



Bassett Creek Watershed Management Commission

MEMO

Date: September 9, 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) (See Item 6A):

The final feasibility study is now available online at <http://www.bassettcreekwmo.org/index.php?cID=284>. The Hennepin County Board approved the 2017 maximum levy request at their meeting on July 28th. A Clean Water Fund [grant application](#) was submitted for this project last month. At this meeting, the Commission will hold a public hearing on the project, order the project, certify a final levy to Hennepin County, 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) (See Item 6A): 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>. A Response Action Plan to address contaminated soils in the project area was completed by Barr Engineering with funding from Hennepin County and has been submitted to the MPCA for review and approval. At their meeting last month, the Commission directed staff to submit an Environmental Response Fund grant application to Hennepin County to help fund the environmental response for the project. The County Board approved the 2017 maximum levy request at their meeting on July 28th. At this meeting, the Commission will hold a public hearing on the project, order the project, certify a final levy to Hennepin County, and enter an agreement with the City of Minneapolis Plymouth to design and construct the project.

2013 Four Season Area Water Quality Project (NL-2): Since November 2015, the City of Plymouth has considered 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. Recently, a developer has proposed a redevelopment project (Agora) for the site that includes several innovative stormwater management features for the site. At their meeting last month, Commissioners received a presentation from Solution Blue and considered the developer's request for a partnership with the BCWMC to share in the cost of stormwater management that goes above and beyond the requirements. Currently, the City of Plymouth is working with the developer on determining appropriate stormwater management. The Commission will discuss the possibility of a partnership at a future meeting.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): In August, the Commission Engineer reported that the structure had been vandalized and repair was needed. The contractor for Shaper Pond Diversion Project, Sunram Construction, will be onsite in the next two weeks to do maintenance on the baffle and finish punch list items. Over seeding in two of the access areas is required to achieve final stabilization. Erosion control will be pulled once the final stabilization is completed.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): 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. There were no complaints or comments from residents during or since the treatment. Water monitoring continues to determine if and when a second alum treatment is necessary.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The restoration 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 and was finished in June 2016.

Phase two of the project includes the establishment of native vegetation along the stream, including grasses, wildflowers, shrubs, live stakes and fascines, and cordgrass plugs. Rachael Contracting is working to finish sod repairs and final punch list items. The second phase of the contract, Native Buffer Vegetation installation is now under way. The project has been seeded and stabilized and maintenance mowing and spot treatments have been completed. Applied Ecological Services (AES) will continue to monitor and maintain the native vegetation this fall and into 2018. AES will complete tree and shrub planting this spring as they continue to maintain the native vegetation. It is anticipated that the total contract amount for both Phase one and Phase two will be within the Watershed's overall project budget.

The City has been trying to assess the condition of the bank stabilization practices following the large rain events in July and August, but has been unable to do so because of continued high water. If any repairs are necessary, they will be made prior to project closeout.

2016 Northwood Lake Improvement Project, New Hope (NL-1) (See Item 7E): Construction on this project began this spring. Photos and construction progress are available at: <http://www.ci.new-hope.mn.us/departments/publicworks/2016infrastructure.shtml>

Northwood Lake Improvement Project is nearing completion.

- The storm tank is complete, along with all pretreatment structures.
- The overflow rain gardens are complete and functional, and will be planted in the next week or two.
- The force main for the ballfield irrigation system is installed and the contractor is currently working on the connection from the 4" force main to the existing irrigation system.
- The contractor is currently installing blow mulch and seed on the site.
- Jordan Pond and the overflow structure to Basset Creek at 169 is complete.
- All other major site work is complete.
- An [interim grant report](#) for the Clean Water Partnership grant, along with an invoice for grant funds

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): At the August 2015 meeting, the Commission entered an agreement with the City of Golden Valley to design and construct the project. At the September 2015 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 12th. The Honeywell Pond Project was bid as part of the City of Golden Valley and Hennepin County's Douglas Drive (CSAH 102) Reconstruction Project. The reconstruction project began in June. So far, the

General Contractor has done some very preliminary grading near the pond. In the coming weeks, the force main pipes and low-flow diversion structure will be installed. Tree removal and major earthwork will not begin until this winter.

Other Projects

Administrative Tasks: I have been working with Amy Herbert to list and transfer responsibilities for administrative tasks including appropriately noticing public meetings and hearings, ordering catering, printing and mailing meeting materials, and filing. I have contacted two agencies seeking proposals for assistance with the tasks but have yet to find a viable option for the Commission. I will work with the Administrative Services Committee to look at other options. Until then, I will perform these functions.

Education Tasks: A contract with Dawn Pape was recently executed, as approved at the July 2016 BCWMC meeting. Dawn was approved as a monthly guest columnist with Lakeshore Weekly News on behalf of the BCWMC. She has also developed preliminary ideas for new educational displays and continues to manage BCWMC's social media. I continue to participate in the West Metro Water Alliance consortium at their monthly meetings, and to write and coordinate the WMWA "Water Links" newsletter articles (<http://www.hennepin.us/residents/environment/protecting-land-water#water-links>). Recently, WMWA began a large "Pledge to Plant" campaign to encourage homeowners and other landowners to plant native plants and buffers.

Hennepin County Natural Resources Partnership: I attended the meeting of this group on August 23rd and participated in a workshop to "envision the future of environmental education for youth." I plan to continue regular attendance at these meetings held about every other month to connect with other watersheds, agencies, cities, and environmental organizations.

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.