



Bassett Creek Watershed Management Commission

Minutes of Regular Meeting December 19, 2013 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	<i>Not represented</i>	Robbinsdale	<i>Not represented</i>
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Vice Chair
Medicine Lake	Commissioner Clint Carlson	Administrator	Laura Jester, Keystone Waters LLC
Minneapolis	Alternate Commissioner Lisa Goddard	Attorney	<i>Not present</i>
Minnetonka	Commissioner Jacob Millner, Secretary	Engineer	<i>Not present</i>
New Hope	<i>Not represented</i>	Recorder	<i>Not present</i>
Plymouth	Commissioner Ginny Black, Chair		

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

Derek Asche, TAC, City of Plymouth	Jeff Oliver, TAC, City of Golden Valley
Richard McCoy, TAC, City of Robbinsdale	Liz Stout, TAC, City of Minnetonka
Perry Edman, TAC, City of St. Louis Park	David Tobelmann, Alternate Commissioner, City of Plymouth
Peter Tiede, Murnane Brandt	

1. CALL TO ORDER AND ROLL CALL

On Thursday December 19 2013, at 8:34 a.m. in the Council Chambers at Golden Valley City Hall, Chair Black called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. The cities of Crystal, New Hope, and Robbinsdale were absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

Peter Tiede, an attorney with the firm Murnane Brandt representing Ms. Carolyn Amplatz, introduced himself but indicated he had no comments at this time; he was simply in attendance to take notes for Ms. Amplatz.

3. AGENDA

Administrator Jester requested the removal of item 5B from the agenda. Chair Black requested a new agenda item be added as (new) 5C titled “Letter to Editor or Guest Column for Sun Sailor.” Commissioner Hoschka moved to approve the agenda as amended. Commissioner Millner seconded the motion. Upon a vote, the motion carried 6-0 [Cities of Crystal, New Hope, and Robbinsdale were absent from vote].

4. CONSENT AGENDA

Commissioner de Lambert moved to approve the Consent Agenda. Commissioner Millner seconded the motion. Upon a vote, the motion carried 6-0 [Cities of Crystal, New Hope, and Robbinsdale were absent from vote].

[The following items were approved as part of the Consent Agenda: the November 20, 2013, BCWMC meeting minutes, , the monthly financial report, payment of the invoices, Approval of the Reimbursement Request from the City of Crystal for the North Branch Erosion Control Project, Approval of the Proposal for the 2013 financial audit.]

The general and construction account balances reported in the Financial Report prepared for the December 19, 2013, meeting are as follows:

Checking Account Balance	\$488,125.45
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TOTAL GENERAL FUND BALANCE	\$488,125.45
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TOTAL CASH & INVESTMENTS ON-HAND (12/12/13)	\$2,705,194.39
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CIP Projects Levied – Budget Remaining	(\$2,957,894.38)
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Closed Projects Remaining Balance	(\$252,699.99)
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2013 Anticipated Tax Levy Revenue	\$15,330.79
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Anticipated Closed Project Balance	\$657,630.80
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5. NEW BUSINESS

A. Set January 2014 TAC Meeting

Administrator Jester reported that the Technical Advisory Committee should meet in early January to continue discussions about the 2016 – 2020 Capital Improvement Project list, to review requests from cities for use of the 2014 channel maintenance funds, and to discuss possible modifications to the Commission’s water quality standards and criteria for the Next Generation Watershed Management Plan. There was

consensus that these TAC agenda items are appropriate. Chair Black and Commissioner de Lambert indicated they may be able to attend the TAC meeting.

B. Conduct Performance Evaluation of Administrator

Commissioner de Lambert distributed a performance evaluation form he had developed for use in discussing and rating Administrator Jester's performance over the last year. Chair Black indicated the format of the evaluation was revised from the City of Plymouth's form used to evaluate the city manager. Commissioner de Lambert noted the form divided the duties into four main categories which mirrored the Administrator's duties in the Commission's Roles and Responsibilities document. Chair Black indicated she would like to get more input from Commissioners and Alternate Commissioners on the Administrator's performance rather than conducting the actual evaluation at this meeting. The group agreed this was an appropriate approach. Commissioner de Lambert will send the form to Ms. Herbert for distribution to all Commissioners and Alternate Commissioners. Administrator Jester was asked to evaluate herself using the form, as well. It was decided the performance evaluation would be conducted at a future Administrative Services Committee meeting after feedback from other Commissioners and Alternates.

There was also consensus that other contractors should be similarly evaluated at least once every two years before consultant services are solicited.

C. Letter to Editor or Guest Column to Sun Sailor

Chair Black reported she was working on drafting a letter to the Sun Sailor editor in response to Mr. Scott Marks' letter to the editor (dated 12-5-13 in Plymouth Sun Sailor) regarding the issue of Medicine Lake water levels. There was discussion about when, if and how Chair Black or the Commission should respond to Mr. Marks' letter through the Sun Sailor. Chair Black indicated she thought more facts on the issue should be provided to the public. There were comments that the letter should present the law and facts as well as the Commission's plan for moving forward on this issue (as approved at the November Commission meeting). Chair Black noted that one good venue for public discussion is through letters to the editor. There was consensus the letter should be kept short and it should reiterate that the Commission is working through a process and acting as a facilitator. Chair Black agreed to rewrite the letter, send to Administrator Jester who will then gather comments from Commissioners and place on January Commission agenda for further discussion before being sent to press.

6. OLD BUSINESS

A. Consider Proposal for Development of Watershed Map

- i. Hoshal Advertising Proposal
- ii. Hedberg Maps Proposal

Administrator Jester noted these proposals were discussed at the November Commission meeting. At that time, Counsel LeFevere had some suggested changes to the contracts and asked that the Commission wait on approving them. Mr. LeFevere has since worked with Hoshal Advertising and Hedberg Maps to address his concerns. Both he and Administrator Jester recommend Commission approval of the contracts as presented at this meeting. There was discussion about how the watershed map is an opportunity to connect people with the creek and can be used as a conduit for a water quality message.

Commissioner de Lambert moved to approve the contracts with Hoshal Advertising and Hedberg Maps for design, development, and printing of the watershed maps. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 6-0 [Cities of Crystal, New Hope, and Robbinsdale were absent from vote].

Administrator Jester noted the time frame for project completion was tight. Commissioners agreed that a March delivery would be preferred but if more time is needed, they do not want the project to be rushed and could grant an extension.

7. COMMUNICATIONS

- A. **Administrator:** Written report was included in meeting packet. Administrator Jester also verbally noted some current projects she is coordinating. There was some discussion about the XP-SWMM tutorial and the need for more information on the differences between the model just completed and the proposed “Phase II” of the model.
- B. **Chair:** No Communications
- C. **Commissioners:** No Communications
- D. **Committees:** No Communications

8. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/Meetings/2013/2013-December/2013DecemberMeetingPacket.htm>)

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

9. ADJOURNMENT

Chair Black adjourned the Bassett Creek Watershed Management Commission Regular Meeting at 9:42 a.m.

Laura Jester, Administrator

Date

Secretary

Date