



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: September 12, 2013

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background information on 9/19/13 BCWMC Meeting

1. CALL TO ORDER and ROLL CALL
2. CITIZEN FORUM ON NON-AGENDA ITEMS
3. APPROVAL OF AGENDA – ACTION ITEM
4. CONSENT AGENDA
 - A. Approval of Minutes from 8/15/13 Commission Meeting - ACTION ITEM with attachment
 - B. Approval of Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – August 2013 Administrator Services
 - ii. Barr Engineering – Engineering Services
 - iii. Amy Herbert – August 2013 Secretarial Services
 - iv. ACE Catering – September 2013 Meeting Catering
 - v. Kennedy & Graven – Legal Services
 - vi. Wenck – July WOMP Station Operation
 - vii. Ted Hoshal – reimbursement of education-related expenses
5. **PUBLIC HEARING**
 - A. Receive Comments from Public on Proposed 2014 Capital Improvement Program (CIP) Projects –
 - i. Schaper Pond Diversion Project (Feasibility Study online)
 - ii. Briarwood/Dawnview Water Quality Improvement Project (Feasibility Study online)
 - iii. Twin Lake In-lake Alum Treatment (Feasibility Study online)

The public hearing will be opened and the public will be asked for comments on the three projects proposed to be added to the 2014 CIP. All comments will be entered into the public record and will be considered before the Commission orders these projects under agenda item 6Bi below.
6. **NEW BUSINESS**
 - A. Adopt Major Plan Amendment to Include 2014 CIP Projects - ACTION ITEM with attachment;

On 2/28/13 the Commission requested a Major Plan Amendment to add 3 projects to the 2004 Watershed Management Plan. On 5/16/13 the Commission held a Public Hearing on the addition of these projects to the Plan which was continued to 6/20/13. No public comments were received. Comments received from State review agencies have been addressed. On 8/29/13, the Board of Water and Soil Resources approved the Major Plan Amendment (see attachment). The Commission should adopt the Plan Amendment through the attached resolution.
 - B. Consider Resolution for Following Action: – ACTION ITEM with attachments

The attached resolution contains several actions (see list below). An additional memo for item iv further recommends the Commission direct staff to certify for payment by Hennepin County in 2014 a total tax levy request of \$895,000; and direct the transfer of \$130,000 from the Closed Project Account

to pay for the remaining portion of the total 2014 project costs. Finally, an agreement with the City of Golden Valley is attached for item v.

- i. Ordering 2014 Improvements (Schaper Pond Diversion Project, Briarwood Dawnview Water Quality Improvement Project, Twin Lake In-lake Alum Treatment),
- ii. Designating Members Responsible for Construction,
- iii. Making Findings Pursuant to Minnesota Statutes, Section 103B.251,
- iv. Certifying Costs to Hennepin County, **with attachment**, and
- v. Approving Agreement with City of Golden Valley for Construction of Briarwood/Dawnview Water Quality Improvement Project – **with attachment**

C. Schaper Pond Diversion Project – update on meeting with agencies **ACTION ITEM with attachment** On 9/9/13, Engineers Chandler and Kremer, TAC members Joe Fox and Jeff Oliver, and I met with staff from the MPCA and DNR to discuss this project and whether or not a permit is obtainable for the proposed work. The meeting notes are attached. Staff recommends that the Commission 1) direct staff to prepare a wetland assessment for existing and proposed project conditions at Schaper Pond; and 2) direct staff to prepare and submit information to the MPCA work group, the DNR, and city staff regarding the impacts of the proposed project on water quality degradation and wetland degradation in Schaper Pond. The information will also include a maintenance plan.

D. Twin Lake In-lake Alum Treatment Project –

- i. Update on Fish Surveys – DISCUSSION ITEM with attachment
On 8/28/13, the DNR conducted a fish survey of Sweeney Lake using electroshocking equipment. The DRAFT report, photos, and email correspondence from DNR staff are attached. Blue Water Science is scheduled to complete a fish survey 9/16 – 9/17. Staff will update the Commission on preliminary findings from that survey. The Commission should discuss if further study of the fishery is needed.
- ii. Discuss Development of Project Plan and Specifications – DISCUSSION ITEM no attachment Golden Valley staff requested that the Commission develop the project plan and specifications for this project. The Commission should decide how to move forward with this task.

E. Review of Mainstem Restoration Project; Golden Valley Rd. to Irving Ave. N. – 50% Development Plans (CIP 2012CR) – ACTION ITEM with attachments The Minneapolis Park and Rec Board (MPRB) provided the 50% design plans to the Commission for review and comment. The Commission Engineer recommends that the Commission: 1) approve (with conditions) the 50% design drawings and 2) authorize the City of Minneapolis, through the MPRB, to proceed with final plans and contract documents. (Plans are online.)

F. Set TAC Meeting Date and Agenda – ACTION ITEM no attachments
The Technical Advisory Committee should meet in early October to 1) discuss how each city uses or relies on Commission reviews of development/redevelopment projects, and 2) develop criteria for feasibility studies. The draft memo for the XP-SWMM model may also be ready for TAC review at that time. Staff recommends that the Commission direct staff to set the meeting and agenda as stated.

7. OLD BUSINESS

A. Four Seasons Mall Area Water Quality Project

- i. Lancaster Lane Diversion Project Update - ACTION ITEM with attachment
The City of Plymouth and the Commission Engineer discovered the Lancaster Lane Diversion Project is not needed and recommend removing it from the CIP. See attached memo.

- ii. Approval of 90% Plan Set – ACTION ITEM with attachment (Plans online)
At their 8/15/13, the Commission approved the 50% Plans for this project with recommendations. The Commission Engineer recommends approval of these 90% (final) plans and authorize the City to proceed with contract documents and construction. See memo attached. Plans are online.
- B. Receive Update on Next Generation Plan Development –
 - i. Review of Plan Budget and Discussion of Scope – DISCUSSION ITEM with attachment
At their meeting on 9/16/13, the Plan Steering Committee will review the status of the Plan budget (see attachment) and will discuss Plan development scope. They will update the Commission on their discussions at this meeting and will seek Commission feedback.
 - ii. Draft Next Generation Plan Steering Committee Meeting Notes (8/19/13) –
INFORMATION ITEM with attachment *The Plan Steering Committee met on 8/19/13 to begin discussions of some policies. Meeting notes are attached and the Committee will update the Commission on policy development at this meeting.*
 - iii. Preliminary Approval of Final Goals – ACTION ITEM with attachment
At the 8/15/13 Commission meeting, all but three draft goals for the Watershed Plan were approved. At their meeting on 8/19/13 the Plan Steering Committee discussed the remaining goals and recommends the Commission approve these goals as stated in the attachment. (See highlighted goals.)
- C. Budget Committee Recommendations – DISCUSSION ITEM with attachment
The Budget Committee met on 9/4/13 to discuss ways in which to avoid a possible budget shortfall this fiscal year. The meeting notes and items of consensus are attached for Commission consideration.
- D. Decide on BCWMC Commission Meeting Time ACTION ITEM no attachment
At the 7/18/13 meeting, the Commission decided to start its August and September meetings at 8:30 a.m. to gage if that time works better for participants. The Commission should decide on a standard time for regular meetings going forward.
- E. Review Clean Water Fund Grant Draft Application – Briarwood/Dawnview Water Quality Improvement Project – ACTION ITEM with attachment
The Commission directed staff to prepare draft applications for the BWSR fiscal year 2014 Clean Water Fund Competitive Grants for the Briarwood/Dawnview Water Quality Improvement Project and the Schaper Pond Diversion Project. Based on the results of the pre-permit meeting on 9/9/13, (see agenda item 6E), staff does not recommend submitting a grant application for the Schaper Project. Attached is the draft grant application for the Briarwood/Dawnview project. Grant applications are due on October 4. The BWSR Projects and Practices fund requires a 25% local (BCWMC) match. Project costs breakdown:
 - *Total project construction cost = \$234,000 (from feasibility study); cost includes project bidding, construction costs, construction observation, engineering and design, permitting, and contingency*
 - *Additional costs for grant administration = \$3,000*
 - *Total project cost (for grant purposes) = \$237,000**Assuming the Commission wishes to apply for the maximum grant amount (75%), the requested grant funds = \$177,500, and the local (25%) match = \$59,500.*
Staff recommends that the Commission 1) Direct staff regarding the grant amount to be requested (maximum = \$177,500); and direct staff to finalize and submit grant application.

- F. Consider Grant Payment to Meadowbrook School for 2010 Water Quality Education Project – ACTION ITEM with attachments *In September 2009, the BCWMC executed a contract with Meadowbrook School for a water quality education grant. A final report and invoices were submitted to the Commission in January 2010; however grant payment to the school was deferred, waiting for further information on project outcomes. Please see the memo attached.*
- i. Memo describing current project status
 - ii. Original Final Report from Meadowbrook– January 2010

8. COMMUNICATIONS – INFORMATIONAL ITEMS with attachments

- A. Administrator’s Report – *Report is attached*
- B. Chair
- C. Commissioners
- D. Committees
 - i. Administrative Services Committee
 - ii. Education Committee – *9/9/13 meeting notes are attached*
- E. Legal Counsel
- F. Engineer

9. INFORMATION ONLY – INFORMATION ITEMS with documents online

- A. Grant Tracking Summary and Spreadsheet
- B. Freshwater Society Report: MN’s Groundwater: Is Our Use Sustainable?
- C. October 8th Speaker on Asian Carp Sponsored by Freshwater Society <http://freshwater.org/>
- D. Notice of WCA Applications for Berg Site and 11 Saratoga Lane in Plymouth
- E. Construction Dewatering DNR Water Appropriation Permit for Hampton Inn, Minnetonka
- F. West Metro Water Alliance – June Meeting Minutes

10. ADJOURNMENT

Upcoming Meetings

- **Next Gen Plan Steering Committee:** 9/16/13 and 9/23/13, 4:30 p.m., Golden Valley City Hall Council Conference Room
- **TAC Meeting (if ordered):** 10/7/13, 1:30 p.m., Golden Valley City Hall Council Conference Room
- **Commission Meeting:** 10/17/13, Time TBD, Golden Valley City Hall Council Conference Room