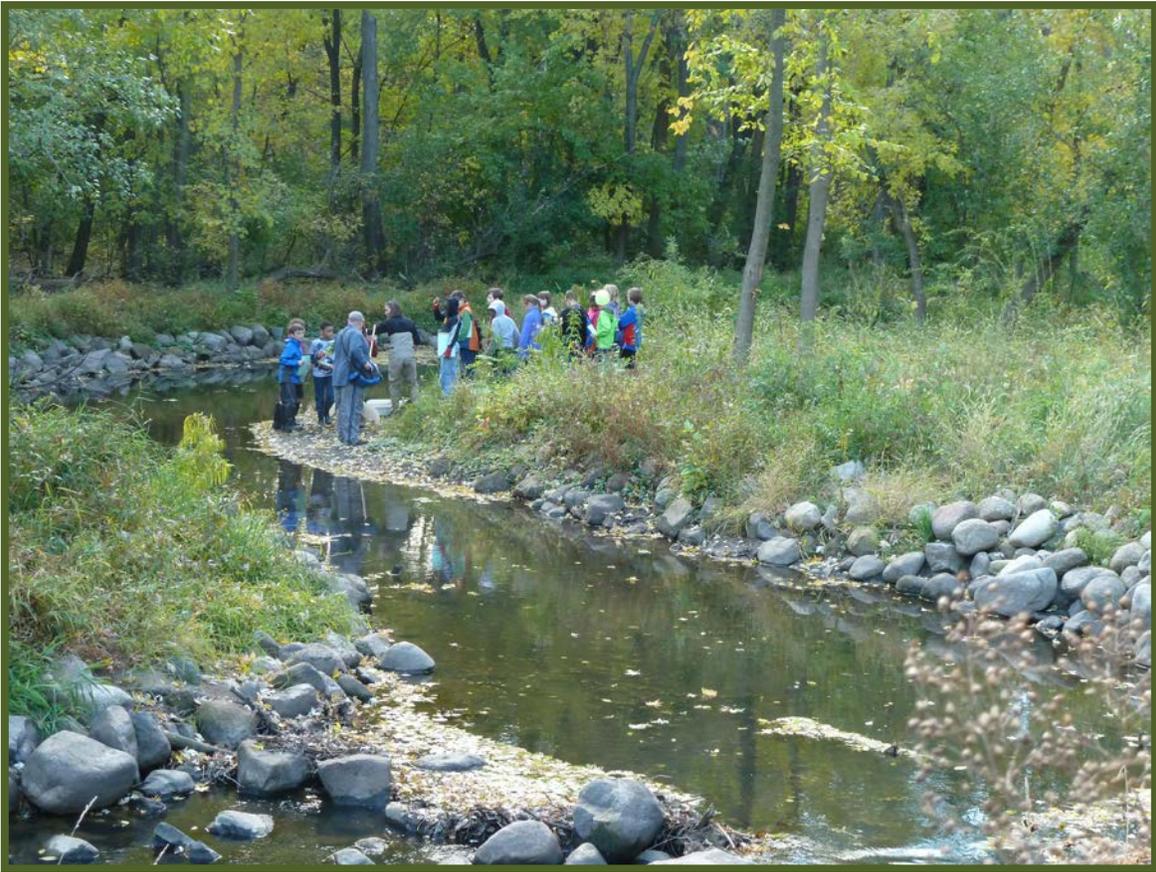


# Bassett Creek Watershed Management Commission



## 2014 Annual Report

Crystal • Golden Valley • Medicine Lake • Minneapolis  
Minnetonka • New Hope • Plymouth • Robbinsdale • St. Louis Park



May 2015

# Bassett Creek Watershed Management Commission 2014 Annual Report

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Cover photo: Students gathered to collect data on Bassett Creek through River Watch Program, Golden Valley

# Bassett Creek Watershed Management Commission (BCWMC)



## Executive Summary: 2014 Annual Report

### BCWMC's 2014 Activities & Achievements

The Executive Summary highlights the Bassett Creek Watershed Management Commission's work and accomplishments during its fiscal year 2014 (February 1, 2014 - January 31, 2015) in the following areas: capital improvements program, water quality activities, education activities, and the Next Generation Watershed Management Plan, which is being developed for approval and adoption in 2015. The BCWMC's activities and projects are guided by its *Watershed Management Plan (Plan)*. The most recent version of its *Plan* was approved by BWSR and adopted by the BCWMC in 2004.

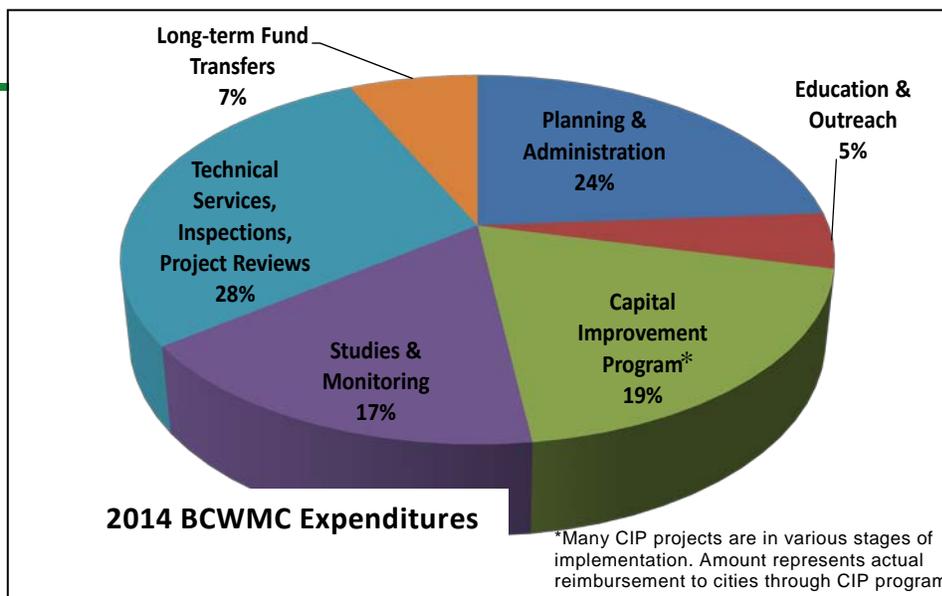
### Capital Improvements Program (CIP)

The BCWMC continued to implement its capital improvements program. The 2014 achievements included:

- Restoration of the Bassett Creek Main Stem from Golden Valley Rd. to Irving Avenue N. (Cedar Lake Rd.) in Theodore Wirth Park in Minneapolis and Golden Valley. This project is partially funded by a Clean Water Land & Legacy Funds through a MN Board of Water & Soil Resources grant. Work included development of restoration plans and work along the creek to stabilize banks, reduce erosion, and improve habitat.
- Construction of the Briarwood/Dawnview Water Quality Improvement Project in Golden Valley. This project included construction of a stormwater pond to capture runoff from 184 acres of residential properties. Project plans were developed and approved in 2014 and construction began in January 2015.
- Planning for the Schaper Pond Diversion Project in Golden Valley. This project will modify Schaper Pond, immediately upstream of Sweeney Lake to improve the pond's ability to remove phosphorus and help meet the Sweeney Lake TMDL. In 2014, the BCWMC and the city of Golden Valley worked with the MN Department of Natural Resources and the MN Pollution Control Agency to determine permitting needs and other requirements. Initial project plans were approved in December 2014 and the project will be constructed in 2015.
- Initial planning for the Bassett Creek Main Stem Restoration Project from 10<sup>th</sup> Avenue to Duluth Street in Golden Valley. The project will restore approximately 1.8 miles streambanks to reduce erosion and improve stream habitat.

### Budget

In FY 2014, the BCWMC spent approximately \$580,000 on activities and programs. Another \$138,000 was spent on projects implemented through its capital improvement program (CIP). (As noted above, many CIP projects are in various stages of implementation. This amount was reimbursed to cities through CIP program.) For an itemization or more information on the BCWMC's 2014 expenditures, see the Financial Information in Appendix A of the annual report.



*The Bassett Creek Watershed Management Commission (BCWMC) is governed by a board composed of representatives from each of the nine member cities: Crystal Golden Valley Medicine Lake Minneapolis Minnetonka New Hope Plymouth St. Louis Park and Robbinsdale. Representatives are appointed by their cities and serve three-year terms on the board.*



## Water Quality Activities

In 2014, the BCWMC implemented the following water quality activities:

- Monitored Sweeney Lake and Twin Lake for water quality, plankton, and aquatic plants
- Participated in Metropolitan Council Environmental Services' Citizen-Assisted Monitoring Program (CAMP) for six lakes
- Performed continuous stream monitoring on Bassett Creek, in cooperation with the Metropolitan Council Environmental Services
- Provided funding for the Hennepin County's River Watch program which educates and uses high school students to collect benthic invertebrates, indicators of stream health, from various site along Bassett Creek



## Education Activities

In 2014, the BCWMC implemented the following education-related activities:

- Collaborated with the West Metro Water Alliance, a consortium of several watershed organizations, Hennepin County, the Freshwater Society, Three Rivers Park District, and several cities that collaborate on education efforts.
- Designed and printed a map of the Bassett Creek watershed that includes educational information such as watershed facts and best practices.
- Provided watershed education to the public at the following events - Plymouth Yard/Garden Expo and Golden Valley Arts and Music Festival.
- Provided native plant seed packets at watershed education events and at displays in member city halls.
- Provided financial support and participated in the Non-point Education for Municipal Officials program (NEMO) for west metro officials including a series of 3 workshops.
- Partnered with Metro Blooms, local programs that educate homeowners on ways to reduce runoff from home yardscapes including installing raingardens.
- Provided financial support to Metro WaterShed Partners for their "Let's Keep Them Clean" media campaign and the Children's Water Festival.

## "Next Generation" Watershed Plan Development

- Continued to develop policies, requirements for developments, and implementation actions/projects for the 2015 Watershed Management Plan through monthly meetings of the Plan Steering Committee and workshops with the full Commission, state review agencies, and partnering organizations.
- Submitted the draft Plan for a 60-day comment period in November 2014.
- Final plan approval and adoption is expected later summer 2015.

# I. Annual Activity Report

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This annual report covers the Bassett Creek Watershed Management Commission's (BCWMC) activities for fiscal year 2014 (February 1, 2014—January 31, 2015). The BCWMC Annual Report was prepared to meet the Annual Reporting Requirements as set forth in Minnesota Rules Chapter 8410.0150, subparts 1, 2, and 3.

## A. 2014 Commissioners

<b>Municipality / Term Expiration</b>	<b>Commissioners</b>	<b>Alternates</b>
<b>Crystal</b>  February 1, 2018	Guy Mueller, Vice Chair 2703 Brookridge Avenue N. Crystal, MN 55422 763-218-6418 <a href="mailto:guymueller1@gmail.com">guymueller1@gmail.com</a>	Vacant
<b>Golden Valley</b>  February 1, 2018	Stacy Hoschka, Treasurer 6400 Golden Valley Road Golden Valley, MN 55427 763-529-4723 <a href="mailto:Harwell.hoschka@gmail.com">Harwell.hoschka@gmail.com</a>	Jane McDonald Black 924 Adeline Lane North Golden Valley, MN 55422 763-521-1351 <a href="mailto:janemcdonaldblack@gmail.com">janemcdonaldblack@gmail.com</a>
<b>Medicine Lake</b>  February 1, 2018	Clint Carlson 202 Peninsula Road Medicine Lake, MN 55441 763-242-6645 <a href="mailto:cacarlson@comcast.net">cacarlson@comcast.net</a>	John O'Toole 181 Peninsula Road Medicine Lake, MN 55441-4113 <a href="mailto:mhgo@comcast.net">mhgo@comcast.net</a>
<b>Minneapolis</b>  February 1, 2016	Michael Welch 212 Thomas Avenue S. Minneapolis, MN 55405 612-385-6885 <a href="mailto:mjewelch@gmail.com">mjewelch@gmail.com</a>	Lisa Goddard 214 Logan Avenue North Minneapolis, MN 55405 763-475-0010 <a href="mailto:lgoddard@srfconsulting.com">lgoddard@srfconsulting.com</a>
<b>Minnetonka</b>  February 1, 2016	Jacob Millner, Secretary 2300 Nottingham Court Minnetonka, MN 55305 <a href="mailto:jbmillner@gmail.com">jbmillner@gmail.com</a>	Patty Acomb 9320 46 <sup>th</sup> Ave. North Minnetonka, MN 55441 952-807-8635 <a href="mailto:pacomb@eminnetonka.com">pacomb@eminnetonka.com</a>
<b>New Hope</b>  February 1, 2016	John Elder City of New Hope 4401 Xylon Ave. N. New Hope, MN 55428 763-531-5100 <a href="mailto:jelder@ci.new-hope.mn.us">jelder@ci.new-hope.mn.us</a>	Pat Crough 9320 46 <sup>th</sup> Avenue North New Hope, MN 55428 763-533-3802 (office) 612-741-7045 (cell)
<b>Plymouth</b>  February 1, 2017	Ginny Black 11410 49 <sup>th</sup> Place North Plymouth, MN 55442 763-370-5618 <a href="mailto:ginny_bassett@yahoo.com">ginny_bassett@yahoo.com</a>	David Tobelmann 415 Sycamore Lane Plymouth, MN 55441 651-356-9226 <a href="mailto:dtobelmann@gmail.com">dtobelmann@gmail.com</a>

<b>Municipality / Term Expiration</b>	<b>Commissioners</b>	<b>Alternates</b>
<b>Robbinsdale</b>  February 1, 2017	Wayne Sicora 3706 Abbott Ave. North Robbinsdale 55422 763-532-8165 <a href="mailto:Wayne.sicora@gmail.com">Wayne.sicora@gmail.com</a>	Vacant
<b>St. Louis Park</b>  February 1, 2017	Jim de Lambert, Chair 9257 West 22 <sup>nd</sup> Lane St. Louis Park, MN 55426 763-489-3150 <a href="mailto:jimd@liesch.com">jimd@liesch.com</a>	Justin Riss (until October 2014) 3732 Penn Ave S. St. Louis Park 55426 <a href="mailto:justinriss@yahoo.com">justinriss@yahoo.com</a>

## B. BCWMC Staff and Consultants

### Administrator

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[laura.jester@keystonewaters.com](mailto:laura.jester@keystonewaters.com)

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### Bassett Creek Recording Administrator

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### Deputy Treasurer

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## C. BCWMC Goals

### Description of Overall Goals

The BCWMC's goals, as stated in its *2004 Watershed Management Plan*, fall under the categories of water quality, flood control, erosion and sediment control, stream restoration, wetland management, groundwater, public ditches, and public involvement and information. The goals are to:

- Manage the water resources of the watershed, with input from the public, so that the beneficial uses of wetlands, lakes, and streams remain available to the community.
- Improve the quality of stormwater runoff reaching the Mississippi River by reducing the nonpoint source pollution (including sediment) carried as stormwater runoff.
- Protect and enhance fish and wildlife habitat and maintain shoreland integrity.
- Reduce flooding along the Bassett Creek trunk system which is defined as:
  - a. The main channel from Medicine Lake to the Mississippi River.
  - b. The North Branch from upstream of County Road 9 to its junctions with the Main Stem near T.H. 100.
  - c. The Sweeney Lake Branch, from its source in Section 5, T29N, R21W to its junction with the Main Stem downstream of Sweeney Lake.
  - d. Plymouth Creek, from the point where it intersects with Highway 55 in Section 17, T228N, R22W to Medicine Lake, including the lake.
  - e. The designated water quantity and water quality storage facilities.
  - f. All other drains designated as trunks by the BCWMC.
- Protect human life, property, and surface water systems that could be damaged by flood events.
- Regulate stormwater runoff discharges and volumes to minimize flood problems, flood damages, and the future costs of stormwater management systems.
- Provide leadership and assist member cities with coordination of intercommunity stormwater runoff planning and design.
- Prevent erosion and sedimentation to the greatest extent possible to protect the BCWMC's water resources from increased sediment loading and associated water quality problems.

- Implement soil protection and sedimentation controls whenever necessary to maintain health, safety, and welfare.
- Implement stream restoration measures whenever necessary to maintain health, safety, and welfare.
- Maintain or enhance the natural beauty and wildlife habitat value of Bassett Creek.
- Achieve no net loss of wetlands in the BCWMC, in conformance with the Minnesota Wetland Conservation Act (WCA) and associated rules.
- Protect the quantity and quality of groundwater resources.
- Manage public ditches in a manner that recognizes their current use as urban drainage systems.
- Raise awareness of the watershed's existence and the role that the BCWMC plays in protecting water quality and preserving the watershed's health and aesthetics.
- Enable the target audiences to have confidence in the BCWMC's expertise and participate in a meaningful way in the planning process and ongoing projects conducted by the BCWMC.
- Raise awareness of the impact that individuals, businesses, and organizations have upon water quality and motivate these audiences to change personal/corporate behavior that has a negative impact on water quality and the watershed.

## D. 2014 Work Activities Completed

In addition to the activities described in the Executive Summary, the BCWMC conducted the following activities in 2014. Work associated with review of development proposals is listed in Section E. Work related to water quality monitoring is addressed in Section F.

**Capital Improvements Program (CIP)**—The BCWMC continued to implement its capital improvements program. In 2014, these achievements included:

1. Progress on CIP projects:

- Main Stem channel restoration, Golden Valley Rd. to Irving Avenue N. (Cedar Lake Rd.) in Theodore Wirth Park, in Minneapolis and Golden Valley: This project is currently underway. 90% plans were approved in March 2014, a contractor was hired in December 2014, and construction was underway by January 2015. Most of the construction occurred the winter and will be completed in 2015.
- Four Seasons Mall Area Water Quality Project in Plymouth: Although project plans were approved in 2013, this project was delayed due to significant concerns from local residents. Alternatives were evaluated in 2014. A project may get underway in 2015.
- Schaper Pond Diversion Project in Golden Valley: The project to modify Schaper Pond, immediately upstream of Sweeney Lake to improve the pond's ability to remove phosphorus and help meet the Sweeney Lake TMDL got underway. The BCWMC and the city of Golden Valley worked with the MDNR and MPCA to determine permitting needs and MS4 requirements. 50% project plans were approved in December 2014. The project will be constructed in 2015.
- Briarwood/Dawnview Water Quality Improvement Project in Golden Valley: This project to build a stormwater pond to capture runoff from 184 acres of residential properties in Golden Valley got underway in 2014. 50% and 90% project plans were approved in March and September 2014, respectively. Construction began in January 2015.
- Twin Lake Alum Treatment Project in Golden Valley: Further analysis of the 2013 fish surveys and 2014 water quality data was completed by the BCWMC Engineer. The BCWMC took action ordering the project in November 2014.
- A major plan amendment was submitted to, and approved by, BWSR and adopted by the BCWMC in 2014 to revise the BCWMC's 10-year CIP (Table 12-2):

- Adding to the Capital Improvement Program (CIP) a project for 2015 (CR2015) to restore approximately 1.8 miles of the Main Stem of Bassett Creek from 10<sup>th</sup> Avenue to Duluth Street in the City of Golden Valley.

At their September 18, 2014 meeting, the BCWMC passed resolution 14-04 approving the major plan amendment.

- At their October 16, 2014 meeting, the BCWMC passed resolution 14-06 ordering construction of the BCWMC's 2015 CIP project: Main Stem of Bassett Creek Restoration from 10<sup>th</sup> Ave. to Duluth Street in Golden Valley.

2. BWSR Clean Water Fund Grant Administration:

- a. Submitted project updates, reports, etc. for the BWSR Clean Water Fund Grants for the following BCWMC CIP projects:

- i. Main Stem channel restoration, Golden Valley Rd. to Irving Avenue N. (Cedar Lake Rd.), in Minneapolis and Golden Valley (2012 Grant)

The BCWMC's 10-year capital improvements plan and potential future water quality capital improvements plan are included in the BCWMC *Watershed Management Plan* (September 2004). The table listing the BCWMC's capital improvement projects, updated to include all of the plan amendments, is found in Appendix C.

**Watershed Management Plan**— In 2014 the BCWMC implemented its Capital Improvements Program and its annual water quality and flood control programs as described in the BCWMC's *Watershed Management Plan*. Additionally, the BCWMC undertook a major plan amendment to revise its 10-year CIP (Table 12-2):

- Adding to the Capital Improvement Program (CIP) a project for 2015 (CR2015) to restore approximately 1.8 miles of the Main Stem of Bassett Creek from 10<sup>th</sup> Avenue to Duluth Street in the City of Golden Valley.

The BCWMC held a public meeting on the proposed amendment at its June 19<sup>th</sup> meeting. At their September 18, 2014 meeting, the BCWMC passed resolution 14-04 approving the major plan amendment.

**Next Generation Watershed Management Plan**—In 2014, the BCWMC continued to develop its next generation Watershed Management Plan through the following activities:

- Twelve meetings of the Next Generation Plan Steering Committee to develop policies, requirements for development, and an implementation program
- Three workshops with the entire Commission, State review agencies, and other partners to discuss policies and development requirements
- Submittal of the 60-day review draft of the Watershed Management Plan to state review agencies, member cities, and partnering organizations including adjoining watershed organizations, Three Rivers Park District, Minneapolis Park and Recreation Board, Association of Medicine Lake Area Citizens, Friends of Northwood Lake, Friends of Bassett Creek, and the Sweeney Lake Association

**Wirth Lake Removed from Impaired Waters List** – The Wirth Lake Outlet Modification Project in Golden Valley was completed in 2013 and resulted in the removal of the lake from the 2014 Impaired Waters List. This TMDL implementation project significantly improved Wirth Lake water quality by preventing backflow of water from Bassett Creek into Wirth Lake through the installation of a concrete structure containing two rubber check valves.

**Medicine Lake Water Level Issue** – The BCWMC responded to requests from the City of Medicine Lake and the Association of Medicine Lake Area Citizens (AMLAC) to address the issue of late-summer low water levels in Medicine Lake which affects boating and other recreation. The BCWMC hosted a Medicine Lake Stakeholder Meeting in March 2014 with included a third party facilitator, presentations from several technical experts, and small group discussion on the issue. There were 36 attendees; 18 of which were lake homeowners. After further consideration, the cities of Plymouth and Medicine Lake began discussions to collaborate on a study of the issue outside of the BCWMC.

**Renewed Joint Powers Agreement** – The Joint Powers Agreement (JPA) for the BCWMC was set to expire on January 1, 2015. An amended JPA extending the term of the agreement to January 1, 2025 was approved and signed by each member city during the summer of 2014.

**Capital Improvement Project (CIP) Reserve Account** - In 2005 the BCWMC established a \$250,000 reserve fund to address shortages in available funding in any given year for construction of water quality CIP projects. The BCWMC agreed to revisit the reserve account policy each year. In 2014 the BCWMC made no changes to the policy.

**Annual Report**—The BCWMC prepared the 2013 Annual Report as set forth in the Minnesota Rules Chapter 8410.0150. The report was submitted to the Board of Water and Soil Resources and is available online at the Bassett Creek Watershed Management Commission website at <http://www.bassettcreekwmo.org>.

**Citizen Involvement**— The BCWMC encourages citizen participation, including providing an opportunity at each monthly BCWMC meeting for the Commission to hear citizen-input about agenda and non-agenda items. The BCWMC posts its meeting calendar, upcoming meeting agendas, meeting materials, and previous meeting minutes on its website ([www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)) to provide citizens an opportunity to attend BCWMC and BCWMC Committee meetings and to monitor BCWMC actions. The BCWMC notified the public and the member cities of and held public meeting on June 19, 2014 to receive comments on the proposed major plan amendment to the BCWMC's *Watershed Management Plan*. Also, the BCWMC notified the public and the member cities and held a public hearing on September 18, 2014, regarding the proposed CIP project: Main Stem of Bassett Creek Restoration from 10<sup>th</sup> Ave. to Duluth Street in Golden Valley. (See Section H below for further information on public involvement and education.)

**Water Quantity**— The BCWMC continued its lake- and stream-gauging program. The lake-gauging program consisted of collecting lake-level readings at Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), Northwood Lake and the Theodore Wirth Park storage area (upstream of the Highway 55 control structure). Lake levels were measured twice per month between April and September, and once per month outside this period. Additional lake measurements and site visits were made in response to a significant rainfall event on June 19, 2014.

The stream-gauging program consisted of periodically surveying stages or inspecting the creek during periods of high flow. The BCWMC also participated with the Metropolitan Council and Minneapolis Park and Recreation Board on the watershed outlet monitoring program (WOMP) designed to continuously monitor flow and water quality.

**Watershed Inspection** — As of the 2014 fiscal year, the BCWMC no longer performs monthly erosion control inspections of construction sites within the watershed. The watershed inspection program includes BCMWC inspection of sites or sending communications to developers, only at the request of the member cities or the Commission. No inspections were requested or performed in 2014.

**Flood Control Project Inspection** - On November 24-25, 2014, the BCWMC performed its annual flood control project inspection. The BCWMC cancelled its 2013 flood control project inspection due to budget issues. Therefore, the previous inspection took place in 2012. The conditions of the flood control features were inspected and erosion, settlement, sedimentation, and structural issues were recorded, compiled into a report,

and reported to the Commission at its January 15, 2015 meeting. The BCWMC distributed its findings and recommendations to the Minnesota Department of Natural Resources, the Army Corps of Engineers, and staff at the BCWMC member cities. The 5-year double box culvert inspection was performed on December 9-10, 2014. In cooperation with the City of Minneapolis, a separate report will be prepared during 2015 regarding the box culvert inspection.

**Development Proposals**— The BCWMC reviewed 35 development proposals in the watershed for conformance to water quality and flooding policies. As a comparison, the BCWMC reviewed 41, 37 and 32 development proposals respectively in 2013, 2012 and 2011, See Section E: Project Reviews.

**Review of Adjacent WMO Plans/Plan Amendments**— In December 2014, the BCWMC reviewed and submitted comments on the proposed plan amendment of the Mississippi WMO.

**Technical Advisory Committee**—Technical Advisory Committee meetings are open to the public and the meeting times and dates are posted on the BCWMC’s website as well as at the BCWMC’s official notice posting site of Golden Valley City Hall. The BCWMC directed its Technical Advisory Committee (TAC) to meet four times during the 2014 fiscal year (March, May, June, October) to review and work on the following items:

- Development of various provisions for the 2015 Watershed Management Plan including standards and triggers for development and redevelopment, buffer standards, and the implementation program
- Roles, Responsibilities, and Funding Mechanisms for Long term Maintenance and Replacement of Flood Control Project and other Commission-funded Surface Water Management Facilities
- Requests for use of BCWMC Channel Maintenance Funds
- Development of a detailed watershed-wide XP-SWMM model (Phase II)
- Processes and procedures for improving the CIP process and implementation

**Resolutions**—The BCWMC passed 7 resolutions in 2014. Copies of the resolutions are included in Appendix B.

**Impaired Waters and Total Maximum Daily Loads (TMDL) Studies** - The following water bodies in the Bassett Creek Watershed are listed in the Minnesota Pollution Control Agency’s (MPCA) Draft 2014 “*Inventory of Impaired Waters*”. The inventory includes listings of (1) impaired waters that require the development of a TMDL study, (2) impaired waters that have an approved TMDL study, but are not yet meeting water quality standards, and (3) impaired waters from natural causes that do not require a TMDL study. The inventory is available at the MPCA’s Impaired Waters website:

<http://www.pca.state.mn.us/water/tmdl/tmdl-303dlist.html>.

<b>Water Body (Lake/River ID #)</b>	<b>Pollutant or Stressor (Year of Listing)</b>
Bassett Creek from Medicine Lake to Mississippi River (07010206-538)	Fish bioassessments (2004) Fecal coliform (2008) Chloride (2010)
Plymouth Creek from Headwaters to Medicine Lake (07010206-526)	E. coli (2014) Chloride (2014) <sup>2</sup>
North Branch Bassett Creek from Northwood Lake to Bassett Creek (07010206-526)	E. coli (2014)
Sweeney Lake (27-0035-01)	Nutrient/Eutrophication Biological indicators (2004) Chloride (2014) <sup>2</sup>
Wirth Lake (27-0037-00)	Nutrient/Eutrophication Biological indicators (2002) <sup>3</sup> Mercury in fish tissue (1998) <sup>1</sup> Chloride (2014) <sup>2</sup>
Medicine Lake (27-0104-00)	Nutrient/Eutrophication Biological indicators (2004) Mercury in fish tissue (2004) <sup>1</sup>
Parkers Lake (27-0107-00)	Mercury in fish tissue (1998) Chloride (2014) <sup>2</sup>
Spring Lake (27-0654-00)	Chloride (2014) <sup>2</sup>
Northwood Lake (27-0627-00)	Nutrient/Eutrophication Biological indicators (2004)

<sup>1</sup> The MPCA completed a statewide mercury TMDL that was approved 2007

<sup>2</sup> MPCA proposed several new impairment listings for chloride in September, 2013. Following responses to comments, these listings remained on the 2014 Proposed Impaired Waters List (updated 4/15/2014).

<sup>3</sup> See discussion below for delisting of Wirth Lake for this impairment in 2014

- **Bassett Creek Fish Bioassessment Listing**—In the Final EPA-Approved MPCA 2004 CWA 303(d) *List of Impaired Waters*, the Main Stem of Bassett Creek, from Medicine Lake to the Mississippi River, was listed as impaired for fish (biota). In response to this listing, the MPCA completed fish sampling of the creek in 2008. The MPCA is currently reviewing the existing biota standards/listing criteria. The TMDL will be completed as part of the future watershed-wide TMDL (see “Watershed-wide TMDL”).
- **Bassett Creek Fecal Coliform Listing and E. coli listings for Plymouth Creek and North Branch, Bassett Creek** —In the 2008 *Final TMDL List Inventory of all Impaired Waters*, Bassett Creek, from Medicine Lake to the Mississippi River, was listed as impaired for fecal coliform. In response to this listing, the BCWMC and the MPCA cooperated in collecting and analyzing E. coli samples of Bassett Creek between July 2008 and June 2010. The samples confirmed the presence of E. coli bacteria. The Bassett Creek watershed is included in the Upper Mississippi River Bacteria

TMDL project, which is currently underway. Additional data for the Upper Mississippi River E. coli TMDL was collected in 2010 and 2011, and identification of the likely sources of bacteria pollution began in 2011 and continued in 2013. Stakeholder meetings also continued in 2013. The draft TMDL report incorporated the draft 2014 impaired waters listings for E. coli in Plymouth Creek and North Branch, Bassett Creek, and was approved in 2014. The Upper Mississippi River E. coli TMDL project website maintained by the MPCA is at <http://www.pca.state.mn.us/water/tmdl/project-uppermiss-bacteria.html>.

- **Sweeney Lake TMDL Study**—In the *Final EPA-Approved MPCA 2004 CWA 303(d) List of Impaired Waters*, Sweeney Lake was listed as impaired due to excess nutrients (phosphorus). The TMDL was approved on August 10, 2011.
- **Wirth Lake TMDL Study**—In the *Final EPA-Approved MPCA 2004 CWA 303(d) List of Impaired Waters*, Wirth Lake was listed as impaired due to excess nutrients (phosphorus in amounts greater than the state’s goal of 40 micrograms per liter). The Wirth Lake TMDL and implementation plan were approved October 25, 2010. The implementation plan identified one project—modifying the Wirth Lake outlet structure to prevent flow from Bassett Creek to Wirth Lake during flood periods—to achieve the annual load reductions prescribed in the TMDL. The Wirth Lake Outlet Modification Project is estimated to reduce phosphorus loading to the lake by an average of 55 pounds per year. The project was substantially completed in November 2012. A detailed comparison of the lake water quality during the past ten years with MPCA’s eutrophication standards revealed that Wirth Lake was no longer impaired for excess nutrients. A request for re-categorization was submitted to MPCA in October, 2013. In December, 2013 the BCWMC submitted a technical memorandum to MPCA requesting delisting of Wirth Lake for nutrient/eutrophication biological indicators. The memo provided a detailed water quality evaluation for MPCA consideration during the formal comment period for development of the draft 2014 impaired waters list. MPCA responded to the delisting request by removing Wirth Lake from the Impaired Waters list in July, 2014.
- **Medicine Lake TMDL Study**—In the *Final EPA-Approved MPCA 2004 CWA 303(d) List of Impaired Waters*, Medicine Lake was listed as impaired due to excess nutrients (phosphorus). The TMDL and implementation plan were approved on February 8, 2011.
- **Watershed-wide TMDL**—In 2011, the MPCA indicated that funding for a watershed-wide TMDL for the Bassett Creek watershed would be available in 2020 or later. The watershed-wide TMDL would cover the current Bassett Creek and Northwood Lake impairments, along with any future listings between now and 2020.

- **Twin Cities Metro Area (TCMA) Chloride Project**—In the *2014 Draft TMDL List Inventory of all Impaired Waters*, MPCA proposed several new impairment listings for chloride in September, 2013. Following responses to comments from BCWMC, five listings (tabulated above) remained on the 2014 Proposed Impaired Waters List (updated 4/15/2014). Based on the available monitoring data for chloride, three BCWMC water bodies—Northeast drainage to Medicine Lake, the Rockford Road drainage to Medicine Lake and Medicine Lake, were placed in a category of high risk waters, which can be viewed as a watch list for future changes. During 2015, it is anticipated that MPCA will finalize and release a draft TCMA Chloride Management Plan that is intended to balance the public safety needs for deicing with attainment of the chronic and acute water quality standards for chloride. This management plan will include a performance-based approach for meeting chloride TMDLs and is also intended to protect water bodies with water quality that is currently better than the standard. A winter maintenance assessment tool is being developed during 2015 to support TMDL implementation efforts.
- **TMDL Implementation Reporting**— Although the BCWMC is not a MS4, the Wirth Lake, Medicine Lake, and Sweeney Lake TMDLs assigned the BCWMC a role in the implementation of the TMDLs. For example, the Medicine Lake TMDL calls for the BCWMC to serve as the “convener of action for the categorical TMDL, but not as a responsible entity.” The BCWMC’s interpretation of this role is that the BCWMC should track implementation of the TMDLs, which would likely include the following tasks:

  - Reporting on TMDL implementation activities to the MPCA. TMDL progress reports will be due one year after the MPCA issues the new MS4 permit. However, the new MS4 permit was not issued in 2012, so the BCWMC did not develop the implementation reports. The new MS4 permit became effective on August 1, 2013, which means the TMDL progress reports will be due each year after that, in June.
  - Estimating and reporting progress towards achieving the assigned wasteload allocations. The BCWMC’s watershed P8 model, originally completed in 2013 and updated annually, is an essential tool for estimating reductions in phosphorus loading.
  - Monitoring lake water quality on an annual basis. See Section F “2014 Water Quality Monitoring Data and Studies” regarding monitoring of these lakes in 2014.

## E. BCWMC Project Reviews

The following table, *Proposed projects reviewed by BCWMC in fiscal year 2014* includes development proposals and other plans that were submitted to the BCWMC for review. The list does not include review of capital improvement projects.

### Proposed projects reviewed by BCWMC in fiscal year 2014<sup>1</sup>

Appl. Form	Project Name	Date Submitted	City	Type
2013-25	West Medicine Lake Drive Retaining Wall	7/26/2013	PLY	Public Agency
2013-32	Room & Board Parking Lot Addition	10/11/2012	GV	Commercial
<b>2014-01</b>	<b>Golden Valley Golf &amp; Country Club Pedestrian Bridge</b>	<b>1/31/2014</b>	<b>GV</b>	<b>Commercial</b>
<b>2014-02</b>	<b>Golden Valley 2014 PMP</b>	<b>2/3/2014</b>	<b>GV</b>	<b>Street / Public Agency</b>
2014-03	Kingsview Heights 5th Addition	2/18/2014	PLY	Single Family Lot
2014-04	Ridgedale Center Expansion Phase 2	3/27/2014	MTKA	Commercial
2014-05	I-494 Corridor Project (temporary widening)	4/4/2014	PLY	Street / Public Agency
<b>2014-05A</b>	<b>I-494 General Purpose Lane</b>	<b>12/15/2014</b>	<b>PLY</b>	<b>Street / Public Agency</b>
<b>2014-06</b>	<b>Fernbrook Lane Emergency Crossing-Plymouth Creek</b>	<b>5/5/2014</b>	<b>PLY</b>	<b>Street / Public Agency</b>
2014-07	Bottineau Transitway DEIS	4/11/2014		Street / Public Agency
2014-08	Mediators Parking Lot Demo/Rebuild	4/22/2014	PLY	Commercial
2014-09	Lock-Up Storage	4/25/2014	GV	Commercial
2014-10	Gates of New Hope	4/29/2014	NH	Multi-residential
2014-11	Vicksburg Lane EAW	4/30/2013	PLY	Street / Public Agency
2014-12	Plymouth Theatre Addition/Remodel	5/14/2014	PLY	Commercial
2014-13	France Ave. Trunk Drainage Realignment Project	6/19/2014	ROB	Street / Public Agency
2014-14	Eliot Park Apartments Site	6/10/2014	SLP	Multi-residential
2014-15	United Rentals Site Improvement	6/27/2014	PLY	Commercial
2014-16	Hilde Performance Center Phase 2 Site Improvements	7/23/2014	PLY	Public Agency
2014-17	Morrie's Luxury Auto	7/29/2014	GV	Commercial
<b>2014-18</b>	<b>Trustone Financial (formerly 2009-1A; 2009-1)</b>	<b>8/12/2014</b>	<b>GV</b>	<b>Commercial</b>
2014-19	KIA of St. Louis Park	8/26/2014	SLP	Commercial
2014-20	Porsche of Minneapolis	9/2/2014	GV	Commercial
<b>2014-21</b>	<b>Winnetka Commons</b>	<b>9/2/2014</b>	<b>NH</b>	<b>Commercial</b>
2014-22	Serenity on Plymouth Creek	9/22/2014	PLY	Single Family Lot
<b>2014-23</b>	<b>Markay Ridge Streambank Stabilization</b>	<b>9/24/2014</b>	<b>GV</b>	<b>Single Family Lot</b>
<b>2014-24</b>	<b>Plymouth City Flats Apartment Development</b>	<b>9/26/2014</b>	<b>PLY</b>	<b>Multi-residential</b>
2014-25	Relief Lift Station (I-GV-461)	10/15/2014	GV	Street / Public Agency
<b>2014-26B</b>	<b>Golden Valley Senior Living</b>	<b>10/20/2014</b>	<b>GV</b>	<b>Multi-residential</b>
2014-26A	GV Senior Living - Erosion Control	10/28/2014	GV	Multi-residential
2014-27	Hidden Lakes 3 <sup>rd</sup> Addition	11/13/2014	GV	Single Family Lot
2014-28	Laurel Pond Residential Development	12/1/2014	GV	Single Family Lot
2014-29	Trunk Highway 55 & Winnetka	12/8/2014	GV	Street / Public Agency
2014-30	Blue Line LRT/Bottineau Transitway	12/11/2014	Multiple	Public Agency
2014-31	Golden Valley 2015 PMP	1/21/2015	GV	Street / Public Agency

- <sup>1</sup>Projects in **bold** were presented for BCWMC review and comment at a BCWMC meeting.

## F. Water Quality Monitoring Data and Studies

The following water quality monitoring and water quality studies were performed:

- **Citizens Assisted Lake Monitoring Program (CAMP)** — The BCWMC participated with the Metropolitan Council Environmental Services (MCES) in its citizen-assisted lake-monitoring program (CAMP). In 2014, citizen volunteers monitored the following lakes: Twin Lake and Sweeney Lake in Golden Valley, Northwood Lake in New Hope, two sites on Medicine Lake in Medicine Lake and Plymouth, Lost Lake in Plymouth, and Westwood Lake in St. Louis Park. Reports that include CAMP monitoring results can be found on the Met Council website at:  
[http://es.metc.state.mn.us/eims/related\\_documents/view\\_documents\\_by\\_topic.asp?optn=12](http://es.metc.state.mn.us/eims/related_documents/view_documents_by_topic.asp?optn=12)
- **Detailed stream monitoring at Bassett Creek WOMP station**—Stream monitoring was performed in cooperation with the Metropolitan Council Environmental Services (MCES) as part of the stream monitoring and watershed outlet monitoring program (WOMP). The BCWMC contracts with Wenck & Associates to perform monitoring activities at this station.  
<http://www.metrocouncil.org/Wastewater-Water/Services/Water-Quality-Management/Stream-Monitoring-Assessment.aspx?source=child>
- **Twin Lake and Sweeney Lake Monitoring** – In 2014, the BCWMC monitored these waterbodies for nutrients, Secchi disc, chlorophyll-a, zooplankton, phytoplankton, and macrophytes. In Sweeney Lake, total phosphorus, chlorophyll a, and Secchi disc transparency summer averages failed to meet BCWMC water quality goals and Minnesota water quality standards. The 2014 average summer chlorophyll a concentration was the highest on record, consistent with the observation that Sweeney Lake experienced the worst summer algal blooms to date. Severe algal blooms began in June and continued into September. The species causing the bloom continually changed: blue-green algae predominated, but the early August bloom was caused by green algae. In Twin Lake average summer total phosphorus and chlorophyll a concentrations and Secchi disc transparency met the BCWMC/MPCA standard. Trend analyses indicate that during the period of record (1972 to present), changes in total phosphorus, chlorophyll a, and Secchi disc transparency in Twin Lake are not significant. The complete report on both lakes can be found on the BCWMC website: <http://www.bassettcreekwmo.org/Meetings/2015/2015-February/6C-OnlineOnly-FullReport2014-WQ-SweeneyTwin.pdf>.

- **Wirth Lake and Spring Lake Monitoring Data**—In 2014, the Minneapolis Park & Recreation Board (MPRB) monitored the water quality of Wirth Lake and Spring Lakes. The MPRB’s latest *Water Resources Reports* are available on the Minneapolis Park & Recreation Board website at:  
[https://www.minneapolisparcs.org/park\\_care\\_improvements/water\\_resources/lake\\_water\\_re  
sources/#group\\_2\\_191054](https://www.minneapolisparcs.org/park_care_improvements/water_resources/lake_water_resources/#group_2_191054)
- **Medicine Lake**—The Three Rivers Park District (TRPD) monitored Medicine Lake in 2013. The 2013 results are available from TRPD.
- **Parkers Lake**—TRPD monitored Parkers Lake in 2014, on behalf of the City of Plymouth. The 2013 results will be included in a report by TRPD; when complete, the report will be available at the City of Plymouth’s website at:  
<http://www.plymouthmn.gov/index.aspx?page=258>.
- **Stormwater flow monitoring and in-stream water quality monitoring** in the Parkers Lake (two sites), Medicine Lake (two on Plymouth Creek, one on Wood Creek and one other site), and Northwood Lake (one site) watersheds was performed on behalf of the City of Plymouth by the Three Rivers Park District (TRPD). The 2014 results are included in a report by TRPD and available at the City of Plymouth’s website at:  
<http://www.plymouthmn.gov/index.aspx?page=258>.
- **River Watch Program**—The BCWMC continues to support the Hennepin County Environmental Services’ River Watch Program. The program began in 1995 and uses student volunteers to conduct biological monitoring as a means of monitoring water quality. The grading scale used in River Watch takes into account three major biotic indices used routinely in biological monitoring programs:
  - The Family Biotic Index, which measures the overall community of invertebrates and their tolerance to pollution levels. The scale ranges from 0 to 10 with the lower values indicating high sensitivity and good water quality if present.
  - EPT, which stands for Ephemeroptera, Plecoptera, and Trichoptera, or mayflies, stoneflies, and caddisflies. These three families include the most sensitive individuals and are looked at for indications of presence or absence. Higher scores indicate better water quality.

- The number of families, which measures the overall abundance of families or total diversity of family units. Again, with this index, the higher the number the better.

Students have been monitoring Bassett Creek since 1999. There were three River Watch sites in the Bassett Creek watershed in 2014. The *Hennepin County River Watch Report 2014* is available on the Hennepin County website at <http://www.hennepin.us/business/work-with-henn-co/riverwatch>.

## G. Local Plan Adoption

The following table shows the status of the surface water management plan preparation for each municipality.

<b>Municipality</b>	<b>Local Plan Status</b>	<b>Comments</b>
Crystal	Completed	Local plan was approved by the BCWMC in January 2010. Resolution 10-02.
Golden Valley	Completed	Revised plan was approved by the BCWMC in September 2008. Resolution 08-06.
Medicine Lake	Completed	Local plan was approved by the BCWMC in January 2010. Resolution 10-05.
Minneapolis	Completed	Local plan was approved by the BCWMC in September 2006. Resolution 2006-04.
Minnetonka	Completed	Revised local plan was approved by the BCWMC in September 2008. Resolution 08-05.
New Hope	Completed	Revised plan was approved by the BCWMC in October 2008. Resolution 08-08.
Plymouth	Completed	Local plan conditionally approved by the BCWMC in February 1999. Resolution 99-3. Revised plan was approved by the BCWMC in November 2008. Resolution 08-09.
Robbinsdale	Completed	Local plan was approved by the BCWMC in October 1996; reconfirmed in April 1997. Resolution 97-5. Local plan was reviewed as part of the city's comprehensive plan review in 2008. Revised plan was submitted to the BCWMC for review in December 2009. Resolution 10-04.
St. Louis Park	Completed	Revised plan was approved by the BCWMC in September 2009. Resolution 09-06.

## H. Watershed Communication/Public Education

In accordance with Minnesota Rules, Chapter 8410.0100, Subpart 4, the BCWMC utilized the following information sources for providing information to the general public:

- **Improvements and Development Requirements**—The document *Requirements for Improvements and Development Proposals*, prepared by the BCWMC (2008), is posted for use and reference on the BCWMC's website at [http://www.bassettcreekwmo.org/require/2008\\_Requirements/2008RequirementsTOC.htm](http://www.bassettcreekwmo.org/require/2008_Requirements/2008RequirementsTOC.htm).
- **Website**—The BCWMC maintained information on its website during 2014. In 2014, there were approximately 172,117 visits, or 471 per day. A copy of the website Usage Report from January 1, 2014, through December 31, 2014, is included in the appendices. The BCWMC's contact list, meeting calendar, meeting materials, watershed plan, data, and projects are included on the website, among other documents and information. The address for the Bassett Creek Watershed Management Commission website is <http://www.bassettcreekwmo.org>.
- **BCWMC Meeting Packet**— Each month in 2014 the BCWMC posted electronic meeting packets on its website and e-mailed the link to approximately 40 parties. Additionally each month the BCWMC mailed a hard copy of meeting packet to approximately 16 interested parties. The packets included the BCWMC meeting agenda, meeting minutes, and meeting materials about the issues on the monthly meeting agenda.
- **Publications**—The Commission published its public hearing notices in a variety of Twin Cities metro-area publications including *Finance & Commerce*, *Sun Sailor*, and *Lakeshore Weekly News*.
- **West Metro Water Alliance (WMWA)** – The BCWMC continued its participation in WMWA along with several watershed management and other water-related organizations in the west Metro area. These organizations collaborated on educational campaigns including the Watershed PREP program aimed at educating 4<sup>th</sup> grade students about water resources and the impacts of stormwater. <http://www.shinglecreek.org/pages/WMWA/>
- **Metro WaterShed Partners**—The BCWMC participated as a member of the Metro WaterShed Partners as a general supporter of the program and also as a supporter of the

Metro Clean Water Minnesota Media Campaign. Metro Watershed Partners maintains a listserv and a website as forums for information sharing, holds monthly meetings for members to collaborate, and displays an exhibit at the State Fair to educate the public about watersheds. The Clean Water Minnesota Media Campaign is a stormwater education collaboration that develops and delivers stormwater educational materials to a broad audience through television, radio, and billboard campaigns as well as through its website [www.cleanwatermn.org](http://www.cleanwatermn.org).

- **Watershed Map** – In 2014, the BCWMC contracted with Hoshal Advertising and Hedberg Maps to develop a printed watershed map for distribution among residents, stakeholders, and others. The map measures 17 x 30” (unfolded) and includes information about the BCWMC and its water resources, historical information about the watershed, and a list of practices homeowners can use to help improve water quality. The BCWMC printed 2,500 maps in 2014.
- **Participation in Community Events** – In 2014, the BCWMC participated in the Plymouth Home Expo with an information booth and display. Water-related education materials and information was disseminated by watershed Commissioners during the two-day event. Also in 2014, the BCWMC participated in the Golden Valley Arts and Music Festival by riding in a parade and manning an information booth and display. Again, materials were disseminated including the newly printed watershed map.
- **Non-Point Education for Municipal Officials** – In 2014 the BCWMC cooperated with other watershed organizations and the University of Minnesota Extension to develop and present a series of workshops aimed to education local appointed and elected officials and community leaders about stormwater and water issues. The BCWMC contributed funding and staff time to the four workshops.
- **Additional Educational Activities and Organizations** – In addition to the above mentioned programs, the BCWMC financially sponsored Metro Blooms and the Children’s Water Festival in 2014.

## I. Professional Services Proposal

In accordance with Minnesota Statutes, Section 103B.227, Subdivision 5, the BCWMC solicited letters of interest in December 2014 for legal and engineering/technical consulting services. Letters of interest proposals were considered in early 2015; the BCWMC decided to keep its current slate of consultants.

## J. Assessment of Changes in Fund Balance

A discussion of the fund balance is included in the BCWMC's annual financial audit report. A copy of the annual audit report is available in the Financial Information section of the Bassett Creek Watershed Management Commission's website at <http://www.bassettcreekwmo.org>.

## K. Wetland Conservation Act/Wetland Banking Program

**1991 Wetland Conservation Act**—The interim program of the 1991 Wetland Conservation Act was effective through December 31, 1993. On January 1, 1994, the permanent program of the 1991 Wetland Conservation Act became effective. Each municipality was required to designate the local government unit (LGU) responsible for administering the interim program and the permanent program of the 1991 Wetland Conservation Act. The following table indicates the local governmental unit for each municipality.

<b>Municipality</b>	<b>Permanent Program (Effective 1/1/94)</b>
Crystal	Crystal
Golden Valley	Golden Valley
Medicine Lake	BCWMC
Minneapolis	Minneapolis
Minnetonka	Minnetonka
New Hope	New Hope
Plymouth	Plymouth
Robbinsdale	BCWMC
St. Louis Park	BCWMC

BCWMC = Bassett Creek Watershed Management Commission

In 2014, the BCWMC submitted to BWSR its WCA annual report covering all 2014 WCA-related activities.

**Wetland Mitigation Policy**—The BCWMC's wetland mitigation policy specifies that filling or developing existing lakes and wetlands require an evaluation of the benefits of the wetland for stormwater storage, water quality enhancement, and wildlife habitat, as well as the development of a plan to mitigate the loss of those benefits somewhere in the affected municipality.

**Wetland Banking Program**—The BCWMC has not adopted a wetland banking program.

## II. 2015 Projected Work Plan

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Following is a list of tasks to be completed during 2015:

**A. Capital Improvements Program (CIP)**—The BCWMC will continue to implement its capital improvements program. In 2015, this work will include:

1. Capital Improvement Program and Prioritization—The BCWMC will review and update its capital improvement program and its water resource prioritization. The CIP is included in the report appendices.
2. Progress on CIP projects:
  - Complete restoration project of Bassett Creek Main Stem Channel, Irving Ave (Cedar Lake Rd.) (CR2012), to Golden Valley Road—Minneapolis and Golden Valley—the estimated project cost is \$856,000.
  - Perform in-lake alum treatment of Twin Lake, Golden Valley (Project TW-2) – the estimated project cost is \$148,000.
  - Construct the Schaper Pond Diversion Project (SL-3) in Golden Valley to address Sweeney Lake TMDL – the estimated project cost is \$550,000.
  - Complete construction of Briarwood-Dawnview Area Water Quality Treatment pond (Project BC-7) in Golden Valley - the estimated project cost is \$200,000.
  - Seek alternatives for the Lakeview Park Pond Project (ML-8) in Golden Valley—the original estimated project cost is \$196,000.
  - Analyze alternatives and work with residents on the Four Seasons Area Water Quality Project (NL-2) in Plymouth—the estimated project cost is \$990,000.
  - Develop construction plans and begin implementation of Main Stem Bassett Creek Restoration Project in Golden Valley (CR2015) 10<sup>th</sup> Avenue to Duluth St.- estimated project cost is \$1,503,000.
  - Develop construction plans for Honeywell Pond Expansion Project (BC-4) in Golden Valley – estimated project cost is \$1,202,000 with the city contributing \$450,000 to the project.

- Develop construction plans for Northwood Lake Water Quality Improvement Project (NL-1) in New Hope – estimated projects costs vary depending on the alternative chosen in June 2015

3. Begin feasibility studies for the following BCWMC 2017 and 2018 CIP projects:

- Plymouth Creek Restoration Project (CR2017-P) in Plymouth from Annapolis Lane extending 2,500 feet upstream.
- Main Stem Channel Restoration Project (CR2017-M) in Minneapolis from Cedar Lake Road to Irving Ave.

4. BWSR Clean Water Fund Grant Administration:

- Submitting project updates, reports, etc. for the BWSR Clean Water Fund Grants for the following BCWMC CIP projects:
  - Main Stem channel restoration, Irving Ave to Golden Valley Road, in Minneapolis and Golden Valley (2012 grant).

**B. Watershed Management Plan**—In 2015 the BCWMC will implement its Capital Improvements Program and its annual water quality and flood control programs as described in the 2004 BCWMC *Watershed Management Plan* (as amended).

Also in 2015, the BCWMC will respond to comments received during the 60-day review on its draft 2015 Watershed Management Plan (Plan), will hold a public hearing on the draft Plan on May 21, 2015, and will submit the draft Plan for the 90-day review period. The BCWMC hopes to receive BWSR approval of the Plan in the summer of 2015 and adopt the Plan at its September 2015 meeting.

### **C. Additional Monitoring, Studies, and Programs**

- **Watershed-wide XP-SWMM Model**—The BCWMC will further refine and add detail to its new XP-SWMM Model (i.e., implement a Phase II of the project)
- **Water Quantity**—The BCWMC will perform its lake- and stream-gauging program. The lake-gauging program will encompass Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), Northwood Lake, Bassett Creek Park Pond

and Theodore Wirth Park Storage area upstream of the TH 55 control structure. Two readings per month will be taken during the period April 1 – September 30; one reading per month will be taken outside this period. The stream-gauging program will consist of periodically surveying stages or inspecting the creek during periods of high flow. The program also includes periodic surveys of benchmarks.

- **Flood Control Project Inspection**—The BCWMC will perform its annual flood control project inspection program, as set forth in the Bassett Creek Flood Control Project Operations and Maintenance Manual.
- **Municipal Plan Review**—The BCWMC will review of the member cities’ local water management plans and plan amendments, and BCWMC review of adjacent WMO plans and plan amendments.
- **Water Quality**—Proposed water quality tasks for 2015 include performance of the following:
  1. ***Water Quality Monitoring***: The BCWMC will perform detailed water quality monitoring of Westwood Lake in St. Louis Park. This work is done on a 4-year cycle and consists of collecting six samples throughout the summer and fall. In addition to collection of samples for chemical analysis, phytoplankton and zooplankton samples will be collected and analyzed, and an aquatic plant survey will be performed on two occasions. In 2015, the BWMC will also perform biotic index monitoring on its priority streams: Main Stem Bassett Creek, Plymouth Creek, North Branch Bassett Creek, and Sweeney Lake Branch Bassett Creek.
  2. ***Citizens Assisted Monitoring Program (CAMP)***: The BCWMC has entered into an agreement with the Metropolitan Council Environmental Services (MCES) to participate in this program. Volunteer citizens will monitor the following lakes in 2015: Twin Lake and Sweeney Lake in Golden Valley, two sites of Medicine Lake in the cities of Medicine Lake and Plymouth, Northwood Lake in New Hope, Westwood Lake in St. Louis Park, and Parkers Lake and Lost Lake in Plymouth.
  3. ***Watershed Outlet Monitoring Program (WOMP)***: The program will be managed by the BCWMC. The Metropolitan Council Environmental Services (MCES) will provide up to \$5,000 in financial support between January 1, 2015, and December 31, 2015, to the

BCWMC for operating the station and maintaining the rating curve. The BCWMC entered into an agreement with a Wenck & Associates from its consulting pool to ensure the monitoring equipment is in working order, conduct routine maintenance of the WOMP site and equipment, collect samples, make in-situ field measurements, and coordinate sample delivery to MCES in 2015. BCWMC staff will continue to maintain the rating curve.

4. *Medicine Lake* will be monitored by the Three Rivers Park District (TRPD).
  5. *Parkers Lake* will be monitored by TRPD, on behalf of the City of Plymouth.
  6. *Wirth Lake and Spring Lake* will be monitored by MPRB.
  7. **River Watch Program:** The BCWMC will participate in the River Watch program managed by Hennepin County Environmental Services (HCES); three sites on Bassett Creek will be sampled. HCES will provide a final report of the sampling results to the BCWMC.
  8. **Stormwater flow monitoring and in-stream water quality monitoring** in the Parkers Lake, Medicine Lake and Northwood Lake watersheds will be performed by the TRPD, on behalf of the City of Plymouth.
- **Development Reviews**—The BCWMC will review development proposals in the watershed for conformance to water quality and flooding policies.
  - **Channel Maintenance Fund**—The BCWMC will continue to fund its Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund (the Channel Maintenance Fund). The BCWMC collects \$25,000 annually for the fund through an assessment paid by the member cities.
  - **Flood Control Long-Term Maintenance Fund**—The BCWMC established a long-term maintenance fund to be used to repair structures associated with the BCWMC Flood Control Project. The BCWMC collects \$25,000 annually for the fund through an assessment paid by the member cities. The fund balance is not to exceed \$1 million.
  - **Annual Report**—The BCWMC will prepare an annual report, submit the report to BWSR and member cities, and post it on the BCWMC website.

- **TMDL Implementation Reporting**— The EPA approved the Wirth Lake TMDL on October 25, 2010, the Medicine Lake TMDL on February 8, 2011, and the Sweeney Lake TMDL on August 10, 2011. These TMDLs assigned categorical waste load allocations, which means a watershed approach is to be taken in implementing water quality improvement measures in these watersheds. In 2015, the BCWMC will continue tracking the implementation of the Medicine Lake, Sweeney Lake and Wirth Lake TMDLs. The BCWMC role will likely include the following tasks:
  - Assisting the cities with reporting regarding TMDL implementation activities to the MPCA.
  - Estimating and reporting progress towards achieving the assigned wasteload allocations. The BCWMC’s watershed P8 model, completed in 2013, will be an essential tool for estimating reductions in phosphorus loading.
  - Monitoring lake water quality on an annual basis. See “Water Quality” bullet above regarding monitoring of these lakes in 2015.

## **D. Education and Outreach**

The BCWMC will implement its 2015 education and outreach plan (as approved by the Commission at its March 2015 meeting). This plan includes financial contributions (and some staff or Commissioner participation in) to the following organizations and programs: Metro WaterShed Partners, River Watch, Citizen Assisted Monitoring Program, Metro Blooms, West Metro Water Alliance (includes staff participation), Non-point Education for Municipal Officials (NEMO) in west metro (includes staff participation), Freshwater Society, and the Children’s Water Festival. The plan also includes funding for Commissioner registration fees for training or programs, and participation in community events such as the Plymouth Home Expo and Golden Valley Arts and Music Festival.

The BCWMC will also hire a consultant to completely redesign the BCWMC website for easier navigation and accessibility to information along with updated styles.

## III. Annual Financial Report

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The 2014 fiscal year for the Bassett Creek Watershed Management Commission (BCWMC) commenced on February 1, 2014 and ended January 31, 2015.

### A. 2014 Approved Budget

The approved operating budget for fiscal year 2014 was \$600,345. Each member's contribution toward the annual budget is based 50 percent on the total area of the municipality within the watershed and 50 percent on the tax capacity of the area within the watershed. A copy of the 2014 budget description, member-city assessment table, and operating budget table are located in Appendix A.

### B. Report of Revenues

See the Financial Audit Report in Appendix A.

### C. Report of Expenditures

See the Financial Audit Report in Appendix A.

### D. Financial Audit Report

The annual audit report for the year ending January 31, 2015, was performed by Malloy Montague Karnowski Radosevich & Co., P.A. A copy of the annual audit report is included in Appendix A and also is available on the Bassett Creek Watershed Management Commission's website at <http://www.bassettcreekwmo.org>.

## APPENDIX A

### Financial Information

Documents included:

FY 2014 Operating Budget

FY 2014 Assessments to Member Cities

FY 2014 Operating Budget Detail

FY 2014 Financial Audit Report and Statements

	A	E	F	G	H	I	J	K	L
1	<b>2014 Operating Budget</b>								
2	<b>Bassett Creek Watershed Management Commission - Approved August 15, 2013</b>								
3	Item	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2014 Budget		
4	<b>ENGINEERING &amp; MONITORING</b>								
5	Technical Services	119,832	127,840	120,000	97,715	120,000	120,000		
6	Development/Project Reviews (funded by permit fees)	53,128	50,971	60,000	49,972	60,000	65,000	(1)	
7	Commission and TAC Meetings	12,316	9,919	14,250	8,284	14,250	16,000	(2)	
8	Surveys and Studies	17,899	21,411	10,000	7,024	10,000	20,000	(3)	
9	Water Quality / Monitoring	24,489	29,957	20,000	19,686	40,000	45,000	(4)	
10	Water Quantity	8,264	8,532	11,000	9,671	11,000	11,000		
11	Inspections								
12	Watershed Inspections	7,183	4,827	7,000	7,569	7,000	1,000		
13	Annual Flood Control Project Inspections	9,372	2,291	9,000	9,317	15,000	20,000	(5)	
14	Municipal Plan Review	7,927	0	2,000	0	2,000	2,000	(6)	
15	Watershed Outlet Monitoring Program (WOMP)	6,818	9,106	10,000	5,710	17,000	17,000	(7)	
16	<b>Subtotal Engineering &amp; Monitoring</b>	<b>\$267,228</b>	<b>\$264,854</b>	<b>\$263,250</b>	<b>\$214,948</b>	<b>\$296,250</b>	<b>\$317,000</b>		
17	<b>PLANNING</b>								
18	Watershed-wide XP-SWMM Model			70,000	69,509	0	0		
19	Watershed-wide P8 Water Quality Model			135,000	125,031	0	0		
20	Next Generation Plan Development			40,000	23,959	40,000	40,000	(8)	
21	<b>Subtotal Planning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$245,000</b>	<b>\$218,499</b>	<b>\$40,000</b>	<b>\$40,000</b>		
22	<b>ADMINISTRATION</b>								
23	Administrator	30,297	24,099	50,000	4,662	50,000	60,000		
24	Legal	17,331	16,953	18,500	16,197	18,500	18,500		
25	Financial Management	3,054	3,100	3,045	3,000	3,045	3,045		
26	Audit, Insurance & Bond	13,328	12,771	15,225	12,927	15,225	15,500		
27	Meeting Catering Expenses	4,609	3,940	2,750	2,735	2,750	3,000		
28	Admin Services (Recording Secretary+Printing+Postage)	42,578	39,303	40,000	32,784	40,000	35,800	(9)	
29	<b>Subtotal Administration</b>	<b>\$111,197</b>	<b>\$100,166</b>	<b>\$129,520</b>	<b>\$72,305</b>	<b>\$129,520</b>	<b>\$135,845</b>		
30	<b>OUTREACH &amp; EDUCATION</b>								
31	Publications / Annual Report	5,169	2,410	2,000	2,449	2,000	2,000		
32	Website	1,031	214	2,500	120	2,500	2,000		
33	Demonstration/Education Grants	3,140	0	0	0	0	0		
34	Watershed Education Partnerships	16,150	19,055	13,000	11,030	15,000	15,500	(10)	
35	Education and Public Outreach	2,911	0	5,775	3,316	14,775	15,000	(11)	
36	Public Communications	692	1,443	3,000	1,609	3,000	3,000		
37	<b>Subtotal Outreach &amp; Education</b>	<b>\$29,093</b>	<b>\$23,122</b>	<b>\$26,275</b>	<b>\$18,524</b>	<b>\$37,275</b>	<b>\$37,500</b>		
38	<b>MAINTENANCE FUNDS</b>								
39	Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000	25,000	25,000	(12)	
40	Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000	25,000	25,000	(13)	
41	<b>Subtotal Maintenance Funds</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>		
42	<b>TMDL WORK</b>								
43	TMDL Studies	10,000	-	-	-	-	0		
44	TMDL Implementation Reporting, incl. P8 Model Updates	0	-	10,000	10,000	10,000	20,000	(14)	
45	<b>Subtotal TMDL Studies</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$20,000</b>		
46	<b>GRAND TOTAL</b>	<b>\$467,518</b>	<b>\$438,142</b>	<b>\$724,045</b>	<b>\$584,276</b>	<b>\$563,045</b>	<b>\$600,345</b>		
47									
48	<b>2013 Financial Information - Operating Budget</b>			<b>2014 Revenue and Budget Balance Detail</b>					
49	Audited fiscal year fund balance at January 31, 2013	331,935				Estimated fund balance as of January 31, 2014	331,935		
50	Expected income from assessments in 2013	515,045				Expected income from CIP Administrative Funds	25,000	(15)	
51	Transfer from Long-term Maintenance Fund for XP SWMM Mo	0				Expected income from assessments in 2014	490,345	(16)	
52	Transfer from Long-term Maintenance Fund for P8 Model*	0				Expected income from project review fees	60,000	(17)	
53	Expected interest income in 2013	0				Transfer from Long-term Maint Fund for Flood Control	20,000	(18)	
54	Expected income from project review fees	48,000				Income from WOMP reimbursement	5,000		
55	Estimated funds available for fiscal year 2013	894,980				Transfer from Long-term Maintenance Fund for XP SWMM M	0		
56						Transfer from Long-term Maintenance Fund for P8 Model*	0		
57	Estimated expenditures for fiscal year 2013	563,045				Expected interest income in 2014	0		
58	Estimated fund balance as of January 31, 2014	331,935				Estimated funds available for fiscal year 2014	932,280		
59						Estimated expenditures for fiscal year 2014	600,345		
60						Estimated fund balance as of January 31, 2015	331,935		
61									
62	<b>2013 Budget</b>			<b>Proposed 2014 Budget</b>					
63	2013 Capital Projects	1,000,000				Proposed 2014 Capital Projects (project costs)	1,000,000		
64	2013 Operating Budget	563,045				Proposed 2014 Operating Budget	600,345		
65	Total 2013 Budget	1,563,045				Proposed total 2014 Budget	1,600,345		
66	<b>2013 Assessments and Fees</b>			<b>2014 Assessments and Fees</b>					
67	2013 Operating Budget	563,045				2014 Proposed Assessments	490,345		
68	Estimated 2013 permit fees (80% of permit expenditures)	48,000				Estimated 2014 review fees	60,000		

	A	E	F	G	H	I	J	K
70	<b>NOTES</b>							
71	(1) Partially funded by project review fees.							
72	(2) Includes attendance at BCWMC meetings, TAC meetings and (in 2014) Next Generation Plan Steering Committee meetings. 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings							
73	(3) For Commission-directed studies, surveys and XP-SWMM model use and revision							
74	(4) Detailed monitoring for Twin and Sweeney Lakes. Budget also includes other water quality-related tasks that arise.							
75	(5) 2014 budget Includes inspection of double box culvert (performed once every 5 years), and assumes City of Minneapolis will assist with access.							
76	(6) Assumed budget to address municipal and adjacent WMO plan amendments.							
77	(7) Reimbursed \$5,000 from Met Council. \$17,000 includes \$11,000 for Wenck or similar contractor + \$6,000 for Barr's data management and analyses							
78	(8) Total estimated budget = \$95,485; \$23,960 spent in 2012, and the remainder (\$71,525) budgeted for 2013 and 2014; includes costs for Commission Engineer to develop the Plan sections and expenses stemming from the public input process							
79	(9) Includes \$32,400 for recording secretary and \$3,400 for printing and postage (average of \$283/mo)							
80	(10) Includes CAMP (\$5,000), River Watch (\$2,000), Metro WaterShed Partners (\$3,500), Blue Thumb (\$2,000), Metro Blooms (\$3,000)							
81	(11) Includes \$5,250 for event space, display materials and maintenance, WQ survey & quiz, seed packets, watershed coloring book and coloring contest,							
82	Watershed fold-out map - printing, and educational articles + \$9,750 for West Metro Watershed Alliance administration and programs							
83	(12) Will be transferred to Channel Maintenance Fund							
84	(13) Will be transferred to Long-Term Maintenance Fund							
85	(14) Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.							
86	(15) Income from 2.5% administrative portion taken from levy for CIP projects							
87	(16) Lower than 2013 assessments by \$25,000							
88	(17) Project review fees help cover the costs of the project review program							
89	(18) Transfer from Long term Maintenance Fund to pay for all flood control project inspections shown in Line 13.							
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97	<b>Bassett Creek Watershed Management Commission</b>							
98	<b>2014 Assessment</b>							
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Community	For Taxes Payable in 2013 Net Tax Capacity *	2013 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	Average Percent	2012 Assessment \$461,045	2013 Assessment \$515,016	2014 Assessment \$490,345
Crystal	\$6,392,836	5.31	1,264	5.09	5.20	\$24,941	\$27,424	\$25,504
Golden Valley	\$28,334,293	23.56	6,615	26.63	25.09	\$115,080	\$129,126	\$123,033
Medicine Lake	\$743,280	0.62	199	0.80	0.71	\$3,484	\$3,909	\$3,479
Minneapolis	\$7,984,657	6.64	1,690	6.80	6.72	\$32,661	\$35,236	\$32,953
Minnetonka	\$8,079,544	6.72	1,108	4.46	5.59	\$24,920	\$28,464	\$27,402
New Hope	\$6,929,451	5.76	1,252	5.04	5.40	\$25,533	\$27,648	\$26,479
Plymouth	\$54,117,769	44.99	11,618	46.77	45.88	\$209,101	\$235,310	\$224,959
Robbinsdale	\$2,128,605	1.77	345	1.39	1.58	\$8,022	\$8,479	\$7,743
St. Louis Park	\$5,578,665	4.64	752	3.03	3.83	\$17,303	\$19,420	\$18,792
<b>TOTAL</b>	<b>\$120,289,100</b>	<b>100.00</b>	<b>24,843</b>	<b>100.00</b>	<b>100.00</b>	<b>\$461,045</b>	<b>\$515,045</b>	<b>\$490,345</b>



## Bassett Creek Watershed Management Commission

### 2014 Operating Budget Detail

June 2013

The Joint and Cooperative Agreement establishing the Bassett Creek Watershed Management Commission (BCWMC) sets for the procedure required to adopt the annual budget. Article VIII, Subd 3 provides that each member agrees to contribute each year to a general fund to be used for administrative purposes and certain operating expenses. Half of the annual contribution of each member is based on assessed valuation of property within the watershed and the other half on the ratio of area of each member within the watershed to the total area of the watershed. Subd 5 of Article VIII further provides "on or before July 1 of each year, the Board shall adopt a detailed budget for the ensuing year and decide upon the total amount necessary for the general fund." Budget approval requires a two-thirds majority (six Commissioners). Further, the Secretary "shall certify the budget on or before July 1 to the clerk of each member governmental unit, together with a statement of the proportion of the budget to be provided by each member." Each of the nine members then has until August 1 to file an objection to the budget.

The 2014 budget was prepared by the BCWMC Budget Committee with recommendations and input from the whole Commission at their May 16, 2013 meeting and the Technical Advisory Committee (TAC) at their meeting on June 6, 2013.

The BCWMC's most recent Watershed Management Plan (Plan) was approved by the Minnesota Board of Water and Soil Resources on August 25, 2004, and adopted by the BCWMC on September 16, 2004. That plan includes a capital projects budget, which is funded by ad valorem taxes collected by Hennepin County on behalf of the BCWMC. The Plan has been amended to include channel restoration and other improvement projects. Commission activities have focused on implementation of the Watershed Management Plan.

The proposed 2014 operating budget was approved by six Commissioners voting in favor (and three member absent) at the BCWMC meeting on June 20, 2013. Details on specific line items are included here:

#### **ENGINEERING and MONITORING \$317,000**

Most of the engineering and monitoring activities are performed by Barr Engineering, the Commission Engineer.

Technical Services, Line 5: \$120,000 is budgeted for the day-to-day technical operations of the Commission such as preparing for Commission and TAC meetings, performing preliminary site reviews and correspondence, and communications with Commissioners, Administrator, member communities, developers, agencies, and other entities. The budget (\$120,000) is the same as 2013. Actual expenses may be lower as the Administrator takes on more and more non-technical activities that were typically performed by the Commission Engineer.

Development/Project Reviews, Line 6: \$65,000 is budgeted to perform technical reviews of developments within the watershed. This amount is slightly higher than 2013 as more development is expected in 2014. The cost of reviews is largely offset by review fees (see revenue table). The Commission will consider increasing review fees to recoup a larger proportion of the costs of reviews and/or restructuring the fee schedule entirely.

Commission and TAC Meetings, Line 7: \$16,000 is budgeted to cover the cost of the Commission Engineer to attend monthly Commission meetings, TAC meetings, and Next Generation Plan Steering Committee meetings.

Survey and Studies, Line 8: \$20,000 is budgeted for Commission-directed special studies, surveys and model use, as needed. This budget can also be used to cover unanticipated issues, watershed tour, questions and other items that arise during the year.

Water Quality & Monitoring, Line 9: \$45,000 is budgeted for detailed monitoring for Twin and Sweeney Lakes (does not include Medicine Lake). Monitoring includes sample collections on six to twelve occasions for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, pH and chlorophyll a), sample analysis, phytoplankton and zooplankton collection and analysis, an aquatic plant survey (two occasions), and preparation of a final report. Budget also includes other water quality-related tasks that arise.

Water Quantity, Line 10: \$11,000 is budgeted for work associated with the Commission's lake and stream level gauging program. Readings from this program have been valuable to member communities for planning future development and as documentation of the response of surface waters to precipitation events or droughts. The program also includes periodic surveys of benchmarks to ensure consistency with past readings.

- The 2014 lake gauging program will consist of measuring water levels on Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), and Northwood Lake. The Bassett Creek Park Pond and Wirth Park storage areas will also be included for monitoring. Two readings per month will be taken during the period April 1, 2014 through September 30, 2014. One reading per month will be taken during the period October 1, 2014 through March 31, 2015.
- The 2014 stream gauging program will consist of periodically reading stages, or gauging the stream, at the new tunnel entrance, at the Theodore Wirth Park/T.H. 55 outlet structure, at Highway 100 (main stem), at Wisconsin Avenue, at Sweeney Lake, at Medicine Lake outlet, at Winnetka Avenue (north branch), at 26th Avenue (Plymouth Creek fish barrier), and at other selected locations during periods of high flow.

Watershed Inspections, Line 12, \$1,000: The TAC and Budget Committee recommend ending the Commission's Watershed Inspection program due to duplication with activities required by the member cities. Through this program, the Commission inspected (monthly) those developments that were reviewed through the Commission's project review program for appropriate sediment and erosion control measures. Inspection reports were sent to the cities. When the program began, cities were not required to inspections developments for erosion and sediment control measures. Now, the cities are required by the MPCA to make these inspections on a weekly basis. Some budget remains here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city), and for inspecting projects such as County highway and MnDOT projects.

Annual Flood Control Project Inspections, Line 13: \$20,000 is budgeted to perform regular inspections of flood control project features completed by the Commission between 1974 and 1996. The objective of the inspection program is to find and address erosion, settlement, sedimentation, and structural issues as well as looking for maintenance needs. In accordance with the Bassett Creek Flood Control Project Operation and Maintenance Manual (except as noted), the following project features require annual inspection: (\$10,000)

**Minneapolis:**

- Conduit (Double Box Culvert) – inspect double box culvert every five years (2004, 2009, 2014, 2019 ...)
- Deep Tunnel – dewater and inspect tunnel every 20 years. This inspection was performed during 2008; the next inspection will be 2028
- Old Tunnel (not included in BCWMC inspection program)
- Open Channel

**Golden Valley**

- Highway 55 Control Structure & Ponding Area
- Golden Valley Country Club Embankment (Box Culvert, Overflow Weir, and downstream channel)
- Noble Avenue Crossing
- Regent Avenue Crossing
- Westbrook Road Crossing

- Wisconsin Avenue Crossing
- Minnaqua Drive Bridge Removal

**Crystal**

- Box Culvert and Channel Improvements (Markwood Area)
- Edgewood Embankment with Ponding
- Highway 100/Bassett Creek Park Pond
- 32nd Avenue Crossing
- Brunswick Avenue Crossing
- 34th Avenue Crossing
- Douglas Drive Crossing
- Georgia Avenue Crossing
- 36th-Hampshire Avenue Crossing
- Channel Improvements

**Plymouth**

- Medicine Lake Outlet Structure
- Plymouth Fish Barrier

In 2014, an additional \$10,000 is budgeted to inspect the double box culvert at the entrance to the Bassett Creek Tunnel (performed once every 5 years according to the Operations and Maintenance Plan). This assumes assistance from the City of Minneapolis to access the area.

Activities under this budget line item should be offset by a transfer from the long-term maintenance fund for flood control projects (see revenue table).

Municipal Plan Review, Line 14: \$2,000 is budgeted to review amendments to member cities' local water management plans and adjacent WMOs, for conformance with the BCWMC Watershed Management Plan.

Watershed Outlet Monitoring Program, Line 15: \$17,000 is budgeted to continue collecting water quality and quantity data at the WOMP station in cooperation with the Metropolitan Council. The Commission assumed water monitoring responsibility at this site in 2013 and contracted with Wenck Associates to perform the monitoring (\$11,000). Barr continues to perform data management tasks including assistance with maintaining the rating curve for this site (\$6,000). The same is budgeted in 2014, assuming a similar contract for monitoring. Some of these costs are offset by an annual \$5,000 reimbursement from the Met Council (see revenue table).

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**PLANNING \$40,000, Lines 18-20:**

In 2014, the Commission will continue developing its Next Generation Watershed Management Plan. Total anticipated expenses of \$71,525 related to Plan development are spread across three fiscal years. There is a separate document (available upon request) detailing the tasks, budget, and timeline associated with Plan development. This line item does not include the Administrator's

time spent on assisting with development of the Watershed Plan, nor the Commission Engineer's time spent at meetings that deal with the Plan.

There are currently no activities associated with watershed models planned for 2014.

**ADMINISTRATION \$135,845**

These items relate to the day-to-day non-technical operations of the Commission.

Administrator, Line 23: \$60,000 is budgeted and assumes 75 hours per month of watershed administration activities to be performed through a contract with a consultant (such as Keystone Waters, LLC in 2013).

Legal, Line 24: \$18,500 is budgeted to cover routine legal services including attending Commission meetings, reviewing agendas, and developing or reviewing contracts.

Financial Management, Line 25: \$3,045 is budgeted to cover services provided by the Commission's Deputy Treasurer at the City of Golden Valley including preparing monthly financial reports and checks to vendors, coordinating with the auditor, and tracking and reporting expenses/revenues of various funds and capital projects.

Audit, Insurance and Bond, Line 26: \$15,500 is budgeted for the annual audit as required by State law, as well as liability insurance and bonding.

Meeting Catering Expenses, Line 27: \$3,000 is budgeted to provide lunch or refreshments at Commission meetings.

Admin Services, Line 28: \$35,800 is budgeted for the recording secretary (\$32,400), and printing and postage (\$3,400). This line item is lower than previous years due to the Administrator taking on some of the tasks previously performed by the recording secretary.

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**OUTREACH and EDUCATION \$37,500**

These items relate to outreach and education activities as outlined in the Commission's Education and Outreach Plan.

Publications/Annual Report, Line 31: \$2,000 is budgeted to develop and distribute the Commission's Annual Report, as required by State Rule.

Website, Line 32: \$2,000 is budgeted to maintain and update the Commission website. This item is lower than previous years as actual expenses have been under \$1,500 (and as low as \$120) since 2010.

Demonstration/Education Grants, Line 33: \$0. This activity is currently suspended. A grant program may be a recommendation in the updated Watershed Management Plan.

Watershed Education Partnerships, Line 34: \$15,500 is budgeted to support the programs of partnering organizations including Metropolitan Council's Citizen Assisted Monitoring Program to support volunteer monitoring on watershed lakes (\$5,000, through annual contract), Hennepin County's River Watch Program to support high school students monitoring streams and creeks in the watershed

(\$2,000, through two-year contract), Metro WaterShed Partners to support the MN Clean Water Campaign and other programming (\$3,500 contribution), Blue Thumb Program sponsorship (\$2,000 contribution), Metro Blooms to support raingarden workshops in the watershed (\$3,000 through Shingle Creek WMO as coordinator).

Education and Public Outreach, Line 35: \$15,000 is budgeted for administration and educational programs through the West Metro Water Alliance (WMWA) (\$9,750) as well as funding for event space, display materials and maintenance, WQ survey & quiz, seed packets, watershed coloring book and coloring contest, watershed fold-out map printing, and educational articles (\$5,250).

Public Communications, Line 36: \$3,000 is budgeted for public notices for Commission and committee meetings.

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### **MAINTENANCE FUNDS \$50,000**

Each year, funding is set aside in long-term funds to help offset the costs of larger, future projects.

Erosion/Sediment (Channel Maintenance), Line 36: \$25,000 for creek and stream bank erosion repair and sediment removal projects that are not funded as a channel restoration project through the BCWMC's Capital Improvement Program. The BCWMC Watershed Management Plan (Section 7.2.2) calls for the BCWMC to use the Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund to finance:

- Maintenance and repairs needed to restore a creek or streambank area to the designed flow rate.
- Work needed to restore a creek or streambank area that has either resulted in damage to a structure, or where structural damage is imminent, based on an assessment of benefits.
- Portion of a project that provides BCWMC benefits, including reduced potential for flooding, mitigation of water quality impairment, or minimizing the potential for water quality impairment.
- BCWMC's share of maintenance projects to be applied for by the cities that have a regional benefit, or to partially fund smaller, localized projects that cities wish to undertake.

Long-Term Maintenance (Flood Control Project), Line 37: \$25,000 to repair and maintain structures associated with the BCWMC Flood Control Project. The BCWMC Watershed Management Plan calls for annual assessments of \$25,000 to the fund, and for the fund balance to be maintained at (but not exceed) \$1 million. \$20,000 of this fund will be used to pay for flood control project inspections found in line 13.

### **TMDL WORK \$20,000**

TMDL work includes collecting, summarizing and reporting data related to the implementation of TMDLs in the watershed. This work would also include and coincide with updates to the P8 model. Reports would be provided to member cities for submission to the MPCA. Approximately \$15,000 is budgeted for P8 updates and \$5,000 for reporting.

April 21, 2015

Board of Commissioners and Management  
Bassett Creek Watershed Management Commission

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the Board of Commissioners, administration, or those charged with governance of the Bassett Creek Watershed Management Commission (the Commission).

**OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA AND *GOVERNMENT AUDITING STANDARDS***

We have audited the financial statements of the governmental activities and each major fund of the Commission as of and for the year ended January 31, 2015, and the related notes to the financial statements. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

**PLANNED SCOPE AND TIMING OF THE AUDIT**

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

**AUDIT OPINION AND FINDINGS**

Based on our audit of the Commission's financial statements for the year ended January 31, 2015:

- We have issued an unmodified opinion on the Commission's financial statements. The Commission has elected not to present management's discussion and analysis, which accounting principles generally accepted in the United States of America have determined necessary to supplement, although not required to be a part of, the basic financial statements. Our opinion on the Commission's basic financial statements is not affected by this missing information.
- We reported no deficiencies in the Commission's internal control over financial reporting that we considered to be material weaknesses.
- The results of our testing disclosed no instances of noncompliance required to be reported under *Government Auditing Standards*.
- We reported no findings based on our testing of the Commission's compliance with Minnesota laws and regulations.

### **SIGNIFICANT ACCOUNTING POLICIES**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 of the notes to basic financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year.

We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

### **ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### **CORRECTED AND UNCORRECTED MISSTATEMENTS**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### **DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### **DISAGREEMENTS WITH MANAGEMENT**

For purposes of this report, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **MANAGEMENT REPRESENTATIONS**

We have requested certain representations from management that are included in the management representation letter dated April 21, 2015.

#### **MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Commission’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no consultations with other accountants.

#### **OTHER AUDIT FINDINGS OR ISSUES**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### **OTHER MATTERS**

We were not engaged to report on the introductory section, which accompanies the financial statements but is not required supplementary information. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

#### **CLOSING**

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

The purpose of this report is solely to provide those charged with governance of the Commission, management, and those who have responsibility for oversight of the financial reporting process required communications related to our audit process. Accordingly, this report is not suitable for any other purpose.

*Malloy, Montague, Karnowski, Radosevich & Co., P.A.*

Minneapolis, Minnesota  
April 21, 2015

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**BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION**

Financial Statements and  
Supplemental Information  
Year Ended  
January 31, 2015

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BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

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INTRODUCTORY SECTION

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Board of Commissioners  
Year Ended January 31, 2015

<u>Commissioner</u>	<u>Position</u>	<u>Governmental Unit</u>
Jim de Lambert	Chairperson	City of St. Louis Park
Guy Mueller	Vice Chairperson	City of Crystal
Stacy Hoschka	Treasurer	City of Golden Valley
Jacob Millner	Secretary	City of Minnetonka
Ginny Black	Commissioner	City of Plymouth
Clint Carlson	Commissioner	City of Medicine Lake
John Elder	Commissioner	City of New Hope
Wayne Sicora	Commissioner	City of Robbinsdale
Michael Welch	Commissioner	City of Minneapolis

FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners and Management  
Bassett Creek Watershed Management Commission

**REPORT ON THE FINANCIAL STATEMENTS**

We have audited the financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2015, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

**MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**AUDITOR'S RESPONSIBILITY**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

(continued)

## **OPINIONS**

In our opinion, the financial statements referred to on the previous page present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Commission as of January 31, 2015, the respective changes in financial position thereof, and the budgetary comparison for the General Fund for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

## **OTHER MATTERS**

### **Required Supplementary Information**

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The introductory section, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

### **Prior Year Comparative Information**

We have previously audited the Commission's financial statements for the year ended January 31, 2014, and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated April 11, 2014. In our opinion, the partial comparative information presented herein as of and for the year ended January 31, 2014 is consistent, in all material respects, with the audited financial statements from which it has been derived.

## **OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 21, 2015 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

*Malloy, Montague, Karnowski, Radosevich & Co., P. A.*

Minneapolis, Minnesota  
April 21, 2015

BASIC FINANCIAL STATEMENTS

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Statement of Net Position  
as of January 31, 2015  
(With Partial Comparative Information as of January 31, 2014)

	Governmental Activities	
	2015	2014
<b>Assets</b>		
Cash and temporary investments	\$ 5,259,329	\$ 4,501,767
Interest receivable	1,167	1,606
Delinquent taxes receivable	4,604	9,157
Due from other governments	1,000	4,500
Prepays	1,157	1,438
	<u>5,267,257</u>	<u>4,518,468</u>
Total assets	<u>\$ 5,267,257</u>	<u>\$ 4,518,468</u>
<b>Liabilities</b>		
Accounts payable	\$ 107,151	\$ 56,212
Unearned revenue	139,676	205,897
	<u>246,827</u>	<u>262,109</u>
Total liabilities	<u>246,827</u>	<u>262,109</u>
<b>Net position</b>		
Restricted for watershed improvements	4,632,224	3,869,743
Unrestricted	388,206	386,616
	<u>5,020,430</u>	<u>4,256,359</u>
Total net position	<u>5,020,430</u>	<u>4,256,359</u>
Total liabilities and net position	<u>\$ 5,267,257</u>	<u>\$ 4,518,468</u>

See notes to basic financial statements

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Statement of Activities  
Year Ended January 31, 2015  
(With Partial Comparative Information for the Year Ended January 31, 2014)

	Governmental Activities	
	2015	2014
Expenses		
Watershed management		
Administration	\$ 511,349	\$ 493,362
Improvement projects	157,214	1,458,237
Total expenses	668,563	1,951,599
Program revenues		
Watershed management		
Charges for services – member assessments	490,344	515,046
Charges for services – permit fees	45,500	51,600
Capital grants and contributions	13,000	5,295
Total program revenues	548,844	571,941
Net program revenue (expense)	(119,719)	(1,379,658)
General revenues		
Property taxes	873,596	977,600
Unrestricted state aids	2	14
Investment earnings	9,171	4,477
Other	1,021	1,081
Total general revenues	883,790	983,172
Change in net position	764,071	(396,486)
Net position		
Beginning of year	4,256,359	4,652,845
End of year	\$ 5,020,430	\$ 4,256,359

See notes to basic financial statements

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Balance Sheet  
Governmental Funds  
as of January 31, 2015  
(With Partial Comparative Information as of January 31, 2014)

	General Fund	Improvement Capital Projects Fund	Total Governmental Funds	
			2015	2014
<b>Assets</b>				
Cash and temporary investments	\$ 596,734	\$ 4,662,595	\$ 5,259,329	\$ 4,501,767
Interest receivable	–	1,167	1,167	1,606
Delinquent taxes receivable	–	4,604	4,604	9,157
Due from other governments	1,000	–	1,000	4,500
Prepays	1,157	–	1,157	1,438
<b>Total assets</b>	<b>\$ 598,891</b>	<b>\$ 4,668,366</b>	<b>\$ 5,267,257</b>	<b>\$ 4,518,468</b>
<b>Liabilities</b>				
Accounts payable	\$ 71,009	\$ 36,142	\$ 107,151	\$ 56,212
Unearned revenue	139,676	–	139,676	205,897
<b>Total liabilities</b>	<b>210,685</b>	<b>36,142</b>	<b>246,827</b>	<b>262,109</b>
<b>Deferred inflows of resources</b>				
Unavailable revenue – property taxes	–	4,604	4,604	9,157
<b>Fund balances</b>				
Nonspendable for prepaids	1,157	–	1,157	1,438
Restricted for watershed improvements	–	4,627,620	4,627,620	3,860,586
Unassigned	387,049	–	387,049	385,178
<b>Total fund balances</b>	<b>388,206</b>	<b>4,627,620</b>	<b>5,015,826</b>	<b>4,247,202</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 598,891</b>	<b>\$ 4,668,366</b>		

Amounts reported for governmental activities in the Statement of Net Position are different because:

Certain revenues (including delinquent taxes) are included in net position, but are excluded from fund balances until they are available to liquidate liabilities of the current period.

	<u>4,604</u>	<u>9,157</u>
Net position of governmental activities	<u>\$ 5,020,430</u>	<u>\$ 4,256,359</u>

See notes to basic financial statements

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Statement of Revenue, Expenditures, and Changes in Fund Balances  
Governmental Funds  
Year Ended January 31, 2015  
(With Partial Comparative Information for the Year Ended January 31, 2014)

	<u>General Fund</u>	<u>Improvement Capital Projects Fund</u>	<u>Total Governmental Funds</u>	
			<u>2015</u>	<u>2014</u>
<b>Revenue</b>				
Member contributions	\$ 490,344	\$ -	\$ 490,344	\$ 515,046
Permit fees	45,500	-	45,500	51,600
Property taxes	-	878,149	878,149	977,618
State aid	5,500	7,502	13,002	5,309
Investment earnings	133	9,038	9,171	4,477
Miscellaneous	1,021	-	1,021	1,081
Total revenue	<u>542,498</u>	<u>894,689</u>	<u>1,437,187</u>	<u>1,555,131</u>
<b>Expenditures</b>				
<b>Current</b>				
Engineering	344,873	-	344,873	336,845
Legal	22,269	-	22,269	17,571
Professional services	12,657	-	12,657	13,157
Administrative services	76,679	-	76,679	79,467
Public relations and outreach	17,388	-	17,388	16,773
Financial management	3,045	-	3,045	3,119
Education	31,392	-	31,392	22,996
Miscellaneous	1,980	1,066	3,046	3,434
<b>Capital outlay</b>				
Improvement projects	20,000	137,214	157,214	1,458,237
Total expenditures	<u>530,283</u>	<u>138,280</u>	<u>668,563</u>	<u>1,951,599</u>
Excess (deficiency) of revenue over expenditures	12,215	756,409	768,624	(396,468)
<b>Other financing sources (uses)</b>				
Transfers in	39,375	50,000	89,375	74,650
Transfers (out)	(50,000)	(39,375)	(89,375)	(74,650)
Total other financing sources (uses)	<u>(10,625)</u>	<u>10,625</u>	<u>-</u>	<u>-</u>
Net change in fund balances	1,590	767,034	768,624	(396,468)
<b>Fund balances</b>				
Beginning of year	<u>386,616</u>	<u>3,860,586</u>		
End of year	<u>\$ 388,206</u>	<u>\$ 4,627,620</u>		

Amounts reported for governmental activities in the Statement of Activities are different because:

Certain revenues (including delinquent taxes) are included in net position, but are excluded from fund balances until they are available to liquidate liabilities of the current period.

	<u>(4,553)</u>	<u>(18)</u>
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Change in net position of governmental activities

	<u>\$ 764,071</u>	<u>\$ (396,486)</u>
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See notes to basic financial statements

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Statement of Revenue, Expenditures, and Changes in Fund Balances  
Budget and Actual  
General Fund  
Year Ended January 31, 2015

	Original and Final Budget	Actual	Over (Under) Budget
<b>Revenue</b>			
Member contributions	\$ 490,345	\$ 490,344	\$ (1)
Permit fees	60,000	45,500	(14,500)
State aid	5,000	5,500	500
Investment earnings	-	133	133
Miscellaneous	-	1,021	1,021
Total revenue	555,345	542,498	(12,847)
<b>Expenditures</b>			
Current			
Engineering	340,000	344,873	4,873
Legal	18,500	22,269	3,769
Professional services	15,500	12,657	(2,843)
Administrative services	95,800	76,679	(19,121)
Public relations and outreach	24,000	17,388	(6,612)
Financial management	3,045	3,045	-
Education	30,500	31,392	892
Miscellaneous	3,000	1,980	(1,020)
Capital outlay			
Improvement projects	20,000	20,000	-
Total expenditures	550,345	530,283	(20,062)
Excess of revenue over expenditures	5,000	12,215	7,215
<b>Other financing sources (uses)</b>			
Transfers in	45,000	39,375	(5,625)
Transfers out	(50,000)	(50,000)	-
Total other financing sources (uses)	(5,000)	(10,625)	(5,625)
Net change in fund balances	\$ -	1,590	\$ 1,590
<b>Fund balances</b>			
Beginning of year		386,616	
End of year		\$ 388,206	

See notes to basic financial statements

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

Notes to Basic Financial Statements  
January 31, 2015

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES**

**A. Organization**

The Bassett Creek Watershed Management Commission (the Commission) is a joint venture of the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park, formed under the authority of Minnesota Statute § 471.59. The Commission's purpose is to provide for cooperative planning, usage, and improvement of the watershed drained by the nine member communities. It is governed by a board consisting of nine commissioners, one appointed by each member city. The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America as applicable to governmental units.

**B. Reporting Entity**

A joint venture is a legal entity resulting from a contractual agreement that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain either an ongoing financial interest or an ongoing financial responsibility. The Commission, as described above, is considered a joint venture of the nine member cities, and is included as such in their financial statements.

As required by accounting principles generally accepted in the United States of America, these financial statements include the Commission (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit includes whether or not the primary government appoints the voting majority of the potential component unit's board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria, there are no component units required to be included in the Commission's financial statements.

**C. Government-Wide Financial Statements**

The government-wide financial statements (Statement of Net Position and Statement of Activities) display information about the reporting government as a whole. These statements include all of the financial activities of the Commission. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; 2) operating grants and contributions; and 3) capital grants and contributions. Taxes and other internally directed revenues are reported as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the fiscal year for which they are levied. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the provider have been met. Generally, the effect of interfund activity has been eliminated from the government-wide financial statements.

## NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### D. Fund Financial Statement Presentation

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, deferred inflows of resources, fund equity, revenue, and expenditures. The resources of the Commission are accounted for in two funds:

**General Fund** – The General Fund is the primary operating account of the Commission and is used to account for all financial resources except those required to be accounted for in another fund.

**Improvement Capital Projects Fund** – The Improvement Capital Projects Fund is used to account for resources set aside for the construction of improvements to the watershed. Its primary resources are a property tax levy and state aids.

Separate fund financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets, current liabilities, and deferred inflows/outflows of resources generally are included on the balance sheet. Operating statements of this fund present increases (revenue and other financing sources) and decreases (expenditures and other financing uses) in fund balances. Under this basis of accounting, transactions are recorded in the following manner:

- 1. Revenue Recognition** – Revenue is recognized when it becomes measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if collected within 60 days after year-end. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the provider have been met. All significant revenue sources are considered susceptible to accrual.
- 2. Recording of Expenditures** – Expenditures are generally recorded when a liability is incurred; however, expenditures are recorded as prepaid for approved disbursements or liabilities incurred in advance of the year in which the item is to be used.

### E. Budget

A budget for the General Fund is adopted annually by the Commission’s Board of Commissioners on a modified accrual basis of accounting. Budgetary control is at the fund level. All appropriations lapse at year-end.

### F. Use of Estimates

The preparation of financial statements, in accordance with accounting principles generally accepted in the United States of America, required management to make estimates that affect the amounts reported. Actual results could alter from these estimates.

### G. Investments

Investments are reported at fair value. Securities traded on national exchanges are valued at the last reported sales price.

## **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

### **H. Receivables**

The Commission utilizes an allowance for uncollectible accounts to value its receivables; however, it considers all of its current receivables to be collectible.

### **I. Prepaids**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids, which are recorded as expenditures/expenses at the time of consumption.

### **J. Capital Assets**

The Commission has no capital assets. The Improvement Capital Projects Fund is used to construct holding ponds and other improvements to the drainage system within the watershed district. The improvements are to land belonging to the Commission's member communities, and are not capitalized by the Commission.

### **K. Property Taxes**

Under Minnesota Statute § 103B.251, the Commission is authorized to certify to Hennepin County the costs of capital projects that are included in the capital improvement program in the Commission's watershed management plan. Project costs are certified to the county before October 1. The county is required by Minnesota Statute § 103B.251, Subd. 6 to provide funds for the cost of such improvements. The county has elected to levy an ad valorem property tax on taxable properties within the watershed to provide such funds. Such taxes become a lien on January 1 and are recorded as receivables by the Commission on that date. Property taxes may be paid by taxpayers in two equal installments on May 15 and October 15. The county provides tax settlements to all taxing districts several times a year. Taxes which remain unpaid at December 31 are classified as delinquent taxes receivable, and are offset by deferred inflow of resources on the governmental funds financial statements if not collected within 60 days after year-end.

### **L. Risk Management**

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended January 31, 2015.

### **M. Deferred Inflows of Resources**

In addition to liabilities, statements of financial position or balance sheets will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has only one type of item, which arises under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds Balance Sheet. The governmental funds report unavailable revenue from property taxes. These amounts are deferred and recognized as an inflow of resources in the period the amounts become available.

## NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### N. Net Position

In the government-wide financial statements, net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net position is displayed in three components:

- **Net Investment in Capital Assets** – Consists of capital assets, net of accumulated depreciation, reduced by any outstanding debt attributable to acquire capital assets.
- **Restricted Net Position** – Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.
- **Unrestricted Net Position** – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

The Commission applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

### O. Fund Balance Classifications

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

- **Nonspendable** – Consists of amounts that are not in spendable form, such as prepaid items, inventory, and other long-term assets.
- **Restricted** – Consists of amounts related to externally imposed constraints established by creditors, grantors, or contributors; or constraints imposed by state statutory provisions.
- **Committed** – Consists of internally imposed constraints that are established by resolution of the Board of Commissioners. Those committed amounts cannot be used for any other purpose unless the Board of Commissioners removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.
- **Assigned** – Consists of internally imposed constraints. These constraints consist of amounts intended to be used by the Commission for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority.
- **Unassigned** – The residual classification for the General Fund, which also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is the Commission’s policy to first use restricted resources, then use unrestricted resources as they are needed.

When committed, assigned, or unassigned resources are available for use, it is the Commission’s policy to use resources in the following order: 1) committed, 2) assigned, and 3) unassigned.

## NOTE 2 – DEPOSITS AND INVESTMENTS

### A. Deposits

In accordance with applicable Minnesota Statutes, the Commission maintains deposits at depository banks authorized by its Board of Commissioners, including checking and savings accounts.

The following is considered the most significant risk associated with deposits:

**Custodial Credit Risk** – In the case of deposits, this is the risk that in the event of a bank failure, the Commission’s deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bonds, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated “A” or better; revenue obligations rated “AA” or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The Commission has no additional deposit policies addressing custodial credit risk.

At year-end, the carrying amount of the Commission’s deposits and the balance on the bank records was \$0. The Commission maintains a checking account with Wells Fargo Bank, the balance of which is swept into an overnight repurchase agreement at the end of each business day. At January 31, 2015, deposits were fully covered by federal depository insurance.

### B. Investments

The Commission has the following investments at year-end:

Investment Type	Credit Risk		Interest Risk – Maturity in Years		Total
	Rating	Agency	Less Than 1	1 to 5	
U.S. agencies	AA+	S&P	\$ –	\$ 1,001,250	\$ 1,001,250
Repurchase agreement (U.S. agency underlying security)	AA-	S&P	\$ 4,258,079	\$ –	<u>4,258,079</u>
Total investments					<u>\$ 5,259,329</u>

Investments are subject to various risks, the following of which are considered the most significant:

**Custodial Credit Risk** – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the Commission would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Commission does not have a formal investment policy addressing this risk, but typically limits its exposure by purchasing insured or registered investments, or by controlling who holds the securities.

**NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)**

**Credit Risk** – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the Commission’s investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated “A” or better; revenue obligations rated “AA” or better; general obligations of the Minnesota Housing Finance Agency rated “A” or better; bankers’ acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a “depository” by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. The Commission does not have an investment policy that further addresses credit risk.

**Concentration Risk** – This is the risk associated with investing a significant portion of the Commission’s investment (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The Commission does not have an investment policy that limits the concentration of investments. At January 31, 2015, the Commission’s portfolio includes the following percentages of specific issuers:

U.S. agencies	
Federal Home Loan Bank	19.0%
Repurchase Agreement – FNMA	81.0%

**Interest Rate Risk** – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The Commission does not have an investment policy limiting the duration of investments.

**NOTE 3 – TRANSFERS**

The following interfund transfers were made during the year ended January 31, 2015:

Transfers Out	Transfers In		
	General Fund	Improvement Capital Projects Fund	Total
General Fund	\$ –	\$ 50,000	\$ 50,000
Improvement Capital Projects Fund	39,375	–	39,375
	<u>\$ 39,375</u>	<u>\$ 50,000</u>	<u>\$ 89,375</u>

Transfers are used to finance certain improvement projects or allocate revenues between funds. Interfund transfers are reported in the fund financial statements, but are eliminated in the government-wide financial statements.

#### NOTE 4 – RELATED PARTY TRANSACTIONS

The nine member cities support the Commission through annual contributions, which are computed using a formula based on the net tax capacity of all property within the watershed and the total area of each member city within the watershed as compared to the total area within the watershed. Contributions are assessed on a fiscal year basis. Contributions received in advance of the year to which they pertain are reported as unearned revenue in the year received.

Member contributions, unearned revenue, and permit fees revenue for the year ended January 31, 2015 were as follows:

	<u>Contributions</u>	<u>Unearned Revenue</u>	<u>Permit Fees Revenue</u>
Crystal	\$ 25,504	\$ 25,868	\$ –
Golden Valley	123,033	–	–
Medicine Lake	3,479	–	–
Minneapolis	32,953	33,235	–
Minnetonka	27,402	28,121	–
New Hope	26,479	25,681	–
Plymouth	224,959	–	1,700
Robbinsdale	7,743	7,587	1,100
St. Louis Park	18,792	19,184	–
	<u>\$ 490,344</u>	<u>\$ 139,676</u>	<u>\$ 2,800</u>

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OTHER REQUIRED REPORTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners and Management  
Bassett Creek Watershed Management Commission

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2015, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated April 21, 2015.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

(continued)

## COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

*Malloy, Montague, Karnowski, Radosevich & Co., P. A.*

Minneapolis, Minnesota  
April 21, 2015

INDEPENDENT AUDITOR'S REPORT  
ON MINNESOTA LEGAL COMPLIANCE

Board of Commissioners and Management  
Bassett Creek Watershed Management Commission

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the governmental activities and each major fund of the Bassett Creek Watershed Management Commission (the Commission) as of and for the year ended January 31, 2015, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated April 21, 2015.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the Office of the State Auditor pursuant to Minnesota Statute § 6.65, contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the listed categories, except that we did not test for compliance in tax increment financing, because the Commission does not utilize tax increment financing.

In connection with our audit, nothing came to our attention that caused us to believe that the Commission failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Commission's noncompliance with the above referenced provisions.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this report is not suitable for any other purpose.

*Malloy, Montague, Karnowski, Radosevich & Co., P.A.*

Minneapolis, Minnesota  
April 21, 2015

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## APPENDIX B

### 2014 Resolutions

**RESOLUTION NO. 14-01**

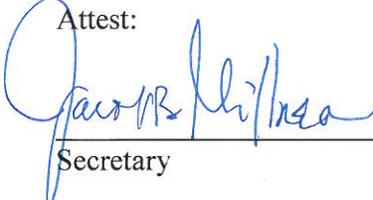
Member Welch introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE REIMBURSEMENT TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION 2.5% OF THE TAX LEVY REQUEST TO HENNEPIN COUNTY FOR COLLECTION IN 2013, FOR ADMINISTRATIVE EXPENSES FOR CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS AND APPROVING THE TRANSFER OF THE FUNDS FROM THE CIP ACCOUNT TO THE ADMINISTRATIVE ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park that:

1. The Bassett Creek Watershed Management Commission (BCWMC) will be reimbursed \$24,650, which is 2.5% of the BCWMC's September 2012 tax request in the amount of \$986,000 to Hennepin County for collection in 2013, for administrative expenses for Capital Improvement Projects.
2. The Bassett Creek Watershed Management Commission directs its Deputy Treasurer to transfer the reimbursed funds from the Commission's CIP Account to its Administrative Account.

  
Vice Chair Date

Attest:  
  
Secretary Date

The motion for adoption of the foregoing resolution was seconded by Member Mueller and upon a vote being taken thereon, the following voted in favor thereof: 5 and the following voted against the same 0 whereupon said resolution was declared duly passed and adopted.

Member Welch introduced the following resolution and moved its adoption:

RESOLUTION NO. 14-02

A RESOLUTION APPROVING THE TRANSFER OF BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS FROM THE ADMINISTRATIVE ACCOUNT TO THE EROSION/SEDIMENT (CHANNEL MAINTENANCE) ACCOUNT AND LONG-TERM MAINTENANCE ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission that:

1. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Erosion/Sediment (Channel Maintenance) account.
2. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Long-Term Maintenance account.

J. P. [Signature] 1/16/14  
Vice Chair Date

Attest:  
J. B. Miller 1/18/14  
Secretary Date

The motion for adoption of the foregoing resolution was seconded by Member Mueller and upon a vote being taken thereon, the following voted in favor thereof: 5 and the following voted against the same 0 whereupon said resolution was declared duly passed and adopted.

**RESOLUTION 14-03**

Member Crough introduced the following resolution and moved its adoption:

**RESOLUTION DESIGNATING DEPOSITORIES FOR  
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS**

BE IT RESOLVED by the Bassett Creek Watershed Management Commission of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park that the following are named as depositories for funds, subject to the furnishing of collateral for funds on deposit as provided in the Laws of the State of Minnesota: **RBC Dain Rauscher; Wells Fargo; 4M Fund**

BE IT FURTHER RESOLVED that a sweep account will be used for nightly balances.

BE IT FURTHER RESOLVED that the following signatories or alternates are authorized to be signatories on checks drawn on funds deposited:

General Checking: Chair or Vice Chair and Treasurer or Deputy Treasurer  
Each check shall require two signatures.

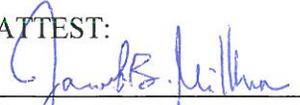
BE IT FURTHER RESOLVED that the following shall be authorized to make investments of the Bassett Creek Watershed Management Commission and shall be authorized to deposit the principal of said investments in the above named depositories as necessary and beneficial to the Bassett Creek Watershed Management Commission: Deputy Treasurer of the Bassett Creek Watershed Management Commission.

The Deputy Treasurer shall supply each of the depositories with certified copies of this resolution along with such signature documentation as is required by the depository and the authorizations set forth above.

Adopted by the Board of the Bassett Creek Watershed Management Commission this 20<sup>th</sup> day of February 2014.

  
Chair

ATTEST:

  
Secretary

2/20/14  
Date

The motion for the adoption of the foregoing resolution was seconded by Member Mueller and upon a vote being taken thereon, the following voted in favor thereof: 8 and the following voted against the same 0 whereupon said resolution was declared duly passed and adopted.

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

RESOLUTION NO. 14-04

RESOLUTION APPROVING WATERSHED PLAN AMENDMENT

WHEREAS, the Commission is the watershed management organization responsible for preparing a watershed plan for the Bassett Creek watershed, pursuant to Minn. Stat. § 103B.231; and

WHEREAS, the Commission's watershed plan entitled, "Bassett Creek Watershed Management Commission, Water Management Plan, July 2004" was originally adopted on September 16, 2004 (hereinafter the "Plan"); and

WHEREAS, the Commission has submitted for review an amendment to the Plan to add to the capital improvement program a project for 2015 to restore approximately 1.8 miles of the Main Stem of Bassett Creek from 10<sup>th</sup> Avenue to Duluth Street in the City of Golden Valley (project CR2015) (the "Plan Amendment"); and

WHEREAS, the Plan Amendment has been reviewed in accordance with the requirements of Minn. Stat. § 103B.231, which review is complete; and

WHEREAS, the Commission finds that the adoption of the Plan Amendment is in accordance with the requirements of law and in the best interests of the public;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Bassett Creek Watershed Management Commission as follows:

1. The Plan Amendment is hereby approved in accordance with Minn. Stat. § 103B.231, Subd. 10.
2. The Secretary is directed to transmit a copy of the Plan Amendment to the clerks of all member cities.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 18<sup>th</sup> of September, 2014.

  
\_\_\_\_\_  
Chair

ATTEST:

  
\_\_\_\_\_  
Secretary

**BASSETT CREEK WATERSHED MANAGEMENT COMMISSION**

**RESOLUTION NO. 14-05**

**A RESOLUTION MAKING FINDINGS  
PURSUANT TO MINNESOTA STATUTES, SECTION 103B.251,  
AND CERTIFYING COSTS TO HENNEPIN COUNTY**

WHEREAS, on September 16, 2004, the Commission adopted the *Bassett Creek Watershed Management Commission, Water Management Plan, July 2004* (the "Plan"); and

WHEREAS, the Plan includes a Capital Improvement Program ("CIP") listing capital projects in Table 12-2 of the Plan; and

WHEREAS, the CIP, as amended, includes the following capital project for the year 2015:

Restoration of the Main Stem of Bassett Creek from 10<sup>th</sup> Avenue to Duluth Street in the City of Golden Valley (CR2015) (hereinafter referred to as the "2015 Project"); and

WHEREAS, the Plan specifies a county tax levy under Minn. Stat., § 103B.251 as the source of funding for the 2015 Project; and

WHEREAS, on September 18, 2014, following published and mailed notice in accordance with the Commission's Joint Power Agreement and Minn. Stat., § 103B.251, the Commission conducted a public hearing on the 2015 Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Bassett Creek Watershed Management Commission as follows:

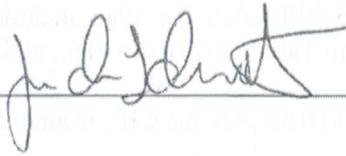
1. The 2015 Project will be conducive to the public health and promote the general welfare and is in compliance with Minnesota Statutes, Sections 103B.205 to 103B.255 (the "Act") and with the Plan as adopted and amended in accordance with the Act.
2. The estimated cost of the 2015 Project is One Million Five Hundred Three Thousand Dollars (\$1,503,000). Of this amount, One Million Dollars (\$1,000,000) will be paid from funds received from a county tax levy pursuant to Minnesota Statutes, Section 103B.251, levied in 2014 for collection in 2015, and the remainder will be paid from the Commission's Capital Improvement Program Closed Project Account or other sources.
3. Of the cost of the 2015 Project, the Commission hereby certifies costs to Hennepin County in accordance with Minnesota Statutes, Section 103B.251 of One Million Dollars (\$1,000,000). The total amount certified to Hennepin County for the 2015

Project is One Million Dollars (\$1,000,000) for payment by the county in accordance with Minnesota Statutes, Section 103B.251, Subd. 6.

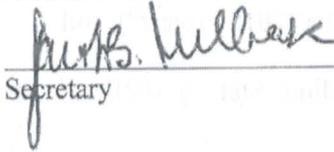
4. The cost of the 2015 Project will be paid by the Commission up to the amount specified in paragraph 2 above from the Capital Improvement Program Closed Project Account and proceeds received from Hennepin County pursuant to Minnesota Statutes, Section 103B.251. Additional costs may be paid by the city constructing the Project, but no costs will be charged to other members of the Commission.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the 18<sup>th</sup> day of September, 2014.

Chair



ATTEST:

  
Secretary

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

RESOLUTION NO. 14-06

RESOLUTION ORDERING 2015 IMPROVEMENT,  
DESIGNATING MEMBER RESPONSIBLE FOR CONSTRUCTION AND  
APPROVING AGREEMENT FOR CONSTRUCTION OF IMPROVEMENT

WHEREAS, on September 16, 2004, the Commission adopted the *Bassett Creek Watershed Management Commission, Water Management Plan, July 2004* (the "Plan"); and

WHEREAS, the Plan includes a Capital Improvement Program ("CIP") listing capital projects in Table 12-2 of the Plan; and

WHEREAS, the CIP, as amended, includes the following capital project for the year 2015:

Restoration of the Main Stem of Bassett Creek from 10<sup>th</sup> Avenue to Duluth Street in the City of Golden Valley (CR2015) ("2015 Project"); and

WHEREAS, the Plan specifies a county tax levy under Minn. Stat., § 103B.251 as the source of funding for the 2015 Project; and

WHEREAS, on October 16, 2014, following mailed notice in accordance with the Commission's Joint Power Agreement, the Commission conducted a public hearing on the 2015 Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Bassett Creek Watershed Management Commission as follows:

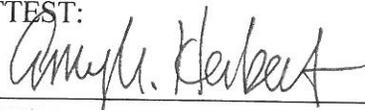
1. The 2015 Project will be conducive to the public health and promote the general welfare and is in compliance with Minnesota Statutes, Sections 103B.205 to 103B.255 (the "Act") and with the Plan as adopted and amended in accordance with the Act. The 2015 Project is hereby ordered.
2. The estimated cost of the 2015 Project is One Million Five Hundred Three Thousand Dollars (\$1,503,000). Of this amount, One Million Dollars (\$1,000,000) will be paid from funds received from a county tax levy pursuant to Minnesota Statutes, Section 103B.251, levied in 2014 for collection in 2015, and the remainder will be paid from the Commission's Capital Improvement Program Closed Project Account or other sources.
3. The Commission has received, accepted and approved the feasibility report for the 2015 Project.

4. The costs of the 2015 Project will be paid by the Commission up to the amounts specified in paragraph 2 above from the Capital Improvement Program Closed Project Account and proceeds received from Hennepin County pursuant to Minnesota Statutes, Section 103B.251. Additional costs may be paid by the city constructing the Projects, but no costs will be charged to other members of the Commission.
  
5. The City of Golden Valley is designated as the member responsible for contracting for the construction of the 2015 Project, and the engineer designated for preparation of plans and specifications is the Golden Valley City Engineer, or other engineers selected and retained by the City of Golden Valley. Contracts for construction shall be let in accordance with the requirements of law applicable to the City of Golden Valley. The Cooperative Agreement with the City of Golden Valley for the construction of the 2015 Project is approved, and the Chair and Secretary are authorized to execute the agreement on behalf of the Commission.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the 16<sup>th</sup> day of October, 2014.

  
Chair

ATTEST:

  
Secretary

Recording

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

RESOLUTION NO. 14-07

A RESOLUTION DESIGNATING MEMBER RESPONSIBLE FOR IMPLEMENTATION OF  
TWIN LAKE IN-LAKE ALUM-TREATMENT PROJECT AND  
APPROVING AGREEMENT  
FOR IMPLEMENTATION OF PROJECT

WHEREAS, on September 16, 2004, the Commission adopted the *Bassett Creek Watershed Management Commission, Water Management Plan, July 2004* (the "Plan"); and

WHEREAS, the Plan includes a Capital Improvement Program ("CIP") listing capital projects in Table 12-2 of the Plan; and

WHEREAS, the CIP, as amended, includes the following capital project for the year 2014:

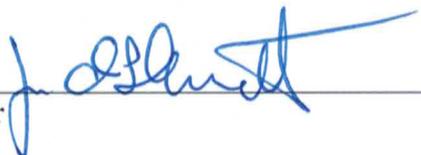
The Twin Lake In-Lake Alum-Treatment Project (BCWMC Project TW-2) in the City of Golden Valley (the "Twin Lake Project")

WHEREAS, on September 19, 2013, following published and mailed notice in accordance with the Commission's Joint Power Agreement and Minn. Stat., § 103B.251, the Commission conducted a public hearing and ordered the Twin Lake Project.

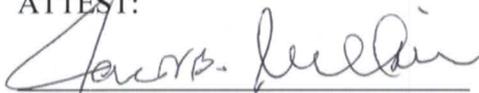
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Bassett Creek Watershed Management Commission as follows:

1. The Commission has received, accepted and approved the feasibility reports for the Twin Lake Project.
2. The City of Golden Valley is designated as the member responsible for contracting for the implementation of the Twin Lake Project, and the engineer designated for preparation of plans and specifications is the Golden Valley City Engineer, or other engineers selected and retained by the City of Golden Valley. Contracts for implementation shall be let in accordance with the requirements of law applicable to the City of Golden Valley. The Cooperative Agreement with the City of Golden Valley for the implementation of the Twin Lake Project is approved, and the Chair and Secretary are authorized to execute the agreement on behalf of the Commission.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the 19<sup>th</sup> day of November, 2014.

Chair 

ATTEST:

  
Secretary

## APPENDIX C

### Capital Improvement Program As Amended in 2014

Table 12-2 Water Quality Management and Flood Control 10-Year Capital Improvements Program

	Water Quality Improvement	Capital Cost <sup>1</sup>		Year								
		A (Actual Project Cost)	E (Estimated Project Cost)	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Medicine Lake</b>												
ML-1 <sup>2</sup>	Construct wet detention pond for subwatershed BC94B1 (Option 8 in Medicine Lake Plan)		\$0									
ML-2 <sup>3</sup>	Reduce Goose Loadings by 75% (Option 17 in Medicine Lake Plan)											
ML-3, ML-4 <sup>4</sup>	Reroute flows from subwatershed BC94 to a larger wet detention pond for BC92 (Option 9a in Medicine Lake Plan) & dredging of accumulated sediment Medicine Lake East Beach wet detention pond for subwatershed BC107 (Option 11 in Medicine Lake Plan) & dredging of accumulated sediment	A	\$893,000									
ML-5 <sup>5</sup>	Construct wet detention pond for subwatersheds BC98, BC98A and BC98B (Option 10a in Medicine Lake Plan) & dredging of accumulated sediment		\$0									
ML-6	Construct wet detention pond for subwatershed BC94B2 (Option 6 in Medicine Lake Plan)	E	\$14,000									\$14,000
ML-7 <sup>6</sup>	In-Lake Herbicide Treatment (Option 18 in Medicine Lake Plan)	A	\$132,000									
ML-8	Lakeview Park Pond						\$196,000					
ML-11 <sup>15</sup>	Medicine Lake Park Pond	E	\$1,100,000									
<b>Plymouth Creek</b>												
PC-1 <sup>19</sup>	26th Avenue to Medicine Lake	E	\$965,000	\$902,462								
PC-2 <sup>19</sup>	26th Avenue to 37th Avenue	E	\$559,000							\$105,000	\$454,000	
<b>Parkers Lake</b>												
PL-6 <sup>14</sup>	Improvements to stormwater basin in PL-A13 near Circle Park (from the City of Plymouth's Parkers Lake Implementation Plan)	E	\$73,000									
<b>Wirth Lake</b>												
WTH-1 <sup>7</sup>	Dredging subwatershed FR-5 detention pond (Option 2 in Wirth Lake Plan)	A	\$69,000									
WTH-2 <sup>8</sup>	Highway 55 detention pond (option 3 in Wirth Lake Plan)	E	\$215,000									
WTH-3 <sup>8</sup>	In-lake alum treatment (Option 1 in Wirth Lake Plan)	E	\$59,000									
WTH-4	Modify outlet to prevent back-flow (Wirth Lake TMDL Implementation Plan)		\$180,000			\$180,000						
<b>Sweeney Lake</b>												
SL-3	Schaper Pond Diversion Project	E	\$612,000					\$612,000				
<b>Twin Lake</b>												
TW-1 <sup>9</sup>	Pond expansion (Option 1 in Twin Lake Plan)	E	\$182,000									
TW-2	Twin Lake In-Lake Alum Treatment	E	\$163,000					\$163,000				
<b>Westwood Lake</b>												
WST-1 <sup>10</sup>	Flag Avenue detention/ skimming facility (Option 1 in Westwood Lake Plan)	A	\$174,000									
<b>Bassett Creek Park Pond</b>												
	None-see Table 2 Potential future water quality projects											
<b>Northwood Lake</b>												
NL-1 <sup>11</sup>	Construct ponds NB-35A, B, C and NB-29A, B (Option 4 in Northwood Lake Plan)	E	\$595,000							\$595,000		
NL-2 <sup>22</sup>	Four Seasons Mall Area Water Quality Project	E	\$990,000				\$990,000					
NL-3 <sup>23</sup>	Divert Lancaster Lane storm sewer (Option 3 in Northwood Lake Plan)											
NL-4 <sup>12</sup>	Construct ponds NB-36A, NB-37A, NB-38A and NB-28A, B (Option 5 in Northwood Lake Plan)	A	\$153,000									
NL-7 <sup>15</sup>	Construct pond adjacent to creek	E	\$139,000									
<b>Bassett Creek Main Stem</b>												
BC-1 <sup>13</sup>	Pond BC 10-3 (Option 4 in Bassett Creek Main Stem Plan)		\$0									
Crystal Boundary to Regent Ave <sup>20</sup>	Channel restoration	E	\$636,000	\$34,800	\$601,200							
Wisconsin Ave to Crystal Boundary	Channel restoration	E	\$580,000		\$290,000	\$290,000						
BC-7	Briarwood/Dawnview Water Quality Improvement Project, Golden Valley	E	\$250,000					\$250,000				
Irving Avenue to Golden Valley Road	Channel restoration	E	\$856,000			\$856,000						
10th Avenue to Duluth Street	Channel restoration, Golden Valley	E	\$1,659,000						\$1,000,000	\$659,000		
<b>Sweeney Lake Branch</b>												
Cortlawn Pond to Turners Crossing <sup>17</sup>	Channel restoration	A	\$386,000									
<b>North Branch</b>												
36th Ave to Bassett Creek Park <sup>21</sup>	Channel restoration	E	\$835,000		\$600,000	\$235,000						
<b>Grimes, North, &amp; South Rice Ponds</b>												
GR-2	Grimes Pond wet detention pond (Option 4 in Rice and Grimes Ponds Plan)	E	\$104,000									\$104,000
<b>Crane Lake</b>												
CL-1	Ramada Inn detention/ skimming facility (Option 1 in Crane Lake Plan)	E	\$116,000									
CL-2 <sup>18</sup>	Joy Lane Wet Detention Pond (Alt. #2)		\$0									
<b>Turtle Lake</b>												
	None Proposed											
<b>Lost Lake</b>												
	None Proposed											
<b>Capital Cost</b>				<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>ANNUAL ESTIMATED COST</b>				\$937,262	\$1,491,200	\$1,561,000	\$1,186,000	\$1,025,000	\$1,000,000	\$1,359,000	\$454,000	\$118,000

**Notes:**

- Capital Cost does not include land acquisition costs, but does include legal, administration, and 25% additional for contingencies.
- Constructed by City.
- Periodically completed by City.
- This project includes dredging of accumulated sediment and was completed in 2006.
- Mn/DOT sound wall construction in New Hope will require relocation and resizing of storm sewer in this watershed.
- Treatment completed by the City of Plymouth in 2005, 2006, and 2008.
- Completed in 2006.
- Project authorized in 2006. Issues regarding participation by Mn/DOT and future maintenance have delayed construction, no current schedule.
- Project authorized in 2006. Issues regarding site contamination and right-of-way have delayed construction, no current schedule.
- Project completed in 2006.
- The City of New Hope constructed NB-35A, B, C but not to the same degree as proposed in the lake and watershed management plan. NB-29 A and B have not been constructed. These improvements will need to be re-evaluated as part of the feasibility study. Costs shown are for NB-29A and B only. Costs will be added to the CIP to upgrade these ponds if the feasibility study indicates that they should be upgraded.
- The City of New Hope constructed NB-28A and B. NB-36A, NB-37A and NB-38A were completed in 2006.
- This project was completed as part of the Boone Ave and Brookview Golf Course improvement projects in 2004.
- Project approved for construction in 2006, to be completed as part of street repaving project.
- Minor Plan Amendment approved April 2007. Project to be completed in 2010.
- Minor Plan Amendment approved September 2007. Project completed in 2009.
- Minor Plan Amendment approved August 2007. Project completed in 2008.
- Not feasible per city of Minnetonka in 2008.
- Minor Plan Amendment approved June 2009. Project PC-1 to be completed in 2011.
- Minor Plan Amendment approved June 2009.
- Project construction proposed to start in 2011 using CIP reserve funds.
- The Four Seasons Mall Area Water Quality Project includes construction of two new water quality treatment ponds and restoration of an eroding stream channel. One of the ponds will be located on the Four Seasons Mall site; the other pond will be located southwest of the mall site, near the intersection of 40th Ave. N. and Pilgrim Lane. The original proposed project (from the 1996 *Northwood Lake Watershed and Lake Management Plan*) was to dredge and enlarge pond NB-07 to provide additional treatment of stormwater runoff. The 2012 feasibility study for the Four Seasons Mall Area Water Quality Project concluded that it was not feasible to convert pond NB-07 (a wetland) to a stormwater pond. The feasibility study also included two scenarios as alternatives to the proposed dredging. The Commission selected Scenario 1 as their preferred alternative.
- Project removed from CIP - no longer needed.

## APPENDIX D

### Website Usage Report

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- General Statistics
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  - Resources Accessed
  - Visitors & Demographics
  - Activity Statistics
  - Technical Statistics
  - Browsers & Platforms



**Complete Report - Current Year 2011**

**www.bassettcreekwmo.org**

01/01/2014 00:00:00 - 12/31/2014  
23:59:59

Thursday April 23, 2015 -  
09:51:06

**General Statistics**

Help

The Visits graph displays the overall number of visits to your Web site. The General Statistics table provides an overview of the activity for your Web site during the specified time frame.



**General Statistics**

<b>Hits</b>	Entire Site (Successful)	1,465,427
	Average per Day	4,014
	Home Page	56,583
<b>Page Views</b>	Page Views	1,032,514
	Average per Day	2,828
	Average per Unique Visitor	57
	Document Views	122,605
<b>Visits</b>	Visits	172,117
	Average per Day	471
	Average Visit Length	01:00:52
	Median Visit Length	00:00:09
	International Visits	8.82%
	Visits of Unknown Origin	22.90%
	Visits from United States	68.27%
	Visits Referred by Search Engines	0
	Visits from Spiders	84,102
	<b>Visitors</b>	Unique Visitors
Visitors Who Visited Once		12,355
Visitors Who Visited More Than Once		5,490

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- + General Statistics
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## Summary of Activity for Report Period Help

This page summarizes general server activity.

### Summary of Activity for Report Period

<b>Average Number of Visits per Day on Weekdays</b>	481
<b>Average Number of Hits per Day on Weekdays</b>	4,335
<b>Average Number of Visits per Weekend</b>	892
<b>Average Number of Hits per Weekend</b>	6,418
<b>Most Active Day of the Week</b>	Wed
<b>Least Active Day of the Week</b>	Sun
<b>Most Active Date</b>	September 18, 2014
<b>Number of Hits on Most Active Date</b>	26,023
<b>Least Active Date</b>	February 02, 2014
<b>Number of Hits on Least Active Date</b>	1,259
<b>Most Active Hour of the Day</b>	15:00-15:59
<b>Least Active Hour of the Day</b>	23:00-23:59

### Summary of Activity for Report Period - Help Card

-  **Average Number of Hits (per day on weekdays)** - The average number of hits for each individual day of the week.
- Average Number of Hits (per weekend)** - The average number of hits for both Saturdays and Sundays combined.
- Average Number of Visits (per day on weekdays)** - The average number of visits for each individual day of the week.
- Average Number of Visits (per weekend)** - The average number of visits for both Saturdays and Sundays combined.
- Least Active Date** - The least active date in the report period.
- Least Active Day of the Week** - If the report period is for one week or less, the Least Active Day of the Week will tell you which specific day was least active during that week. If the report period is for more than one week, the Least Active Day of the Week will tell you which day of the week that has the smallest amount of activity on average.
- Least Active Hour of the Day** - The least active hour of the day after activity for all hours is added up. This is not an average.
- Most Active Date** - The most active date in the report period.
- Most Active Day of the Week** - If the report period is for one week or less, the Most Active Day of the Week will tell you which specific day was most active during that week. If the report period is for more than one week, the Most Active Day of the Week will tell you which day of the week that has the largest amount of activity on average.
- Most Active Hour of the Day** - The most active hour of the day after activity for all hours is added up. This is not an average.

 This table is useful for determining the best day of the week to perform system maintenance.

### Activity Level by Day of the Week Help

This page shows the activity for each day of the week within the reporting period. Unsuccessful hits are not included.