



# Bassett Creek Watershed Management Commission

Regular Meeting  
Thursday, May 19, 2016  
8:30 – 11:00 a.m.

Council Conference Room, Golden Valley City Hall, Golden Valley, MN

## AGENDA

### 1. CALL TO ORDER and ROLL CALL

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

### 3. APPROVAL OF AGENDA

### 4. CONSENT AGENDA

- A. Approval of Minutes - April 21, 2016 Commission Meeting
- B. Approval of May 2016 Financial Report
- C. Approval of Payment of Invoices
  - i. Keystone Waters, LLC – April 2016 Administrator Services
  - ii. Barr Engineering – April 2016 Engineering Services
  - iii. Amy Herbert – April 2016 Secretarial Services
  - iv. ACE Catering – May 2016 Meeting Refreshments
  - v. Wenck – April 2016 WOMP Monitoring
  - vi. Schmitt and Sons Transportation – 2016 Watershed Tour Charter Bus
  - vii. Kennedy Graven – March Legal Services
  - viii. HDR – April Website Hosting and Assistance
  - ix. MMKR – Financial Audit
- D. Approval of Agreement with Metropolitan Council for Participation in Citizen Assisted Monitoring Program
- E. Accept and Authorize Distribution of Fiscal Year 2015 Financial Audit
- F. Set Summer Technical Advisory Committee Meeting

### 5. BUSINESS

- A. Consider Approval of Recommendations from Technical Advisory Committee on Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features
- B. Consider Allowing Major Maintenance of Ponds Along Trunk System to be Included in Capital Improvement Program (Winnetka Pond on North Branch as Example)
- C. Set Maximum Levy Amount for 2017 Capital Improvement Projects
- D. Consider Recommendations from Budget Committee
  - i. 2017 Proposed Operating Budget and City Assessments
  - ii. 2017 Proposed Water Monitoring Activities and Consultants
- E. Consider Acceptance of Restoration Plan for Unpermitted Wetland Fill at 1143 South Shore Drive, Medicine Lake
- F. Receive Update on Plans for Watershed Tour

### 6. COMMUNICATIONS

- A. Administrator's Report
- B. Chair
- C. Commissioners

- D. TAC Members
  - i. Report on May 5<sup>th</sup> TAC Meeting
- E. Committees
- F. Legal Counsel
- G. Engineer
  - i. Update on Blue Line LRT
  - ii. Update on Culvert Replacement Project in City of Medicine Lake

**7. INFORMATION ONLY (Information online only)**

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. Grant Application to Metropolitan Council for Metro Bloom's Harrison Neighborhood Project
- D. WCA Notice of Decision, Plymouth
- E. Mississippi River Forum: Environmental Justice in MN  
<https://www.nps.gov/miss/learn/nature/riverforum.htm>

**8. ADJOURNMENT**

**Upcoming Meetings & Events**

- Mississippi River Forum: Environmental Justice in MN: Friday June 10, 8:00 – 9:30 a.m., McKnight Foundation, 710 S. 2<sup>nd</sup> St., Minneapolis MN (RSVP @ [lark\\_weller@nps.gov](mailto:lark_weller@nps.gov))
- BCWMC Regular Meeting: Thursday June 16<sup>th</sup>, 8:30 a.m., Council Conference Room, Golden Valley City Hall
- BCWMC Watershed Tour: Tuesday June 21<sup>st</sup>, 1:30 – 4:00 p.m., Location TBD

**Future Commission Agenda Items list**

- Address Organizational Efficiencies
- Finalize Commission policies (fiscal, data practices, records retention, roles and responsibilities, etc.)
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: May 11, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

**RE: Background Information for 5/19/16 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 – April 21, 2016 Commission meeting- ACTION ITEM with attachment
  - B. Approval of May 2016 Financial Report - ACTION ITEM with attachment
  - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online)
    - i. Keystone Waters, LLC – April 2016 Administrator Services
    - ii. Barr Engineering – April 2016 Engineering Services
    - iii. Amy Herbert – April 2016 Secretarial Services
    - iv. ACE Catering – May 2016 Meeting Refreshments
    - v. Wenck – April 2016 WOMP Monitoring
    - vi. Schmitt & Sons Transportation – 2016 Watershed Tour Charter Bus
    - vii. Kennedy Graven – March Legal Services
    - viii. HDR – April Website Hosting and Assistance
    - ix. MMKR – Financial Audit
  - D. Approval of Agreement with Metropolitan Council for Participation in Citizen Assisted Monitoring Program – ACTION ITEM with attachment – *Each year the Commission supports volunteers who collect water samples on lakes through the CAMP. Program coordination, training, and sample collection is provided by the Met Council. The Commission must pay for some equipment and the cost of lab analysis of the samples (up to \$550/lake). This year seven lakes are being monitored through CAMP in the BCWMC including Medicine (2 sites), Northwood, Sweeney, Twin, Westwood, Parkers, and Lost. Staff recommends approving the agreement with Met Council.*
  - E. Accept and Authorize Distribution of Fiscal Year 2015 Financial Audit – ACTION ITEM with attachment (full document online) - *The audit of the Commission’s finances for the period February 1, 2015 to January 31, 2016 is complete. Deputy Treasurer Virnig recommends the Commission accept the audit. The Commission should also authorize distribution of the audit to the BWSR (due at the end of May).*
  - F. Set Summer Technical Advisory Committee Meeting - ACTION ITEM no attachment – *The TAC should meet in the next few months to continue discussing the use of MIDS requirements in linear projects, begin discussing a possible shoreland and habitat monitoring program , and learn about the latest developments with the State’s new buffer initiative. A poll is currently routing to determine a TAC meeting date for late June or early August.*
5. **BUSINESS**
  - A. Consider Approval of Recommendations from Technical Advisory Committee on Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features – ACTION ITEM with attachments – *At their meeting in May 2015, the Commission directed staff and the TAC to develop recommendations on the responsibilities for major rehabilitation and replacement of the Flood Control Project (FCP) features and the establishment of associated funding mechanisms. The TAC discussed these items during four meetings in late 2015 and early 2016. Attachments include background information on the FCP, a map of FCP features, and a memo with the TAC’s recommendations. The*

*Commission should discuss and consider approval of the recommended policies.*

- B. Consider Allowing Major Maintenance of Ponds Along Trunk System to be Included in Capital Improvement Program (Winnetka Pond on North Branch as Example) - **ACTION ITEM with attachments** – *At a Commission meeting last summer and again last month, you heard from a Crystal resident concerned about sedimentation in Winnetka Pond. Staff is requesting direction from the Commission on the Commission’s role in dredging ponds along the BCWMC trunk system, including Winnetka Pond, which could be considered as an additional task within the 2018 CIP Project to dredge Bassett Creek Park Pond (BCP-2). Please see the memo attached for more background.*
- C. Set Maximum Levy Amount for 2017 Capital Improvement Projects – **ACTION ITEM with attachment** – *The Commission is due to submit its maximum levy amount for 2017 to Hennepin County. Staff recommends setting a maximum of \$1,303,600 as shown in the recently approved 5-year CIP list (attached). In September the Commission will set its final levy amount, which may be lower than the maximum being set now, but cannot be higher. (It’s possible the final amount will be less than the amount recommended here once Closed Project Account funds and total project costs are calculated.)*
- D. Consider Recommendations from Budget Committee - **DISCUSSION/ACTION ITEM with attachments** - *The proposed operating budget must be forwarded to cities by July 1<sup>st</sup>. The Commission should discuss the Budget Committee’s recommendation and approve a 2017 proposed budget either at this meeting or the June meeting.*
  - i. 2017 Proposed Operating Budget and City Assessments - *The Budget Committee recommends the attached budget and city assessments which constitute a 2% increase over 2016 assessments.*
  - ii. 2017 Proposed Water Monitoring Activities and Consultants – *The Budget Committee reviewed proposals from three firms for water monitoring activities in 2017 and have the attached recommendations for the Commission’s consideration. For those interested, the complete proposals are available with meeting materials online.*
- E. Consider Acceptance of Restoration Plan for Unpermitted Wetland Fill at 1143 South Shore Drive, Medicine Lake – **ACTION ITEM with attachments** - *The BCWMC is the Local Government Unit (LGU) responsible for administration of the Minnesota Wetland Conservation Act (WCA) for projects within the watershed in the cities of Robbinsdale, Medicine Lake, and St. Louis Park. On April 14, 2016, multiple officials, including the Commission Engineer, met in the City of Medicine Lake in response to potential wetland violation. After inspecting the site and discussions with the property owner, all parties agreed to a course of action presented in the attached memo. Staff recommends conditional acceptance of the proposed restoration plan.*
- F. Receive Update on Plans for Watershed Tour – **INFORMATION ITEM no attachment** – *The BCWMC Watershed Tour is scheduled for Tuesday June 21<sup>st</sup>; 1:00 – 4:30 p.m. Staff will update the Commission on plans for the tour at this meeting.*

## 6. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
- B. Chair
- C. Commissioners
- D. TAC Members
  - i. Report on May 5<sup>th</sup> TAC Meeting – **INFORMATION ITEM no attachment**
- E. Committees
- F. Legal Counsel

G. Engineer - **INFORMATION ITEMS no attachments**

- i. Update on Blue Line LRT
- ii. Update on Culvert Replacement Project in City of Medicine Lake

**7. INFORMATION ONLY (Information online only)**

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
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## Bassett Creek Watershed Management Commission

### Minutes of Regular Meeting April 21, 2016 Plymouth City Hall, 8:30 a.m.

#### Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Plymouth	Commissioner Ginny Black
Golden Valley	Commissioner Stacy Hoschka, Secretary/Treasurer	Robbinsdale	Alternate Commissioner Michael Scanlan
Medicine Lake	Commissioner Clint Carlson	St. Louis Park	Commissioner Jim de Lambert, Chair
Minneapolis	Alternate Commissioner Lisa Goddard	Administrator	Laura Jester
Minnetonka	Commissioner Michael Fruen	Attorney	Troy Gilchrist, Kennedy & Graven
New Hope	Alternate Commissioner Pat Crough	Engineer	Karen Chandler, Barr Engineering

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

Derek Asche, TAC, City of Plymouth	Liz Stout, TAC, City of Minneapolis
Erick Francis, TAC, City of St. Louis Park	Chris Long, TAC, City of New Hope
Jeff Oliver, TAC, City of Golden Valley	Michael Welch, Commissioner, City of Minneapolis
Richard McCoy, TAC, City of Robbinsdale	Jacob Millner, Alternate Commissioner, City of Minnetonka
Tom Dietrich, TAC, City of Minnetonka	Gary Holter, Alternate Commissioner, City of Medicine Lake
Chuck Schmidt, resident, City of New Hope	Jeff Weiss and Meg Rattei, Barr Engineering
Jeff Wallis, At Glenwood LLC	

#### **1. CALL TO ORDER AND ROLL CALL**

On Thursday, April 21, 2016, at 8:37 a.m. in the Medicine Lake Room at Plymouth City Hall, 3400 Plymouth Boulevard, Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. [No cities were absent from roll call].

#### **2. CITIZEN FORUM ON NON-AGENDA ITEMS**

Mr. Chuck Schmidt, a resident in the City of New Hope reported that he was pleased with many of the projects happening in the watershed, particularly the stream restoration projects. He suggested that riparian vegetation be managed on a regular basis rather than waiting until trees are very large and falling into the creek, making it more difficult to manage. He also noted (as he's done at a previous Commission meeting in the summer of 2015), that the pond at Winnetka Village Apartments in the City of Crystal and through which the North Branch of Bassett Creek flows, is accumulating sediment and the pond outlet appears to be plugged. He noted the large gully coming into the pond from the adjacent railroad tracks and wondered if this was the primary source of sediment to the

pond. Administrator Jester noted that she and TAC member Mark Ray (City of Crystal) had investigated the pond and gully last summer after Mr. Schmidt’s comments at a Commission meeting. She noted that Mr. Ray was planning to inform the railroad authority about the gully and to further investigate the pond’s function. Commissioner Mueller and Administrator Jester reported that they would follow up with the City of Crystal.

**3. AGENDA**

Chair de Lambert suggested a re-ordering of agenda items to accommodate guest speakers. He suggested moving 5B in front of 5A.

**MOTION:** Commissioner Black moved to approve the agenda as amended. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 9-0.

**4. CONSENT AGENDA**

**MOTION:** Commissioner Black moved to approve the consent agenda. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 9-0.

[The following items were approved as part of the consent agenda: the March 17, 2016, Commission Meeting Minutes, the April 2016 Financial Report, the payment of invoices, approval of Reimbursement Request from City of Golden Valley for Twin Lake Alum Treatment, approval of Reimbursement Request from City of Golden Valley for Schaper Pond Diversion Project.

The general and construction account balances reported in the April 2016 Financial Report are as follows:

Checking Account Balance	\$749,829.82
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$749,829.82</b>
<b>TOTAL CASH &amp; INVESTMENTS ON-HAND (4/12/16)</b>	<b>\$3,205,536.27</b>
CIP Projects Levied – Budget Remaining	(\$4,311,381.68)
Closed Projects Remaining Balance	(\$1,106,845.41)
2012-2014 Anticipated Tax Levy Revenue	\$6,668.33
2015 Anticipated Tax Levy Revenue	\$1,499.07
Anticipated Closed Project Balance	(\$1,098,678. 01)

## 5. BUSINESS

### A. (Previously 5B) **Review Draft Feasibility Study for Main Stem Erosion Repair Project (2017CR-M)**

Engineer Chandler introduced Engineer Jeff Weiss (Barr Engineering). Mr. Weiss presented (via PowerPoint) an overview of the results of the feasibility study for the Main Stem Erosion Repair Project. The presentation included maps showing the location of the three different reaches in the project area (Fruen Mill area, from Cedar Lake Rd to Irving Ave, and Irving Ave. to tunnel entrances); description of the erosion problems at various sites and the unique aspects of the project area (including industrial landowners very close to the creek, historical walls, the Fruen Mill, and walking paths that are sometimes submerged). Mr. Weiss reviewed the various types of stabilization techniques recommended and indicated natural techniques (rather than hard armoring) would be used when possible including root wads, rock vanes, vegetated reinforced soil slopes, and native plantings. He noted the issue of contaminated soils and hence a desire to minimize soil disturbance.

There was discussion about grants available for costs associated with disposal of contaminated soil and the steps and timeline for applying for the grant. Commissioner Black suggested investigating the ability to use the soils as “alternative daily cover” at a landfill, which would reduce disposal fees. There was further discussion about how to reduce disposal fees.

Administrator Jester suggested the removal of the recommended vegetation management for site 15, the channel leading to the old tunnel. The noted vegetation management should be considered a city maintenance activity rather than part of the CIP project as it does not address erosion nor water quality. Ms. Stout, TAC member from the City of Minneapolis, agreed that this was a city function and should not be included in the cost estimate for the project.

Mr. Jeff Wallis with At Glenwood LLC briefly reviewed the redevelopment plans for the Fruen Mill area and the brewery next door. He reported that a flood wall along the brewery would be constructed this fall and that plans should be ready for Commission review soon. He noted that the Fruen Mill area is undergoing an environmental review and may be demolished in 2017 for a housing development. He noted that there is no current vision for structures along the creek at the mill.

**MOTION:** Alternate Commissioner Goddard moved approval of the Main Stem Feasibility Study with Administrator Jester’s amendment to remove the vegetation management activities in site 15. Commissioner Black seconded the motion.

Before the vote there was further discussion about the Fruen Mill area, the opportunity for coordination with redevelopment in the area, and the need to coordinate with the Minneapolis Park and Recreation Board regarding the foot path.

Upon a vote the motion carried 9-0.

[Alternate Commissioner Millner and Commissioner Welch depart the meeting.]

### B. (Previously 5A) **Receive Presentation from Commission Engineer**

- i. 2015 Westwood Lake Water Quality Monitoring Results
- ii. 2015 Biotic Index Study Results from Bassett Creek, Plymouth Creek, and Sweeney and North Branches of Bassett Creek
- iii. Plans for 2016 Water Quality Monitoring

Engineer Chandler introduced Meg Rattei with Barr Engineering to present results of the 2015 BCWMC monitoring program, noting that Ms. Rattei had been performing this work for the Commission since 1974. Ms. Rattei first reviewed the results of the biotic index monitoring, noting that this type of monitoring is a

cost effective way to understand water quality. She reported on results from six different locations – three on Bassett Creek, and one each on Plymouth Creek, Sweeney Branch, and North Branch Bassett Creek. She noted results on three different indices which each measure slightly different conditions, including the new State M-IBI. She noted the M-IBI results are used to determine if a stream is meeting State standards for biological integrity. She reported only the station on the Sweeney Branch of Bassett Creek met the State standard and noted that habitat conditions play a large role in M-IBI scores. She also reported that chloride levels appear to be on the rise at the various sites, citing conductivity measurements and a review of historical data. Ms. Rattei’s recommendations included continuing biotic index monitoring per the Commission’s monitoring plan, monitoring for chloride, and continuing to implement restoration projects that improve habitat. Administrator Jester noted that the next time the Commission conducts biotic index monitoring on creeks, it will include intensive water quality and quantity monitoring, including chlorides.

Alternate Commissioner Goddard asked about the proximity of past BCWMC stream restoration projects to biotic index monitoring locations, wondering if Commission projects have had any effect on habitat. Staff indicated they would bring that information back to a future meeting. Administrator Jester also noted that some of the recommended stabilization techniques proposed for the 2017 Main Stem Project should improve in-stream habitat, particularly by reducing embeddedness.

Ms. Rattei then presented results of the 2015 monitoring on Westwood Lake in St. Louis Park and reported that the lake has excellent water quality with total phosphorus levels, chlorophyll a levels, and Secchi disc measurements all meeting State standards. She noted the lake’s healthy native plant community and that a new plant, bearded stonewort, was discovered in the lake (and it’s the first recorded occurrence in Minnesota). Ms. Rattei reviewed recommendations including continuing regular monitoring and adding chloride monitoring.

There was some discussion about how the lake’s water quality has improved over time, likely due to storm water management in the watershed and that conductivity is likely low because runoff from Highway 169 goes through storm water ponds and a wetland before reaching the lake.

Ms. Rattei briefly reviewed plans for 2016 monitoring including routine monitoring in Medicine Lake (with assistance from Three Rivers Park District), Crane Lake, and Northwood Lake.

Administrator Jester noted that the complete monitoring reports would be posted online and distributed copies of two different types of reports to Commissioners including one “fact sheet” type reported developed by the Commission Engineer with Westwood Lake results, and a longer report on several waterbodies developed by Barr Engineering for the Nine Mile Creek Watershed District. Administrator Jester asked for input on the format of future monitoring reports, noting that the lengthy and highly technical reports currently generated are expensive to develop and may not be necessary. There was some discussion including comments from Commissioners that a “refined” report would be nice but the fact sheet report may need more interpretive information, and that bulleted information is easier to digest. There was agreement that a refined, less expensive report is preferred.

### **C. Consider Recommendations from BCWMC Education Committee for 2016 Education & Outreach Work Plan and Budget**

Administrator Jester reviewed the Education Committee’s recommendations for spending and programming in 2016 including financial support of multiple partnering organizations including the West Metro Water Alliance (WMWA), Hennepin County (River Watch), Met Council (CAMP), Metro Watershed Partners, Children’s Water Festival, and Metro Blooms. She noted the recommended financial support of \$4,000 for the Harrison Neighborhood Project being conducted by Metro Blooms, and the use of up to \$1,000 for reimbursement to Commissioners to attend trainings and conferences. She reported that \$7,000 remains “unassigned” and that the Education Committee will continue to explore options including display upgrades,

development of a presentation library, and educational signage.

**MOTION:** Commissioner Black moved to approve the recommendations of the Education Committee as presented. Alternate Commissioner Scanlan seconded the motion. Upon a vote the motion carried 9-0.

#### **D. Discuss Watershed Tour Dates and Stops**

Administrator Jester asked if there were particular dates or times that would work for a watershed tour. After some discussion she was directed to distribute a Doodle Poll to determine the best date. Commissioners expressed interest in touring the Fruen Mill site, a public works facility to learn about road salt applications, the 2015 Main Stem project in Golden Valley, Northwood Lake Project site, and the Plymouth Creek Restoration site. Alternate Commissioner Crough recommended inviting local reporters on the tour.

#### **E. Review Draft 2015 Annual Report**

Administrator Jester noted the BCWMC 2015 Annual Report is due to the Minnesota Board of Water and Soil Resources (BWSR) at the end of April. She asked if there were suggestions for revisions (and noted she could take suggestions for a few more days). She was directed to inquire about the need to include mailing and email addresses of Commissioners in the report and to leave them out if allowed. There was consensus that the report was appropriate as presented and should be submitted to the BWSR.

[Alternate Commissioner Goddard and Commissioner Hoschka depart.]

#### **F. Receive Update on West Metro Water Alliance’s “Pledge to Plant” Campaign**

Administrator Jester reported that the West Metro Water Alliance’s latest campaign was aimed at getting residents or business/corporate partners to convert turf or hard surfaces to native plantings. She noted Commissioners may see news items on this campaign and asked that they also help spread the word. Administrator Jester indicated more information (and pledge forms) could be found on the Blue Thumb website.

#### **G. Receive Update on Metro Bloom’s Northside (Harrison) Neighborhood Engagement and Opportunities in Clean Water Initiative**

Administrator Jester reported that she had recently submitted another letter of support for this project as Metro Blooms continues to apply for grants. She also noted that since funding is not coming together as quickly as hoped, Metro Blooms recently shifted its focus for this year from working in alleyways, to working within boulevards to install bioswales planted with turf alternatives. She reported that fifty-six ash trees are slated for removal in the Harrison Neighborhood this summer, creating the opportunity for this project. She noted that funding (including \$4,000 from BCWMC as recommended by the Education Committee) and partners have already been secured for this project. She reported that Metro Blooms will hold a community event in conjunction with this work early this summer and they are hoping the original youth-engagement/alleyways project receives funding for implementation in 2017. Administrator Jester noted that, as previously approved, the Commission will soon submit a grant to the Met Council on behalf of Metro Blooms for this project.

## **7. COMMUNICATIONS**

### **A. Administrator’s Report**

#### **i. Reminder of May Meeting Location at Golden Valley City Hall**

Administrator Jester noted the May meeting location at Golden Valley City Hall and also a Technical Advisory Committee meeting on May 5<sup>th</sup>, 1:30 p.m. at Golden Valley City Hall.

**B. Chair**

Chair de Lambert reminded the group about the Bassett Creek clean up event scheduled for the coming Saturday in Minneapolis.

**C. Commissioners**

Alternate Commissioner Scanlan expressed thanks to the City of Robbinsdale for its excellent street sweeping program.

Commissioner Black reported that the Urban Waters Forum would be held that Saturday at the MN Landscape Arboretum.

**D. TAC Members – no reports**

**E. Committees**

**i. Budget Committee**

Administrator Jester noted the Budget Committee met on March 31<sup>st</sup> and had directed staff to distribute a request for proposals for three different water monitoring projects in 2017, which is included with meeting materials. She indicated the committee would meet again on May 4<sup>th</sup> to finalize their budget recommendations for the May Commission meeting.

**ii. Education Committee (see agenda item 5C)**

**F. Legal Counsel – no reports**

**G. Engineer**

**i. Highway 169 Construction Impacts on Bassett Creek Watershed**

Engineer Chandler reported that the Commission is beginning to receive information on this project and will review components as needed.

**ii. Unauthorized Filling at 1143 South Shore Drive, Medicine Lake**

Engineer Chandler reported on an incident of unauthorized wetland and potential floodplain filling in the City of Medicine Lake. She reported that the DNR, the Commission, and City are now involved and the landowner is cooperating with restoration orders.

**7. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/document/meeting-materials-minu/meeting-materials/bcwmc-monthly-meeting> )**

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. KSTP and Channel 12 News Coverage of Schaper Pond Project: <http://kstp.com/news/water-quality-test-floating-baffle-golden-valley--bassett-creek-watershed-management-commission/4087611/?cat=1> and <http://twelve.tv/news/newsitem.aspx?newsid=324&newsitemid=30159>
- D. Channel 12 News Coverage of Residential BMPs/North Branch Bassett Creek: <http://www.twelve.tv/news/newsitem.aspx?newsid=1499&newsitemid=30165>
- E. Incident Report: Spill in Bassett Creek
- F. Water Links WMWA Newsletter: <https://content.govdelivery.com/accounts/MNHENNE/bulletins/13bae23>
- G. WCA Notice of Application, Plymouth
- H. WCA Notice of Application, New Hope

**8. ADJOURNMENT**

Chair de Lambert adjourned the meeting at 11:10 a.m.

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Signature/Title

Date

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Signature/Title

Date

Item 4B.  
BCWMC 5-19-16

(UNAUDITED)

<b>BEGINNING BALANCE</b>	<b>12-Apr-16</b>	<b>749,829.82</b>
<b>ADD:</b>		
<b>General Fund Revenue:</b>		
Interest less Bank Fees		(15.95)
Permits:		
City of Plymouth	BCWMC 2016-10	1,100.00
Robbinsdale Schools	BCWMC 2016-11	2,200.00
Robbinsdale Schools	BCWMC 2016-12	2,200.00
City of Plymouth	PW Facility Expansion	1,100.00
City of Minneapolis	Hydraulic Modeling	6,675.34
Reimbursed Construction Costs		28,501.50
	<b>Total Revenue and Transfers In</b>	<b>41,760.89</b>
<b>DEDUCT:</b>		
<b>Checks:</b>		
2853 Barr Engineering	April Engineering	62,494.92
2854 D'Amico Catering	May Meeting	144.62
2855 Amy Herbert LLC	April Secretarial	650.50
2856 Kennedy & Graven	March Legal	1,434.92
2857 Keystone Waters LLC	April Administrator	5,131.49
2858 Wenck Associates	April Outlet Monitoring	780.83
2859 HDR Engineering Inc	Website Design	657.03
2860 MMKR	Audit Services	5,150.00
2861 Schmitt and Sons Trans	Bus Tour	556.20
Wells Fargo	Check Blanks	77.60
	<b>Total Checks</b>	<b>77,078.11</b>
Outstanding from previous month:		
2847 Metro Conservation Dis	Childerens Water Fesivab	350.00
<b>ENDING BALANCE</b>	<b>11-May-16</b>	<b>714,512.60</b>

Bassett Creek Watershed Management Commission General Account  
 General Fund (Administration) Financial Report  
 Fiscal Year: February 1, 2016 through January 31, 2017  
 MEETING DATE: May 19, 2016

(UNAUDITED)

	2016 / 2017 BUDGET	CURRENT MONTH	YTD 2016 / 2017	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS TO CITIES	490,345	0.00	444,375.00	45,970.00
PROJECT REVIEW FEES	60,000	6,600.00	19,800.00	40,200.00
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
TRANSFERS FROM LONG TERM FUND & CIP	27,055	0.00	0.00	27,055.00
<b>REVENUE TOTAL</b>	<b>582,400</b>	<b>6,600.00</b>	<b>468,675.00</b>	<b>113,725.00</b>
<b>EXPENDITURES</b>				
<b>ENGINEERING &amp; MONITORING</b>				
TECHNICAL SERVICES	120,000	10,654.50	35,552.72	84,447.28
DEV/PROJECT REVIEWS	65,000	10,119.00	30,297.00	34,703.00
NON-FEE/PRELIM REVIEWS	15,000	2,700.00	14,324.50	675.50
COMMISSION AND TAC MEETINGS	13,000	1,154.80	4,567.54	8,432.46
SURVEYS & STUDIES	25,000	2,166.00	2,166.00	22,834.00
WATER QUALITY/MONITORING	76,000	2,121.85	19,397.77	56,602.23
SHORELAND HABITAT MONITORING	6,000	0.00	559.00	5,441.00
WATER QUANTITY	11,500	413.62	1,240.86	10,259.14
WATERSHED INSPECTIONS -EROSION CONTROL	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	0.00	10,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
WOMP	17,000	1,027.33	3,408.21	13,591.79
<b>ENGINEERING &amp; MONITORING TOTAL</b>	<b>361,500</b>	<b>30,357.10</b>	<b>111,513.60</b>	<b>249,986.40</b>
<b>ADMINISTRATION</b>				
ADMINISTRATOR	62,000	5,131.49	15,431.49	46,568.51
LEGAL COSTS	18,500	1,434.92	2,668.72	15,831.28
AUDIT, INSURANCE & BONDING	15,500	5,150.00	6,450.00	9,050.00
FINANCIAL MANAGEMENT	3,200	0.00	0.00	3,200.00
DIGITIZE HISTORIC PAPER FILES	5,000	0.00	0.00	5,000.00
MEETING EXPENSES	2,200	144.62	578.48	1,621.52
ADMINISTRATIVE SERVICES	25,000	919.15	6,284.92	18,715.08
<b>ADMINISTRATION TOTAL</b>	<b>131,400</b>	<b>12,780.18</b>	<b>31,413.61</b>	<b>99,986.39</b>
<b>OUTREACH &amp; EDUCATION</b>				
PUBLICATIONS/ANNUAL REPORT	2,500	0.00	1,246.50	1,253.50
WEBSITE	3,500	657.03	942.03	2,557.97
PUBLIC COMMUNICATIONS	2,500	0.00	0.00	2,500.00
EDUCATION AND PUBLIC OUTREACH	22,500	556.20	11,292.53	11,207.47
WATERSHED EDUCATION PARTNERSHIPS	15,500	0.00	3,500.00	12,000.00
<b>OUTREACH &amp; EDUCATION TOTAL</b>	<b>46,500</b>	<b>1,213.23</b>	<b>16,981.06</b>	<b>29,518.94</b>
<b>MAINTENANCE FUNDS</b>				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
<b>MAINTENANCE FUNDS TOTAL</b>	<b>50,000</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>
<b>TMDL WORK</b>				
TMDL IMPLEMENTATION REPORTING	20,000	4,148.50	7,496.00	12,504.00
<b>TMDL WORK TOTAL</b>	<b>20,000</b>	<b>4,148.50</b>	<b>7,496.00</b>	<b>12,504.00</b>
<b>TOTAL EXPENSES</b>	<b>609,400</b>	<b>48,499.01</b>	<b>167,404.27</b>	<b>441,995.73</b>

**BCWMC Construction Account**  
**Fiscal Year: February 1, 2015 through January 31, 2016**  
**May 2016 Financial Report**

**(UNAUDITED)**

Cash Balance 4/12/16			
Cash		2,213,536.27	
	Total Cash		2,213,536.27
Ally Bk Midvale Utah C/D (9/25/2017 1.25%)		248,000.00	
Capital One Bk-McLean VA C/D (9/25/2017 1.15%)		248,000.00	
Capital One Bk-Glen Allen VA C/D (9/25/2017 1.15%)		248,000.00	
Key Bk Natl Assn Ohio C/D (10/02/2017 1.15%)		248,000.00	
	Total Investments		992,000.00
	<b>Total Cash &amp; Investments</b>		<b>3,205,536.27</b>
Add:			
Interest Revenue (Bank Charges)		(70.65)	
Met Council Tunnel		9,825.00	
Met Council		2,397.00	
	<b>Total Revenue</b>		<b>12,151.35</b>
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(213.00)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(11,982.50)	
	<b>Total Current Expenses</b>		<b>(12,195.50)</b>
	<b>Total Cash &amp; Investments On Hand</b>	<b>05/11/16</b>	<b><u>3,205,492.12</u></b>
Total Cash & Investments On Hand		3,205,492.12	
CIP Projects Levied - Budget Remaining - TABLE A		(4,312,906.12)	
<b>Closed Projects Remaining Balance</b>		<b>(1,107,414.00)</b>	
2011 - 2015 Anticipated Tax Levy Revenue - TABLE C		10,213.74	
2016 Anticipated Tax Levy Revenue - TABLE C		1,222,000.00	
<b>Anticipated Closed Project Balance</b>		<b><u>124,799.74</u></b>	
Proposed & Future CIP Project Amount to be Levied - TABLE B		0.00	

**TABLE A - CIP PROJECTS LEVIED**

	Approved Budget	Current Expenses	2016 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	11,589.50	184,410.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	0.00	0.00	127,501.84	862,498.16
<b>2014</b>					
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	0.00	213,668.55	303,263.45	308,736.55
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	0.00	230,401.91	250,000.00	0.00
Twin Lake Alum Treatment Project (TW-2)	163,000.00	0.00	66,812.17	91,037.82	71,962.18
<b>2015</b>			0.00	0.00	
Main Stem 10th to Duluth (CR2015)	1,503,000.00	0.00	0.00	105,042.00	1,397,958.00
<b>2016</b>			0.00	0.00	
Honeywell Pond Expansion (BC-4)	810,930.00	0.00	0.00	13,904.48	797,025.52
Northwood Lake Pond (NL-1)	822,140.00	213.00	31,882.60	131,824.79	690,315.21
	<b>5,347,070.00</b>	<b>213.00</b>	<b>542,765.23</b>	<b>1,034,163.88</b>	<b>4,312,906.12</b>

Grant Funds Received

275,000.00

**TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED**

	Approved Budget - To Be Levied	Current Expenses	2016 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
<b>2017</b>					
Main Stem Cedar Lk Rd to Dupont (2017 CR-M)		11,982.50	58,564.00	101,235.88	(101,235.88)
Plymouth Creek Restoration (CR-P)		0.00	13,229.00	62,641.13	(62,641.13)
2017 Project Totals	0.00	11,982.50	71,793.00	163,877.01	(163,877.01)
<b>2019</b>					
Bryn Mawr Meadows (BC-5)	0.00	0.00	0.00	5,282.80	(5,282.80)
2019 Project Totals	0.00	0.00	0.00	5,282.80	(5,282.80)
Total Proposed & Future CIP Projects to be Levied	0.00	11,982.50	71,793.00	169,159.81	(169,159.81)

**BCWMC Construction Account**

Fiscal Year: February 1, 2015 through January 31, 2016

(UNAUDITED)

May 2016 Financial Report

**TABLE C - TAX LEVY REVENUES**

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2016 Tax Levy	1,222,000.00		1,222,000.00			0.00	1,222,000.00	1,222,000.00
2015 Tax Levy	1,000,000.00	4,784.98	1,004,784.98			998,837.49	5,947.49	1,000,000.00
2014 Tax Levy	895,000.00	(5,147.27)	889,852.73			887,701.41	2,151.32	895,000.00
2013 Tax Levy	986,000.00	(8,746.67)	977,253.33			976,102.39	1,150.94	986,000.00
2012 Tax Levy	762,010.00	(7,283.60)	754,726.40			754,111.75	614.65	762,010.00
2011 Tax Levy	863,268.83	(12,453.26)	850,815.57			850,466.23	349.34	862,400.00
				0.00			1,232,213.74	

**OTHER PROJECTS:**

	Approved Budget	Current Expenses / (Revenue)	2016 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
<b>TMDL Studies</b>					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
TOTAL TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
<b>Flood Control Long-Term</b>					
Flood Control Long-Term Maintenance	648,373.00	16,306.00	44,086.50	197,862.17	450,510.83
Less: State of MN - DNR Grants			(13,838.00)	(13,838.00)	
	648,373.00	16,306.00	30,248.50	184,024.17	450,510.83
<b>Annual Flood Control Projects:</b>					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
<b>Annual Water Quality</b>					
Channel Maintenance Fund	325,000.00	0.00	0.00	121,242.95	203,757.05
Total Other Projects	1,608,373.00	16,306.00	30,248.50	413,032.27	1,181,502.73



**Bassett Creek Construction Project Details**

**Bassett Creek Construction Project Details**

Proposed & Future CIP Projects (to be Levied)					Other Projects					Totals - All Projects
Total Proposed & Future CIP Projects (to be Levied)	2017 Main Stem-Cerar Lk Rd to Dupont (2017 CR-M)	2017 Plymouth Creek Restoration (2017 CR-P)	2019 Bryn Mawr Meadows	DNR Grant From GF	Total Other Projects	TMDL Studies	Flood Control Emergency Maint	Flood Control Long-Term Maint	Channel Maint	
<b>Original Budget Added to Budget</b>					<b>1,278,373.00</b>	<b>105,000.00</b>	<b>500,000.00</b>	<b>748,373.00</b>	<b>175,000.00</b>	<b>6,625,443.00</b>
					<b>(250,000.00)</b>			<b>(250,000.00)</b>		<b>(250,000.00)</b>
					<b>13,838.00</b>			<b>13,838.00</b>		<b>13,838.00</b>
					<b>330,000.00</b>	<b>30,000.00</b>		<b>150,000.00</b>	<b>150,000.00</b>	<b>330,000.00</b>
<b>Expenditures:</b>										
Feb 2004 - Jan 2005					<b>6,949.19</b>			<b>3,954.44</b>	<b>2,994.75</b>	<b>6,949.19</b>
Feb 2005 - Jan 2006					<b>10,249.09</b>	<b>637.20</b>		<b>9,611.89</b>		<b>10,249.09</b>
Feb 2006 - Jan 2007					<b>23,486.95</b>	<b>23,486.95</b>				<b>23,486.95</b>
Feb 2007 - Jan 2008					<b>70,413.47</b>	<b>31,590.12</b>			<b>38,823.35</b>	<b>70,413.47</b>
Feb 2008 - Jan 2009					<b>31,868.63</b>	<b>31,868.63</b>				<b>31,868.63</b>
Feb 2009 - Jan 2010					<b>15,005.25</b>	<b>15,005.25</b>				<b>15,005.25</b>
Feb 2010 - Jan 2011					<b>168.00</b>	<b>168.00</b>				<b>168.00</b>
Feb 2011 - Jan 2012					<b>21,094.00</b>	<b>3,194.00</b>			<b>17,900.00</b>	<b>21,094.00</b>
Feb 2012 - Jan 2013					<b>6,732.00</b>	<b>1,815.00</b>				<b>6,732.00</b>
Feb 2013 - Jan 2014					<b>59,459.65</b>			<b>4,917.00</b>		<b>59,459.65</b>
Feb 2014 - Jan 2015	<b>5,282.80</b>			<b>5,282.80</b>	<b>137,357.54</b>			<b>24,712.15</b>	<b>34,747.50</b>	<b>137,357.54</b>
Feb 2015-Jan 2016	<b>92,084.01</b>	<b>42,671.88</b>	<b>49,412.13</b>		<b>137,357.54</b>			<b>110,580.19</b>	<b>26,777.35</b>	<b>137,357.54</b>
Feb 2016-Jan 2017	<b>71,793.00</b>	<b>58,564.00</b>	<b>13,229.00</b>		<b>44,086.50</b>			<b>44,086.50</b>		<b>44,086.50</b>
<b>Total Expenditures:</b>	<b>169,159.81</b>	<b>101,235.88</b>	<b>62,641.13</b>	<b>5,282.80</b>	<b>426,870.27</b>	<b>107,765.15</b>		<b>197,862.17</b>	<b>121,242.95</b>	<b>1,630,193.96</b>
<b>Project Balance</b>	<b>(169,159.81)</b>	<b>(101,235.88)</b>	<b>(62,641.13)</b>	<b>(5,282.80)</b>	<b>1,195,340.73</b>	<b>27,234.85</b>	<b>500,000.00</b>	<b>464,348.83</b>	<b>203,757.05</b>	<b>5,339,087.04</b>
<b>Project Totals By Vendor</b>										
Barr Engineering	<b>168,034.81</b>	<b>100,110.88</b>	<b>62,641.13</b>	<b>5,282.80</b>	<b>274,059.26</b>	<b>104,888.70</b>		<b>169,170.56</b>		<b>274,059.26</b>
Kennedy & Graven					<b>2,648.25</b>	<b>1,164.30</b>		<b>1,099.35</b>	<b>384.60</b>	<b>2,648.25</b>
City of Golden Valley					<b>55,287.50</b>				<b>55,287.50</b>	<b>55,287.50</b>
City of Minneapolis					<b>26,747.50</b>				<b>26,747.50</b>	<b>26,747.50</b>
City of Plymouth					<b>38,823.35</b>				<b>38,823.35</b>	<b>38,823.35</b>
City of New Hope										<b>113,484.84</b>
MPCA	<b>1,125.00</b>	<b>1,125.00</b>								<b>1,125.00</b>
Blue Water Science										<b>3,900.00</b>
S E H					<b>3,992.26</b>			<b>3,992.26</b>		<b>3,992.26</b>
Misc					<b>1,712.15</b>	<b>1,712.15</b>				<b>1,712.15</b>
2.5% Admin Transfer										<b>72,025.00</b>
Transfer to General Fund					<b>23,600.00</b>			<b>23,600.00</b>		<b>23,600.00</b>
<b>Total Expenditures</b>	<b>169,159.81</b>	<b>101,235.88</b>	<b>62,641.13</b>	<b>5,282.80</b>	<b>426,870.27</b>	<b>107,765.15</b>		<b>197,862.17</b>	<b>121,242.95</b>	<b>1,630,193.96</b>
<b>Levy/Grant Details</b>										
2009/2010 Levy										
2010/2011 Levy					<b>60,000.00</b>	<b>10,000</b>		<b>25,000</b>	<b>25,000</b>	<b>60,000</b>
2011/2012 Levy					<b>60,000.00</b>	<b>10,000</b>		<b>25,000</b>	<b>25,000</b>	<b>60,000</b>
2012/2013 Levy					<b>60,000.00</b>	<b>10,000</b>		<b>25,000</b>	<b>25,000</b>	<b>1,046,000</b>
2013/2014 Levy					<b>50,000.00</b>			<b>25,000</b>	<b>25,000</b>	<b>945,000</b>
2014/2015 Levy					<b>50,000.00</b>			<b>25,000</b>	<b>25,000</b>	<b>1,050,000</b>
2015-2016 Levy										
Construction Fund Balance								<b>25,000</b>	<b>25,000</b>	<b>753,000</b>
BWSR Grant- BCWMO										<b>400,000</b>
MPCA Grant-CWPGrant										
DNR Grants-LT Maint					<b>13,838.00</b>			<b>13,838</b>		
<b>Total Levy/Grants</b>					<b>343,838.00</b>	<b>30,000</b>		<b>163,838</b>	<b>150,000</b>	<b>4,314,000</b>

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
METROPOLITAN COUNCIL AND THE  
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION**

**THIS AGREEMENT** is made and entered into by and between the Metropolitan Council (the "Council") and the Bassett Creek Watershed Management Commission (the "Watershed"), each acting by and through its duly authorized officers.

THE ABOVE-NAMED PARTIES hereby agree as follows:

**I. GENERAL SCOPE OF AGREEMENT**

The Council and the Watershed agree to undertake a volunteer lake sampling study in order to provide an economical method of broadening the water quality database on lakes in the Twin Cities Metropolitan Area.

**II. SPECIFIC SCOPE OF SERVICES**

**2.01 Lake Monitoring Program.** The Watershed and the Council agree to jointly undertake a volunteer lake monitoring program as specified below:

a. **General Purposes of Program.** The volunteer lake monitoring program involves the use of citizen volunteers to collect in-lake samples from lakes in the Twin Cities Metropolitan Area. The volunteers will collect surface water samples to be analyzed for total phosphorus (TP), total Kjeldahl nitrogen (TKN), and chlorophyll-a (CLA). In addition, the volunteers will measure surface water temperature, water transparency, and fill out a lake sampling form to help describe the lake and weather conditions at the time of the sampling event. Lakes will be visited biweekly from April through October of 2016 (the "Monitoring Period") for the number of times and at the approximate intervals specified in paragraph (b) below. Each lake will be sampled over the deepest open water location. After each sampling date, the Council will arrange for chemical analysis of the samples either through its own laboratory or an outside laboratory.

b. **Specific Lakes Involved.** The following lakes and specific lake site(s) listed below will be involved in the Council's Citizen-Assisted Lake Monitoring Program (CAMP) in 2016.

Lake name	DNR ID#	Maximum # of sampling dates	Approximate sampling interval	Quantity of new kits
Lost	27-0103	14	Biweekly	0
Medicine, site 1	27-0104	14	Biweekly	0
Medicine, site 2	27-0104	14	Biweekly	0
Northwood	27-0627	14	Biweekly	0
Parkers	27-0107	14	Biweekly	0
Sweeney, south site	27-0035-01	14	Biweekly	0
Twin	27-0035-02	14	Biweekly	0
Westwood	27-0711	14	Biweekly	0

**2.02 Watershed Responsibilities.** The Watershed agrees that it will have sole responsibility for:

- a. Recruiting volunteers (who have access to a boat) to monitor the lakes the Watershed wishes to involve in the program as listed in section 2.01(b) above.
- b. Providing the Council and/or volunteers with needed lake information such as lake bathymetric maps and access locations.
- c. Paying for the laboratory analysis cost of the samples collected by volunteers which cost is included in the amounts specified in Article III below.
- d. Ensuring that the volunteers participate in the training program.
- e. Ensuring that the volunteers fill out sampling forms during each sampling event, and collect and store samples until picked up by a Council representative.

**2.03 Council Responsibilities.** The Council agrees that it will:

- a. Organize the survey and train volunteers, pick up and deliver samples to the laboratory, and analyze the results of the lake and watershed data collection program.
- b. Prepare a final report containing the physical, chemical, and biological data obtained during the Monitoring Period and a brief analysis of the data.
- c. Provide quality control by collecting lake samples from random lakes involved in the volunteer program. The resulting parameter values will then be compared to determine if any problems exist

involving the volunteer's sampling methods and what should be done to correct the problem.

- d. Provide the sample bottles and labels, and filters for chlorophyll filtration.

**III. COMPENSATION; METHOD OF PAYMENT**

**3.01 Payment to Council.** For all labor performed and reimbursable expenses incurred by the Council under this agreement during the Monitoring Period, the Watershed agrees to pay the Council the following amounts per lake site listed in section 2.01(b).

Number of Sampling Dates	Payment amount (excludes sampling equipment)
8 to 14	\$550
6 to 7	\$280
1 to 5	\$200

For lake sites requiring sampling equipment, the cost for a kit of sampling equipment is \$150 per kit.

**3.02 Payment Schedule.** Payment of the total amount owing to the Council by the Watershed shall be made within 30 days following the end of the Monitoring Period. An invoice specifying the amount owed by the Watershed will be sent under separate cover.

**3.03 Additional Analyses.** The total amount specified in the previous paragraph does not include the cost of any additional analyses requested by the Watershed, such as analysis of bottom samples. The Council will carry out any such additional analyses at the request of the Watershed and subject to the availability of Council resources for carrying out such analyses. The Council will bill the Watershed after the end of the Monitoring Period for any such additional analyses at the Council's actual cost, and the Watershed will promptly reimburse the Council for any such costs billed.

**IV. GENERAL CONDITIONS**

**4.01 Period of Performance.** The services of the Council will commence on April 1, 2016, and will terminate on December 31, 2016, or following work completion and payment, whichever occurs first.

**4.02 Amendments.** The terms of this agreement may be changed only by mutual agreement of the parties. Such changes will be effective only on the execution of written amendment(s) signed by duly authorized officers of the parties to this agreement.

**4.03 Watershed Personnel.** The watershed's administrator, Laura Jester, or such other person as may be designated in writing by the Watershed, will serve as the

Watershed's representative and will assume primary responsibility for coordinating all services with the Council.

**4.04 Council's Contract Manager.** The Council's Contract Manager for purposes of administration of this agreement is Kent Johnson, or such other person as may be designated in writing by the Council's Regional Administrator. The Council's Contract Manager will be responsible for coordinating services under this agreement. However, nothing in this agreement will be deemed to authorize the Contract Manager to execute amendments to this agreement on behalf of the Council.

**4.05 Equal Employment Opportunity; Affirmative Action.** The Council and the Watershed agree to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Council and the Watershed agree not to discriminate against any employee, applicant for employment, or participant in this study because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age; and further agree to take action to assure that applicants and employees are treated equally with respect to all aspects of employment, including rates of pay, selection for training, and other forms of compensation.

**4.06 Liability.** Each party to this agreement shall be liable for the acts and omissions of itself and its officers, employees, and agents, to the extent authorized by law. Neither party shall be liable for the acts or omissions of the other party or the other party's officers, employees or agents. Nothing in this agreement shall be deemed to be a waiver by either party of any applicable immunities or limits of liability including, without limitation, Minnesota Statutes, sections 3.736 (State Tort Claims) and chapter 466 (Municipal Tort Claims).

**4.07 Copyright.** No reports or documents produced in whole or in part under this agreement will be the subject of an application for copyright by or on behalf of the Council or Watershed.

**4.08 Termination of Agreement.** The Council and the Watershed will both have the right to terminate this agreement at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination. In the event of such termination, the Council shall retain a pro-rata portion of the amounts provided for in Article III, based on the number of sampling events occurring for each lake before termination versus the total sampling events specified for each lake. The balance of the amounts will be refunded by the Council to the watershed.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be executed by their duly authorized representatives on the dates set forth below. This agreement is effective upon final execution by, and delivery to, both parties.

**BASSETT CREEK WATERSHED MANAGEMENT COMMISSION**

Date \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Its \_\_\_\_\_

**METROPOLITAN COUNCIL**

Date \_\_\_\_\_

By \_\_\_\_\_

EMA Section Manager

May 10, 2016

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, 2016, 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, 2016:

- 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 May 10, 2016.

#### **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  
May 10, 2016



## Bassett Creek Watershed Management Commission

### BACKGROUND MATERIALS on FLOOD CONTROL PROJECT (FCP)

#### Excerpts from BCWMC Watershed Management Plan included here:

- **2.8.1 BCWMC Flood Control Project (description)**
- **4.2.2 Flood and Rate Control Policies (policies related to Flood Control Project)**
- **Figure 2-14 Flood Control Project Features**

#### **2.8.1 BCWMC Flood Control Project**

The largest structural Flood Control Project undertaken by the BCWMC was the Bassett Creek Flood Control Project. From 1987 – 1996, the USACE constructed the \$40 million Flood Control Project. The project was the cooperative effort of the USACE, MnDOT, MDNR, the BCWMC, and the BCWMC member cities. The project controls flooding in portions of Golden Valley, Plymouth, Minneapolis, and Crystal and reduced flood elevations along the Bassett Creek corridor by 2 feet in Golden Valley, 1½ feet in Crystal, and up to 4½ feet in Minneapolis. The BCWMC Flood Control Project also reduced average annual flood damages by 62 percent. Table 2-8 lists all of the features of the BCWMC Flood Control Project. Figure 2-14 identifies the BCWMC Flood Control Project structures. Note that the BCWMC Flood Control Project differs from the system referred to as the BCWMC “Trunk System.” The extent of the trunk system is presented in Figure 2-15.

The principal feature of the BCWMC Flood Control Project is the new 1.7-mile tunnel through downtown Minneapolis. The tunnel was built in three phases, at a cost of \$28 million. Phase 1 was constructed in 1979, at a cost of \$12 million (\$39 million in 2014 dollars), Phase 2 was constructed in 1990, at a cost of \$2.8 million (\$5.1 million in 2014 dollars), and Phase 3 was constructed in 1992, at a cost of \$13.4 million (\$22.8 million in 2014 dollars). The tunnel diverts Bassett Creek, where it plunges underground at Glenwood and Colfax Avenues in Minneapolis, into the Mississippi River. The original tunnel, some sections of which were built more than a century ago, was undersized and deteriorating. The tunnel could no longer accommodate increased drainage and was on the verge of collapse. Such a collapse would have caused major flooding. The new tunnel provides cooperative storm drainage for Bassett Creek, Interstate Highways 94 and 394, and portions of the City of Minneapolis. The tunnel empties into the Mississippi River just south (downstream) of St. Anthony Falls.

With the BCWMC Flood Control Project in place, runoff from the watershed area tributary to the old tunnel no longer flows to Bassett Creek. In 2000, the BCWMC, the City of Minneapolis, and the Mississippi WMO entered into a joint and cooperative agreement for a boundary change to reflect these changed drainage conditions (see Appendix I). The boundary change transferred 1,002 acres

from the BCWMC to the Mississippi WMO. The City of Minneapolis is currently responsible for maintenance of the old tunnel. The joint and cooperative agreement includes obligations related to the old and new tunnels, and requires BCWMC approval for any modifications affecting peak flows or hydraulic capacity in the new tunnel (see Appendix I).

The BCWMC Flood Control Project also included construction of the following six major features:

- Highway 100 control structure
- Wisconsin Avenue control structure
- Highway 55 control structure
- Markwood/Edgewood area modifications – Edgewood control structure, Edgewood Avenue basin, and Markwood channel improvements
- Golden Valley Country Club control structure
- Medicine Lake outlet structure

The control structures consist of low flow orifices with overflow weirs to restrict flows.

Other principal features of the BCWMC Flood Control Project include the Bassett Creek Park Pond project, replacing ten street crossings, flood-proofing five homes, and making channel improvements. In addition to providing flood control benefits, some of the project features provide water quality benefits (e.g., Bassett Creek Park Pond and the fish barrier at the tunnel). The features of the BCWMC Flood Control Project are shown on Figure 2-14 and listed in Table 2-8. The project also included the monitoring and disposal of hazardous materials from an area of the project where contaminated soils were present (Irving Avenue dump site).

Each control structure leaves the creek virtually unaffected during normal flow conditions. For large storm events, the storage upstream of control structures generally results in higher water levels than under preproject conditions. Maintenance may be required in storage areas after significant rainfall events. Each control structure lowers peak discharges immediately downstream of the structure. Implementation of all the control structures and the storage they provide resulted in a smaller tunnel and fewer measures needed to increase stream capacity.

In the vicinity of Glenwood Inglewood Waters and the abandoned Fruen Mill, downstream of Glenwood Avenue, the Flood Control Project proposed removal of an existing stone dam and retaining walls and installing a concrete drop structure, new retaining walls, and widening of the creek channel. This work was not supported by the City of Minneapolis and was deleted from the BCWMC Flood Control Project.

The watershed south of 36th Avenue and west of Hampshire Avenue in the City of Crystal, was diverted to a ponding area downstream of 36th Avenue by the construction of approximately 1,150 feet of culvert. Large inlet structures were constructed on 36th Avenue and on each side of Hampshire Avenue and Louisiana Avenue.

Creekside residents immediately benefited from the modifications even prior to the full completion of the BCWMC Flood Control Project. When an 8-inch rainstorm struck the area in July 1987, the Highway 55 control structure, completed just one month previously, protected homes and businesses downstream of the structure from over \$1 million (\$1.9 million in 2014 dollars) in flood damages.

A construction account was set up for the BCWMC Flood Control Project. Cash contributions to the account totaled over \$6.9 million and included contributions from the member cities (assessments), MnDOT (drainage to tunnel), the MDNR (grants), Hennepin County (grant), General Mills (grant), and interest earned on investments. After paying for the project and paying back \$215,000 owed to the BCWMC Administrative account, there was \$1,535,000 remaining in the construction account. The BCWMC decided to use the remaining funds for future work related to the BCWMC Flood Control Project: floodproofing of remaining homes in the floodplain, emergency repairs to the Flood Control Project system, and long-term maintenance and repair of the BCWMC Flood Control Project system.

#### **4.2.2 Flooding and Rate Control Policies**

19. The BCWMC will maintain a Flood Control Emergency Repair Fund for funding emergency repairs of the BCWMC Flood Control Project features.

20. The BCWMC will maintain a Long-Term Maintenance Fund with annual assessments. The BCWMC will use the Long-Term Maintenance Fund to fund major repairs and major maintenance of the BCWMC Flood Control Project features (Flood Control Project features are listed in Table 2-8).

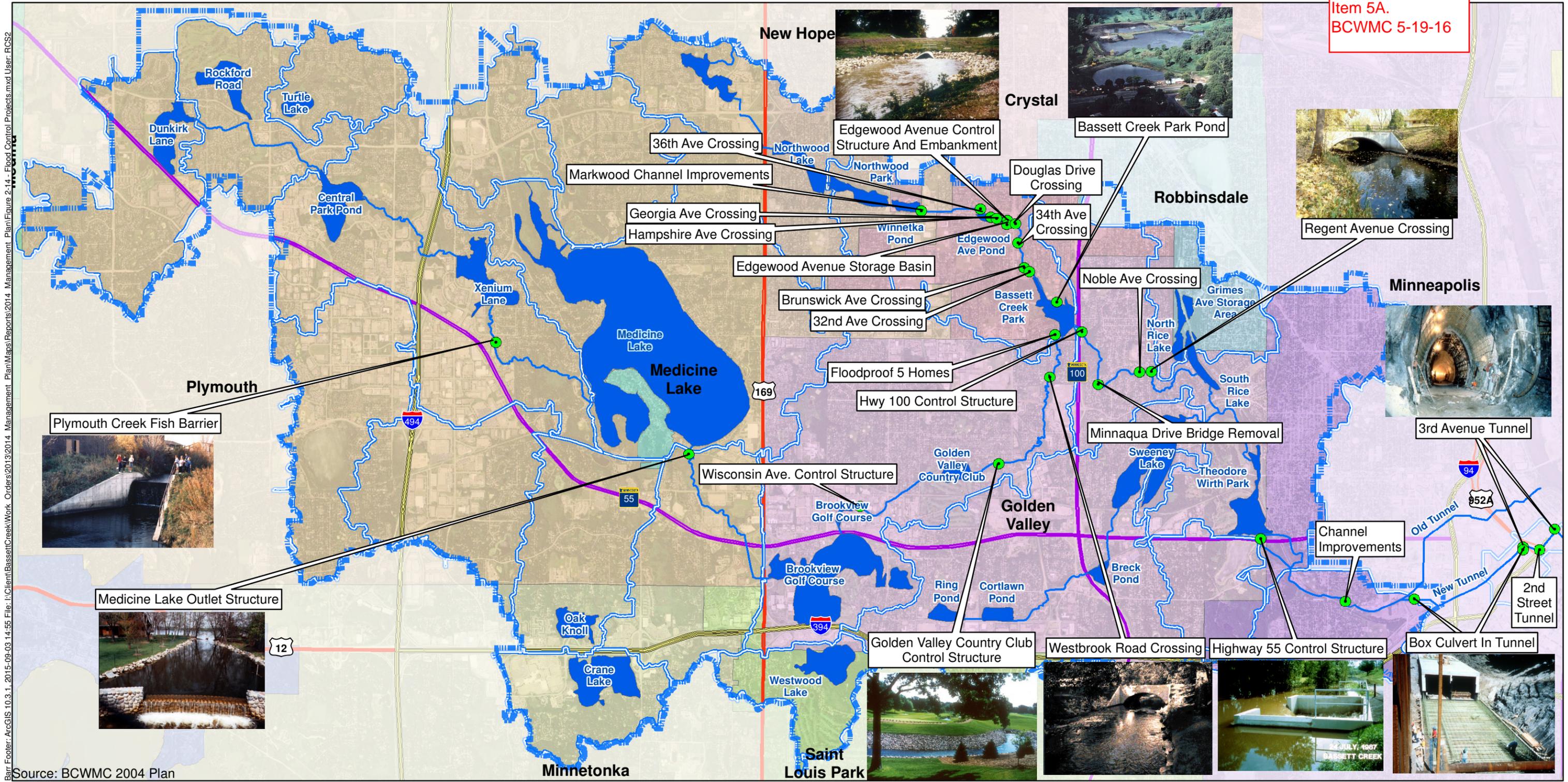
21. The BCWMC will regularly inspect the BCWMC Flood Control Project system, including water level control and conveyance structures, and perform the follow-up reporting. This is part of the BCWMC's annual water quality and flood control programs (see Table 5-4).

22. During the first five years of Plan implementation, the BCWMC will work with the member cities to determine responsibilities for major rehabilitation and replacement of the BCWMC Flood Control Project features and establish the associated funding mechanisms.

23. The BCWMC will finance major maintenance and repair of water level control and conveyance structures that were part of the original BCWMC Flood Control Project on the same basis as the original project. New road crossings of the creek that were installed as part of the project will be maintained by the city where the structure is located.

24. Member cities shall be responsible for routine maintenance and repair of BCWMC Flood Control Project structures located within each city. Each member city shall be responsible for routine cleaning, including removal of debris, brushing, and tree removal from the BCWMC Flood Control Project features located within their city.

Item 5A.  
BCWMC 5-19-16



Source: BCWMC 2004 Plan

- BCWMC Jurisdictional Boundary
- Major Subwatersheds
- Flood Control Projects
- Designated Water Quantity and Water Quality Storage Facilities (From Fig. 15 of 2004 Plan)

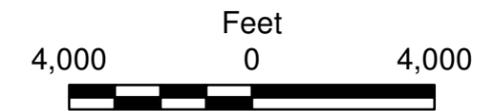


Figure 2-14

FLOOD CONTROL PROJECT  
FEATURES  
Bassett Creek Watershed  
Management Commission  
2015 Management Plan

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Item 5A.  
BCWMC 5-19-16

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Technical Advisory Committee  
**Subject:** Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features  
**Date:** May 11, 2016

The BCWMC Engineer's March 12, 2014 memo "Flood Control Project Long Term Maintenance and Replacement Evaluation" included estimated costs for replacing, maintaining and repairing the BCWMC Flood Control Project (FCP) components and information regarding historic documents and agreements pertaining to the project. The BCWMC Counsel's January 13, 2014 memo "Commission Participation in Surface Water Management Facilities Maintenance Expenses" included discussion of maintenance responsibilities, and allocating maintenance responsibilities for the FCP.

The TAC discussed the two referenced memos in May of 2014 with the intent to include pertinent policies in the new Watershed Management Plan (Plan) being developed at the time. Most of the discussion focused on who should be responsible for completing replacement, maintenance and repair of the FCP and how such work should be funded. Although the BCWMC Engineer's memo noted that no immediate replacement of any of the FCP components is warranted, the TAC was concerned about how to raise funds for future needs that are decades away, but costly. Due to the complexity of the issues, the TAC could not reach a consensus on addressing these issues in time for inclusion in the Plan. Based on recommendations from the TAC, the Commission included a policy in the Plan (Policy #22) to address these issues:

"During the first five years of Plan implementation, the BCWMC will work with the member cities to determine responsibilities for major rehabilitation and replacement of the Flood Control Project features and establish the associated funding mechanisms."

At their May 21, 2015 meeting, the Commission authorized staff to perform the study, including holding discussions with the TAC, to address the above policy.

At their September and November 2015; and January, February, and March 2016 meetings, the TAC discussed various aspects of the responsibilities and possible funding mechanisms pertaining to the long term maintenance, repair, rehabilitation and replacement of the BCWMC Flood Control Project (FCP). Those discussions culminated in a number of recommendations that the Technical Advisory Committee (TAC) offers in this memo for consideration by the Commission.

### Recommendations

1. Recommend the Commission continue an inspection and maintenance program for the FCP features. The current inspection and maintenance program includes an annual inspection of all of the FCP features, except the double box culvert and the deep tunnel, an inspection at least every 5 years of the double box culvert and an inspection at least every 20 years of the deep tunnel. The TAC recommends that the Commission conduct more-frequent inspections

of the deep tunnel – every 10 years or every 5 years, depending on the tunnel segment (e.g., 3<sup>rd</sup> Avenue tunnel could be inspected every 5 years if Minneapolis inspects the I-94 tunnel because access to the I-94 tunnel requires passing through the 3<sup>rd</sup> Avenue tunnel).

2. Recommend that the cities formally notify the Commission Engineer regarding their completed maintenance and repair actions on any of the FCP project features. The Commission Engineer will include this information in the following year's inspection reports to the Commission and the letters sent to the cities (with copies sent to the US Army Corps of Engineers). The letters sent to the cities must note that the cities are required to report on their maintenance and repair actions. The inspection and reporting are essential to ensure the Commission maintains its eligibility to receive federal funds to repair or replace flood control project features in the event of a catastrophe.
3. Recommend the Commission rely on the FCP inspection and maintenance program to identify when major repairs, rehabilitation or replacement of features will be needed.
4. Recommend the Commission add the identified FCP major repairs, rehabilitation and replacement projects to the BCWMC CIP and fund the projects using the BCWMC's ad valorem levy (via Hennepin County). The Commission would need to amend the BCWMC plan to add these projects to the CIP and to change (or add to) the funding mechanisms for project implementation.
5. Recommend the Commission maintain the existing Flood Control Emergency Repair Fund and the Long-Term Maintenance Fund as two separate funds.
6. Recommend that the Commission require the member cities to perform the initial response to an emergency, as the BCWMC is not set up to perform these emergency management and response services, and that the Commission assist the cities in obtaining reimbursement for the emergency response, either through BCWMC funds or grants (e.g., FEMA funding).
7. Recommend the Commission require that the cities (or other road authority) where the FCP structures are located be responsible for maintenance, repair and replacement of road crossings, and their corresponding conveyance structures, that were installed as part of the FCP. If the BCWMC directs replacement or significant alteration of crossings as part of a project, then the BCWMC would be responsible for funding the replacement.

This recommendation clarifies BCWMC policy (#23) in the Plan, which states that these crossings will be "maintained" by the city where the structure is located. However, policy #23 does not address significant rehabilitation or replacement. This clarification also aligns with the intent of the original FCP—that the cities would be responsible for significant rehabilitation or replacement of road crossings that were installed as part of the FCP because they are primarily transportation-related.

8. The TAC offers the following recommendations regarding *routine versus major maintenance/repair* of the FCP features. The recommendations are intended to clarify BCWMC Plan policy #24, which states that routine maintenance and repair is the responsibility of the city where the FCP feature is located, and Plan policy #20, which states that funding of major repair and maintenance is a BCWMC responsibility. The TAC discussed whether the routine maintenance and repair activities listed in policy #24 are sufficient to demarcate between routine and major maintenance/repair.

- Recommend the Commission continue to require that cities be responsible for routine maintenance and repair of the FCP features (per Policy #24). Table 1 shows the routine maintenance and repairs, as decided by the TAC.
- Recommend the Commission reimburse cities (if requested) for maintenance and repairs (either routine or major) that are over \$25,000, using funds from the Long-Term Maintenance Fund. The TAC also recommends that before receiving funding from the Long-Term Maintenance Fund, the cities must perform regular, routine maintenance (reporting of completed maintenance and repair actions would be required as part of Recommendation #1). This will help prevent the situation wherein the Commission pays for maintenance work over \$25,000 because the cities neglected routine maintenance for several years.
- Recommend the Commission consider adding maintenance and repair projects that are more than \$100,000 to the BCWMC CIP. Table 1 provides examples of maintenance and repairs that are major or could be major.

**Table1 Routine vs. Major Maintenance and Repair Items**

<b>Item #      Routine vs. Major Maintenance and Repairs –as Recommended by TAC<sup>1</sup></b>	
<b>Routine Maintenance and Repairs</b>	
1	Vegetation: removal of trees, removal of brush, chemical treatment of stumps, control of noxious weeds, establish vegetation on bare areas.
2	Removal of debris: woody debris, riprap, trash from channel, inlets, culverts
3	Repair erosion: channels, inlet and outlet structures, culvert ends
4	Repair/replace riprap: on inlet and outlet ends of culverts, channels, banks
6	Remove sediment from channels, structures, culverts, etc.
8	Repair scouring/undercutting at structures and culvert outlets
9	Repair concrete structures: cracking, spalling, breakage
10	Repair/maintain guard rails, hand rails and fencing: remove rust, prime and paint, repair damaged rails and posts, replace rusted-out sections, repair cables, replace posts, repair chain link fence
11	Culverts/arch sections: joints, settlement, separation, concrete spalling, wing walls – movement and breakage
12	Repair concrete pipe: repair joints, tie-bolts, spalling, connection to culverts, breakage
13	Repair/replace catch basins, manholes, casting assemblies, grates
14	Repair/maintain debris barrier: removal of debris, repair cables, replace poles
15	Repair/maintain tunnel inlet trash rack: repair/replace trash rack rods, loose or broken, vandalized, bent
<b>Major Maintenance and Repairs</b>	
5	Repair/replace gabion baskets
7	Remove sediment/dredge ponds, basins, remove sediment from tunnel, etc.
16	Tunnel repairs: concrete and other repairs to the new Bassett Creek tunnel

<sup>1</sup> Based on needed repairs identified during 2015 FCP inspection



## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners  
From: Laura Jester, Administrator  
Date: May 11, 2016

**RE: Consider Allowing Major Maintenance of Ponds Along Trunk System to be Included in CIP Projects**

At a Commission meeting last summer and again last month, you heard from a Crystal resident concerned about sedimentation in Winnetka Pond (just east of Winnetka and 36<sup>th</sup> Ave). In discussions with Crystal staff (Mark Ray), the Commission Engineer (Jim Herbert), and Commissioner Mueller, the question was raised about the BCWMC's possible role in dredging this pond because it is part of the North Branch of Bassett Creek and part of the BCWMC trunk system (map attached).

The approved 2018 BCWMC CIP project is "Bassett Creek Park Pond Dredging" (as seen in meeting materials for 5C). Bassett Creek Park Pond is also part of the North Branch of Bassett Creek and the trunk system, as well as being a component of the Flood Control Project. Staff requests that the Commission consider the appropriateness of including the Winnetka Pond dredging work in the 2018 CIP project because of the similarities of the work and proximity of the ponds.

However, this question has implications on future CIP projects as there are many ponds in the watershed along the trunk system (see map attached). Pond dredging and maintenance does improve water quality and reduce flooding potential in these creeks because it provides more storage for stormwater and allows more pollutants to settle out before water continues downstream.

Policy #110 in the BCWMC Watershed Management Plan includes criteria for CIP projects (see below). Using these criteria, it seems that dredging of ponds within the trunk system would be an eligible CIP project.

**BCWMC Watershed Management Plan Policy #110.** The BCWMC will consider including projects in the CIP that meet one or more of the following "gatekeeper" criteria.

- Project is part of the BCWMC trunk system (see Section 2.8.1, Figure 2-14 and Figure 2-15)
- Project improves or protects water quality in a priority waterbody
- Project addresses an approved TMDL or watershed restoration and protection strategy (WRAPS)
- Project addresses flooding concern

The BCWMC will use the following criteria, in addition to those listed above, to aid in the prioritization of projects:

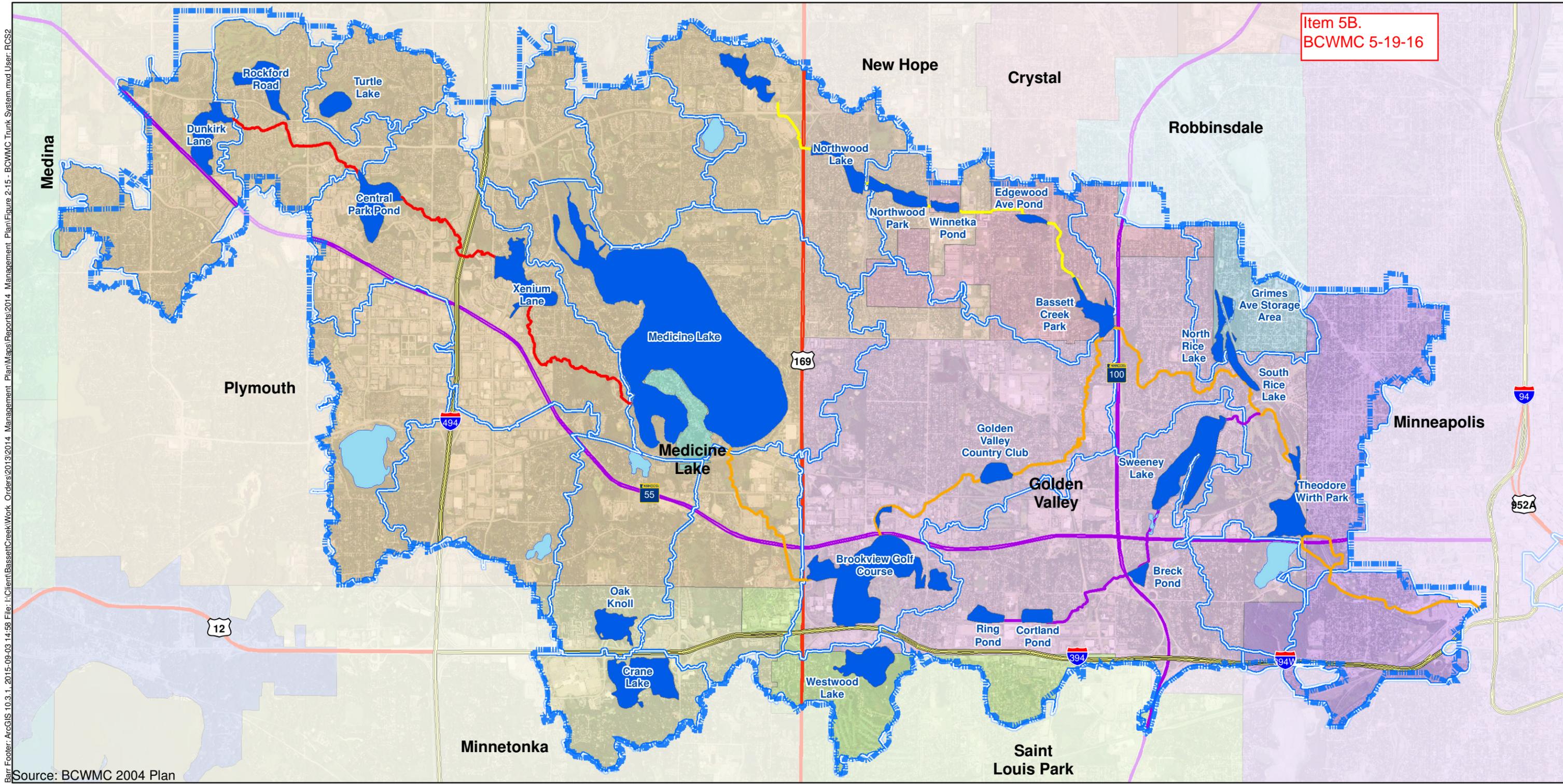
- Project protects or restores previous Commission investments in infrastructure
- Project addresses intercommunity drainage issues
- Project addresses erosion and sedimentation issues
- Project will address multiple Commission goals (e.g., water quality, runoff volume, aesthetics, wildlife habitat, recreation, etc.)
- Subwatershed draining to project includes more than one community
- Addresses significant infrastructure or property damage concerns

The BCWMC will place a higher priority on projects that incorporate multiple benefits, and will seek opportunities to incorporate multiple benefits into BCWMC projects, as opportunities allow.

---

Staff is seeking direction from the Commission on this issue and more specifically, whether or not the feasibility study for the 2018 CIP project should be expanded to include Winnetka Pond dredging in addition to Bassett Creek Park Pond dredging.

Item 5B.  
BCWMC 5-19-16



Source: BCWMC 2004 Plan

-  BCWMC Jurisdictional Boundary
-  Major Subwatersheds
- Trunk System Components**
-  Main Stem Bassett Creek
-  North Branch Bassett
-  Plymouth Creek
-  Sweeney Branch Bassett Creek
-  Designated Water Quantity and Water Quality Storage Facilities (From Fig. 15 of 2004 Plan)

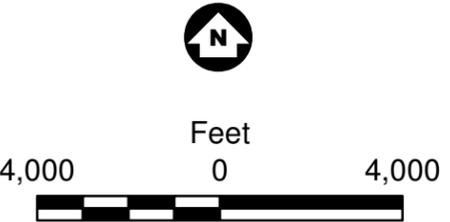


Figure 2-15

BCWMC TRUNK SYSTEM  
Bassett Creek Watershed  
Management Commission  
2015 Management Plan

Barr Footer: ArcGIS 10.3.1, 2015-09-03 14:58 File: I:\Client\BassettCreek\Work\_Orders\2013\2014\_Management\_Plan\Map\BassettCreek\Work\_Orders\2013\2014\_Management\_Plan\Figure 2-15 - BCWMC Trunk System.mxd User: RCS2

**BCWMC Capital Improvement Program 2018 – 2022 (approved 3/17/16)**

Item 5C.  
BCWMC 5-19-16

Project Name	City	Number	2016	2017	2018	2019	2020	2021	2022	2023	Totals
Honeywell Pond Expansion, Main Stem Watershed	GV	BC-4	\$1,202,000								\$1,202,000
Northwood Lake Improvement Project: Construct pond upstream of lake & install underground stormwater treatment and reuse system and bioinfiltration cells <sup>a</sup>	NH	NL-1	\$676,000	\$964,000							\$1,640,000
Main Stem Channel Restoration, Cedar Lake Road to Irving Ave	MPLS	2017CR-M		\$400,000	\$400,000						\$800,000
Plymouth Creek Restoration, from Annapolis Lane to 2,500 feet upstream (west) of Annapolis Lane <sup>a</sup>	PLYM	2017CR-P		\$710,000	\$150,000						\$860,000
Water Quality Improvement Site, Main Stem Watershed	GV	BC-3				\$300,000	\$800,000				\$1,100,000
Sandburg Rd and Louisiana Ave. Water Quality Improvement and Flood Reduction Project, Main Stem Watershed	GV	BC-2/BC-8				\$201,000	\$300,000				\$501,000
Water quality improvements in Bryn Mawr Meadows, Main Stem Watershed	MPLS	BC-5				\$500,000					\$500,000
Medley Park Stormwater Treatment Facility	GV	ML-12					\$100,000	\$400,000			\$500,000
Restoration and stabilization of historic Bassett Cr channel, Main Stem Watershed	MPLS	BC-9							\$500,000		\$500,000
Main Stem Channel Restoration, Bassett Creek Dr. to Golden Valley Rd.	GV	2021CR-M						\$100,000	\$400,000		\$500,000
Stormwater treatment system for dissolved phosphorus removal, Sweeney Lake watershed	GV	SL-11						\$400,000			\$400,000
Dredging of accumulated sediment in Main Stem Bassett Creek just north of Hwy 55, Wirth Park	GV	BC-7						\$400,000			\$400,000
DeCola Ponds & Medicine Lk Rd Subwatershed Flood Reduction Project (see fact sheet)	Crystal, GV, or New Hope	BC-10							\$300,000	\$1,000,000	\$1,300,000
Bassett Creek Park Pond Dredging	Crystal	BCP-2			\$800,000						\$800,000
Westwood Lake Water Quality Improvement Project	St. Louis Park	WST-2				\$250,000					\$250,000
<b>TOTAL Estimated Project Cost</b>			<b>\$1,878,000</b>	<b>\$2,074,000</b>	<b>\$1,350,000</b>	<b>\$1,251,000</b>	<b>\$1,200,000</b>	<b>\$1,300,000</b>	<b>\$1,200,000</b>	<b>\$1,000,000</b>	<b>\$11,253,000</b>
City Contributions (\$450,000 for BC-4 + \$276,400 for			-\$450,000	-\$276,400	-\$0	-\$0	-\$0	-\$0	-\$0	-\$0	-\$726,400
Grants Received <sup>b</sup>			-\$206,000	-\$494,000							-\$700,000
Estimated Levy <sup>c</sup>			\$1,222,000	\$1,303,600	\$1,350,000	\$1,251,000	\$1,200,000	\$1,300,000	\$1,200,000	\$1,000,000	\$9,826,600

All project costs are estimates and are presented in 2015 dollars

<sup>a</sup> NL-1 costs increased due to higher construction bids and reflects 2/18/16 action by Commission; 2017CR-P estimated costs increased to reflect final feasibility study estimates

<sup>b</sup> \$300,000 MPCA Clean Water Partnership grant + \$400,000 BWSR Clean Water Fund grant

<sup>c</sup> \$1,222,000 levy amount already submitted to Hennepin County for 2016

## 2017 Draft Proposed Operating Budget

Item 5Di,  
BCWMC 5-19-16

## Bassett Creek Watershed Management Commission

Item	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2017 Draft Budget	
<b>ENGINEERING &amp; MONITORING</b>							
Technical Services	120,000	109,391	120,000	116,972	120,000	125,000	
Development/Project Reviews (funded by fees)	65,000	52,643	65,000	51,622	65,000	65,000	(A)
Non-fee and Preliminary Reviews			15,000	53,686	15,000	15,000	(B)
Commission and TAC Meetings	16,000	15,984	14,500	11,525	13,000	14,000	(C)
Surveys and Studies	20,000	7,446	20,000	22,109	25,000	20,000	(D)
Water Quality / Monitoring	45,000	74,090	63,000	77,429	76,000	74,300	(E)
Shoreland Habitat Monitoring					6,000	-	
Water Quantity	11,000	12,100	11,500	9,115	11,500	11,500	
Assistance on Erosion Control Inspections	1,000	225	1,000		1,000	1,000	(F)
Annual Flood Control Project Inspections	20,000	17,031	10,000	9,996	10,000	12,000	(G)
Municipal Plan Review	2,000	764	2,000		2,000	8,000	(H)
Watershed Outlet Monitoring Program (WOMP)	17,000	13,917	17,000	15,786	17,000	15,500	(I)
Annual XP-SWMM Model Updates/Reviews						10,000	(J)
APMAIS Work						35,000	(K)
<b>Subtotal Engineering &amp; Monitoring</b>	<b>\$317,000</b>	<b>\$303,591</b>	<b>\$339,000</b>	<b>\$368,240</b>	<b>\$361,500</b>	<b>\$406,300</b>	
<b>PLANNING</b>							
Watershed-wide XP-SWMM Model (I & II)	0	0	-		-	-	
Watershed-wide P8 Water Quality Model	0	0	-		-	-	
Next Generation Plan Development	40,000	55,198	30,000	28,277	-	-	
<b>Subtotal Planning</b>	<b>\$40,000</b>	<b>\$55,198</b>	<b>\$30,000</b>	<b>\$28,277</b>	<b>\$0</b>	<b>\$0</b>	
<b>ADMINISTRATION</b>							
Administrator	60,000	53,917	62,000	59,395	62,000	67,200	(L)
Legal	18,500	22,269	18,500	12,969	18,500	18,500	
Financial Management	3,045	3,045	3,200	3,200	3,200	3,200	
Audit, Insurance & Bond	15,500	12,476	15,500	13,181	15,500	15,500	
Digitize Historic Paper Files/Data Management			2,500	-	5,000	-	
Meeting Catering Expenses	3,000	1,836	2,500	1,564	2,200	2,000	
Admin Services (Rec Sec+Printing+Postage)	35,800	22,763	32,000	29,843	25,000	18,000	(M)
<b>Subtotal Administration</b>	<b>\$135,845</b>	<b>\$116,306</b>	<b>\$136,200</b>	<b>\$120,152</b>	<b>\$131,400</b>	<b>\$124,400</b>	
<b>OUTREACH &amp; EDUCATION</b>							
Publications / Annual Report	2,000	2,272	4,000	1,430	2,500	2,500	
Website	2,000	0	12,000	11,802	3,500	4,400	(N)
Demonstration/Education Grants	0	0	-		-	-	
Watershed Education Partnerships	15,500	11,100	15,500	10,700	15,500	15,500	(O)
Education and Public Outreach	15,000	20,292	17,000	12,830	22,500	20,000	(P)
Public Communications	3,000	1,198	3,000	2,270	2,500	2,500	
<b>Subtotal Outreach &amp; Education</b>	<b>\$37,500</b>	<b>\$34,862</b>	<b>\$51,500</b>	<b>\$39,032</b>	<b>\$46,500</b>	<b>\$44,900</b>	
<b>MAINTENANCE FUNDS</b>							
Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000	25,000	25,000	(Q)
Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000	25,000	25,000	(R)
<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>	
<b>TMDL WORK</b>							
TMDL Implementation Reporting	20,000	20,000	20,000	15,881	20,000	20,000	(S)
<b>Subtotal TMDL Work</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$15,881</b>	<b>\$20,000</b>	<b>\$20,000</b>	
<b>GRAND TOTAL</b>	<b>\$600,345</b>	<b>\$579,957</b>	<b>\$626,700</b>	<b>\$621,582</b>	<b>\$609,400</b>	<b>\$645,600</b>	

## NOTES

(A) Majority of costs are covered by review fees

(B) New line item in 2015 used to cover reviews for which either we do not receive an application fee or it's too early in the process for us to have received an application fee (such as the Blue Line LRT, SWLRT, MnDOT projects, etc.). Through agreements with Met Council, some of these costs are being recovered which are reflected in the income table.

(C) Engineer attendance at BCWMC meetings and TAC meetings (and Plan Steering Cmte Meetings thru 2015). 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings. 2015 estimate based on 24 meetings. 2016 estimated based on 18 meetings (12 BCWMC and 5 TAC). 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed).

(D) For Commission-directed surveys and studies - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, etc.

(E) See attached memo for detail and discussion.

(F) After recommendations from the TAC and Budget Committee, the Commission's ended the erosion and sediment control inspection program (Watershed Inspection) in 2014 due to duplication with activities required by the member cities. 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.

(G) 2017, 2016 and 2015 budgets include usual inspection. 2017 budget increased to allow for more follow-up with cities, stemming from Flood Control Project Maintenance and Responsibilities-related effort. 2014 budget included inspection of double box culvert (performed once every 5 years).

(H) 2017 budget assumes review of updated/revised municipal local water plans/official controls likely to come before Commission in 2017. Assume 4 cities at \$2,000 each. This task has also included review of adjacent WMO plan amendments.

(I) Reimbursed \$5,000 from Met Council. \$15,500 includes \$11,500 for Wenck or similar contractor + \$4,000 for Barr's data management and analyses

(J) Make updates to XP-SWMM model, coordinate with P8 model updates, assist cities with model use.

(K) Placeholder for 2017 work that may result from Aquatic Plant Management/Aquatic Invasive Species Committee this year.

(L) Includes hourly rate increase for Administrator from \$67/hour to \$70/hour and increase from 76 hours per month to 80 hours per month.

(M) Recording Secretary \$62/hr rate \* 24 hours/month (10 hours for meeting packets, 1.5 for Facebook posts, 12.5 for website, meeting notices, memo and other writing, filing, and other tasks as assigned)

(N) Based on 2016 agreement with HDR for website hosting and maintenance activities.

(O) Includes CAMP (\$5,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms (\$3,000), Children's Water Festival (\$350), plus \$1,650 unassigned)

(P) Includes funding for West Metro Water Alliance at \$13,000 plus funding for other educational supplies and materials including educational signage, display materials, Commissioner training, etc.

(Q) Will be transferred to Channel Maintenance Fund

(R) Will be transferred to Long-Term Maintenance Fund

(S) Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.

<b>2016 Financial Information</b>			
Fund Balance as of January 31, 2016 (audited)		\$	355,506
Expected income from assessments in 2016	+	\$	490,345
Expected interest income in 2016	+	\$	-
Expected income from project review fees	+	\$	60,000
Expected income from CIP Administrative Funds	+	\$	17,055
Expected transfer from Long-term Maint Fund for Flood Control	+	\$	10,000
Expected income from WOMP reimbursement	+	\$	5,000
Expected income from reimbursements from 2015/2016 work <sup>1</sup>	+	\$	38,900
Estimated funds available for fiscal year 2016		\$	976,806
Estimated expenditures for fiscal year 2016	-	\$	609,400
Estimated fund balance as of January 31, 2017		\$	367,406

<sup>1</sup> \$31,331 = 2015 work already invoiced; + \$2,600 expected for Southwest LRT; + \$5,000 expected for Blue Line LRT

<b>2017 Revenues</b>			
<b>Expected Income</b>			
Proposed Assessments to cities	+	\$	500,000
Use of fund balance	+	\$	35,528
CIP Administrative Funds (2.0% of requested levy of \$1.303M)	+	\$	26,072
Project review fees	+	\$	60,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspection	+	\$	12,000
WOMP reimbursement	+	\$	5,000
Expected reimbursement for Blue Line LRT work	+	\$	7,000
Interest income in 2017	+	\$	-
		\$	645,600
<b>Expected Expenses</b>			
Total operating budget		\$	645,600
<b>Fund Balance Details</b>			
Est. Beginning Fund Balance (Jan 31, 2017)		\$	367,406
Use of Fund Balance (see income above)	-	\$	35,528
Est. Remaining Fund Balance (Jan 31, 2017)		\$	331,878

**Bassett Creek Watershed Management Commission**

**2017 Proposed Assessments**

(2% increase over 2016)

<b>Community</b>	<b>For Taxes Payable in 2016</b>	<b>2016 Percent</b>	<b>Current Area Watershed</b>	<b>Percent</b>	<b>Average</b>	<b>2012 Assessment</b>	<b>2013 Assessment</b>	<b>2014 Assessment</b>	<b>2015 Assessment</b>	<b>2016 Assessment</b>	<b>2017 Proposed Assessment</b>
	<b>Net Tax Capacity</b>	<b>of Valuation</b>	<b>in Acres</b>	<b>of Area</b>	<b>Percent</b>						
						<b>\$461,045</b>	<b>\$515,016</b>	<b>\$490,345</b>	<b>\$490,345</b>	<b>\$490,345</b>	<b>\$500,000</b>
Crystal	\$7,109,951	5.19	1,264	5.09	5.14	\$24,941	\$27,424	\$25,504	\$25,868	\$25,208	\$25,704
Golden Valley	\$35,429,799	25.88	6,615	26.63	26.25	\$115,080	\$129,126	\$123,033	\$121,964	\$128,735	\$131,270
Medicine Lake	\$853,126	0.62	199	0.80	0.71	\$3,484	\$3,909	\$3,479	\$3,543	\$3,492	\$3,561
Minneapolis	\$9,091,000	6.64	1,690	6.80	6.72	\$32,661	\$35,236	\$32,953	\$33,235	\$32,960	\$33,609
Minnetonka	\$9,335,597	6.82	1,108	4.46	5.64	\$24,920	\$28,464	\$27,402	\$28,121	\$27,654	\$28,199
New Hope	\$7,292,580	5.33	1,252	5.04	5.18	\$25,533	\$27,648	\$26,479	\$25,681	\$25,416	\$25,917
Plymouth	\$58,928,879	43.05	11,618	46.77	44.91	\$209,101	\$235,310	\$224,959	\$225,159	\$220,195	\$224,531
Robbinsdale	\$2,340,788	1.71	345	1.39	1.55	\$8,022	\$8,479	\$7,743	\$7,587	\$7,597	\$7,747
St. Louis Park	\$6,513,847	4.76	752	3.03	3.89	\$17,303	\$19,420	\$18,792	\$19,184	\$19,087	\$19,463
<b>TOTAL</b>	<b>\$136,895,567</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>	<b>\$490,345</b>	<b>\$490,345</b>	<b>\$500,000</b>



## Bassett Creek Watershed Management Commission

Item 5Dii.  
BCWMC 5-19-16  
Monitoring proposals  
available online

### MEMO

To: BCWMC Commissioners  
From: Laura Jester, Administrator  
Date: May 11, 2016

**RE: BCWMC Budget Committee Recommendations for 2017 Water Monitoring Activities**

The BCWMC Budget Committee met on March 31<sup>st</sup> and May 4<sup>th</sup> to discuss and make recommendations on the 2017 operating budget. One significant area of spending in 2017 is for water quality monitoring. There are several projects and studies slated for 2017 that fall into this category. At their March meeting, the Budget Committee directed me to distribute a request for proposals from the BCWMC Engineering Pool for three monitoring projects. (See [Item 6Ei](#) from April Commission meeting for RFP.)

After reviewing the proposals from WSB, Barr Engineering, and Wenck Associates (proposals are available with online meeting materials), the Budget Committee has the following recommendations (next page).

<b>Project &amp; Recommended Action</b>	<b>2017 Budget</b>
<p><b>Routine Lake Monitoring</b> Use Wenck Associates to perform routine monitoring of Sweeney, Twin, and Lost Lakes following <a href="#">BCWMC Monitoring Plan</a>.</p>	\$38,300
<p><b>Sweeney Lake Study</b> Originally, this was slated to be a study of the effect of aeration on the water quality of Sweeney Lake. In reviewing proposals, an alternative approach to understanding and addressing internal loading in Sweeney Lake was presented. Further, it was noted that data from the Schaper Pond Effectiveness Monitoring (see below) would be needed to complete analyses in Sweeney Lake. Thus, the total budget of a study on Sweeney Lake (up to \$44,000 depending on the study and vendor) is split over two budget years (2017 and 2018). Over the course of the next few months, the Commission, its engineers and possibly the TAC should determine what to study on Sweeney Lake.</p>	\$21,000
<p><b>Schaper Pond Effectiveness Monitoring</b> Use Wenck Associates to monitor the effectiveness of the Schaper Pond Diversion Project (CIP Project SL-3). This project will repeat the monitoring performed during the feasibility study for the project including monitoring of two major inlets to Schaper Pond and the pond outlet to analyze changes in treatment capacity since the completion of the pond improvements.</p> <p>The Budget Committee recommends using \$32,000 of the remaining Schaper Pond CIP funds, rather than operating budget, to fund this study. The Commission’s legal counsel concurred that this expense is allowed within the CIP budget because “the monitoring project directly relates to the CIP project for which the funds were raised, the costs do not exceed the amount originally raised for the project, and it is intended to test the effectiveness of the project.”</p>	(\$32,000 from CIP funds)  \$0
<p><b>Chloride Source Assessment</b> This work was not included in the RFP and would be performed by the Commission Engineer. The work includes watershed-wide spring snowmelt grab-sampling at stream locations, and analysis of WOMP continuous conductivity monitoring, combined with GIS mapping of potential hotspots for excess road salt application.</p>	\$5,000
<p><b>General Water Quality Tasks</b> This work was not included in the RFP and would be performed by the Commission Engineer. Items regarding water quality that arise but which cannot be foreseen at the time of budget development. Staff does their best to anticipate possible issues and the associated work that may arise. Possible work in 2017 includes bacteria source tracking, new water quality standards (e.g. tiered aquatic life use standards, stream nutrient standards, antidegradation rule updates, etc.), and combined surface water quality trend analyses.</p>	\$10,000
<b>TOTAL Recommended Water Quality Monitoring Budget</b>	<b>\$74,300</b>

## Memorandum

**To:** Bassett Creek Watershed Management Commission (BCWMC)  
**From:** Karen Chandler and Karen Wold  
**Subject:** Item 5E. Consider Acceptance of Restoration Plan for Unpermitted Wetland Fill at 1143 South Shore Drive – Medicine Lake  
BCWMC May 19, 2016 Meeting Agenda  
**Date:** May 11, 2016

### Item 5E. Consider Acceptance of Restoration Plan for Unpermitted Wetland Fill at 1143 South Shore Drive – Medicine Lake

#### Recommendation:

- i. Conditional acceptance of the proposed restoration plan.

#### Background

The BCWMC is the Local Government Unit (LGU) responsible for administration of the Minnesota Wetland Conservation Act (WCA) for projects within the Bassett Creek watershed in the cities of Robbinsdale, Medicine Lake, and St. Louis Park.

On April 14, 2016, representatives from the City of Medicine Lake, the DNR, the Corps of Engineers, the Board of Water and Soil Resources, and the BCWMC Engineer met at 1143 South Shore Drive in Medicine Lake in response to a report of a potential wetland violation. After inspecting the site and discussions with the property owner, all parties present agreed to the following course of action:

1. The property owner will secure a site survey that identifies topography and defines the flood plain elevation of 890.3. The survey is to be completed by a licensed surveyor.
2. The property owner will secure a wetland delineation to be complete by a qualified wetland specialist.
3. The property owner will remove all materials that were placed in the area that was observed to be wetland areas. The materials include root debris and topsoil scraped from the site, and some piles of sawdust or wood chip-like materials. The material will either be retained on-site in an upland area or trucked off-site to an appropriate area. Removal of material shall be completed immediately or immediately following completion of the wetland delineation.
4. The wetland delineation and survey shall be submitted to the BCWMC Engineer for approval by the BCWMC as the LGU for Medicine Lake.
5. A restoration plan shall be prepared by a qualified wetland restoration specialist and submitted to the BCWMC Engineer for review and acceptance. The restoration plan must include seeding with a native seed mix appropriate for the site conditions, installation of silt fence, and maintaining the silt fence in good condition until the restoration is complete and all disturbed areas revegetated.

**To:** Bassett Creek Watershed Management Commission (BCWMC)  
**From:** Karen Chandler and Karen Wold  
**Subject:** Item 5E. Consider Acceptance of Restoration Plan for Unpermitted Wetland Fill at 1143 South Shore Drive – Medicine Lake  
BCWMC May 19, 2016 Meeting Agenda  
**Date:** May 11, 2016  
**Page:** 2

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6. Once the restoration plan has been accepted, the property owner shall have a qualified expert implement the restoration plan on-site. Upon approval of the restoration, the BCWMC Engineer shall inspect the work and approve the work.
7. The property owner shall make a good faith effort to complete all work within two to four weeks from 4/15/2016. Reasonable adjustments will be made should inclement weather prevent any site work.
8. No restoration order will be issued unless the property owner does not make a good faith effort to implement these provisions.

On May 5, 2016, the property owner's consultant submitted a wetland delineation report (Attachment A) and restoration plan (Attachment B), which includes a survey.

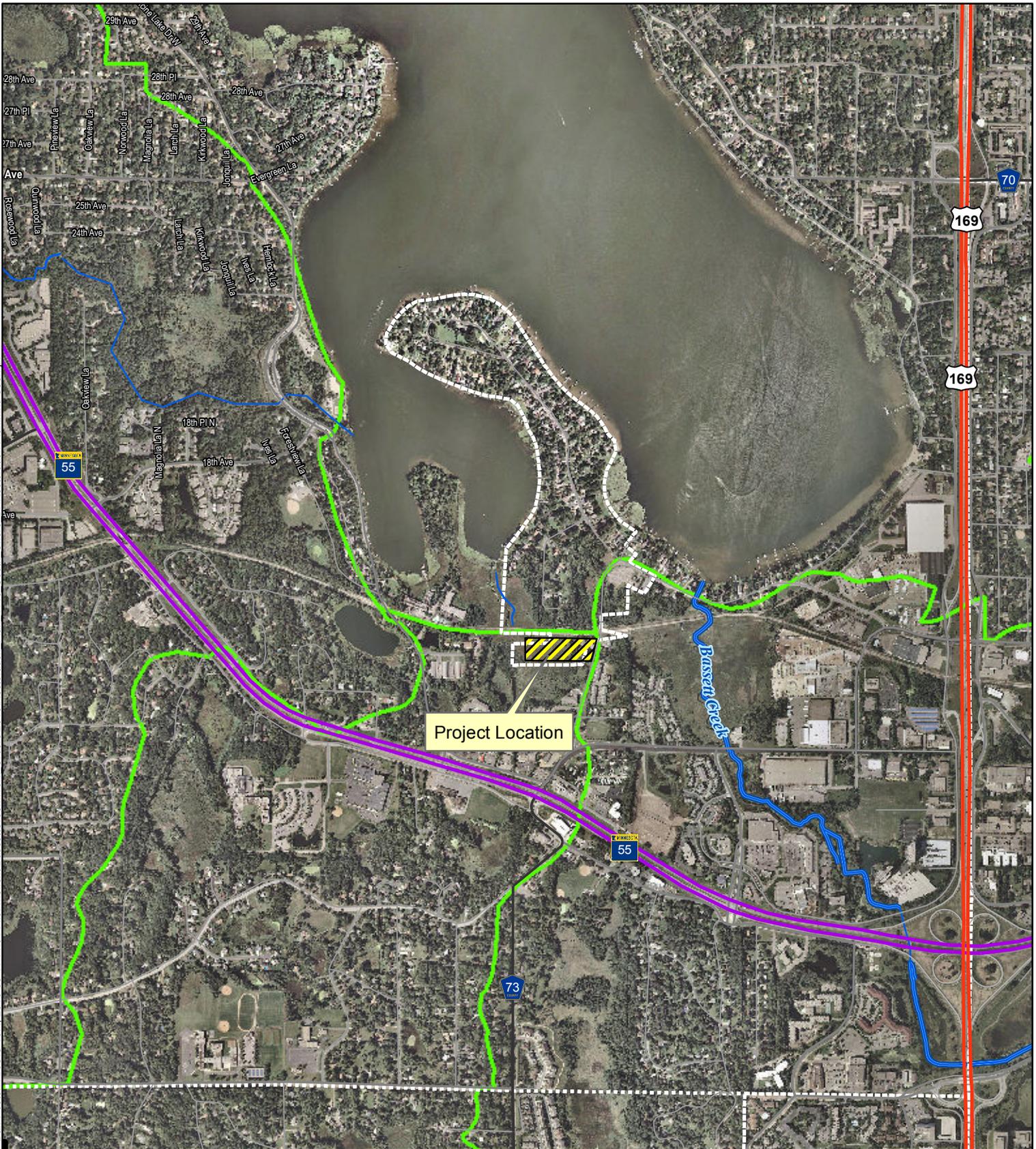
The BCWMC Engineer submitted a Notice of Application for the wetland delineation, with a comment period ending on May 27, 2016 (Attachment C). On May 9, 2016 a site review was conducted by BWSR staff, Hennepin County staff, the BCWMC Engineer, and the property owner's consultant. The wetland boundary was reviewed and adjusted slightly in one location. The restoration plan was also reviewed. As described in the restoration plan, the majority of the wetland and floodplain fill has been removed with the exception of one small area; the restoration plan calls for the fill in this area to be removed.

## Recommendations

The Technical Evaluation Panel (TEP) members recommended that the BCWMC accept the restoration plan with the following conditions:

1. The restoration plan must include a curb or berm along the edge of the parking area to contain and define the edge of the gravel and assure it does not erode into the wetland in the future; it will also maintain a clear boundary between the allowable parking area and the wetland.
2. The survey must be extended farther east to document the floodplain elevation of 890.3 near the area of gravel fill at the northeastern portion of the property and to confirm that no fill has been placed in the floodplain. The survey should also clarify the western edge of gravel in the correct location.
3. The restoration plan must include a note that contractors must be given identification sheets (Attachment D) to identify state threatened Blanding's turtles and if any are encountered during the project work, the contractors should inform the DNR nongame program ([Erica.hoaglund@state.mn.us](mailto:Erica.hoaglund@state.mn.us) or [Christopher.e.smith@state.mn.us](mailto:Christopher.e.smith@state.mn.us)) of their presence.

Barr Footer: ArcGIS 10.4, 2016-05-11 14:31 File: I:\Client\BassettCreek\Work Orders\2016\Restoration Plan 1143 South Shore Dr\Restoration Plan.mxd User: ivr



Imagery Source: Aerial Express (2009)

-  Project Location
-  Bassett Creek
-  WMC Boundary
-  Major Subwatershed
-  Municipality
-  Stream



**RESTORATION PLAN**  
**1143 South Shore Dr.**  
**Medicine Lake, MN**



**Legend**

- Project Parcel
- Hennepin Co. Parcels
- Sample Point
- Field Delineated Wetland 4/21/2016

**PROJECT LOCATION**

SOURCE: MN DNR, USDA, ESRI, TIGER, Bing, Hennepin Co., Anderson Engineering

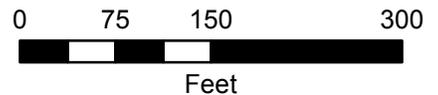


Hennepin County  
State of Minnesota



City of Medicine Lake  
Hennepin County, MN

1 in = 150 feet

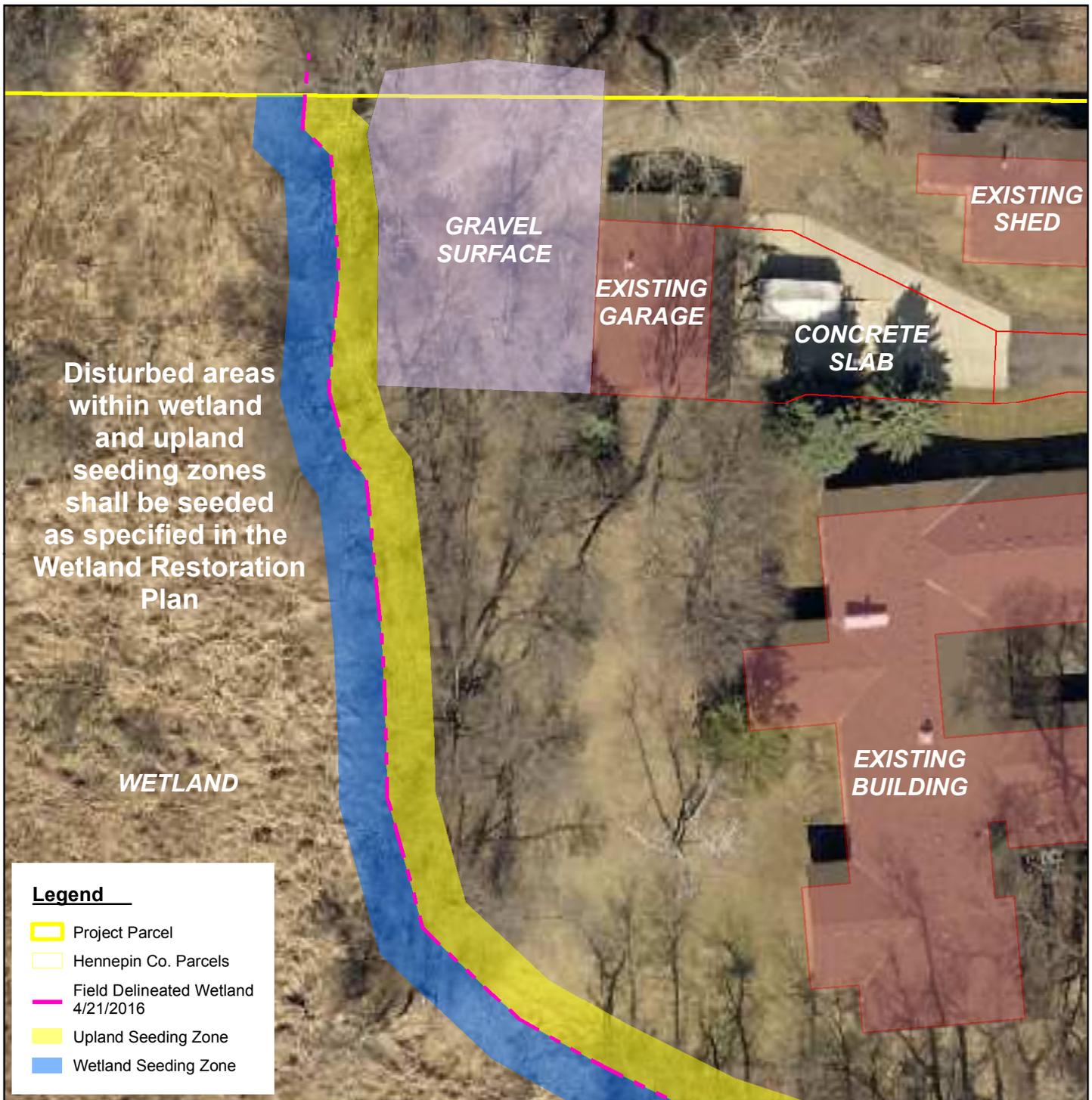


1143 South Shore Drive  
Medicine Lake, Hennepin County, MN  
PID: 053-361182220002

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**DELINEATION - FIGURE 5  
SKURAT PROPERTY**



Disturbed areas within wetland and upland seeding zones shall be seeded as specified in the Wetland Restoration Plan

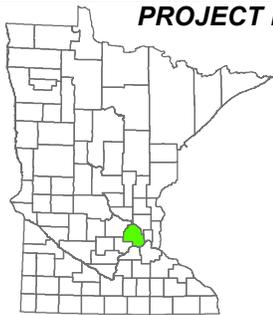
WETLAND

**Legend**

- Project Parcel
- Hennepin Co. Parcels
- Field Delineated Wetland 4/21/2016
- Upland Seeding Zone
- Wetland Seeding Zone

**PROJECT LOCATION**

SOURCE: MN DNR, USDA, ESRI, TIGER, Bing, Hennepin Co., Anderson Engineering

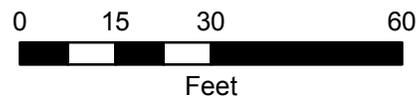


Hennepin County  
State of Minnesota



City of Medicine Lake  
Hennepin County, MN

1 in = 30 feet



1143 South Shore Drive  
Medicine Lake, Hennepin County, MN  
PID: 053-361182220002

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**SEEDING PLAN - FIGURE 2  
SKURAT PROPERTY  
WETLAND RESTORATION PLAN**

AE Comm.# 14322 Date: 5/3/2016 By: JLA



## Bassett Creek Watershed Management Commission

# MEMO

Date: May 11, 2016  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

### CIP Projects (more resources at <http://www.bassettcreekwmo.org/projects.>)

**2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P):** The final feasibility study is not available online at <http://www.bassettcreekwmo.org/index.php?cID=284> and will be used to request 2017 levy funds from Hennepin County later this year. In September, the Commission is expected to hold a public hearing on the project, order the project, and enter an agreement with the City of Plymouth to design and construct the project.

**2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M):** The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. In September, the Commission is expected to hold a public hearing on the project, order the project, and enter an agreement with the City of Plymouth to design and construct the project.

**2013 Four Season Area Water Quality Project (NL-2):** No change since November 2015 report. The City of Plymouth has been looking at different options for this area including the original stream restoration, using only rock to stabilize the channel, and a flocculation facility. The City received comments on these options at a public meeting in January. Currently, the City is waiting for the Four Seasons Mall property to redevelop with hopes of building treatment into a redevelopment project.

**2014 Schaper Pond Diversion Project, Golden Valley (SL-3):** There are no other changes regarding this project since February: The Commission approved 90% plans at their February 2015 meeting. The City's consultant (Barr Engineering) completed contract documents for the project May 21st, the bid advertisement publication date. The city council awarded the contract on July 7th to Sunram Construction. The pre-construction meeting was held July 30th. Mobilization began on November 11 and construction began on November 24. On December 10, the baffle was installed and fully deployed, and the contractor demobilized from the site for the season. This spring the contractor will perform final clean-up and any needed site restoration to ensure turf establishment.

**2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2):** No change since July 2015 report. At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. City staff reports no complaints or comments from residents since the treatment and also reports consistently clear water since the last actual reading on May 20, 2015.

**2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR):** The project is being constructed in two phases, each under separate contract. Phase one includes stream bank shaping, placement of field stone rock and 12-inch bio-logs, and repair of storm sewer outlets. The first phase of the project began in November 2015. The initial stabilization work in Areas A, B, C, D and E wrapped up by March 2016, with the exception of the planned trail relocation work in Area E. The contractor returned in May to complete the trail relocation work and to touch up and final grade all areas of the project in preparation for Phase two construction.

Phase two of the project includes the establishment of native vegetation along the stream which will commence this spring and continue over two additional growing seasons to ensure proper establishment. The bid opening for Phase two, native vegetation establishment, was on March 16, 2016. On April 5, 2016, the Golden Valley City Council awarded the contract to the lowest responsible bidder, Applied Ecological Services for \$152,182.60, which was under the engineers estimate. It is anticipated that the total contract amount for both Phase one and Phase two will be within the Watershed's overall project budget.

**2016 Northwood Lake Improvement Project, New Hope (NL-1):** Construction on this project began recently. Photos and construction progress are available at: <http://www.ci.new-hope.mn.us/departments/publicworks/2016infrastructure.shtm>. The City of New Hope reports that:

- Tree removals are complete.
- Construction of the underground tank is underway, with walls recently formed.
- Storm sewer along Boone Avenue was installed.
- Lake sediment from the west outlet into the lake has been removed.
- The large 66" RCP pipe at Jordan Ave has been installed.
- Construction of Jordan Avenue water main and storm sewer is underway.
- Excavation of the storm water pond at Jordan Avenue (Concept C) is underway.

**2016 Honeywell Pond Expansion Project, Golden Valley (BC-4):** At the August meeting, the Commission entered an agreement with the City of Golden Valley to design and construct the project. At the September meeting, the Commission granted conditional approval of the 50% design plans for the project and authorized the City to proceed with final plans and contract documents. 90% design plans were presented and approved at the November Commission meeting. The bid opening for this project (in conjunction with the Douglas Drive Project) was held April 12<sup>th</sup>. The county will be awarding the contract in a few weeks. The project was within budget and the entire project will be starting in June, including pipe work for the CIP project. Pond expansion will likely occur this winter.

## Other Projects

**2017 Budget and Other Financial Items:** I reviewed responses to the RFP for 2017 water monitoring projects and developed recommendations for the Budget Committee's consideration. I worked with the Deputy Treasurer to close out older projects that were not previously officially closed out including the Wirth Lake Outlet and Sweeney Lake Outlet Projects, and the Sweeney Lake TMDL. I also reviewed the FY2015 Financial Audit Report and have been preparing monthly invoices to the Southwest and Blue Line LRT projects per agreements with the Met Council.

**Hennepin County Natural Resources Partnership:** I attended the meeting of this group met on April 26<sup>th</sup> on the new buffer law and Hennepin County's public GIS application.

**Records Retention/Management and Data Practices:** At the direction of the Administrative Services Committee, I updated the Commission's Records Retention Schedule and asked legal counsel to review and recommend any changes needed. Additionally, a Data Practices Procedure was drafted for the Commission by our legal counsel. The Commission will review these documents at a future meeting. Also, I continue to work on records management including locating all official records, determining what records should be disposed of or sent to the State Archives, how paper records can be digitized, and how and where to store our electronic records. I will be researching and gathering input on different options for records management and storage over the course of the year.

**Organizational Efficiencies:** At the direction of the Administrative Services Committee I will be drafting an organizational chart and have been discussing practices and procedures with TAC members, Commission staff, and Commissioners to ensure the proper and efficient use of staff's time and to streamline communications where needed.