



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: April 13, 2023

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 4/20/23 BCWMC Meeting**

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. Approval of Minutes - March 16, 2023 Commission Meeting- ACTION ITEM with attachment
 - B. Acceptance of April Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – I reviewed the following invoices and recommend payment.
 - i. Keystone Waters, LLC – March 2023 Administration
 - ii. Keystone Waters, LLC – March 2023 Administrative Expenses
 - iii. Barr Engineering – March 2023 Engineering Services
 - iv. Kennedy & Graven – February 2023 Legal Services
 - v. Redpath – March 2023 Accounting Services
 - vi. Triple D Espresso – Meeting Catering
 - vii. Stantec – WOMP Services
 - viii. Shingle Creek WMC – 2023 West Metro Water Alliance Payment
 - ix. Metro Watershed Partners – 2023 Membership
 - D. Approval to Appoint Plan Steering Committee Members – ACTION ITEM with attachment –
Appointments to this committee were tabled at the March Commission meeting. The list of committee members presented in the attached have been updated to reflect members who which to serve on the committee.
 - E. Approval of Resolution of Appreciation for Alternate Commissioner Lawrence – ACTION ITEM with attachment –
Alternate Commissioner Lawrence is stepping down from the Commission because she is not able to attend meetings during the work day. She will remain on the Education Committee. Staff recommends approval of the attached resolution of appreciation.
 - F. Approval of Agreement with Met Council for 2023 – 2024 Watershed Outlet Monitoring Program (WOMP) – ACTION ITEM with attachment (complete document online) –
Every two years, the Met Council and the BWCMC enter an agreement for operation of this important monitoring station near the tunnel entrance in Minneapolis. Both water quality and quantity data are collected at this site. Met Council owns the equipment, analyzes the samples, and does the reporting. Stantec and the Commission Engineer each perform different monitoring tasks (under contract) at the site. The Commission receives \$5,000 per year in grant funding from the Met Council to help cover those costs. The Commission Attorney reviewed the agreement. Staff recommends approval.
 - G. Approval of Amendment to Agreement with Stantec for WOMP Tasks – ACTION ITEM with attachment –
At the December 2022 meeting, the Commission approved a contract with Stantec for WOMP-related

tasks in 2023. I recently received a request from the MN Department of Agriculture (MDA) to perform routine pesticide monitoring on Bassett Creek at the WOMP site May – August of this year. MDA has been collecting water samples to analyze for pesticides at the WOMP site since 2007 but they have limited staff for this work this year. MDA will pay the Commission \$750 to collect samples this year. (They already submitted a purchase order for the first half of the funding and will submit a purchase order for the second half in June.) The amended agreement with Stantec includes a project cost of \$740 to add this new task for 2023. Commission Attorney Anderson reviewed the amendment. Staff recommends approval.

- H. Approval of Agreement with Three Rivers Park District (TRPD) for Medicine Lake Activities – **ACTION ITEM with attachment** – Each year the BCWMC and TRPD enter an agreement to collaborate on activities in Medicine Lake including herbicide treatment of curly-leaf pondweed (CLP) and watercraft inspections at the French Regional Park boat launch. The BCWMC has a DNR permit for CLP treatments and TRPD has a contract with a certified herbicide contractor, PLM Land and Lake Management, to treat the lake this year. TRPD will continue performing pre and post plant and turion sampling. The agreement states the BCWMC will share the cost of the herbicide treatment with TRPD and will contribute funds to augment watercraft inspections at the boat launch. The total funding provided to TRPD for these activities is within the Commission’s Aquatic Plant Management/Aquatic Invasive Species (APM/AIS) budget. The Commission Attorney reviewed the agreement. Staff recommends approval.
- I. Conditional Approval of BNSF Bridge Replacement Project, Minneapolis – **ACTION ITEM with attachment** – This proposed project in Minneapolis involves replacement of a railroad bridge over Bassett Creek. The project does not trigger water quality or rate control requirements but does propose that a structure be allowed to remain below the required lowest elevation above the floodplain. The Commission Engineer recommends conditional approval as outlined in the attached memo.
- J. Approval of Memorandum of Understanding for Sochacki Water Quality Improvement Project CIP Process - **ACTION ITEM with attachment** – At the March meeting, the Commission approved the addition of this CIP project to the its 5-year CIP (if a minor Plan amendment is approved) with levy funding in 2024 and 2025. Because this project’s implementation schedule is more accelerated than our typical process, commissioners directed staff to develop an agreement or formal understanding among the implementing parties (BCWMC, Three Rivers Park District, City of Golden Valley, City of Robbinsdale) to lay out the process and timing for feasibility study development, minor plan amendment, project ordering, design, etc. The attached MOU was developed by the Commission Attorney and reviewed and approved by staff with each partner. Staff recommends approval.

5. BUSINESS

- A. Review Draft Feasibility Study for Main Stem Bassett Creek Regent Ave to Golden Valley Rd Restoration Project (2024 CRM) (45 min) – **DISCUSSION ITEM with attachment (full document online)** – At the August 2022 meeting, the Commission approved the Commission Engineer’s proposal to conduct a feasibility study for this capital improvement program (CIP) project. The draft study is attached here along with the Commission Engineer’s recommendations for implementation. The Commission currently has \$800,000 earmarked for this project in its CIP (\$200,000 in 2024 and \$600,000 in 2025). The Commission should discuss the options presented in the report. A revised report or more information can be brought to the May or June meetings. The Commission must set a maximum 2024 levy no later than its June meeting.
- B. Discuss Development of Policy on Diversity, Equity, Inclusion, and Access (DEIA) (30 min) – **DISCUSSION ITEM with attachment** – Commissioner Welch recommends that the Commission develop a policy on DEIA principals that identifies how and why equity principals are important to accomplishing Commission goals. As an example, the attached DEIA policy was recently adopted by the Nine Mile Creek Watershed

District. The Commission should discuss the need, merits, and/or components of a potential policy and consider requesting further discussion by the Administrative Services Committee.

C. 2025 Watershed Plan Updates (20 min) – **INFORMATION ITEM with attachments**

- i. Receive Update on Plan Development Activities – The attached memo provides an update on tasks completed or on-going in Phase 1, 2, and 3 of the [2025 Watershed Plan Development scope of work](#). Plan development is on schedule and on budget. Staff will briefly review at this meeting.
- ii. Review Report on Public Open House – The attached report outlines the components of the February 28th public open house and the feedback gathered. This document, along with information on other outreach efforts will be included in an appendix in the final watershed plan.

6. COMMUNICATIONS (10 minutes)

A. Administrator’s Report – **INFORMATION ITEM with attachment**

- i. Report on Bassett Creek Valley Summit – Presentations from the event available under “Bassett Creek Valley” at www.bassettcreekwmo.org/projects
- ii. Update on Bryn Mawr Meadows Project Reimbursement
- iii. Volunteers Needed for Loppet Sustainability Fair

B. Chair

C. Commissioners

- i. Appoint liaison to May 3rd TAC meeting

D. TAC Members

- i. Report on TAC Meeting March 29th

E. Committees

- i. Report on Budget Committee Meeting April 3
- ii. Next Budget Committee Meeting May 1
- iii. Administrative Services Committee Meeting April 25

F. Legal Counsel

G. Engineer

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. [2022 Lake Water Quality Report, Met Council](#)
- E. West Metro Water Alliance 2022 Report
- F. WCA Notices - Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- Discover Plymouth: Saturday, April 15th, 9:00 a.m. – 2:00 p.m., Plymouth Community Center
- Metro Watersheds Meeting: Tuesday April 18th, 7:00 – 9:00 p.m., Capitol Region Watershed District
- BCWMC Administrative Services Committee Meeting: Tuesday, April 25th, 1:00 p.m. Brookview
- Loppet Sustainability Fair: Saturday April 29th, 9:00 a.m. – 2:00 p.m., Trailhead at Theodore Wirth Park
- BCWMC Budget Committee Meeting: Monday, May 1st, 1:00 – 2:30 p.m. Brookview
- BCWMC Technical Advisory Committee Meeting: Wednesday, May 3rd, 10:30 a.m., Brookview
- BCWMC Regular Meeting and Public Hearing: Thursday May 18th, 8:30 a.m., Golden Valley City Hall