: Background information on 2/20/14 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 1/16/13 Commission Meeting - ACTION ITEM with attachment
  - B. Approval of Financial Reports - ACTION ITEM with attachments
    - i. Fiscal Year End Report (Feb 1, 2013 – Jan 31, 2014)
    - ii. February 2014 Financial Report
  - C. Approval of Payment of Invoices - ACTION ITEM with attachments
    - i. Keystone Waters, LLC – January 2014 Administrator Services
    - ii. Barr Engineering – January 2014 Engineering Services
    - iii. Amy Herbert – January 2014 Secretarial Services
    - iv. ACE Catering – February 2014 Meeting Refreshments
    - v. Wenck – January WOMP Station Operation
    - vi. Hennepin County – 2013 River Watch Program
    - vii. Shingle Creek WMC – Final 2013 WMWA Invoice
    - viii. Kennedy Graven – December 2013 and January 2014 Invoices
  - D. Resolution 14-03 Designating Depositories for Bassett Creek Watershed Management Commission Funds ACTION ITEM with attachment *The Commission annually designates official depositories for its funds. Staff recommends approval of the attached resolution.*
  - E. Approval to Designate Finance and Commerce as the Official News Publication of the Bassett Creek Watershed Management Commission - ACTION ITEM no attachment – *The Commission should designate a news publication for its official notices. In the past, “Finance and Commerce” has been utilized by the Commission; staff recommends making this an official designation. This does not preclude the Commission’s use of additional news publications during the course of the year.*
  - F. Approval of Agreement with Shingle Creek Watershed management Commission for Participation with West Metro Watershed Alliance - ACTION ITEM with attachment – *The Commission has been participating with WMWA since 2010. Staff recommends approving the attached agreement to continue participating and helping to fund the educational work of the WMWA.*

- G. Approval of Golden Valley Golf Course and Country Club Pedestrian Bridge Replacement - ACTION ITEM with attachment – *The Commission Engineer reviewed the proposed work to replace an existing pedestrian bridge over Bassett Creek in the Golden Valley Golf Course. Staff recommends conditional approval with comments included in the attached memo.*
- H. Approval of Golden Valley 2014 Pavement Management Plan – ACTION ITEM with attachment *The Commission Engineer reviewed the proposed 2014 Golden Valley pavement management plan which includes street reconstruction of greater than 5 acres. Staff recommends conditional approval with comments included in the attached memo.*
- I. Approval to Set TAC Meeting and Agenda for 3/6/14 – ACTION ITEM no attachment *The Technical Advisory Committee should meet on March 6<sup>th</sup>. The proposed meeting agenda includes 1) finalizing the 2016 – 2020 CIP recommendations; 2) discussing if agencies should be invited to TAC meetings; 3) [depending on outcome of item 7A below] making recommendations for XP-SWMM Phase II implementation and funding; 4) [depending if the Plan Steering Committee asks for TAC input at their 2/24 meeting] discuss possible Commission buffer standards*

## 5. ORGANIZATIONAL MEETING

- A. Appoint Officers– ACTION ITEM no attachment  
*The Commission should appoint (or reappoint) a Chair, Vice Chair, Secretary and Treasurer. Officers hold one year terms. The Secretary and Treasurer can be combined into one position. More information on the duties of the officers can be found in the bylaws here:*  
<http://www.bassettcreekwmo.org/About%20the%20watershed/BCWMC-Bylaws-Revised-Adopted20Sept2012.pdf>
- B. Appoint Committee Member – ACTION ITEM no attachment – *Committees are an important component of the Commission. Commissioners and alternate Commissioners should consider participating on at least committee. Each of the committees listed below will meet within the next two months to review various items. Non-Commissioners can also sit on Commission committees.*
- i. Administrative Services Committee – *meets as needed a few times a year*
  - ii. Budget Committee – *meets usually twice early in the year to help draft the next year's budget; will also be reviewing possible fiscal policies this year*
  - iii. Education Committee – *meets as needed a few times a year and may be asked to participate with education events*
  - iv. Next Generation Plan Steering Committee – *meets at least monthly during Plan development*
- C. Review 2013 Fiscal Year End and 2014 Budget – INFORMATIONAL ITEM with attachment – *The annual organizational meeting is a good time to review the ending financial standing of the Commission's prior fiscal year (see materials for 4Bi above). The Commission should also review and discuss the work plan and budget as we begin this fiscal year (see attachment 5C). The Commission will discuss where certain upcoming tasks should be funded through the budget.*
- D. Order Preparation of 2013 Annual Report – ACTION ITEM no attachment *The annual activity report is due to the MN Board of Water and Soil Resources by the end of May (120 days after the end of the fiscal year). Please review the 2012 Annual Report located here:*  
<http://www.bassettcreekwmo.org/Annual%20Reports/AnnualReportsHomepage.htm> *and bring your comments or suggested changes on format and information presented. The Administrator will begin preparing the annual report in collaboration with the Commission Engineer, as directed. A draft report will be presented no later than at your May meeting.*

- E. Discuss Holding Brief XP-SWMM Tutorial at Future Commission Meeting- **DISCUSSION ITEM no attachment** – *Some Commissioners or TAC members were not able to attend the XP-SWMM Tutorial in January. There has been a request to have a brief tutorial before or after a future Commission meeting. The Commission should consider this request and direct the Commission Engineer if a brief tutorial is desired.*

## 6. NEW BUSINESS

- A. Review Draft Feasibility Report for 2015 Bassett Creek Main Stem Restoration Project (2015CR) – **DISCUSSION ITEM with attachment** – *At the 11/20/13 meeting, the Commission signed a revised cooperative agreement with the City of Golden Valley for their consultant (WSB & Assoc.) to prepare a feasibility report for this project. The draft feasibility report is attached. Appendices B – F are online. The Commission should review and discuss this draft report.*
- B. Approval of Commission Engineer to Formally Review and Comment on Feasibility Studies of Commission Projects – **ACTION ITEM no attachment** *In the past, the Commission Engineer has not been given explicit direction to review and comment on feasibility studies/reports prepared for Commission projects. In order for the Commission to be better informed about the proposed project and the alternatives or options to complete the project, the Commission Engineer should review, discuss with the implementing city staff and their consulting firm, and make recommendations to the Commission for changes to the feasibility report or approval of the final report. (This is similar to the current process used to review and approve 50% and 90% project plans.) Staff is recommending that the Commission Engineer be directed to review the feasibility report presented above and all future feasibility reports. Funding for these reviews would be built into the overall project costs. Review of projects already levied (such as the project above) could come from the project budget (which could be supplanted in the future with funds from reserves or the closed project account, if additional funds are necessary due to the cost of the review).*
- C. Order Submittal of Major Plan Amendment to BWSR – **ACTION ITEMS with attachment** *A major amendment to the Commission's 2004 watershed management plan is necessary to add the 2015 Main Stem of Bassett Creek Restoration project to the CIP list. The timing of this process is such that the plan amendment request should be forwarded to the BWSR and review agencies as soon as possible. This will ensure that a levy request to the County can be made on the appropriate timeline. Staff recommends that they be directed to finalize and submit the attached materials with the Vice Chair's signature.*
- D. Decide on Participation in 2014 Education and Outreach Events– **ACTION ITEM no attachments** *Staff is seeking direction on when and if the Commission would like to participate in various community outreach events. In the past, former Commissioner Hoshal put much time and effort into preparing for and attending some of the following events. Do Commissioners wish to volunteer to do the same this year? Should the Administrator represent the Commission at some of these events?*  
*April 11 – 12 Plymouth Yard and Garden Expo combined with Environmental Quality Fair*  
*May 17 Earth Day and Arbor Day Celebration at Westwood Nature Center*  
*June 4 Minnetonka Native Plant Market and Eco Fun Fest*  
*June 12-14 St. Louis Parktacular*  
*June 14 AMLAC's Medicine Lake Walk About*  
*September 13 Golden Valley Days*  
*June – September Farmers Markets in New Hope, Golden Valley, Plymouth*

- E. Discuss Recognition of Volunteers – **DISCUSSION ITEM no attachments** *Staff will bring ideas for recognizing Commission volunteers to the meeting.*
- F. Consider Participating in 2014 West Metro Region Watersheds NEMO (Non-point Education for Municipal Officials) Program **ACTION ITEM with attachment** *The U of M Extension is bringing a NEMO program to west metro communities in collaboration with several watershed organizations. They are extending an invitation to the BCWMC to be involved in helping develop the programs (tailored to the west metro communities) and/or to help by inviting local officials to participate. Some financial assistance is also requested. This is an excellent opportunity to offer education to local officials on water resources. Please see materials enclosed. The Commission should decide on their level of involvement in the program.*
- G. Consider Request for Financial Support of Annual Children's Water Festival – **ACTION ITEM with attachment** *Each year, the Children's Water Festival educates hundreds of 5<sup>th</sup> graders throughout the metro area through an interactive station-based learning program. Schools in the BCWMC have participated in the past and will likely participate this year. The program costs are rising and watershed organizations are being asked to help fund the program. Staff recommends offering funding assistance of \$350 from the Watershed Partnerships or Education and Outreach budget lines (to be determined after consultation with the Education Committee).*

## 7. OLD BUSINESS

- A. Consider Funding Options for XP-SWMM Phase II – **DISCUSSION ITEM with attachment** *At the 11/20/13 meeting, the Commission requested that staff bring options for the implementation (timing) and funding to develop Phase II of the XP-SWMM model. The attached memo provides some options for moving forward if the Commission chooses.*
- B. Update on Next Generation Plan Development – **INFORMATION ITEM with attachment** *Work continues on policy development through the Plan Steering Committee. Meeting notes from their 1/27/14 meeting are attached. The committee also met on 2/11/14 and is continuing that meeting to 2/24/14. Staff will briefly update the Commission on progress. A Commission workshop is likely to be scheduled for March or early April.*
- C. Update on Medicine Lake Water Level Issue – **DISCUSSION ITEM with attachments**
  - i. Guest Column in 1/30/14 Plymouth Sun Sailor – *As directed at the 1/16/14 Commission meeting, the Administrator submitted a guest column to the Sun Sailor outlining the Commission's process in facilitating a discussion of Medicine Lake issues (see attached).*
  - ii. Draft Agenda for 3/4/14 Stakeholder Meeting – *As part of the Commission's process to facilitate discussion, a meeting of all stakeholders in this issue is planned for March 4<sup>th</sup>, 6:30 p.m. at Plymouth City Hall. The Commission should discuss the draft agenda attached. The Commission Administrator continues to seek a facilitator to lead the meeting.*
- D. Consider Distributing Joint Powers Agreement Amendment for Official Signatures – **ACTION ITEM with attachment** *Last year, the Commission distributed to cities a proposed amendment to the Joint Powers Agreement extending its term to January 1, 2025. The current JPA expires at the end of this year. No cities had recommendations for changes to the JPA and all but the City of Medicine Lake agreed that an extension of the term was agreeable. Staff recommends distributing an official request for signatures on the JPA amendment (attached).*

## **8. COMMUNICATIONS – INFORMATIONAL ITEMS with attachments**

- A. Administrator's Report – *Report is attached*
- B. Chair
- C. Commissioners
- D. Committees
- E. Legal Counsel
- F. Engineer - *Attached is the final report for the 2011 Clean Water Fund Grant recently submitted to the State. This grant is now officially closed out. The Commission Engineer will also update the Commission on comments submitted to the State on the draft 2014 Impaired Waters List.*

## **9. INFORMATION ONLY – INFORMATION ITEMS with documents online**

- A. 2013 River Watch Report
- B. Golden Valley City News – water articles pages 5 and 7  
<http://www.goldenvalleymn.gov/news/publications/citynews/index.php>
- C. WCA Notices of Decision, Plymouth
- D. Grant Tracking Summary and Spreadsheet
- E. Mississippi River Forum 2/21/14 <http://www.nps.gov/miss/naturescience/riverforum.htm>
- F. 2014 Watershed Summit 2/22/14
- G. January 2014 WMWA Meeting Minutes
- H. February Water Links WMWA Newsletter  
<http://content.govdelivery.com/accounts/MNHENNE/bulletins/a3020a>
- I. [BWSR Request for Comments on "One Watershed One Plan" by 2/28/14](#)

## **10. ADJOURNMENT**

### **Upcoming Meetings**

- Informational Public Meeting on Bassett Creek Restoration Project in Minneapolis/Wirth Park: February 22; 10:30 a.m.; Theodore Wirth Picnic Pavilion at 3275 Glenwood Ave, Golden Valley
- Next Gen Plan Steering Committee: Monday February 24, 4:30 – 6:30 p.m. Golden Valley City Hall
- Briarwood-Dawnview Pond Project Open House: February 27; 6:00 – 7:30 p.m.; Golden Valley City Hall; Council Conference Room
- Medicine Lake Stakeholder Meeting: March 4; 6:30 p.m.; Plymouth City Hall
- TAC Meeting: Thursday March 6; 1:30 – 3:30 p.m.; Golden Valley City Hall
- Regular Commission Meeting: Thursday March 20; 8:30 a.m.; Golden Valley City Hall