

Bassett Creek Watershed Management Commission Meeting Agenda
August 16, 2012

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** – *Consent Agenda items are considered routine and will be enacted by one motion. There is no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the Consent Agenda and placed on the regular Agenda.*

- A. Presentation of July 19, 2012, meeting minutes
- B. Presentation of Financial Statements
- C. Legal Counsel Communications
- D. Adopt Revised BCWMC Bylaws

- 5. ADMINISTRATION** – *A roll call vote will be taken on items listed below.*

- A. Presentation of Invoices for Payment Approval
 - i. Kennedy & Graven – Legal Services through June 30, 2012
 - ii. Barr Engineering – Engineering Services through July 27, 2012
 - iii. Amy Herbert – July Secretarial Services
 - iv. D'amico-ACE Catering – August 2012 Meeting Catering
 - v. Sun Sailor – July Public Meeting Publication
 - vi. Lakeshore Weekly News – July Public Meeting Publication
 - vii. Shingle Creek WMC – BCWMC portion of Metro Blooms Rain Garden Workshops

- 6. NEW BUSINESS** – No New Business

7. OLD BUSINESS

- A. Administrator Services
- B. WOMP Station Management
- C. BCWMC 2013 Final Budget
- D. BWSR Clean Water Fund Grant Applications- Grant Fund Requests
- E. Preliminary Recommendation for 2013 Tax Levy
- F. Next Generation Watershed Management Plan

8. COMMUNICATIONS

- A. Chair
- B. Commissioners
- C. Committees
- D. Engineer: Information Only: BWSR 8/1/12 letter – concurrence with minor plan amendment

9. ADJOURNMENT

(Future Business listed on other side)

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Future Commission Agenda Items list

- Policy Manual – September Meeting

Future TAC Agenda Items List

- CIP flow chart - Plymouth and Golden Valley city staff are to draft the CIP flow chart for the September TAC meeting
- New summary CIP table (completed, underway and proposed projects)
- Revised “current” CIP table (underway and proposed projects)
- Map of CIP projects (completed, underway and proposed projects)
- At the May 17 meeting, the Commission discussed comparing the BCWMC thresholds for its water quality treatment standards with adjoining WMOs/WDs.

Bassett Creek Watershed Management Commission Minutes of the Meeting of July 19, 2012

1. CALL TO ORDER AND ROLL CALL

The Bassett Creek Watershed Management Commission (BCWMC) was called to order at 11:30 a.m., on Thursday, July 19, 2012, at Golden Valley City Hall by Chair Black.

ROLL CALL

| | | | |
|-----------------------|--|-----------------|-------------------------|
| Crystal | <i>Not represented *</i> | Counsel | Charlie LeFevere |
| Golden Valley | Commissioner Stacy Hoschka, Treasurer | Engineer | Karen Chandler |
| Medicine Lake | Commissioner Ted Hoshal, Secretary | Recorder | Amy Herbert |
| Minneapolis | <i>Not represented *</i> | | |
| Minnetonka | Commissioner Jacob Millner | | |
| New Hope | Commissioner John Elder | | |
| Plymouth | Commissioner Ginny Black, Chair | | |
| Robbinsdale | <i>Not represented</i> | | |
| St. Louis Park | Commissioner Jim de Lambert, Vice Chair | | |

**Note: Commissioner Dan Johnson (Crystal) and Alternate Commissioner Lisa Goddard (Minneapolis) arrived after roll call.*

Also present:

- Laura Adler, BCWMC Technical Advisory Committee, City of St. Louis Park**
- Derek Asche, BCWMC Technical Advisory Committee, City of Plymouth**
- Pat Byrne, BCWMC Technical Advisory Committee, City of Minneapolis**
- Jeannine Clancy, BCWMC Technical Advisory Committee, Golden Valley**
- Christopher Gise, Golden Valley resident**
- Dave Hanson, Alternate Commissioner, City of Golden Valley**
- Guy Johnson, BCWMC Technical Advisory Committee, City of New Hope**
- Linda Loomis, Golden Valley resident**
- Tom Mathisen, BCWMC Technical Advisory Committee, City of Crystal**
- Richard McCoy, BCWMC Technical Advisory Committee, City of Robbinsdale**
- Nate Mitchell, Contractor**
- Jeff Oliver, BCWMC Technical Advisory Committee, City of Golden Valley**
- Roger Peters**
- Lorna Reichl, Golden Valley resident**
- Liz Stout, BCWMC Technical Advisory Committee, City of Minnetonka**

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No citizen input.

3. AGENDA

Chair Black requested to move agenda items 6B – Final Feasibility Study for the Four Seasons Mall Wetland Restoration Project - and 7A – Order Cooperative Agreements and Public Hearing for 2013 CIP Projects - to the Consent Agenda. Commissioner Elder moved to approve the agenda as amended. Commissioner de Lambert seconded the motion. The motion carried unanimously with six votes in favor [Cities of Crystal, Minneapolis, and Robbinsdale absent from vote].

[Commissioner Johnson arrives.]

4. CONSENT AGENDA

Commissioner Hoshal moved to approve the Consent Agenda as amended. Commissioner Elder seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minneapolis and Robbinsdale absent from vote]. [The following items were approved as part of the Consent Agenda: The June 21, 2012, meeting minutes, the July financial report, Legal Counsel Communications, Final Feasibility Study for the Four Seasons Mall Wetland Restoration Project , and Order Cooperative Agreements and Public Hearing for 2013 CIP Projects .]

[Alternate Commissioner Goddard arrives.]

The general and construction account balances reported in the July 2012 Financial Report are as follows:

| | |
|--|-----------------------|
| Checking Account Balance | \$686,389.66 |
| TOTAL GENERAL FUND BALANCE | \$686,389.66 |
| TOTAL ON-HAND CONSTRUCTION CASH & INVESTMENTS (7/11/12) | \$2,856,555.78 |
| CIP Projects Levied – Budget Remaining | (\$2,780,873.00) |
| Closed Projects Remaining Balance | \$75,682.78 |
| 2012 Anticipated Tax Levy Revenue | \$381,652.69 |
| Anticipated Closed Project Balance | \$457,335.47 |

5. ADMINISTRATION

5A. Presentation of Invoices for Payment Approval. Chair Black noted that an additional invoice came in for payment after the packet mailed out. She reported that the invoice was from Finance & Commerce in the amount of \$138.87 for the publication of the public meeting notice. She requested the addition of the invoice to the agenda under “Presentation of Invoices for Payment Approval.” The Commission consented.

Commissioner de Lambert moved the approval of payment of all invoices. Commissioner Elder seconded the motion. The motion carried unanimously with eight votes in favor [City of Robbinsdale absent from vote].

- i. Kennedy & Graven – Legal Services through May 31, 2012 – invoice for the amount of \$1,262.15.
- ii. Barr Engineering Company – Engineering Services through June 29, 2012 – invoice for the amount of \$44,903.73.
- iii. Amy Herbert – June Secretarial Services – invoice for the amount of \$2,232.48.
- iv. D'amico - ACE Catering – July BCWMC meeting catering – invoice for the amount of \$188.11.
- v. Finance & Commerce – Public Meeting Notice Publication – invoice for the amount of \$138.87.

5B. Revisions to the BCWMC Bylaws. Chair Black discussed the substantive changes to the Bylaws, including the removal of the section that dictated the order of the agenda of the Commission meetings and of the requirement that claims must be paid by roll call vote. Mr. LeFevere noted that the changes were tracked on the copy of the Bylaws distributed with the meeting packet. Commissioners commented on additional edits that could be made and Mr. LeFevere noted them and said that he would incorporate those revisions into a final draft. He said that the next step is to formally notice the BCWMC Member Cities about the changes to the Bylaws since the Bylaws require that the Member Cities be given seven days notice of the proposed changes to the Bylaws. Mr. LeFevere said that if there are no comments from the Member Cities then the Commission could approve the changes as a Consent Agenda item at the August meeting or if there are comments then the Commission could discuss those comments as a business item on the August meeting agenda.

Commissioner Elder moved to approve Mr. LeFevere creating the final draft of the revised Bylaws based on today's comments, staff distributing the draft revised Bylaws to the Member Cities for comment, and staff adding the adoption of the revised Bylaws to the August meeting agenda. Alternate Commissioner Goddard seconded the motion. Commissioner Hoshal made a recommendation for an addition to the Definition of Terms section of the Bylaws. Mr. LeFevere said that he would make that addition. Commissioner Elder and Alternate Commissioner Goddard approved the friendly amendment to the Bylaws and the motion. The motion carried unanimously with eight votes in favor [City of Robbinsdale absent from vote].

6. NEW BUSINESS

- A. Public Meeting on the BCWMC's Minor Plan Amendment. Chair Black described the minor plan amendment and then reported that staff had submitted the minor plan amendment to BWSR. She said that BWSR already had communicated back with the message that it agrees that the plan amendment is a minor amendment. She said that BWSR provided a few additional comments. Alternate Commissioner Goddard moved to approve staff sending notice to the Member Cities about the continuation of the public meeting on September 20th and to approve continuing the meeting until September 20th. Commissioner Millner seconded the motion. The motion carried unanimously with eight votes in favor [City of Robbinsdale absent from vote].
- B. Final Feasibility Study for the Four Seasons Mall Area Water Quality Project. Feasibility Study approved under agenda item 4 – Consent Agenda. Mr. Asche noted that the final draft contained no major changes from the draft report. He said that the only changes were minor edits to the pounds of phosphorous removal numbers by revising the numbers by a pound or two.

- C. **Sweeney Lake Boathouse Replacement: Golden Valley.** Ms. Chandler described the project on a property on the east side of Sweeney Lake. She explained that the project is in front of the Commission because it is work in the floodplain. Ms. Chandler noted that she would have recommended this agenda item to be part of the Consent Agenda. She said that staff recommends approval of the project with no conditions. Commissioner Hoshal asked why the project is in front of the Commission because it seems like the boathouse would be considered a nonconforming property by the City of Golden Valley. Mr. Oliver said the project is a permitted use and is consistent with all of the City of Golden Valley's shoreline ordinances and zoning ordinances. He said that the project is an existing use that is being rebuilt.

Commissioner Elder moved to approve the project permit. Commissioner Johnson seconded the motion. The motion carried with seven votes in favor [City of Robbinsdale absent from vote] and one vote against [City of Medicine Lake].

- D. **BWSR FY2013 Clean Water Fund Grants.** Ms. Chandler said that the application process starts August 1st and the Clean Water Fund Grants applications are due September 15th. Ms. Chandler summarized the memo included in the meeting packet and the Commission Engineer's suggestions for projects to include in the application for the grants. She said that the suggestions include the Four Season Mall area 2013 water quality treatment project, the Lakeview Park Pond 2013 water quality project, and the Schaper Pond diversion project. She said that the project is not yet included in the Commission's Plan and it would need to be included before the project could be implemented, but she explained that the project is included in the Commission's Sweeney Lake TMDL implementation plan. Ms. Chandler noted that in the grant applications the Commission would need to make sure it includes the projects' costs in terms of how much there is left to spend on the project because any project expenses incurred prior to being awarded a grant is not eligible.

Alternate Commissioner Goddard asked if the grant program has requirements of follow-up reporting, which would mean other budget considerations for the Commission. Ms. Chandler said yes that starting with last year's grants there is one report per year, compared to the previous two reports per year requirement. Chair Black asked if the grants are for one year or for two years. Ms. Chandler said that she thinks two years with the possibility of an extension.

Commissioner de Lambert moved to approve staff applying for the grant for all three described projects. Commissioner Elder seconded the motion. The motion carried unanimously with eight votes in favor [City of Robbinsdale absent from vote].

7. OLD BUSINESS

- A. **Order Cooperative Agreements and Public Hearing for 2013 CIP Projects: NL-2 (Four Seasons Mall Wetland Restoration Project) and ML-8 (Lakeview Park Pond Project).** Cooperative Agreements and Public Hearing for 2013 CIP Projects were ordered under agenda item 4 – Consent Agenda.
- B. **WOMP Station Management.** Chair Black described the work involved in the WOMP station management, the way the work had been accomplished in previous years, and what needs to be accomplished in 2012 and in future years. Chair Black explained that she had asked Barr Engineering for an estimate of costs if Barr did all of the WOMP tasks and that Barr provided a cost estimate of \$25,000 for the annual work.

Chair Black added that the Metropolitan Council has recently communicated that it will provide \$5,000 to the Commission towards the WOMP costs. She said that she went to the Commission's

engineer pool and asked Wenck and WSB each for a quote on the WOMP station work. She said that those two firms talked to the Met Council about the work in order to get an understanding of the tasks involved. Chair Black reported that Wenck's bid came in at \$10,320 without budgeting for a final report and \$13,296 including budget for a report and WSB's quote came in at \$10,800 without budgeting for a final report.

Commissioner de Lambert asked if Barr and WSB and Wenck were all providing quotes on the same work. Chair Black said that they each provided quotes according to their understanding of the work involved. Alternate Commissioner Goddard asked if the cost of the rating curve work performed by Barr Engineering would need to be budgeted for on top of the costs quoted by WSB and Wenck. Chair Black said yes, on top of WSB's and Wenck's quotes, \$4,000- \$6,000 would need to be budgeted for the rating curve work and data management work performed annually by Barr Engineering.

Chair Black said that she did talk to the Mississippi WMO about providing a quote to the Commission to perform the WOMP station management work but it proved to be too complicated to try to get it sorted out since the MWMO wanted to meet with the Met Council and the MWMO wouldn't provide a quote until it met with the Met Council.

Mr. Byrne asked if the three consulting firms that provided quotes were told that this was a competitive bidding process. Mr. Asche said no, he just requested quotes. Chair Black asked if it makes a difference. Mr. Byrne said it does sometimes because he has seen firms who are trying to get introduced to a group submit lowball bids. Mr. Asche said that each of the consultants, not counting Barr Engineering, met with the Met Council and based their quotes on the standard operating procedures for the WOMP. He said that WSB visited the site and took pictures and that he feels that everyone has a pretty good handle on the tasks.

Ms. Loomis asked if there is a possibility that the Met Council could take over the work especially since it is doing the work for the WOMP station on Minnehaha Creek. She added that if the MPCA is using the data for the Lake Pepin TMDL then why is the BCWMC paying for the work to supply that data.

Mr. Asche said that ultimately the WOMP stations are the Met Council's responsibility, but since the Met Council doesn't have the staff to run all of the stations it actively seeks out cooperative arrangements to get the work done. Mr. Asche said that the watershed isn't obligated to do the work. Ms. Loomis said that maybe the Met Council should contribute more than \$5,000 for the work. Ms. Loomis suggested that the Met Council contract with someone directly to do the WOMP work. Ms. Clancy suggested that the Commission could inform the Met Council that this is the final year that the Commission will conduct the work and that the Met Council should adjust its budget accordingly.

Chair Black said that she didn't think that the Commission has seen the quotes from Barr Engineering, WSB, and Wenck and that the information could go out to the Commission and the item could be added to next month's agenda for the Commission to decide what to do. She said that she would like to get the Commission's 2013 budget adjusted for the WOMP budget prior to sending the final 2013 budget out to the member cities.

- C. Update on Administrator Selection Process. Chair Black reported that prior to today's Commission meeting Commissioner de Lambert chaired a meeting of the Administrative Services Committee at which many members of the TAC and the Commission provided input about the Commission's Administrator services. Commissioner de Lambert said that no concise conclusion came out of the meeting but that was not the goal of the discussion. He said the TAC's input was helpful and said the things that really stuck with him include that the Commission needs to be careful but also needs to

move forward. Commissioner de Lambert said that the next steps are for the Committee to organize the notes from the meeting and for another meeting to get scheduled for the first part of August so that something more concise can be discussed at the August BCWMC meeting. Chair Black said that she thinks that the Commission should also consider the Administrator budget item for 2013 in light that it may be extremely unlikely that the Commission will hire someone as an Administrator for 2013. She said that she thinks that the Commission should rethink the \$100,000 budget for the Administrator for 2013.

Ms. Clancy stated that the TAC recommended that the Commission utilize the Commission's existing staff and increase the duties of some of the contractors so that the burden can be lessened for the BCWMC officers. Commissioner de Lambert suggested that the Commission look at its 2012 Administrator budget and reallocate it to cover existing work needs, which then may be a basis for the 2013 budget. The members of the Administrative Services Committee discussed meeting dates and Chair Black suggested setting a meeting for Wednesday, August 1st at 8:00 a.m. and for the meeting space to be coordinated and communicated to the Committee members and the Commission and TAC members since the meeting is an open meeting.

- D. Next Generation Watershed Management Plan. Chair Black announced that the BCWMC's Plan Steering Committee will meet on Monday, July 23rd at 4:30 p.m. in the Medicine Lake room at Golden Valley City Hall. She added that it is a standing monthly meeting held at 4:30 p.m. on the Monday after the Commission's monthly meeting. She said that at Monday's meeting the Committee will be trying to finalize the steps in the Plan process and finalize the public input steps of the process.

Commissioner Hoshal said that since the Commission may not have an Administrator on board as the Commission begins its plan process that perhaps the Commission would want to use a consulting facilitator to bring the Commission through the process. He said the MPCA used such a facilitator, CR Planning, for the Medicine Lake TMDL plan. Chair Black said this could definitely be a discussion topic. Ms. Loomis stated that part of the reason that she has brought up the City of Golden Valley's Envision process is because it was a public stakeholder process facilitated by volunteers.

- E. Follow Up Report on Riprap in Channel Below Medicine Lake Outlet. Ms. Chandler said that the Commission Engineer is still in discussion with the Met Council and the Met Council is trying to decide if it wants to remove the riprap or study its impact. Commissioner Hoshal noted that the riprap is migrating downstream.

8. COMMUNICATIONS

Chair: No Chair Communications.

Ms. Loomis provided an update on Upper Mississippi River Bacteria TMDL.

Commissioners:

1. Commissioner Hoshka asked for an update about the communication from Hennepin County Commissioner Jeff Johnson about the legislation he is helping to draft regarding reorganizing WMOs and watershed districts in Hennepin County. The Commission discussed Commissioner Johnson's efforts to draft bill language that would consolidate the WMOs and watershed districts in the County into three watershed organizations.

Committees:

1. Commissioner Hoshal reported that the next West Metro Water Alliance (WMWA) meeting will be in the fall and he will announce the date once it is set.

Counsel Communications: No Counsel Communications.

Engineer Communications: No Engineer Communications.

9. ADJOURNMENT

The meeting adjourned at 1:05 p.m.

Chair

Date

Amy Herbert, Recorder

Date

Secretary

Date

Bassett Creek Watershed Management Commission General Account
General Fund (Administration) Financial Report
Fiscal Year: February 1, 2012 through January 31, 2013
MEETING DATE: August 16, 2012

| | | | |
|---|---------------------------------------|-----------|-------------------|
| BEGINNING BALANCE | 11-Jul-12 | | 686,389.66 |
| ADD: | | | |
| General Fund Revenue: | | | |
| Interest (Bank Charges) | | 12.08 | |
| 2012-13 Assessments: | | | |
| Have not received St Louis Park Assessment | | | |
| Permits: | | | |
| Nathan Mitchell | BCWMC 2012-16 | 300.00 | |
| Mpls Park Board | BCWMC 2012-17 | 1,000.00 | |
| Kylestates II LLC | BCWMC 2012-18 | 1,500.00 | |
| Reimbursed Construction Costs | | 3,094.10 | |
| | Total Revenue and Transfers In | | 5,906.18 |
| DEDUCT: | | | |
| Checks: | | | |
| 2451 Barr Engineering | July Engineering | 39,494.80 | |
| 2452 D'Amico Catering | August Meeting | 159.84 | |
| 2453 Amy Herbert | July Secretarial | 1,462.98 | |
| 2454 Kennedy & Graven | June Legal | 1,243.05 | |
| 2455 Sun Newspapers | Meeting Notice | 359.60 | |
| 2456 VOID | | | |
| 2457 Shingle Creek Watershed Metro Blooms Workshops | | 2,000.00 | |
| 2458 Lakeshore Weekly Ne Legal Notice | | 112.20 | |
| | Total Checks | | 44,832.47 |
| Outstanding from previous month: | | | |
| Meadowbrook School | 2009 Exp-Grant | 992.08 | |
| | Total Expenses | | 44,832.47 |
| ENDING BALANCE | 8-Aug-12 | | 647,463.37 |

| | 2012/2013 BUDGET | CURRENT MONTH | YTD 2012/2013 | BALANCE |
|---------------------------------------|---------------------|------------------|------------------|------------|
| OTHER GENERAL FUND REVENUE | | | | |
| INTEREST (BANK CHARGES) | | | 16.67 | |
| ASSESSMENTS | 461,045 | 0.00 | 443,742.00 | 17,303.00 |
| PERMIT REVENUE | 48,000 | 0.00 | 22,800.00 | 25,200.00 |
| REVENUE TOTAL | 509,045 | 0.00 | 466,558.67 | 42,503.00 |
| EXPENDITURES | | | | |
| ENGINEERING | | | | |
| ADMINISTRATION | 120,000 | 3,955.50 | 51,631.30 | 68,368.70 |
| PLAT REVIEW | 60,000 | 3,650.50 | 26,427.39 | 33,572.61 |
| COMMISSION MEETINGS | 14,250 | 348.00 | 4,615.82 | 9,634.18 |
| SURVEYS & STUDIES | 10,000 | 0.00 | 0.00 | 10,000.00 |
| WATER QUALITY/MONITORING | 20,000 | 0.00 | 3,737.00 | 16,263.00 |
| WATER QUANTITY | 11,000 | 748.72 | 4,096.38 | 6,903.62 |
| WATERSHED INSPECTIONS | 7,000 | 1,301.54 | 3,507.00 | 3,493.00 |
| ANNUAL FLOOD CONTROL INSPECTIONS | 9,000 | 0.00 | 638.00 | 8,362.00 |
| REVIEW MUNICIPAL PLANS | 2,000 | 0.00 | 0.00 | 2,000.00 |
| ENGINEERING TOTAL | 253,250 | 10,004.26 | 94,652.89 | 158,597.11 |
| PLANNING | | | | |
| WATERSHED-WIDE SP-SWMM MODEL | 70,000 | 13,064.21 | 27,615.21 | 42,384.79 |
| WATERSHED-WIDE P8 WATER QUALITY MODEL | 135,000 | 11,651.50 | 43,610.49 | 91,389.51 |
| NEXT GENERATION PLAN | 40,000 | 29.00 | 6,310.50 | 33,689.50 |
| PLANNING TOTAL | 245,000 | 24,744.71 | 77,536.20 | 167,463.80 |
| ADMINISTRATOR | 50,000 | 0.00 | 0.00 | 50,000.00 |
| LEGAL COSTS | 18,500 | 1,032.95 | 5,823.33 | 12,676.67 |
| AUDIT, INSURANCE & BONDING | 15,225 | 0.00 | 11,977.00 | 3,248.00 |
| FINANCIAL MANAGEMENT | 3,045 | 0.00 | 950.00 | 2,095.00 |
| MEETING EXPENSES | 2,750 | 159.84 | 1,875.28 | 874.72 |
| SECRETARIAL SERVICES | 40,000 | 1,944.49 | 15,374.60 | 24,625.40 |
| PUBLICATIONS/ANNUAL REPORT | 2,000 | 0.00 | 2,449.50 | (449.50) |
| WEBSITE | 2,500 | 0.00 | 0.00 | 2,500.00 |
| PUBLIC COMMUNICATIONS | 3,000 | 471.80 | 610.67 | 2,389.33 |
| WOMP | 10,000 | 1,380.32 | 2,427.82 | 7,572.18 |
| EDUCATION AND PUBLIC OUTREACH | 5,775 | 2,000.00 | 6,019.94 | (244.94) |
| WATERSHED EDUCATION PARTNERSHIPS | 13,000 | 0.00 | 0.00 | 13,000.00 |
| 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 |
| TMDL STUDIES (moved to CF) | 10,000 | 0.00 | 0.00 | 10,000.00 |
| GRAND TOTAL | 724,045 | 41,738.37 | 219,697.23 | 504,347.77 |

| | | | |
|---|-----------------|-------------------|---------------------|
| Cash Balance 7/11/12 | | | |
| Cash | | 1,846,574.50 | |
| Investments: | | | |
| Federal National Mtg Assn - Purchased 4/23/12 - Due 4/23/2015 - .912%(callable 04/23/13 .25%) | | 1,009,981.28 | |
| Total Cash & Investments | | | 2,856,555.78 |
| Add: | | | |
| Interest Revenue (Bank Charges) | | 55.49 | |
| Total Revenue | | | 55.49 |
| Less: | | | |
| CIP Projects Levied - Current Expenses - TABLE A | | (3,036.10) | |
| Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B | | (58.00) | |
| Total Current Expenses | | | (3,094.10) |
| Total Cash & Investments On Hand | 08/08/12 | | 2,853,517.17 |
| Total Cash & Investments On Hand | | 2,853,517.17 | |
| CIP Projects Levied - Budget Remaining - TABLE A | | (2,777,836.90) | |
| Closed Projects Remaining Balance | | 75,680.27 | |
| 2012 Anticipated Tax Levy Revenue - TABLE C | | 381,652.69 | |
| Anticipated Closed Project Balance | | 457,332.96 | |
| 2013 Proposed & Future CIP Project Amount to be Levied - TABLE B | | 196,000.00 | |

TABLE A - CIP PROJECTS LEVIED

| | Approved Budget | Current Expenses | 2012 YTD Expenses | INCEPTION To Date Expenses | Remaining Budget |
|--|-----------------|------------------|-------------------|----------------------------|------------------|
| Twin Lake-expected completion 2006 | 140,000.00 | 0.00 | 0.00 | 5,724.35 | 134,275.65 |
| Plymouth Creek Channel Restoration (2010) | 965,200.00 | 346.00 | 42,739.59 | 928,915.11 | 36,284.89 |
| Main Stem Crystal to Regent (2010) | 636,100.00 | 290.00 | 816.50 | 259,292.52 | 376,807.48 |
| Wisc Ave/Duluth Street-Crystal (2011 CR) | 580,200.00 | 354.10 | 8,602.98 | 52,516.45 | 527,683.55 |
| North Branch-Crystal (2011 CR-NB) | 834,900.00 | 715.50 | 4,107.00 | 46,074.86 | 788,825.14 |
| Plymouth Pond NB-07(NL-2) | 0.00 | 841.00 | 5,212.22 | 13,905.59 | (13,905.59) |
| Wirth Lake Outlet Modification (WTH-4)(2012) | 180,000.00 | 40.00 | 1,089.00 | 26,318.34 | 153,681.66 |
| Main Stem Irving Ave to GV Road (2012 CR) | 856,000.00 | 0.00 | 4,061.45 | 77,429.42 | 778,570.58 |
| Schaper Pond Enhancement Feasibility (SL-1) | 37,000.00 | 449.50 | 1,753.97 | 41,386.46 | (4,386.46) |
| | 4,229,400.00 | 3,036.10 | 68,382.71 | 1,451,563.10 | 2,777,836.90 |

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

| | Approved Budget - To Be Levied | Current Expenses | 2012 YTD Expenses | INCEPTION To Date Expenses | Remaining Budget |
|---|--------------------------------|------------------|-------------------|----------------------------|------------------|
| 2013 | | | | | |
| Lakeview Park Pond (2013) | 196,000.00 | 58.00 | 188.50 | 2,302.00 | 193,698.00 |
| 2013 Project Totals | 196,000.00 | 58.00 | 188.50 | 2,302.00 | 193,698.00 |
| Total Proposed & Future CIP Projects to be Levied | 196,000.00 | 58.00 | 188.50 | 2,302.00 | 193,698.00 |

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 |
|---------------|-------------|--------------------------|---------------|------------------|-----------------------|----------------------------|-------------------------|------------|
| 2012 Tax Levy | 762,010.00 | | 762,010.00 | | 380,357.31 | 380,357.31 | 381,652.69 | 762,010.00 |
| 2011 Tax Levy | 863,268.83 | (2,871.91) | 860,396.92 | | 2,689.52 | 853,636.03 | 6,760.89 | 862,400.00 |
| 2010 Tax Levy | 935,298.91 | (4,927.05) | 930,371.86 | | (146.98) | 926,857.65 | 3,514.21 | 935,000.00 |
| 2009 Tax Levy | 800,841.30 | (8,054.68) | 792,786.62 | | 80.93 | 792,223.86 | 562.76 | 800,000.00 |
| 2008 Tax Levy | 908,128.08 | (4,357.22) | 903,770.86 | | (12.32) | 903,533.68 | 237.18 | 907,250.00 |
| 2007 Tax Levy | 190,601.74 | (657.93) | 189,943.81 | | (23.06) | 189,916.09 | 27.72 | 190,000.00 |
| | | | | 0.00 | | | 392,755.45 | |

OTHER PROJECTS:

| | Approved Budget | Current Expenses / (Revenue) | 2012 YTD Expenses / (Revenue) | INCEPTION To Date Expenses / (Revenue) | Remaining Budget |
|---------------------------------------|---------------------|------------------------------------|-------------------------------------|--|---------------------|
| TMDL Studies | | | | | |
| TMDL Studies | 125,000.00 | 0.00 | 0.00 | 102,756.15 | 22,243.85 |
| Sweeney TMDL | 119,000.00 | 0.00 | 0.00 | 212,222.86 | |
| Less: MPCA Grant Revenue | | 0.00 | 0.00 | (163,870.64) | 70,647.78 |
| TOTAL TMDL Studies | 244,000.00 | 0.00 | 0.00 | 151,108.37 | 92,891.63 |
| Annual Flood Control Projects: | | | | | |
| Flood Control Emergency Maintenance | 500,000.00 | 0.00 | 0.00 | 0.00 | 500,000.00 |
| Flood Control Long-Term Maintenance | 548,373.00 | 0.00 | 0.00 | 13,566.33 | 534,806.67 |
| Sweeney Lake Outlet (2012 FC-1) | 250,000.00 | 0.00 | 0.00 | 11,648.15 | 238,351.85 |
| Annual Water Quality | | | | | |
| Channel Maintenance Fund | 225,000.00 | 0.00 | 0.00 | 41,818.10 | 183,181.90 |
| Total Other Projects | 1,767,373.00 | 0.00 | 0.00 | 218,140.95 | 1,549,232.05 |

| | |
|-----------------------------|---------------------|
| Cash Balance 7/11/12 | 1,305,978.20 |
| Add: | |
| MPCA Grant-Sweeney Lk | 0.00 |
| Less: | |
| Current (Expenses)/Revenue | 0.00 |
| Ending Cash Balance | 08/08/12 |
| | 1,305,978.20 |

Bassett Creek Construction Project Details

8/9/2012

| CIP Projects Levied | | | | | | | |
|---------------------|---------------------|------------|---|----------------------------------|------------------------------------|--------------------------------|--|
| | Total | | 2010 | 2010 | 2011 | 2011 | 2011 |
| | CIP Projects Levied | Twin Lake | Plymouth Creek Channel Restoration (CR) | Main Stem Crystal to Regent (CR) | Wisc Ave (Duluth Str)-Crystal (GV) | North Branch - Crystal (CR-NB) | Wirth Lake Outlet Modification (WTH-4) |
| Original Budget | 4,229,400 | 140,000 | 965,200 | 636,100 | 580,200 | 834,900 | 180,000 |
| Expenditures: | | | | | | | |
| Feb 2004 - Jan 2005 | 1,983.50 | 1,983.50 | | | | | |
| Feb 2005 - Jan 2006 | 1,716.70 | 1,716.70 | | | | | |
| Feb 2006 - Jan 2007 | 375.70 | 375.70 | | | | | |
| Feb 2007 - Jan 2008 | 36.00 | 36.00 | | | | | |
| Feb 2008 - Jan 2009 | 20,954.25 | | 20,954.25 | | | | |
| Feb 2009 - Jan 2010 | 22,501.45 | 1,612.45 | 9,319.95 | 11,569.05 | | | |
| Feb 2010 - Jan 2011 | 114,036.63 | | 30,887.00 | 11,590.80 | 34,803.97 | 31,522.86 | 2,910.00 |
| Feb 2011 - Jan 2012 | 1,221,571.16 | | 825,014.32 | 235,316.17 | 9,109.50 | 10,445.00 | 8,086.37 |
| Feb 2012 - Jan 2013 | 68,387.71 | | 42,739.59 | 816.50 | 8,602.98 | 4,107.00 | 5,217.22 |
| Total Expenditures: | 1,451,563.10 | 5,724.35 | 928,915.11 | 259,292.52 | 52,516.45 | 46,074.86 | 13,905.59 |
| Project Balance | 2,777,836.90 | 134,275.65 | 36,284.89 | 376,807.48 | 527,683.55 | 788,825.14 | (13,905.59) |

| | Total | | 2010 | 2010 | 2011 | 2011 | 2011 | 2012 |
|--------------------------|---------------------|-----------|---|----------------------------------|------------------------------------|--------------------------------|----------------------------|--|
| | CIP Projects Levied | Twin Lake | Plymouth Creek Channel Restoration (CR) | Main Stem Crystal to Regent (CR) | Wisc Ave (Duluth Str)-Crystal (GV) | North Branch - Crystal (CR-NB) | Plymouth Pond NB-07 (NL-2) | Wirth Lake Outlet Modification (WTH-4) |
| Project Totals By Vendor | | | | | | | | |
| Barr Engineering | 309,279.22 | 3,758.10 | 43,089.60 | 26,098.00 | 47,496.20 | 34,897.21 | 12,931.49 | 24,093.19 |
| Kennedy & Graven | 13,416.70 | 1,966.25 | 2,120.10 | 2,435.25 | 1,002.75 | 792.65 | 974.10 | 2,225.15 |
| City of Golden Valley | 222,788.32 | | | 222,788.32 | | | | |
| City of Plymouth | 861,143.86 | | 861,143.86 | | | | | |
| Com of Trans | | | | | | | | |
| S E H | | | | | | | | |
| Misc | | | | | | | | |
| 2.5% Admin Transfer | 44,935.00 | | 22,561.55 | 7,970.95 | 4,017.50 | 10,385.00 | | |
| Total Expenditures | 1,451,563.10 | 5,724.35 | 928,915.11 | 259,292.52 | 52,516.45 | 46,074.86 | 13,905.59 | 26,318.34 |

| | Total | | 2010 | 2010 | 2011 | 2011 | 2011 | 2012 |
|---------------------------|---------------------|-----------|---|----------------------------------|------------------------------------|--------------------------------|----------------------------|--|
| | CIP Projects Levied | Twin Lake | Plymouth Creek Channel Restoration (CR) | Main Stem Crystal to Regent (CR) | Wisc Ave (Duluth Str)-Crystal (GV) | North Branch - Crystal (CR-NB) | Plymouth Pond NB-07 (NL-2) | Wirth Lake Outlet Modification (WTH-4) |
| Levy/Grant Details | | | | | | | | |
| 2009/2010 Levy | 935,000 | | 902,462 | 32,538 | | | | |
| 2010/2011 Levy | 862,400 | | | 286,300 | 160,700 | 415,400 | | |
| 2011/2012 Levy | 775,000 | | | | | | | 175,000 |
| Construction Fund Balance | 904,000 | | 62,738 | 2,262 | 419,500 | 419,500 | | |
| BWSR Grant- BCWMO | 652,500 | | 212,250 | 147,750 | | | | 75,000 |
| Total Levy/Grants | 4,128,900 | | 1,177,450 | 468,850 | 580,200 | 834,900 | | 250,000 |
| BWSR Grants Received | | | 191,025 | 132,975 | | | | 67,500 |

Bassett Creek Construction Project Details

| | 2012 | | Proposed & Future CIP Projects (to be Levied) | |
|---------------------|--|---|---|--------------------------------|
| | Main Stem Irving Ave to GV Road (2012CR) | Schaper Pond Enhancement Feasibility (SL-1) | Total Proposed & Future CIP Projects (to be Levied) | 2013 Lakeview Park Pond (ML-8) |
| Original Budget | 856,000 | 37,000 | 196,000 | 196,000 |
| Expenditures: | | | | |
| Feb 2004 - Jan 2005 | | | 637.50 | 637.50 |
| Feb 2005 - Jan 2006 | | | | |
| Feb 2006 - Jan 2007 | | | | |
| Feb 2007 - Jan 2008 | | | | |
| Feb 2008 - Jan 2009 | | | | |
| Feb 2009 - Jan 2010 | | | | |
| Feb 2010 - Jan 2011 | 1,720.00 | | | |
| Feb 2011 - Jan 2012 | 71,647.97 | 39,632.49 | 1,476.00 | 1,476.00 |
| Feb 2012 - Jan 2013 | 4,061.45 | 1,753.97 | 188.50 | 188.50 |
| Total Expenditures: | 77,429.42 | 41,386.46 | 2,302.00 | 2,302.00 |
| Project Balance | 778,570.58 | (4,386.46) | 193,698.00 | 193,698.00 |

| | 2012 | | Total | |
|--------------------------|--|---|---|--------------------------------|
| | Main Stem Irving Ave to GV Road (2012CR) | Schaper Pond Enhancement Feasibility (SL-1) | Proposed & Future CIP Projects (to be Levied) | 2013 Lakeview Park Pond (ML-8) |
| Project Totals By Vendor | | | | |
| Barr Engineering | 75,567.17 | 41,348.26 | 2,257.00 | 2,257.00 |
| Kennedy & Graven | 1,862.25 | 38.20 | 45.00 | 45.00 |
| City of Golden Valley | | | | |
| City of Plymouth | | | | |
| Com of Trans | | | | |
| S E H | | | | |
| Misc | | | | |
| 2.5% Admin Transfer | | | | |
| Total Expenditures | 77,429.42 | 41,386.46 | 2,302.00 | 2,302.00 |

| | 2012 | | Total | |
|---------------------------|--|---|---|--------------------------------|
| | Main Stem Irving Ave to GV Road (2012CR) | Schaper Pond Enhancement Feasibility (SL-1) | Proposed & Future CIP Projects (to be Levied) | 2013 Lakeview Park Pond (ML-8) |
| Levy/Grant Details | | | | |
| 2009/2010 Levy | | | | |
| 2010/2011 Levy | | | | |
| 2011/2012 Levy | 600,000 | | 196,000 | 196,000 |
| Construction Fund Balance | | | | |
| BWSR Grant- BCWMO | 217,500 | | | |
| Total Levy/Grants | 817,500 | | 196,000 | 196,000 |
| BWSR Grants Received | 108,750 | | | |

Bassett Creek Construction Project Details

| Other Projects | | | | | | | | Totals - All Projects |
|----------------------------|----------------|--------------|-------------------|-------------------------------------|-------------------------------------|---------------------------------|---------------------|-----------------------|
| Total | Other Projects | TMDL Studies | Sweeney Lake TMDL | Flood Control Emergency Maintenance | Flood Control Long-Term Maintenance | 2012 Sweeney Lake Outlet (FC-1) | Channel Maintenance | |
| Original Budget | 1,717,373.00 | 125,000.00 | 119,000.00 | 500,000.00 | 773,373.00 (250,000.00) | 250,000.00 | 200,000.00 | 6,142,773.00 |
| MPCA Grant From GF | 163,870.64 | | 163,870.64 | | 25,000.00 | | 25,000.00 | 163,870.64 |
| | 50,000.00 | | | | | | | 50,000.00 |
| Expenditures: | | | | | | | | |
| Feb 2004 - Jan 2005 | 6,949.19 | | | | 3,954.44 | | 2,994.75 | 2,621.00 |
| Feb 2005 - Jan 2006 | 10,249.09 | 637.20 | | | 9,611.89 | | | 8,665.89 |
| Feb 2006 - Jan 2007 | 113,141.44 | 23,486.95 | 89,654.49 | | | | | 10,624.79 |
| Feb 2007 - Jan 2008 | 117,455.33 | 31,590.12 | 47,041.86 | | | | | 113,177.44 |
| Feb 2008 - Jan 2009 | 76,184.64 | 31,868.63 | 44,316.01 | | | | 38,823.35 | 138,409.58 |
| Feb 2009 - Jan 2010 | 45,375.25 | 15,005.25 | 25,920.00 | | | 4,450.00 | | 98,686.09 |
| Feb 2010 - Jan 2011 | 12,656.65 | 168.00 | 5,290.50 | | | 7,198.15 | | 159,411.88 |
| Feb 2011 - Jan 2012 | | | | | | | | 1,235,703.81 |
| Feb 2012 - Jan 2013 | | | | | | | | 68,576.21 |
| Total Expenditures: | 382,011.59 | 102,756.15 | 212,222.86 | | 13,566.33 | 11,648.15 | 41,818.10 | 1,835,876.69 |
| Project Balance | 1,549,232.05 | 22,243.85 | 70,647.78 | 500,000.00 | 534,806.67 | 238,351.85 | 183,181.90 | 4,520,766.95 |

| Project Totals By Vendor | | | | | | | | Totals - All Projects |
|---------------------------|----------------|--------------|-------------------|-------------------------------------|-------------------------------------|---------------------------------|---------------------|-----------------------|
| Total | Other Projects | TMDL Studies | Sweeney Lake TMDL | Flood Control Emergency Maintenance | Flood Control Long-Term Maintenance | 2012 Sweeney Lake Outlet (FC-1) | Channel Maintenance | |
| Barr Engineering | 214,564.19 | 99,879.70 | 94,948.17 | | 9,549.32 | 10,187.00 | | 526,100.41 |
| Kennedy & Graven | 5,907.54 | 1,164.30 | 2,902.59 | | 24.75 | 1,461.15 | 354.75 | 19,369.24 |
| City of Golden Valley | 2,640.00 | | | | | | 2,640.00 | 225,428.32 |
| City of Plymouth | 38,823.35 | | | | | | 38,823.35 | 899,967.21 |
| Com of Trans | 3,992.26 | | | | 3,992.26 | | | 3,992.26 |
| S E H | 101,598.10 | | 101,598.10 | | | | | 101,598.10 |
| Misc | 14,486.15 | 1,712.15 | 12,774.00 | | | | | 14,486.15 |
| 2.5% Admin Transfer | | | | | | | | 44,935.00 |
| Total Expenditures | 382,011.59 | 102,756.15 | 212,222.86 | | 13,566.33 | 11,648.15 | 41,818.10 | 1,835,876.69 |

| Levy/Grant Details | | | | | | | | Totals - All Projects |
|-----------------------------|----------------|--------------|-------------------|-------------------------------------|-------------------------------------|---------------------------------|---------------------|-----------------------|
| Total | Other Projects | TMDL Studies | Sweeney Lake TMDL | Flood Control Emergency Maintenance | Flood Control Long-Term Maintenance | 2012 Sweeney Lake Outlet (FC-1) | Channel Maintenance | |
| MPCA Grant | 163,870.64 | | 163,870.64 | | | | | 935,000 |
| 2009/2010 Levy | | | | | | | | 912,400 |
| 2010/2011 Levy | 50,000.00 | | | | 25,000 | | 25,000 | 971,000 |
| 2011/2012 Levy | | | | | | | | 904,000 |
| Construction Fund Balance | | | | | | | | 652,500 |
| BWSR Grant- BCWMO | | | | | | | | |
| Total Levy/Grants | 213,870.64 | | 163,870.64 | | 25,000 | | 25,000 | 4,374,900 |
| BWSR Grants Received | | | | | | | | |



Bassett Creek WMO
7800 Golden Valley Road
Golden Valley, MN 55427

Page # 1
Invoice # 23270051-2012-6
Project # 23/27-0051
Client # 59
August 3, 2012

Invoice of Account with
BARR ENGINEERING COMPANY

For professional services during the period of
June 30, 2012 through July 27, 2012

ENGINEERING

TECHNICAL SERVICES

Calls/emails to or from the Commissioners, recording administrator, watershed communities, developers in the watershed, Hennepin County, and interested citizens; coordination with recording administrator regarding post-meeting tasks; project data entry; questions from BWSR regarding Honeywell Pond CIP project; addressed 2013 budget questions; communications with Plymouth city staff and counsel regarding public meeting notification requirements; reviewed draft CIP flowchart and attended meeting with Plymouth staff to discuss draft CIP process flow chart; developed list of potential projects for Clean Water Fund grant application.

| | |
|--|--------------------|
| Leonard J. Kremer, Principal Engineer/Scientist | |
| 0.7 hours @ \$160.00 per hour | \$ 112.00 |
| James P. Herbert, Principal Engineer/Scientist | |
| 1.0 hours @ \$145.00 per hour | \$ 145.00 |
| Karen L. Chandler, Engineer/Scientist/Specialist III | |
| 9.1 hours @ \$145.00 per hour | \$ 1,319.50 |
| Technicians/Administrative | \$ 218.50 |
| <i>Subtotal, Technical Services.....</i> | <i>\$ 1,795.00</i> |

PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; telephone calls from Loucks Associates regarding site development requirements; coordination with applicant regarding redevelopment in Plymouth; coordination with Cunningham Group regarding site development; coordination regarding Luce Line Trail and pedestrian bridge in Plymouth; coordination with City of Plymouth regarding single family development.

| | |
|---|------------------|
| James P. Herbert, Principal Engineer/Scientist | |
| 2.5 hours @ \$145.00 per hour | \$ 362.50 |
| <i>Subtotal, Preliminary Site Review/Correspondence</i> | <i>\$ 362.50</i> |

MONTHLY MEETING PREPARATION

Reviewed draft BCWMC meeting minutes, agenda and packet materials and discussed comments with recording administrator; communications with chair and recording administrator; internal meetings and coordination with recording administrator regarding agenda, to-do list and meeting packet for July 2012 meeting.

| | |
|--|--------------------|
| James P. Herbert, Principal Engineer/Scientist | |
| 4.8 hours @ \$145.00 per hour | \$ 696.00 |
| Karen L. Chandler, Engineer/Scientist/Specialist III | |
| 7.6 hours @ \$145.00 per hour | \$ 1,102.00 |
| <i>Subtotal, Monthly Meeting Preparation.....</i> | <i>\$ 1,798.00</i> |
| <i>Subtotal Technical Services</i> | <i>\$ 3,955.50</i> |

PLAT REVIEW

Note: Projects in **Bold** have provided review fees to offset review costs. Projects not in Bold are either in a preliminary stage or were submitted prior to implementation of the fee schedule.

So. Shore Dr Emergency Utility Repair

Communications with Met Council staff regarding riprap over exposed sanitary sewer downstream of South Shore Drive and follow-up phone calls.

| | |
|---|-----------------|
| James P. Herbert, Principal Engineer/Scientist | |
| 0.5 hours @ \$145.00 per hour | \$ 72.50 |
| <i>Subtotal, So Shore Dr Emergency Utility Repair</i> | <i>\$ 72.50</i> |

Wirth Lake 2010 Site Improvements

Erosion control inspection.

| | |
|---|------------------|
| Technicians/Administrative..... | \$ 102.00 |
| <i>Subtotal, Wirth Lake 2010 Site Improvements.....</i> | <i>\$ 102.00</i> |

Tennant Co. Site Improvements

Erosion control inspection.

| | |
|--|-----------------|
| Technicians/Administrative..... | \$ 68.00 |
| <i>Subtotal, Tennant Co. Site Improvements</i> | <i>\$ 68.00</i> |

Cornerstone Church

Erosion control inspection.

Technicians/Administrative.....\$ 51.00
Subtotal, Cornerstone Church.....\$ 51.00

10600 Wayzata Blvd Cleanup

Erosion control inspection.

Technicians/Administrative.....\$ 51.00
Subtotal, 10600 Wayzata Blvd Cleanup.....\$ 51.00

Hazelden Site Expansion

Erosion control inspection.

Technicians/Administrative.....\$ 119.00
Subtotal, Hazelden Site Expansion\$ 119.00

West Health Addition

Erosion control inspection.

Technicians/Administrative.....\$ 102.00
Subtotal, West Health Addition.....\$ 102.00

Cornerstone Auto Resource

Erosion control inspection.

Technicians/Administrative.....\$ 102.00
Subtotal, Cornerstone Auto Resource.....\$ 102.00

Ultimate Event Parking Expansion

Reviewed revised grading, drainage and erosion control plans; prepared letter of approval to City of Plymouth.

James P. Herbert, Principal Engineer/Scientist
1.1 hours @ \$145.00 per hour\$ 159.50
Rita A Weaver, Engineer/Scientist/Specialist II
1.1 hours @ \$100.00 per hour.....\$ 110.00
Subtotal, Ultimate Event Parking Expansion\$ 269.50

CP Rail Bridge Replacement MP 2.12

Telephone conversations and emails with applicant and city staff; prepared letter of recommendation to City of Golden Valley and DNR.

James P. Herbert, Principal Engineer/Scientist
0.8 hours @ \$145.00 per hour\$ 116.00
Subtotal, CP Rail Bridge Replacement MP 2.12\$ 116.00

Sweeney Lake Boathouse

Telephone conversations and emails with applicant and city staff; prepared memorandum for BCWMC meeting; reviewed drawing and prepared letter of approval to City of Golden Valley.

| | |
|--|------------------|
| James P. Herbert, Principal Engineer/Scientist | |
| 3.0 hours @ \$145.00 per hour | \$ 435.00 |
| Karen L. Chandler, Engineer/Scientist/Specialist III | |
| 1.6 hours @ \$145.00 per hour..... | \$ 232.00 |
| Rita A Weaver, Engineer/Scientist/Specialist II | |
| 3.0 hours @ \$100.00 per hour..... | \$ 300.00 |
| <i>Subtotal, Sweeney Lake Boathouse.....</i> | <i>\$ 967.00</i> |

Parade Stadium Street Improvements

Telephone conversations and emails with applicant and city staff; reviewed grading, drainage and erosion control plans; prepared letter of recommendation to City of Minneapolis; reviewed revised drawings and prepared letter of approval to City of Minneapolis.

| | |
|---|------------------|
| James P. Herbert, Principal Engineer/Scientist | |
| 2.9 hours @ \$145.00 per hour | \$ 420.50 |
| Rita A Weaver, Engineer/Scientist/Specialist II | |
| 4.2 hours @ \$100.00 per hour..... | \$ 420.00 |
| <i>Subtotal, Parade Stadium Street Improvements</i> | <i>\$ 840.50</i> |

Lifestyle Commons II

Telephone conversations and emails with applicant and city staff; reviewed grading, drainage and erosion control plans; prepared letter of approval to City of Plymouth.

| | |
|---|---------------------------|
| James P. Herbert, Principal Engineer/Scientist | |
| 2.0 hours @ \$145.00 per hour | \$ 290.00 |
| Rita A Weaver, Engineer/Scientist/Specialist II | |
| 5.0 hours @ \$100.00 per hour..... | \$ 500.00 |
| <i>Subtotal, Lifestyle Commons II.....</i> | <i>\$ 790.00</i> |
| <i>Subtotal Plat Review</i> | <i>\$ 3,650.50</i> |

COMMISSION AND TAC MEETINGS

Attended July 19, 2012 Commission meeting.

| | |
|--|------------------|
| Karen L. Chandler, Engineer/Scientist/Specialist III | |
| 2.4 hours @ \$145.00 per hour..... | \$ 348.00 |
| <i>Subtotal, Commission Meetings.....</i> | <i>\$ 348.00</i> |

WATER QUANTITY

Measured and reviewed lake level elevations as part of the lake-gauging program.

| | | |
|--------------------------------------|-----------|---------------|
| Technicians/Administrative..... | \$ | 646.00 |
| Expenses (Mileage/2WD vehicle) | \$ | 102.72 |
| <i>Subtotal, Water Quantity.....</i> | <i>\$</i> | <i>748.72</i> |

WATERSHED INSPECTION

Preparation of erosion control letter and distribution to each city.

| | | |
|---|-----------|------------------|
| James P. Herbert, Principal Engineer/Scientist 1.5 hours @ \$145.00 per hour | \$ | 217.50 |
| Technicians/Administrative..... | \$ | 918.00 |
| Expenses (Mileage/vehicle rental)..... | \$ | 166.04 |
| <i>Subtotal, Watershed Inspection</i> | <i>\$</i> | <i>1,301.54</i> |
| TOTAL ENGINEERING..... | \$ | 10,004.26 |

| |
|-----------------------------|
| SECRETARIAL SERVICES |
|-----------------------------|

SECRETARIAL SERVICES EXPENSES

Administrative expenses requested by Amy Herbert including: copies, color copies for meeting packet; postage.

| | | |
|--|-----------|---------------|
| Expenses (B&W/color copies/postage)..... | \$ | 481.51 |
| TOTAL SECRETARIAL SERVICES EXPENSES | \$ | 481.51 |

| |
|-----------------|
| PLANNING |
|-----------------|

WATERSHED-WIDE XP-SWMM MODEL

Coordination regarding watershed-wide XP-SWMM model; adjusted XP-SWMM storage curves; reviewed historical images; prepared H&H methodology write-up, reviewed original modeling documentation; reviewed old Bassett Creek H&H modeling files; debugged XP-SWMM model and adjusted nodes; removed creek storage from nodes; reviewed soils, land use and percent impervious; calculated inundation areas and performed in-depth analysis of Crane Lake; reviewed historical aerial photography and changed a few cross-sections; reviewed time of concentration and XP-SWMM inputs for Northwood, Crane, Westwood Lake, Parker's, Turtle, Medicine, Wirth and Sweeney watersheds; digitized Robbinsdale storm sewers; performed arch pipe evaluations and prepared XP-SWMM input tables; performed site investigations.

| | | |
|---|----|----------|
| Rita A Weaver, Engineer/Scientist/Specialist II 10.9 hours @ \$100.00 per hour..... | \$ | 1,090.00 |
| Brandon J. Barnes, Engineer/Scientist/Specialist II 0.5 hours @ \$100.00 per hour..... | \$ | 50.00 |

| | |
|--|---------------------|
| Katherine O. Wenigmann, Engineer/Scientist/Specialist II | |
| 0.6 hours @ \$100.00 per hour | \$ 60.00 |
| Ross S. Mullen, Engineer/Scientist/Specialist I | |
| 101.4 hours @ \$65.00 per hour | \$ 6,591.00 |
| Technicians/Administrative | \$ 5,261.00 |
| Expenses (Mileage) | \$ 12.21 |
| <i>Subtotal, Watershed-wide XP-SWMM Model</i> | <i>\$ 13,064.21</i> |

WATERSHED-WIDE P8 WATER QUALITY MODEL

Reviewed precipitation data and WOMP monitoring data; compiled GIS data for P8 modeling; worked on Twin Lake, Northwood Lake and Westwood Lake models and summarized device data from historic models for Crane, Westwood, Grimes, North Rice, and South Rice lakes; prepared memo detailing GIS data compilation for models; summarized Parker's Lake devices from old models; summarized device data from old Turtle Lake model and old Medicine Lake models.

| | |
|--|---------------------|
| Timothy J. Anderson, Engineer/Scientist/Specialist III | |
| 0.5 hours @ \$145.00 per hour | \$ 72.50 |
| Gregory J. Wilson, Engineer/Scientist/Specialist III | |
| 6.0 hours @ \$140.00 per hour | \$ 840.00 |
| Margaret R. Rattei, Engineer/Scientist/Specialist II | |
| 65.6 hours @ \$115.00 per hour | \$ 7,544.00 |
| Eric V. Novotny, Engineer/Scientist/Specialist II | |
| 6.5 hours @ \$95.00 per hour | \$ 617.50 |
| Ross S. Mullen, Engineer/Scientist/Specialist I | |
| 0.9 hours @ \$65.00 per hour | \$ 58.50 |
| Technicians/Administrative | \$ 2,519.00 |
| <i>Subtotal, Watershed-wide P8 Water Quality Model</i> | <i>\$ 11,651.50</i> |

NEXT GENERATION PLAN

Communications with Chair Black regarding Next Generation Plan tasks.

| | |
|--|-----------------|
| Karen L. Chandler, Engineer/Scientist/Specialist III | |
| 0.2 hours @ \$145.00 per hour | \$ 29.00 |
| <i>Subtotal, Next Generation Plan</i> | <i>\$ 29.00</i> |

TOTAL PLANNING \$ 24,744.71

| |
|----------------------|
| ANNUAL REPORT |
|----------------------|

TOTAL ANNUAL REPORT\$ 0.00

| |
|---|
| WATERSHED OUTLET MONITORING PROGRAM (WOMP) |
|---|

Coordination and communications with Met Council staff regarding MPRB's WOMP contract termination; provided precipitation data and reviewed rating curve; obtained flow measurements.

| | |
|---|--------------------|
| Karen L. Chandler, Engineer/Scientist/Specialist III | |
| 0.2 hours @ \$145.00 per hour | \$ 29.00 |
| Christopher J. Bonick, Engineer/Scientist/Specialist II | |
| 12.5 hours @ \$105.00 per hour | \$ 1,312.50 |
| Expenses (2W Field Vehicle/mileage/communications)..... | \$ 38.82 |
| <i>Subtotal, Watershed Outlet Monitoring Program.....</i> | <i>\$ 1,380.32</i> |
| TOTAL WOMP..... | \$ 1,380.32 |

| |
|---|
| CAPITAL IMPROVEMENT PROJECTS (Funded through tax levy) |
|---|

LAKEVIEW PARK POND

Memo for July Commission meeting regarding needed actions.

| | |
|--|-----------------|
| Karen L. Chandler, Engineer/Scientist/Specialist III | |
| 0.4 hours @ \$145.00 per hour | \$ 58.00 |
| <i>Subtotal, Lakeview Park Pond.....</i> | <i>\$ 58.00</i> |

PLYMOUTH CREEK RESTORATION PROJECT (2010 CR)

BWSR grant reporting: performed grant information review and documentation; published new reports and updated Bassett Creek website to meet BWSR requirements.

| | |
|--|------------------|
| Jeffrey D. Weiss, Engineer/Scientist/Specialist II | |
| 2.5 hours @ \$100.00 per hour | \$ 250.00 |
| Amy R. Mikas, Engineer/Scientist/Specialist I | |
| 1.2 hours @ \$80.00 per hour | \$ 96.00 |
| <i>Subtotal, Plymouth Crk Restoration Project.....</i> | <i>\$ 346.00</i> |

CRYSTAL-REGENT AVENUE (2010 CR)

BWSR grant reporting: performed grant information review and documentation; internal meeting and communications with BWSR; performed grant reporting requirements.

Jeffrey D. Weiss, Engineer/Scientist/Specialist II
2.5 hours @ \$100.00 per hour\$ 250.00
Amy R. Mikas, Engineer/Scientist/Specialist I
0.5 hours @ \$80.00 per hour\$ 40.00
Subtotal, Crystal-Regent Avenue \$ 290.00

WISCONSIN AVENUE – CRYSTAL (2011 CR)

BWSR grant reporting: performed grant information review and documentation; internal meeting and communications with BWSR; performed grant reporting requirements.

Amy R. Mikus, Engineer/Scientist/Specialist I
1.8 hours @ \$80.00 per hour\$ 144.00
Subtotal, Wisconsin Avenue - Crystal \$ 144.00

NORTH BRANCH (2011CR-NB)

Communication with City staff and its consultant; reviewed North Branch feasibility study; reviewed City of Crystal streambank stabilization plans and prepared letter of recommendation to City of Crystal; participated in conference call with City of Crystal staff and its consultant.

James P. Herbert, Principal Engineer/Scientist
3.9 hours @ \$145.00 per hour\$ 565.50
Jeffrey D. Weiss, Engineer/Scientist/Specialist II
1.5 hours @ \$100.00 per hour\$ 150.00
Subtotal, North Branch (2011CR-NB) \$ 715.50

POND NB-07 (NL-2)

Communications with BWSR staff regarding minor versus major plan amendment and revisions to Table 12-2; communications with Chair regarding BWSR request for revisions; prepared email with revised table; prepared memorandum to Commission for July meeting regarding minor plan amendment.

Karen L. Chandler, Engineer/Scientist/Specialist III
5.8 hours @ \$145.00 per hour\$ 841.00
Subtotal, Pond NB-07..... \$ 841.00

WIRTH LAKE OUTLET MODIFICATION (WTH-4)

Performed grant information review and documentation.

Amy R. Mikus, Engineer/Scientist/Specialist I
0.5 hours @ \$80.00 per hour\$ 40.00
Subtotal, Wirth Lake Outlet Modification \$ 40.00

SCHAPER POND ENHANCEMENT

Reviewed potential project schedules for Schaper Park Pond project; prepared memorandum and communications with Golden Valley staff regarding project schedule.

| | |
|--|--------------------|
| James P. Herbert, Principal Engineer/Scientist | |
| 0.5 hours @ \$145.00 per hour | \$ 72.50 |
| Karen L. Chandler, Engineer/Scientist/Specialist III | |
| 2.6 hours @ \$145.00 per hour | \$ 377.00 |
| <i>Subtotal, Schaper Pond Enhancement</i> | <i>\$ 449.50</i> |
| TOTAL CAPITAL IMP PROJECTS (Tax Levy) | \$ 2,884.00 |

| |
|--|
| CAPITAL IMPROVEMENT PROJECTS (Funded through Flood Control Project Long-term Maintenance Funds) |
|--|

| | |
|---|----------------|
| TOTAL CAPITAL IMPROVEMENT PROJECTS (Maintenance Funds) | \$ 0.00 |
|---|----------------|

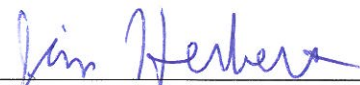
| |
|---------------------|
| TMDL STUDIES |
|---------------------|

| | |
|--------------------------------|----------------|
| TOTAL TMDL STUDIES..... | \$ 0.00 |
|--------------------------------|----------------|

| |
|-----------------------|
| SUMMARY TOTALS |
|-----------------------|

| | |
|---|-----------------------|
| Total Engineering..... | \$ 10,004.26 |
| Total Secretarial Services Expenses | \$ 481.51 |
| Total Planning..... | \$ 24,744.71 |
| Total Annual Report | \$ 00.0 |
| Total WOMP | \$ 1,380.32 |
| Total Capital Improvement Projects (Tax Levy) | \$ 2,884.00 |
| Total Capital Improvement Projects (Maintenance Funds) | \$ 0.00 |
| Total TMDL Studies | \$ <u>0.00</u> |
| TOTAL PAYABLE | \$ 39,494.80 |

Barr declares under the penalties of law
that this account, claim or demand is just
and that no part of it has been paid.



Leonard J. Kremer

ACE Drop-Off Catering

Invoice

VB Box 132
PO Box 9202
Minneapolis, MN 55480-9202
612/238-4016 ahoffer@damico.com

INVOICE #

53029

SHIP TO

Golden Valley City Hall-2nd fl Conf
7800 Golden Valley Road
Site Contact: Judy N 763/593-3991
PO#23270512008300
952/832-2652 FAX: 832-2601

BILL TO

Barr Engineering
Amy Herbert
4700 W 77th Street
Edina, MN 55435-4803

| P.O. NUMBER | TERMS | | DELIVERY DATE | DAY | PPL | DELIVERY TIME |
|-------------|----------------|--|---------------|----------|-----|---------------------|
| see above | Due on receipt | | 8/16/2012 | Thursday | 12 | 11 AM (10:45-11:15) |

| QUATY | DESCRIPTION | PRICE EA... | AMOUNT |
|-------|--|-------------|---------|
| 12 | Cold Picnic Buffet | 9.25 | 111.00T |
| 12 | Petite Turkey & Mozzarella, Roast Beef and Cheddar and Petite Ham & Swiss Sandwiches -SOME Veggie on Separate Tray-with Mustard and Mayo Packets on the Side | 0.00 | 0.00T |
| 12 | Seasonal Fresh Fruit | 0.00 | 0.00T |
| 12 | Potato Chips | 0.00 | 0.00T |
| 12 | Assorted Bars & Cookies | 0.00 | 0.00T |
| 1 | DOZEN Assorted Bars & Cookies - Add to Above Tray | 18.00 | 18.00T |
| | No Beverage | 0.00 | 0.00T |
| | Subtotal | | 129.00 |
| | Delivery Charge * See Below | 20.00 | 20.00T |
| | Metro Sales Tax | 7.275% | 10.84 |

Thank you for your business.

Total \$159.84

***Delivery charges do not include any tip or gratuity to the driver. They are used to defer the additional expense of vehicles, insurance, packaging and other items associated with making a delivery. Please make checks payable to "D'Amico Catering".

Reference the invoice # and delivery date on your check, unless paid by credit card.

Thank you for your business.

Agreed to by (customer)_____

Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

(612) 337-9300

July 27, 2012

Statement No. 109351

Bassett Creek Water Management
Commission
Sue Virnig
7800 Golden Valley Road
Golden Valley, MN 55427

Through June 30, 2012

| | | |
|-------------|---|----------|
| BA295-00001 | General | 1,032.95 |
| BA295-00029 | Main Stem Restoration (Wisconsin to Rhode Island) | 210.10 |

Total Current Billing: 1,243.05

I declare, under penalty of law, that this
account, claim or demand is just and correct
and that no part of it has been paid.



Signature of Claimant

Kennedy & Graven, Chartered

200 South Sixth Street

Suite 470

Minneapolis, MN 55402

Bassett Creek Water

Sue Virnig

June 30, 2012

BA295-00001 General

Through June 30, 2012

For All Legal Services As Follows:

| | | | Hours | Amount |
|------------------------|-----|---|-----------|-----------------|
| 6/16/2012 | CLL | Work on revisions to Commission bylaws | 0.60 | 114.60 |
| 6/19/2012 | CLL | Work on bylaw amendment | 0.80 | 152.80 |
| 6/20/2012 | CLL | Proof bylaw amendment and email to G. Black | 0.35 | 66.85 |
| 6/21/2012 | CLL | Review agenda materials and attend commission meeting | 3.60 | 687.60 |
| Total Services: | | | \$ | 1,021.85 |

For All Disbursements As Follows:

| | | |
|-----------------------------|--------------------------------------|-----------------|
| 6/21/2012 | Charles L. LeFevere; Mileage expense | 11.10 |
| Total Disbursements: | | \$ 11.10 |

Total Services and Disbursements: \$ 1,032.95

Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

Bassett Creek Water
Sue Virnig

June 30, 2012

BA295-00029 Main Stem Restoration (Wisconsin to Rhode Island)

Through June 30, 2012

For All Legal Services As Follows:

| | | | Hours | Amount |
|-----------|-----|---|-------|--------|
| 6/14/2012 | CLL | Phone calls to K. Chandler and J. Clancy regarding cost overruns for project; phone calls and emails with A. Herbert regarding agenda | 1.10 | 210.10 |

Total Services: \$ 210.10

Total Services and Disbursements: \$ 210.10

Ask your ad representative about online ad discounts for
 print advertisers on www.WeeklyNews.com

Bill To:

Bassett Creek Watershed Management Commission
 C/O Barr Engineering Co.
 Attn: Amy Herbert
 4700 West 77th Street
 Minneapolis, MN 55435-4803

INVOICE

Terms: Net 15

**Finance Charge
 of 1.5% / Month
 After 15 Days**

Invoice # : 00129985

Invoice Date : 7/29/2012

Fed Tax ID # : 48-1291735

| SALESPERSON | P.O. NUMBER | PAGE # |
|-------------|-------------|--------|
| Legals | | 1 |

**PLEASE MAKE CHECKS PAYABLE TO:
 LAKESHORE COMMUNICATIONS, LLC**

| QTY. | ITEM NO. | DESCRIPTION | PRICE | DISC % | EXTENDED |
|------|----------|--|---------------------|--------|-----------------|
| 1 | LN | Legal Notice - 07/03/2012 Lakeshore Weekly News Notice of Public Meeting - Watershed Management | \$56.10 | | \$56.10 |
| 1 | LN | Legal Notice - 07/10/2012 Lakeshore Weekly News Notice of Public Meeting - Watershed Management | \$56.10 | | \$56.10 |
| | | | TOTAL AMOUNT | | \$112.20 |
| | | | PAYMENTS | | \$0.00 |
| | | | BALANCE DUE | | \$112.20 |

If Paying By Credit Card, Call or Fill In Below: () Visa () Mastercard () American Express () Discover

Print Name As Printed On Card: _____

Card Number: _____ - _____ - _____ Expiration Date: _____ / _____ V-Code (Back of Card): _____

Credit Card Billing Address: _____ Zip Code: _____

To Avoid 1.5% Monthly Finance Charge (18% APR) Pay Balance Due By: 8/13/2012

Amy Herbert · Virtual Administrator Services

bcra@barr.com · 952-832-2652

August 2, 2012

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services July 1, 2012, through July 31, 2012

Administrative Services to BCWMC

- Organized the July 19th BCWMC packet materials for copying; copied and assembled meeting packets, delivered packets to Barr Engineering mail room for weighing, adding postage, and mailing; posted meeting materials online and e-mailed link to the Commission and TAC.
- Maintained BCWMC files; Communicated with BCWMC attorney, engineers, Deputy Treasurer, Chair, commissioners, and committee members.
- Organized BCWMC monthly invoices; Distributed invoice payments.
- Prepared the July meeting minutes; Coordinated two Administrative Services Committee meetings; Electronically distributed to the Commission the 2008 Springsted, Inc. Organizational Analysis of the BCWMC; Coordinated the Plan Steering Committee meeting for July; Electronically distributed to the Commission information about the BWSR FY 2013 Clean Water Fund Community Partners Grants;
- Created meeting notices for July meetings.

21.5 hours @ \$57.00 per hour \$1,225.50

BCWMC Meetings

Set up and attended the July 19th BCWMC meeting (coordinated room reservations, ordered/ received catering, coordinated agenda, prepared and provided handouts not in meeting packet; recorded meeting)

4.0 hours @ \$57.00 per hour \$228.00

CIP Administrative Services

No CIP Administrative Services for July

0.0 hour @ \$57.00 per hour \$0.00

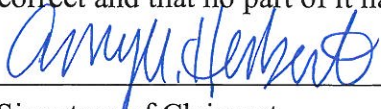
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for July 19th
BCWMC meeting (17.08 miles x 0.555 = \$9.48).....

\$9.48

| | |
|--------------------------------------|-------------------|
| Subtotal Administrative Services | \$1,462.98 |
| Subtotal CIP Administrative Services | \$0.00 |
| Total Current Billing: | \$1,462.98 |

I declare, under penalty of law, that this
account, claim or demand is just and
correct and that no part of it has been paid.



Signature of Claimant



3235 Fernbrook Lane - Plymouth, MN 55447
763.553.1144

TO: Ms. Amy Herbert
Bassett Creek Watershed Management Commission
c/o Barr Engineering Co.
4700 West 77th Street
Minneapolis, MN 55435-4803

INVOICE NUMBER: 181
INVOICE DATE: August 3, 2012

| Task/ Objective | Description | Program Costs | Partner Share | Total Due |
|--------------------|---|------------------|------------------|--------------------|
| | Joint watershed sponsorship | | | |
| | Metro Blooms Rain Garden Workshops | | | |
| | Combined Workshops | | | |
| | City of Champlin - March 22 | 3,200.00 | | |
| | City of Plymouth - May 29 | 3,200.00 | | |
| | Combined Cities - May 23 | 3,200.00 | | |
| | Administration and Promotion | 900.00 | | |
| | | | | |
| | | | | |
| | Bassett Creek Commission | | 2,000.00 | 2,000.00 |
| | Elm Creek Commission | | 2,000.00 | |
| | Shingle Creek Commission | | 2,000.00 | |
| | West Mississippi Commission | | 2,000.00 | |
| | | | | |
| | City of Champlin | | 750.00 | |
| | City of Crystal | | 250.00 | |
| | City of New Hope | | 250.00 | |
| | City of Golden Valley | | 250.00 | |
| | City of Plymouth | | 750.00 | |
| | City of Robbinsdale | | 250.00 | |
| | | | | |
| | Total | 10,500.00 | 10,500.00 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Remit to: | | | |
| | Shingle Creek Watershed Management Commission | | | |
| | 3235 Fernbrook Lane | | | |
| | Plymouth, MN 55447 | | | |
| | | | | |
| | | | | |
| | Total Now Due | | | \$ 2,000.00 |

Thank you!

SUN NEWSPAPERS10917 VALLE / VIEW RD
EDEN PRAIRIE MN 55344

(952) 392-6890

Fax(952) 941-3588

| | | | |
|----------------------------|---------------------------|--------------------------|-----------------------------|
| 1 Billing Period | 2 Advertiser/Client Name | | |
| 07/2012 | BCWMC AMY HERBERT | | |
| 23 Total Amount Due | *Unapplied Amount | 3 Terms of Payment | |
| 359.60 | | | |
| 21 Current Net Amount Due | 22 30 Days | 60 Days | Over 90 Days |
| N/A | N/A | N/A | N/A |
| 4 Page Number | 5 Billing Date | 6 Billed Account Number | 7 Advertiser/Client Number |
| 1 | 07/15/12 | 324122 delia. | 324122 |

Advertising Invoice and Statement

| | |
|---|--------------|
| 8 Billed Account Name and Address | Amount Paid: |
| BCWMC AMY HERBERT C/O BARR ENGINEERING 4700 W 77TH STREET MINNEAPOLIS MN 55435 | Comments: |

"In the Community. With the Community. For the Community"

If you would like to pay your account by credit card, please call 952-392-6890.

Please Return Upper Portion With Payment

| 10 Date | 11 Newspaper Reference | 12 13 14 Description-Other Comments/Charges | 15 SAU Size 16 Billed Units | 17 Times Run 18 Rate | 19 Gross Amount | 20 Net Amount |
|----------|-------------------------|--|----------------------------------|---------------------------|------------------|----------------|
| 07/12/12 | 1115337 LEG | JULY 19 MEETING 07/05,12 A2/SA A3/SA A4/SA P2/PO | 1X 5.00 5.00 | 2 359.60 | 359.60 | 359.60 |

RECEIVED
JUL 16 2012
BARR ENGINEERING CO

THERE IS A \$20 CHARGE FOR RETURNED CHECKS. REPORT ERRORS WITHIN 5 DAYS TO INSURE CONSIDERATION.
UNPAID BALANCES OVER 30 DAYS OLD INCUR A 1.5% FINANCE CHARGE PER MONTH.

Statement of Account - Aging of Past Due Amounts

| | | | | | |
|----------------------------|-------------|---------|--------------|-------------------|----------------------|
| 21 Current Net Amount Due | 22 30 Days | 60 Days | Over 90 Days | *Unapplied Amount | 23 Total Amount Due |
| N/A | N/A | N/A | N/A | | 359.60 |

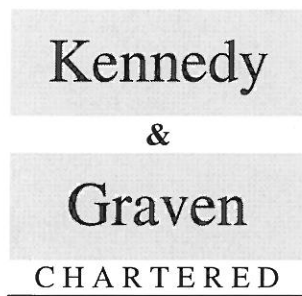
SUN NEWSPAPERS

(952) 392-6890

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

| | |
|--------------------|--|
| 24 Invoice Number | 25 Advertiser Information |
| 1387758 | 1 Billing Period 07/2012 |
| | 6 Billed Account Number 324122 |
| | 7 Advertiser/Client Number 324122 |
| | 2 Advertiser/Client Name BCWMC AMY HERBERT |

4D,



Charles L. LeFevre
470 US Bank Plaza
200 South Sixth Street
Minneapolis MN 55402

(612) 337-9215 telephone
(612) 337-9310 fax
clefevere@kennedy-graven.com
<http://www.kennedy-graven.com>

MEMORANDUM

Date: July 25, 2012

To: Clerks of Member Cities of the Bassett Creek
Watershed Management Commission

From: Charlie LeFevre, legal counsel
Bassett Creek Watershed Management Commission

Re: Proposed Amendment to Bassett Creek Watershed Management
Commission Bylaws

Your city is a member of the Bassett Creek Watershed Management Commission. Under the Joint Powers Agreement between the members of the Commission, the Board of the Commission is authorized to adopt and amend bylaws. The bylaws provide that seven days' prior notice of a proposed amendment to the bylaws must be furnished to each member of the Commission.

Attached is a copy of the proposed, amended bylaws and a redline copy of the bylaws showing the proposed changes to the current bylaws.

Most of the proposed changes are technical. These changes include corrections to grammar, consistent use of terminology, change to gender neutral language, and the like.

There are three changes that are more substantive in nature.

The first is a proposed change that would amend Article V, Section 9 by deleting the specified order of business for Board meetings, which would allow the Board to determine the order of business.

The second is a proposed change that would amend Article VII, Section 7 to delete the requirement that a roll call vote be taken on the expenditure of any Commission funds. This would allow the Board to act on routine claims as a part of the consent agenda. The Commission is subject to the requirements of Minnesota Statutes, Section 13D.01, subd. 4, which requires roll call votes on the appropriation of money, subject to certain exceptions such as payment of claims. The proposed amendment would not affect votes subject to that statutory requirement.

The third is a proposed change that would amend Article V, Section 5 to allow written notice of regular and special meetings to be “sent” rather than “mailed”, to allow for notices to be sent by electronic means.

The Bassett Creek Board intends to act on the proposed amendment at its regular meeting of August 16, 2012. You are welcome to attend that meeting if you wish to do so. If you have any questions or comments about the proposed amendments, please feel free to contact me at the telephone number or address listed above.

CLL:peb
Attachment

BYLAWS

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

ARTICLE I

NAME AND MEMBERSHIP

Section 1. The name of ~~this~~^{the} Commission shall be the "Bassett Creek Watershed Management Commission." The members of ~~this~~^{the} Commission are the following municipalities:

City of Crystal
City of Golden Valley
City of Medicine Lake
City of Minneapolis
City of Minnetonka
City of New Hope
City of Robbinsdale
City of Plymouth
City of St. Louis Park

ARTICLE II

DEFINITION OF TERMS

Section 1. For the purposes of these bylaws, the terms defined in this ~~section~~^{Article} shall have the meanings given them.

Sec. 2. ~~"Commission"~~["] means the organization created by the Joint and Cooperative Agreement for Bassett Creek, the full name of which is ~~"Bassett Creek Watershed Management Commission."~~["] It shall be a public agency of its members.

Sec. 3. ~~"Board"~~["] means the Board of Commissioners of the Commission, consisting of one Commissioner from each of the governmental units ~~which is a party to this Agreement and which~~^{that is a Member or, in absence of the Commissioner, that Member's Alternate Commissioner.} ~~The Board~~^{The Board} shall be the governing body of the Commission.

Sec. 4. ~~"Council" means the governing body of a governmental unit which is a member of this~~ "Commissioner" means the person appointed by a Member to serve on the Board of the Commission.

Sec. 5. ~~"Governmental Unit" means any city, county or town.~~ "Alternate Commissioner" means the person appointed by a Member to act as a Board member in the absence of the appointed Commissioner.

Sec. 6. ~~"Member"~~ "Council" means the governing body of a governmental unit ~~which entered into the Agreement~~ that is a member of the Commission.

Sec. 7. ~~"Agreement" means the "~~ "Governmental Unit" means any city, county or town.

Sec. 8. "Member" means a Governmental Unit that entered into the Agreement.

Sec. 9. "Agreement" means the "Joint and Cooperative Agreement" ~~adopted~~ entered into by the nine ~~member councils~~ Members, creating and establishing the "Bassett Creek Watershed Management Commission."

~~Sec. 8.~~ "Sec. 10. "Officers" means those persons designated as officers ~~in~~ under Article IV, Section 1 of these bylaws.

ARTICLE III

~~COMMISSION~~ BOARD MEMBERS

Section 1. The ~~Commission~~ Board shall have nine Commissioners, one from each of the ~~parties to the agreement~~ Members.

Sec. 2. The term of office of each ~~member~~ Commissioner shall be three years ~~and~~, ending on February 1, or until his or her successor is selected and qualified, except as provided in Article ~~HHV~~, Section 3 of the Agreement. ~~Terms of office shall terminate on February 1 in accordance with the aforestated article.~~

Sec. 3. If any Commissioner dies, resigns or is removed in accordance with the provisions of Article ~~HHV~~, Subdivision 4 of the ~~"Agreement"~~, ~~his~~, ~~that~~ Commissioner's office shall be deemed vacant, and a successor shall be appointed for ~~his~~~~the~~ unexpired term by the ~~council~~ ~~which~~ Council that appointed ~~him~~~~that~~ Commissioner.

Sec. 4. Alternate Commissioners may be appointed to represent a ~~member~~ Member. The Alternate ~~must~~ Commissioner shall be appointed by the ~~council~~ Council and may serve in lieu of the ~~member~~ Member's Commissioner if the Commissioner is not present at the meeting. ~~If duly appointed, he~~ The Alternate Commissioner may participate in all discussions and may vote on all proposals before the ~~"Board"~~ if the Commissioner is not present.

ARTICLE IV

OFFICERS AND EMPLOYEES

Section 1. The officers of the ~~Commission~~Board shall be the Chair, Vice Chair, Secretary and Treasurer. The offices of the Secretary and Treasurer may be combined and held by the same person. A Recording Secretary and a Deputy Treasurer may be appointed by the ~~Commission~~Board. The Recording Secretary ~~or~~and the Deputy Treasurer need not be a ~~member~~Commissioners.

Sec. 2. The term of office for all officers shall be one year, and they shall be selected and take office at the first business meeting held after February 1.

Sec. 3. The Chair shall be the presiding officer of the ~~Commission~~Board. ~~He or she~~The Chair shall preside at all meetings of the ~~Commission~~Board, but shall have all of the same privileges of discussion, making motions and voting as do other ~~members~~Commissioners.

Sec. 4. The Vice Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair.

Sec. 5. The Treasurer shall have the custody of the funds and securities of the Commission and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Commission and shall deposit all monies and other valuable effects in the name and to the credit of the Commission in such depository as may be designated by the ~~Commission.~~ ~~He or she~~Board. The Treasurer shall disburse the funds of the Commission as ordered by the ~~Commission~~Board on orders signed by the Chair, Vice Chair, Secretary or Treasurer, taking the proper vouchers for such disbursements, and shall render to the ~~Commission~~Board at regular meetings, or as ~~they~~the Board may request, an account of all ~~his~~transactions ~~as Treasurer~~ and of the financial condition of the Commission. ~~He or she~~The Treasurer shall supervise and direct the work of the Deputy Treasurer. No Commission funds shall be disbursed without the signature of at least two Officers of the

~~Commission~~Board, one of whom shall be the Treasurer or ~~his~~the Treasurer's authorized Deputy Treasurer.

Sec. 6. The Secretary shall attend all meetings of the ~~Commission~~Board and shall act as Clerk at such meetings and shall record all votes and the minutes of all proceedings in a minute book kept for that purpose. ~~He or she~~The Secretary shall give notice of all meetings of the ~~Commission~~Board and shall perform such other duties as may be prescribed by the ~~Commission~~.
~~He or she~~Board. The Secretary may assign the aforesated duties to a Recording Secretary if authorized to do so by the ~~Commission~~Board.

Sec. 7. The Deputy Treasurer, if one ~~he~~is appointed, shall assist the Treasurer and shall perform ~~his or her~~the Treasurer's administrative duties during the absence or disability of the Treasurer, but the performance of such duties shall not make ~~him or her a member~~the Deputy Treasurer a Commissioner.

Sec. 8. The officers and employees of the Commission shall give bond as required by the ~~Commission~~Board, and by the Agreement, with corporate sureties satisfactory to the ~~Commission~~Board for the faithful performance of their duties and for restoration to the Commission, in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money and property of whatever kind coming into their possession or under their control, belonging to the Commission. The premium on any such bond shall be paid out of Commission funds.

Sec. 9. Any person engaged to perform any service or hold any office for the Commission, other than Chair, Vice Chair, Secretary and Treasurer, may be engaged on a full-time, part-time or consulting basis, as determined by the ~~Commission~~Board.

ARTICLE V

MEETINGS

Section 1. Regular monthly meetings of the ~~Commission~~Board shall be held at such locations and at such times as are specified from time to time by resolution of the Board. The Secretary shall cause copies of all such resolutions to be provided promptly to each of the Members and filed in the primary offices of the Commission at Golden Valley City Hall. In the event the ~~Commission~~Board determines to hold a regular meeting at a location or time other than as specified in such resolution, such meeting shall be deemed a special meeting for purposes of giving notice; and notice of such meeting shall be given to all ~~members~~Members in accordance with Article V, Subd. 7 of the Agreement, to all Commissioners and Alternate Commissioners in accordance with this Article, and to the public in accordance with Minnesota Statutes, section ~~471.705~~,13D.04, as amended.

Section 2. For purposes of posting notice of meetings as required by Minnesota Statutes, section ~~471.705~~,13D.04, the community bulletin board at Golden Valley City Hall shall be deemed the principal bulletin board of the Commission.

Sec. 3. Written notice of all meetings of the ~~Commission~~Board shall be sent to all Commissioners, and to duly appointed Alternate Commissioners of all ~~parties~~Members.

Sec. 4. Special meetings of the ~~Commission~~Board may be called by the Chair or any other three Commissioners jointly. The purpose of any special meeting shall be stated in the notice of the meeting.

Sec. 5. Written notice of regular meetings shall be ~~mailed~~sent at least four days prior to each meeting and written notice of special meetings shall be ~~mailed~~sent at least two days prior to each such meeting.

Sec. 6. At any meeting of the ~~Commission~~Board, five Commissioners or their Alternate Commissioners shall constitute a quorum.

Sec. 7. If the Secretary is absent from the meeting, and if a Recording Secretary has not been selected, the Chair shall appoint a Secretary Pro Tem for each meeting.

Sec. 8. All meetings shall be conducted in accordance with Robert's Rules of Order Revised, except as otherwise provided in the Agreement or these bylaws.

Sec. 9. The ~~Commissioners~~Board may from time to time determine the order of business for ~~Commission~~Board meetings. ~~The usual order of business at such meetings shall be as follows:~~

- ~~_____ A. Call to Order.~~
- ~~_____ B. Roll Call.~~
- ~~_____ C. Minutes of Previous Meeting.~~
- ~~_____ D. Report of Officers.~~
- ~~_____ E. Bills.~~
- ~~_____ F. Consideration of Communications.~~
- ~~_____ G. Old Business.~~
- ~~_____ H. New Business.~~
- ~~_____ I. Adjournment.~~

ARTICLE VI.

POWERS AND DUTIES OF COMMISSION

Section 1. The Commission is created and established by the "Agreement." Its powers and duties shall be those established in said "Agreement."

Sec. 2. The Board may exercise all powers necessary and incidental to the implementation of purposes and powers set forth in the "Agreement."

Sec. 3. The Board may establish work committees, which committees shall act in advisory capacity to the Board. These committees may ~~contain~~include persons who are not ~~members of the~~ ~~Commission~~Board Members.

ARTICLE VII.

FINANCIAL MATTERS

Section 1. Commission funds may be expended in accordance with procedures established by law for the expenditure of funds for statutory cities. Orders, checks and drafts shall be signed by the Chair, Vice Chair or Secretary and the Treasurer or Deputy Treasurer. All claims shall be paid after audit by the ~~Commission. A roll call vote shall be taken and Commission need not sign or initial claim~~Board. At least two Officers of the Commission shall sign all orders, checks or drafts in accordance with Article IV.

Sec. 2. The fiscal year of the Commission shall be February 1 to ~~February 1~~January 31.

Sec. 3. The ~~Commission~~Board shall cause an annual audit to be made of all its books, reports and records by a certified public accountant.

Sec. 4. ~~A depository~~One or more depositories for Commission funds shall be designated by the ~~Commission~~Board at its annual meeting each year. Prior to such designation the Treasurer may recommend ~~his choice of depository~~one or more depositories. Commission funds shall be deposited and invested in accordance with the laws applicable to cities.

ARTICLE VIII.

AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended at any regular or special meeting of the ~~Commission~~Board, provided that a seven day prior notice of the proposed amendment has been furnished to each ~~member~~Member.

Sec. 2. A majority vote of Commissioners shall be necessary to adopt any amendment to these bylaws.

Sec. 3. In any instance where these bylaws are in conflict with the "Joint and Cooperative Agreement", the Agreement shall control.

ARTICLE IX
TECHNICAL ADVISORY COMMITTEE

~~See~~Section 1. There is hereby created a Technical Advisory Committee (TAC) of the ~~Commission~~Board.

Sec. 2. The Council of each ~~member city~~Member may appoint a TAC member, and one or more alternate members of the TAC who may act in the absence of the TAC member. The clerk of each Member city shall notify the ~~secretary~~Secretary of the Commission of such appointments. TAC members may be, but need not be, members of the Board. TAC members shall serve at the pleasure of the Council that appoints them and are not required to meet statutory qualifications for board members.

Sec. 3. The TAC is a committee of the ~~Commission~~Board and its meetings shall be subject to the Minnesota Open Meeting Law, Minn. Stat., ~~See~~Ch. 471.705.13D.

Sec. 4. The Board may by resolution delegate to the TAC any duties or responsibilities that may lawfully be so delegated.

Sec. 5. Notice of all regular and special meetings of the ~~Commission~~Board shall be given to all TAC members, and copies of all correspondence, agenda materials and other written materials provided to members of the ~~Commission~~Board shall also be provided to TAC members.

Sec. 6. TAC members may attend and participate in all meetings of the ~~Commission~~Board. TAC members shall not have the authority to make motions or vote on matters before the ~~Commission~~Board but shall otherwise have the rights of a ~~commission member~~Commissioner to question, discuss, debate and comment on any matter before the ~~commission~~Board.

Adopted this 15th day of November, 1984.

Chair

Attest:

Secretary

Article V, Secs. 1 and 2 amended by Res. 96-2, adopted August 15, 1996.

Article V, Secs. 1 and 2 and Article IV, Sec. 2 amended by Res. 97-6 adopted April 17, 1997.

Article IX added by Res. ____, adopted July 19, 2001.

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BYLAWS

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

ARTICLE I

NAME AND MEMBERSHIP

Section 1. The name of the Commission shall be the "Bassett Creek Watershed Management Commission." The members of the Commission are the following municipalities:

City of Crystal
City of Golden Valley
City of Medicine Lake
City of Minneapolis
City of Minnetonka
City of New Hope
City of Robbinsdale
City of Plymouth
City of St. Louis Park

ARTICLE II

DEFINITION OF TERMS

Section 1. For the purposes of these bylaws, the terms defined in this Article shall have the meanings given them.

Sec. 2. "Commission" means the organization created by the Joint and Cooperative Agreement for Bassett Creek, the full name of which is "Bassett Creek Watershed Management Commission." It shall be a public agency of its members.

Sec. 3. "Board" means the Board of Commissioners of the Commission, consisting of one Commissioner from each of the governmental units that is a Member or, in absence of the Commissioner, that Member's Alternate Commissioner. The Board shall be the governing body of the Commission.

Sec. 4. "Commissioner" means the person appointed by a Member to serve on the Board of

the Commission.

Sec. 5. "Alternate Commissioner" means the person appointed by a Member to act as a Board member in the absence of the appointed Commissioner.

Sec. 6. "Council" means the governing body of a governmental unit that is a member of the Commission.

Sec. 7. "Governmental Unit" means any city, county or town.

Sec. 8. "Member" means a Governmental Unit that entered into the Agreement.

Sec. 9. "Agreement" means the "Joint and Cooperative Agreement" entered into by the nine Members, creating and establishing the Bassett Creek Watershed Management Commission.

Sec. 10. "Officers" means those persons designated as officers under Article IV, Section 1 of these bylaws.

ARTICLE III

BOARD MEMBERS

Section 1. The Board shall have nine Commissioners, one from each of the Members.

Sec. 2. The term of office of each Commissioner shall be three years, ending on February 1, or until his or her successor is selected and qualified, except as provided in Article V, Section 3 of the Agreement.

Sec. 3. If any Commissioner dies, resigns or is removed in accordance with the provisions of Article V, Subdivision 4 of the Agreement, that Commissioner's office shall be deemed vacant, and a successor shall be appointed for the unexpired term by the Council that appointed that Commissioner.

Sec. 4. Alternate Commissioners may be appointed to represent a Member. The Alternate Commissioner shall be appointed by the Council and may serve in lieu of the Member's Commissioner if the Commissioner is not present at the meeting. The Alternate Commissioner may

participate in all discussions and may vote on all proposals before the Board if the Commissioner is not present.

ARTICLE IV

OFFICERS AND EMPLOYEES

Section 1. The officers of the Board shall be the Chair, Vice Chair, Secretary and Treasurer. The offices of the Secretary and Treasurer may be combined and held by the same person. A Recording Secretary and a Deputy Treasurer may be appointed by the Board. The Recording Secretary and the Deputy Treasurer need not be Commissioners.

Sec. 2. The term of office for all officers shall be one year, and they shall be selected and take office at the first business meeting held after February 1.

Sec. 3. The Chair shall be the presiding officer of the Board. The Chair shall preside at all meetings of the Board, but shall have all of the same privileges of discussion, making motions and voting as do other Commissioners.

Sec. 4. The Vice Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair.

Sec. 5. The Treasurer shall have the custody of the funds and securities of the Commission and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Commission and shall deposit all monies and other valuable effects in the name and to the credit of the Commission in such depository as may be designated by the Board. The Treasurer shall disburse the funds of the Commission as ordered by the Board on orders signed by the Chair, Vice Chair, Secretary or Treasurer, taking the proper vouchers for such disbursements, and shall render to the Board at regular meetings, or as the Board may request, an account of all transactions and of the financial condition of the Commission. The Treasurer shall supervise and direct the work of the Deputy Treasurer. No Commission funds shall be disbursed without the signature of at least two

Officers of the Board, one of whom shall be the Treasurer or the Treasurer's authorized Deputy Treasurer.

Sec. 6. The Secretary shall attend all meetings of the Board and shall act as Clerk at such meetings and shall record all votes and the minutes of all proceedings in a minute book kept for that purpose. The Secretary shall give notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board. The Secretary may assign the aforesaid duties to a Recording Secretary if authorized to do so by the Board.

Sec. 7. The Deputy Treasurer, if one is appointed, shall assist the Treasurer and shall perform the Treasurer's administrative duties during the absence or disability of the Treasurer, but the performance of such duties shall not make the Deputy Treasurer a Commissioner.

Sec. 8. The officers and employees of the Commission shall give bond as required by the Board, and by the Agreement, with corporate sureties satisfactory to the Board for the faithful performance of their duties and for restoration to the Commission, in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money and property of whatever kind coming into their possession or under their control, belonging to the Commission. The premium on any such bond shall be paid out of Commission funds.

Sec. 9. Any person engaged to perform any service or hold any office for the Commission, other than Chair, Vice Chair, Secretary and Treasurer, may be engaged on a full-time, part-time or consulting basis, as determined by the Board.

ARTICLE V

MEETINGS

Section 1. Regular monthly meetings of the Board shall be held at such locations and at such times as are specified from time to time by resolution of the Board. The Secretary shall cause copies of all such resolutions to be provided promptly to each of the Members and filed in the

primary offices of the Commission at Golden Valley City Hall. In the event the Board determines to hold a regular meeting at a location or time other than as specified in such resolution, such meeting shall be deemed a special meeting for purposes of giving notice; and notice of such meeting shall be given to all Members in accordance with Article V, Subd. 7 of the Agreement, to all Commissioners and Alternate Commissioners in accordance with this Article, and to the public in accordance with Minnesota Statutes, section 13D.04, as amended.

Section 2. For purposes of posting notice of meetings as required by Minnesota Statutes, section 13D.04, the community bulletin board at Golden Valley City Hall shall be deemed the principal bulletin board of the Commission.

Sec. 3. Written notice of all meetings of the Board shall be sent to all Commissioners, and to duly appointed Alternate Commissioners of all Members.

Sec. 4. Special meetings of the Board may be called by the Chair or any other three Commissioners jointly. The purpose of any special meeting shall be stated in the notice of the meeting.

Sec. 5. Written notice of regular meetings shall be sent at least four days prior to each meeting and written notice of special meetings shall be sent at least two days prior to each such meeting.

Sec. 6. At any meeting of the Board, five Commissioners or their Alternate Commissioners shall constitute a quorum.

Sec. 7. If the Secretary is absent from the meeting, and if a Recording Secretary has not been selected, the Chair shall appoint a Secretary Pro Tem for each meeting.

Sec. 8. All meetings shall be conducted in accordance with Robert's Rules of Order Revised, except as otherwise provided in the Agreement or these bylaws.

Sec. 9. The Board may from time to time determine the order of business for Board

meetings.

ARTICLE VI.

POWERS AND DUTIES OF COMMISSION

Section 1. The Commission is created and established by the Agreement. Its powers and duties shall be those established in said Agreement.

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Section 1. These bylaws may be amended at any regular or special meeting of the Board, provided that a seven day prior notice of the proposed amendment has been furnished to each Member.

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ARTICLE IX

TECHNICAL ADVISORY COMMITTEE

Section 1. There is hereby created a Technical Advisory Committee (TAC) of the Board.

Sec. 2. The Council of each Member may appoint a TAC member, and one or more alternate members of the TAC who may act in the absence of the TAC member. The clerk of each Member city shall notify the Secretary of the Commission of such appointments. TAC members may be, but need not be, members of the Board. TAC members shall serve at the pleasure of the Council that appoints them and are not required to meet statutory qualifications for board members.

Sec. 3. The TAC is a committee of the Board and its meetings shall be subject to the Minnesota Open Meeting Law, Minn. Stat., Ch. 13D.

Sec. 4. The Board may by resolution delegate to the TAC any duties or responsibilities that may lawfully be so delegated.

Sec. 5. Notice of all regular and special meetings of the Board shall be given to all TAC

members, and copies of all correspondence, agenda materials and other written materials provided to members of the Board shall also be provided to TAC members.

Sec. 6. TAC members may attend and participate in all meetings of the Board. TAC members shall not have the authority to make motions or vote on matters before the Board but shall otherwise have the rights of a Commissioner to question, discuss, debate and comment on any matter before the Board.

Adopted this 15th day of November, 1984.

Chair

Attest:

Secretary

Article V, Secs. 1 and 2 amended by Res. 96-2, adopted August 15, 1996.

Article V, Secs. 1 and 2 and Article IV, Sec. 2 amended by Res. 97-6 adopted April 17, 1997.

Article IX added by Res. ____, adopted July 19, 2001.



7A.

MEMORANDUM

Date: August 9, 2012

To: Bassett Creek Watershed Management Commission and TAC

From: Administrative Services Committee

Subject: Administrator Selection Process

Requested Action: Review this memo and come prepared to discuss this issue and provide direction at the August 16, 2012, Commission meeting.

On August 1, 2012, the Administrative Services Committee (Admin Committee) met to discuss the concerns raised at the July 19, 2012, joint meeting of the Admin Committee and the TAC. Present at the August 1st meeting were: Committee Chair Jim de Lambert, BCWMC Chair Ginny Black, Commissioner Stacy Hoshka, Alternate Commissioner Dave Hanson, TAC member Derek Asche, and TAC member Jeannine Clancy

The TAC presented some of the history of the organization, raised concerns and made their recommendation to the Admin Committee. The notes on the history of the organization can be found in the July 19th meeting notes.

The concerns raised were:

- Roles and responsibilities were unclear, leading to duplication of efforts
- Amount of time that the TAC spent training the previous Administrator
- The TAC had more work with an administrator than without
- There were no cost savings
- Efficiencies of operations was not achieved

The TAC urged the Admin Committee to systematically think through the need for an Administrator to prevent the situations that arose with the last Administrator.

The TAC felt that the "old" system worked and recommended that structure continue in place while the Admin Committee formulates a new structure. They also recommended that any additional administrative task be designated to the existing consultants and additional costs for those administrative activities be paid for out of the \$50,000 designated for the administrator.

The Commissioners and staff present at the meeting discussed the above concerns and recommendations as well as the Admin Committees previous discussion on this issue. The outcome of that discussion was the following recommendations:

- Reduce the 2013 budget for an administrator to \$50,000

- In the short term the Commissions assign additional administrative tasks to existing consultant
- Refer the options for an RFP process or contracting with the Mississippi Watershed Management Organization (MWMO) to the Commission for discussion and direction.

To facilitate the Commission's discussion of the three options, no change, RFP or contract with MWMO, the Admin Committee felt a table outlining the pros and cons of each option would be helpful. A draft of those tables can be found below. The Admin Committee request that Commissioners and TAC review the information below and come to the August 16th Commission meeting prepared to add additional Pros/Cons to the lists.

| No Change | |
|---|--|
| Pros | Cons |
| Maintains same structure | Maintains same structure |
| Us existing consultants for additional work | Chair continues to oversee consultants |
| | Volunteer time needed |
| | Additional consult costs |
| | Difficult to keep organization functioning at a high level |
| | Increased cost |

| Request for Proposal (RFP) | |
|------------------------------------|---|
| Pros | Cons |
| Direct control over the process | Volunteer time needed |
| Direct control over content of RFP | Direct Control over process requires greater supervision, more volunteer time |
| | No office |
| | No benefits or need to contract for benefits though a member city |
| | Potential for a longer process to getting an Administrator on board |
| | Increased cost |

| Mississippi WMO Option | |
|--|--|
| Pros | Cons |
| Office space | Day to day supervision by WMO |
| Pay + benefits | Perceived or real loss of control over Administrator |
| Ability to draw on expertise in the WMO office | Increase costs |
| day to day supervision by BCWMO | |
| Potentially a shorter process to get an Administrator on board | |



MEMORANDUM

Date: August 9, 2012

To: Bassett Creek Watershed Management Commission

From: BCWMC Administrative Services Committee

Subject: Chronology of the BCWMC's discussions on hiring an Administrator

The Administration (Admin) Committee has been meeting since October 2011, to determine whether to hire another administrator. To make that determination a number of questions needed to be answered:

- What would the duties of the new administrator be?
- Should the administrator be part-time or full-time?
- Should the administrator be contracted hourly or be salaried?
- Could/should health benefits be a part of the compensation package?

The following is a summary of the Commission and its Administration Committee to answer the above questions.

In October of 2011, the Admin Committee met to discuss their experiences with the previous administrator. It was agreed that there was a need to do a lot of training, that the regular Admin Committee meetings to direct the activities of the Administrator would be needed, that the process to draft the Policy manual was very slow and detracted from the Administrator performing other duties.

On December 16, 2011, the Admin Committee met with Amy and Karen to get their input on how the things worked with the previous Administrator. They felt that there were not clear roles for the new administrator and consultants and that caused confusion about who was doing which tasks. They felt there needed to be clear roles between all parties to reduce confusion and duplication of functions. (??? Can't find my notes on this meeting)

The Admin Committee briefly discussed the arrangement between the Washington Conservation District and Brown's Creek WD. The BCWD contracted for and administrative services with the WCD. Originally the position was part time, but over time, became a full-time position. The arrangement seems to be working for each group as it has (check to see how long Brown's Creek WD has been contracting with the WCD)

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As a result of these two meeting the pervious RFP used to hire the pervious administrator was reworked to better reflect the duties that the Commission and its contractor felt were important for the Administrator.

In addition, the admin committed wanted to further explore the option of contracting with the Mississippi Watershed Management Organization (MWMO). A meeting was set with Doug Snyder for February 16, 2011

At the Feb 14, 2012, the Admin Committee discussed with Doug Snyder, Executive Director of the Mississippi Watershed Management Organization. The discussion focused on the role of the two organizations in selecting and supervising an administrator. Options for a part-time to a full-time administrator were discussed. The ability to provide benefits was also discussed as this became an issue with the last administrator. It was clear from the discussion that Mr. Snyder felt it was important for the BCWMO would be involved in developing the job description, interviewing and over-site of an administrator. Based on the meeting, it was recommended that the full Commission meet with Doug Snyder.

All of these meetings were held prior to the appointment of three new commissioners at its February 16, 2011 meeting. The new commissioners expressed reservations regarding contracting with the MWMO without going through an RFP process.

At the April 19, 2012, Commission meeting this issue was further discussed. See attached excerpts from Commission meeting minutes.

At the May 17, 2012 Commission meeting, the Commission had a conference call with Mr. Snyder. The discussion focused on three options:

- Straight forward contract in which existing or new employees of the WMO would directed to perform duties for the BCWMO;
- A shared employee at 50/50 percent time for each organization
- MWMO hire a full-time dedicated staff for the management of the BCWMO activities.

Later information was supplied that the salary range for such an employee in this positions would range from \$60,000 to \$67,500 and the benefits would range from \$18,000 to \$24,000. In addition, office space could be provided for approximately \$15,000. To provide all of these amenities the hourly wage would be in the range of \$47.00 to \$51.00 per hour.

See excerpts from the May 17th meeting minute (attached).

At the June 21, 2012, Commission meeting the Budget Committee presented a budget that contained a \$100,000 for a full-time administrator. This raised concern on the part of some Technical Advisory Committee (TAC) members that there was mission creep, that there wasn't enough work for a full-time employee, and that if a full-time employee were hired they would invent work to fill the hours. As a

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result of this discussion, a meeting was set up with the TAC to discuss their experiences with the previous administrator. Notes from that meeting are attached.

On July 19, 2012, the joint meeting of the Admin Committee and TAC, the TAC presented their experience with the past Administrator. At the meeting the TAC members presented the history of that organization (see meeting notes attached) and presented the following observations:

- Expectations goals and result must be clear
- Reducing duplication of duties is necessary

The recommendations by some members of the TAC are to not hire an administrator and give more responsibility and duties to the current contractors. If the Commissioners did move forward with hiring an administrator, they should be part-time and the above observations should be a priority.

Meeting notes of the July 19th joint meeting between the Administrative Committee and the TAC are attached.

At the July 19, 2012, Commission meeting the Commissioners discussed the information the TAC presented and their recommendations. The discussion focused on whether the Commission should issue an RFP for administrative services or begin discussions with the MWMO to contract for services with that organization. No conclusions were arrived and the issue was turned over to the Administrative Committee. The Commission's recording secretary was directed to coordinate a meeting of the Administrative Committee.

See the Meeting Minute of July 19th for more details (attached)

On August 1, 2012, the Admin Committee met to discuss the input from the Tack and formulate a recommendation to the Commission on the future direction for hiring an Administrator. The general outcome was that, for the short term, the Commission will need to rely on its current contractors to perform the activities needed to keep the Commission moving forward on the Next Generation Planning process and the various other core activities the Commission performs. That any administrative activities, outside of those core activities, be paid for from the \$50,000 allotted in the budget for the Administrator. Over the longer term, the Commission should move forward with hiring an administrator.

For further details see the August 9, 2012 notes on the August 1 meeting.

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MEMORANDUM

DATE: July 22, 2012

TO: Ginny Black, Chairperson, Bassett Creek Watershed Management Commission (BCWMC)

FROM: Ted Hoshal, Secretary, BCWMC

RE: Meeting recap and notes from the July 19, 2012, Administrative Services Committee and TAC joint meeting

Note: I've assembled the meeting notes from Thursday's meeting and have attached them here for your review. I would summarize the meeting in this way: There is great deal of uncertainty from the TAC about how and why the administrative services committee is pursuing an Administrator. Some think a half-time position would be sufficient. Others think the Commission can get by assigning the duties of administrator to the engineering staff, as the Commission has relied on in the past (there is not a high level of buy-in at this point). The TAC believes there is a general duplication of efforts that will occur again if another administrator is hired and that will lead to increased cost for the Commission. The TAC is supportive of closely defining the roll of Commissioners, as is called for in the Springsted report. The TAC is also supportive of the function of the Commission as a policy body, not involved in the day-to-day operations and managerial oversight of the workings of the Commission. That said, I am of the impression that the TAC is willing to accept hiring, at least part time, another administrator and will work in an oversight capacity as long as the rolls for that person are clearly defined from the beginning.

Here now are my notes from the meeting:

Present at the meeting were: Administrative Services Committee Chair Jim de Lambert, BCWMC Chair Ginny Black, Commissioner Stacy Hoschka, Commissioner Dan Johnson, Commissioner Michael Welch, Alternate Commissioner Dave Hanson, and TAC members Jeannine Clancy, Derek Asche, Lois Eberhart, Pat Byrne, Jeff Oliver, Laura Adler, Lee Gustafson, Liz Stout, and Tom Mathisen.

The Administrative Services Committee met with the TAC on Thursday morning, July 19, 2012 to discuss the prospects of continuing the search for an administrator. Jim de Lambert chaired the meeting and opened by asking members of the TAC and members of the administrative committee their perspective on hiring an administrator.

Jeanine Clancy said that some of the senior members of the TAC got together prior to this meeting to discuss possibilities. She directed Lee Gustafson to summarize what they saw as the needs of the Commission.

Lee Gustafson, who has been on the Commission the longest and is a past Chairman, summarized the position of the TAC. Lee said that hiring Geoff Nash was a good idea. He said that he participated with Geoff and got to see the day to day workings of the Commission. Lee said that one of the unknowns was a general uncertainty as to who was doing what. He said the Commission's goal of hiring an administrator was to save money. He believed what actually happened is the Commission spent more money because there was a doubling-up of attendance at Commission meetings, a general confusion of duties, and time spent bringing the administrator up to speed. Lee said the efficiencies were not to the extent we hoped. However, it was truly a good thing to try.

Lee went on to say that before there was an administrator, the Commission operated for decades and things ran pretty well. For example, the Commission completed a \$34 million project with out the assistance of an administrator. Since that time, however, the structure of the Commission has changed. There are no longer City employees filling the seats of the Commission City representatives. So there has been more reliance over time on the engineer staff to fill in the needed administrative and communication functions of the Commission.

Lee questioned whether the administrator position was a "done deal." He said the administrative services committee must review the process of what worked and what didn't. Lee said the committee must evaluate all the options: part time, full time, a partnership with another watershed administrator, or no administrator (leave the way it is).

Three things need to be clear going in: expectations, results and goals. Cost savings, Lee said, are not realistic as there will continue to be doubling up of an administrator and engineer staff attending Commission and Committee meetings. The Commission members should be a policy group, not a working group. The Commission should be a recommending group.

Lee's last point was that the TAC had a lot of experience working with Geoff Nash and had a basic understanding of his work load. Geoff brought good technical knowledge to the table but was less convincing as an effective administrator.

Ginny Black made the point that the Commission will be increasing costs either way (with or without an administrator) because the Commission has more duties (TMDL work, etc.).

Pat Byrne said that there needs to be clarification on what expectations need to be. Pat said that the administrator needs to represent Bassett Creek (as opposed to member Cities' representatives)

Lee Gustafson said that if we are to transfer duties to contractual staff (engineering staff), expectations must be clear up front.

Mike Welch filled in a little background. Mike agreed what Lee had said about the history, but disagreed that the administrative services committee has not clearly thought things through. Mike said we have a Commission currently where four or five commissioners are doing the work and four or five, by virtue of lack of experience, are either lost or still getting up to speed. Cost savings should be looked at as a long term goal. We will not experience cost savings in the short term. Right now, the Commission is not functioning efficiently. The Springsted report the Commission directed identified many of the weaknesses which the Commission needs to address. Historically, Len Kremer functioned as the Administrator. Currently, the Commission has taken on more work than one person (the chairperson) can effectively manage. Amy Herbert has done a great deal of the managerial function of the Commission but does not want to take on the extra roll of Administrator.

Tom Mathisen offered some more history. He felt that there is a certain level of distrust that Barr has more work than available. TAC is the watchdog for the project work of Barr. TAC operates as the checks and balances of the Commission. He said he is OK with a half time administrator but believes there is not enough work to justify a full time position. He felt the Commission must detail the work loads to understand what is needed to do. Or, is work load being self determined? A full time person will find enough work to fill a full time position. What the Commission needs is a Technical Administrator and a Manager. Currently, the Commission is tripling up duties (TAC/Administrator/Barr). The old system with Barr did work. The old system could still work.

Michael Welch said there is a remaining uncertainty on rolls. No one has yet taken on this working group project. The Administrator RFP drafted is a first step in clarifying this roll.

Jeanine Clancy had a concern. She said that the Commission budgets are no different than Cities today, who are facing budget shortfalls, cutbacks in staff and more work being assigned to fewer persons. She doesn't believe the Commission has the luxury of adding a full time staff person at this time.

Lois Eberhart (Minneapolis TAC) asked whether roles and responsibilities are a big issue.

Michael Welch said developing the roles and responsibilities would be a lot of work without a commitment from one person reading the Springsted report and carefully defining a "hub" rolls (that of administrator). Mike pointed out that Commissioner turnover continues to be trouble some and asked TAC for suggestions.

Ginny Black questioned Tom's point over there being a distrust of Barr. Ginny believed that it is inappropriate for a private sector entity to set a budget for itself. She gave the example of the recent WOMP station budget and asking Barr to give an estimate for the work. She said some of our decisions are in direct conflict. Ginny is against an hourly

wage service for administrative support. She said given the nature of the job, the position should be salaried.

Tom Mathisen disagreed that there is a conflict with Barr participating in the budgeting.

Pat Byrne mentioned that the Commission should have a Citizen Advisory Committee. He supports the study history. Pat said that many districts and WMOs are experiencing similar challenges (growing pains).

Stacy Hoschka said that she likes how Barr works. She previously had five years employment history with the company. Stacy asked how the administrative functions worked historically.

Michael Welch said that Len Kremer answered questions and coordinated all persons and teams.

Jeanine Clancy said that regarding the preparation of the budget, the treasury function of the Commission has been handled by Golden Valley staff. She believed the Commission should continue to assign this duty and not have an administrator (or hired consultant) do the budget.

Michael Welch reinforced that the Commission has ultimate budget control and has the responsibility to get it set accordingly.

Ginny Black reminded the group that the Commission has held administrative services budget costs flat for three years (or some declines). She agreed that Commissioner's job functions should be as a policy board. She reinforced the point that City staffs are overworked. Who is going to take on work? How do we get work of Commission complete? Is it the position of the TAC that we not hire an administrator?

Geoff [?] offered tat the TAC step back and take a closer look.

Derek Asche said this is an unresolved issue. He pointed out that the current budget is \$120,000. He believed that Barr's cost at about a 45-65 break for administrative work. He cautioned the group not get bogged down and continue moving forward.

Jeanine Clancy said that the chair should not be burdened with the administrative day-to-day function of the Commission.

Gary? Added that daily communications are an integral part of the function between all operating staff.

Jeanine Clancy said that Karen Chandler's role not being closely defined may be resulting in a less streamlined work process than if the role were defined.

Gary? Affirmed that no roles and responsibilities have yet been defined for the Commission members. He said the Springsted study directs this.

Michael Welch said that the RFP has been drafted and that is as sufficient a description for the position of administrator as needs be at this time.

Tom Mathisen is concerned how the Commission would work sharing an administrator with MWMO and whether or not there would be a conflict [of interest].

Ginny Black replied that the Commission would be closely involved in drafting a position description that would prevent any such conflicts.

Jim de Lambert wrapped the meeting up by summarizing that the Commission/Admin Committee should make a determination of direction, allocate funds in its budget and make a decision of one of the options discussed earlier.

Amy Herbert will send out a copy of the Springsted report for all to review.

Respectfully submitted,

Ted Hoshal, Secretary, BCWMC



7B.

MEMORANDUM

Date: August 7, 2012

To: Bassett Creek Commissioners

From: Ginny Black, Chair

Subject: Water Outlet Monitoring Program (WOMP)

Requested Action: Adopt a final budget for the WOMP program.

At the June, and again at the July, Commission Meetings the Commissioners discussed its financial participation in the WOMP program. Commissioners are aware that the Minneapolis Park Board (MPB) gave notice in June that they would no longer be maintaining and collecting samples from the Bassett Creek WOMP station. For 2012, the Metropolitan Council's Environmental Services (MCES) is performing the functions that the MPB performed for the past 10 years. However, the BCWMO was contacted by the Metropolitan Council's Environmental Services and asked if it would take over those duties in 2013.

As part of the budget process the Chair asked Barr Engineering for a quote for performing the work that the MPB had performed in 2013. The quote received was for \$25,000 to \$26,000 for 2013. This was the funding level presented for the budget discussion at the June meeting.

After that meeting, the Chair, with the assistance from the City of Plymouth, requested quotes from the list of engineering firms vetted by the TAC. Two additional quotes were received, for a total of three. A total of each bid is presented below.

Wenck \$10,320

WSB \$10,800

Barr \$19,000

The actual bids are attached to this memo.

It must be noted Barr's quote of \$25,000 to \$26,000 included \$4,000 for the rating curve and \$2,000 for data management. These two costs are work that Barr has been performing for the Commission for many years. Neither Wenck nor WSP were asked to supply these services, so were not included in their quote. Each of the quotes is attached to this memo.

The above cost information was presented to the commission at the July meeting. This kicked off a discussion of the importance of the WOMP monitoring station in general and more specifically

how useful the information is to the BCWMO. As a result of that discussion the Chair e-mailed the Metropolitan Council staff to make them aware of the discussion and that they may want to be present at the August Commission meeting when the Commission will be discussing this item again.

The Metropolitan Council staff requested a meeting with the Chair to discuss the WOMP program. On August 2, 2012, the Chair, Vice Chair and, by phone, a Plymouth staff person met with Metropolitan Council staff to discuss the WOMP program. The attached memo from Metropolitan Council staff summarizes the discussion at that meeting.

In addition to the attached information the Chair requested a summary of the costs billed to the Commission for the WOMP program. Below is the table of those billings.

| | | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 |
|-------------------------|--|-------|-------|-------|-------|-------|-------|
| Barr Engineering | | 1,085 | 1,685 | 4,790 | 4,886 | 4,856 | 1,047 |
| Mpls Park Board | | | | | 1,931 | 4,249 | |
| | | 1,085 | 1,685 | 4,790 | 6,817 | 9,106 | 1,047 |

The table below adds the Metropolitan Council's share of the funding to give the total cost of the WOMP program and the percent share paid by the BCWMO.

| | | | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|---------------------------------|--|--|-------|-------|-------|--------|--------|--------|--------|
| Barr Engineering | | | 1,085 | 1,685 | 4,790 | 4,886 | 4,856 | 1,047 | 6,000 |
| Mpls Park Board | | | | | | 1,931 | 4,249 | 0 | 0 |
| Bassett Creek Contractor | | | | | | | | | 11,000 |
| Metropolitan Council | | | | | | 18,300 | 26,300 | 26,300 | 26,300 |
| MCES Grant | | | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 5,000 |
| Total | | | 5,085 | 5,685 | 8,790 | 29,117 | 39,405 | 31,347 | 48,300 |
| % BCWMO Contribution | | | | | | 16% | 12% | ? | 25% |

Note: 2012 costs are the cost to date, not total costs.

From the information above it appears the year most reflective of the total cost of the WOMP program is 2011. In that year the BCWMO share was 25% of the total cost.

The estimate for 2013 assumes the \$6,000 in the Barr cost estimate for the rating curve work and data management. The \$11,000 assumes contracting with either Wenck or WSB for the WOMP station maintenance, sample collection and delivery of samples to the MCES labs. The \$26,300 MCES cost is a carryover from the 2011 cost estimates. These estimates result in an increase in the BCWMO's contribution of approximately 14% (a total of 39%) over the 2011 contribution or approximately \$7,900.

Should the Commission decide to select Barr Engineering for the work the cost in the 2013 budget would remain the same for that line item.

The Commission needs to finalize its budget numbers so that the cities may be invoice accurately for their 2013 dues. To that end, the Commission needs to determine if it will participate in the WOMP program, and if so, the costs of that program.

Attachments: Barr Engineering, Inc. Cost Estimate
Wenck Associates, Inc. Cost Estimates
WSB and Associates, Inc Cost Estimates
Memo from Metropolitan Council's Environmental Services

BARR

Derek Asche

From: Ginny [ginny.black@q.com]
Sent: Monday, June 25, 2012 10:39 AM
To: Derek Asche
Subject: Fwd: Draft Budget Memo
Attachments: Description Description resourceful. naturally; ATT00001.htm

Fyi

Sent from my iPhone

Begin forwarded message:

From: Karen Chandler <KChandler@barr.com>
Date: June 12, 2012 9:32:53 AM CDT
To: 'Ginny Black' <ginny.black@q.com>
Cc: Jim Herbert <JHerbert@barr.com>
Subject: RE: Draft Budget Memo

Hi Ginny,

A Barr coworker with many years of experience working with WOMP stations (Chris Bonick), provided me with the following cost estimate to operate the Bassett Creek WOMP station:

| Bassett Creek WOMP Station - Estimate for Annual Cost | |
|---|---------------------|
| Tasks | Cost |
| Administrative (i.e. meetings, communications, etc.) | \$ 1,000.00 |
| Station Maintenance/Calibration | \$ 4,000.00 |
| Storm Sampling (Including Prep and Delivery) | \$ 8,000.00 |
| Base Flow Sampling (Including Prep and Delivery) | \$ 6,000.00 |
| Flow Measurements/Rating Curve | \$ 4,000.00 |
| Data Management | \$ 2,000.00 |
| TOTAL | \$ 25,000.00 |

As I noted in an earlier email, the Met Council's current grant contribution is \$4000 per year; this may increase to \$5000 in 2013. With the Met Council grant contribution, the BCWMC costs would be \$20,000 - \$21,000 per year.

Karen

WENCK



Wenck Associates, Inc.
1800 Pioneer Creek Ctr.
P.O. Box 249
Maple Plain, MN 55359-0249

(763) 479-4200
Fax (763) 479-4242
E-mail: wenckmp@wenck.com

July 17, 2012

Derek Asche
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

Re: Bassett Creek Watershed Outlet Monitoring Program

Dear Mr. Asche,

Thank you for the opportunity to provide a scope and budget to operate the Met Council Environmental Services' (MCES) Watershed Outlet Monitoring Program (WOMP) station for Bassett Creek. Wenck has a long history of providing stream monitoring expertise to our clients and are confident this expertise will provide the Bassett Creek Watershed Management Commission (BCWMC) the highest quality stream monitoring.

SCOPE OF WORK

Wenck Associates will complete the following tasks MCES requires for local WOMP cooperators:

1. Ensure that monitoring equipment is in working order
2. Routine maintenance of the WOMP site and equipment.
3. Collect a minimum of 12 non storm event grab samples throughout the year as well as 10-15 flow-weighted composite samples during storm runoff events in the open-water (ice-free) season.
4. Make in-situ field measurements according to procedures specified by the terms of a contractual agreement with Met Council Environmental Services.
5. Coordinate sample delivery to MCES Laboratory
6. Provide the BCWMC a year-end technical memorandum summarizing the flow and water quality parameters collected by Wenck at the MCES WOMP station. This task is not required by MCES, but is intended to help the BCWMC better understand the data and help identify potential runoff and water quality issues/concerns.

COST ESTIMATE

Wenck proposes to perform the Scope of Work stated above on a time and materials basis for a total estimated cost of \$13,296. A detailed breakdown of our cost estimate is provided below.

Table 1. Tasks and Estimated Costs

| Task | Description | Cost |
|--------------------------|---|--------------------------|
| 1 and 2 | 3 staff hours per month | \$3,348 (labor) |
| 3 and 4 | 2 staff hours per sampling event (27 total events) 40 miles per sampling event (27 total events) | \$5,022 (labor) \$600 |
| 5 | Sample delivery by courier to MCES Laboratories (27 total events) | \$1,350 |
| 6 (Optional) | 32 staff hours for technical memorandum | \$2,976 (labor) |
| TOTAL (tasks 1-5) | | \$10,320 |
| TOTAL (tasks 1-6) | | \$13,296 |

SUMMARY

Thank you for this opportunity to work with the Bassett Creek Watershed Management Commission. If you have any questions or need additional information, please do not hesitate to contact me at (763) 479-4233 or jstrom@wenck.com.

Sincerely,

Jeff Strom
Water Quality Scientist
Wenck Associates, Inc.

Joe Bischoff
Principal
Wenck Associates, Inc.

WSB

Derek Asche

From: Pete Willenbring [PWillenbring@wsbeng.com]
Sent: Wednesday, July 18, 2012 3:42 PM
To: Derek Asche
Cc: Erick Francis
Subject: Work Plan/ quote to complete Bassett Creek Monitoring

Derek,

As a follow up to our site visit yesterday and meeting with Leigh Harrod, with the Metropolitan Council, we have developed a work plan to complete the monitoring that was generally described by Leigh at our meeting. It is understood that the work would formally start in January 2013, but we also anticipate some training and further information transfer is needed to be provided by Leigh to make sure we have full continuity between the monitoring and maintenance previously completed and the work we would undertake.

We have also reviewed the Quality Assurance Program plan that was provided by Met Council Environmental Services and the work plan provided below is intended to conform to this Program. A breakdown of the tasks and cost to complete the monitoring is provided below.

Task 1: Work with Met Council to coordinate and take over monitoring activities

As part of this task, prior to taking over independent monitoring of the station, we will work with Leigh Harrod to fully define specific monitoring and regular maintenance activities that have been completed in the past, and perform parallel monitoring to assure continuity of sampling protocols is maintained. It is anticipated this will take place over 4 sessions/sampling trips in the fall of 2012, with independent monitoring to begin in January 2013.

Estimated Cost: 4 trips X 5 hours/trip X \$75/hr: \$1500

Task 2: Perform routine field, grab and composite sample monitoring

Based on the typical monitoring that has been completed in the past, we anticipate 30 trips to the sampling station per year will be required during which time we will gather and provide field sampling equipment from WSB office, travel to site, collect composite and grab samples similar to past practices, conduct field measurements, fill out necessary paperwork, and calibrate and perform routine maintenance of field equipment. Non-routine maintenance/replacement of Met Council monitoring equipment will be outside this scope of work.

Estimated Cost: 30 trips X 3 hours/trip X \$75/hour : \$6750

Task 3: Expenses associated with Delivery of samples to Metropolitan Council Pigs Eye Lab, travel and monitoring equipment rental for WSB field staff.

Estimated Cost: 30 trips @ \$60/trip + \$750/yr: \$2550

Total Cost to complete 2012 monitoring based on above effort: \$10,800

I hope this information will be adequate for discussion purposes at your meeting on Thursday. Feel free to call me at 612.360.1288 if you need any additional information.

Pete Willenbring

Pete Willenbring, PE

Water Resources Vice President

d: 763-287-7188 | c: 612-360-1288

WSB & Associates, Inc. | 701 Xenia Avenue South, Suite 300 | Minneapolis, MN 55416



Engineering • Planning
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DATE: August 8, 2012

TO: Bassett Creek Watershed Management Commission

FROM: Metropolitan Council Environmental Services

SUBJECT: Bassett Creek Water Monitoring Station

Background:

In 1998, the Minnesota Pollution Control Agency (MPCA) provided funding to Metropolitan Council Environmental Services (MCES) to expand its network of permanent stream monitoring stations in the metropolitan area. The intent of both MPCA and MCES in funding the establishment of these new stations was to encourage local long-term, permanent monitoring of important metropolitan area streams through partnerships with local governments and watershed management organizations.

The Bassett Creek monitoring station was constructed in 1999. It is the only permanent stream monitoring station in the watershed. It was built through a cooperative agreement between MCES and the Bassett Creek Watershed Management Commission (BCWMC). The BCWMC paid 25% of the \$38,821 total cost for station construction and operation in 2000. Initially, MCES staff operated the station. Beginning in 2001, as part of local government cooperation and participation, the Minneapolis Park and Recreation Board (MPRB) conducted monitoring work at the station on behalf of the BCWMC, through a \$4,000 per year grant agreement with MCES. This arrangement continued until June 2012, when staff reductions and other monitoring responsibilities caused the MPRB to end their participation in the Bassett Creek monitoring.

MCES now seeks a continued, ongoing partnership with the BCWMC, in two areas: 1) To assume the monitoring responsibilities previously fulfilled by the MPRB, under a \$5,000 per year grant agreement beginning in 2013; and 2) To continue providing the rating curve work that BCWMC has been funding for the Bassett Creek monitoring site during the past 13 years.

Station Operation, Costs, and Responsibilities:

For its part, MCES is responsible for numerous costs related to the operation of the Bassett Creek monitoring station, including staff monitoring support and coordination; laboratory analysis of water samples; utilities; monitoring equipment, materials and supplies; equipment and station repairs; and data management, analysis, and reporting. On average, MCES invests around \$18,300 annually in the Bassett Creek monitoring station, with a 2011 contribution of \$26,300. Annual deliverables from MCES to the BCWMC and all stream monitoring partners include a water quality summary for the site, with flow, water quality and pollutant load information, as well as intermittent longer-term trend reports.

The BCWMC also uses Bassett Creek monitoring data directly for its own projects. Barr Engineering uses the data for the Wirth Lake TMDL study and the P-8 water quality model. Since 2003, monitoring data from the Bassett Creek station has been requested and provided to many other entities, including the University of Minnesota; the St. Anthony Falls Laboratory; the Mississippi Watershed Management Organization; the Minnesota Department of Agriculture (pesticide monitoring); the National Oceanic and Atmospheric Administration (flood modeling); Emmons and Olivier Resources, Inc. (floodplain work for the City of St. Louis Park); and the City of Minneapolis. Bassett Creek instantaneous flow data was needed and provided during the rescue and recovery operations after the I-35 bridge collapse.

MCES would greatly appreciate the collaboration of BCWMC to continue operation of this station.

If you have any question about the WOMP project before the August 16 meeting, feel free to contact staff persons at Metropolitan Council: Joe Mulcahy (651-602-1104) or Leigh Harrod, (651-602-8085). Both will be in attendance at the Commission's meeting on the 16th.



7C.

MEMORANDUM

Date: August 9, 2012

To: Bassett Creek Watershed Management Commission

From: Ginny Black, Chair

Subject: BCWMC 2013 Budget

Requested Action: The Commission review and adopt Final Budget

Attached are two budgets: 1) the budget presented to the Commission at the June 21st meeting and, 2) a budget that has reduced the line item 22 for the administrator to \$50,000 and reduced the line item 31 for WOMP to \$17,000.

The second budget reflects the recommendation of the Administrative Services Committee to reduce the budget for the administrator to its 2012 level and depicts the lower costs for the WOMP program.

The intent of presenting these two budgets scenarios is to show the Commissioners the "bookends" of the possible budget scenarios. Should the Commissioners make different budget recommendations a new budget would be drawn up and the dues for the cities would reflect that budget.

Bassett Creek Watershed Management Commission

7800 Golden Valley Road | Golden Valley, MN 55427 | www.bassettcreekwmo.org | Established 1968
Crystal | Golden Valley | Medicine Lake | Minneapolis | Minnetonka | New Hope | Plymouth | Robbinsdale | St. Louis Park

| | A | E | F | G | H | I | J | K | L |
|----|---|-------------|-------------|---------------------|-----------------------|----------------------|-----|---|---|
| 1 | Proposed 2013 Operating Budget | | | | | | | | |
| 2 | Bassett Creek Watershed Management Commission - May 15, 2012 | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | Item | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Estimated Budget | 2013 Proposed Budget | | | |
| 5 | ENGINEERING | | | | | | | | |
| 6 | Technical Services | 119,832 | 127,840 | 120,000 | 125,000 | 120,000 | | | |
| 7 | Plat Reviews (funded by permit fees) 2012-48,000 | 53,128 | 50,971 | 60,000 | 60,000 | 60,000 | | | |
| 8 | Commission and TAC Meetings | 12,316 | 9,919 | 14,250 | 15,000 | 14,250 | | | |
| 9 | Surveys and Studies | 17,899 | 21,411 | 10,000 | 10,000 | 10,000 | | | |
| 10 | Water Quality / Monitoring | 24,489 | 29,957 | 20,000 | 20,000 | 40,000 | | | |
| 11 | Water Quantity | 8,264 | 8,532 | 11,000 | 11,000 | 11,000 | | | |
| 12 | Inspections | | | | | | | | |
| 13 | Watershed Inspections | 10,842 | 4,827 | 7,000 | 7,000 | 7,000 | | | |
| 14 | Project Inspections | 5,714 | 2,291 | 9,000 | 9,000 | 15,000 | (1) | | |
| 15 | Municipal Plan Review | 7,927 | 0 | 2,000 | 2,000 | 2,000 | (2) | | |
| 16 | Subtotal Engineering | \$260,411 | \$255,748 | \$253,250 | \$259,000 | \$279,250 | | | |
| 17 | PLANNING | | | | | | | | |
| 18 | Watershed-wide XP-SWMM Model | | | 70,000 | 70,000 | 0 | | | |
| 19 | Watershed-wide P8 Water Quality Model | | | 135,000 | 135,000 | 0 | | | |
| 20 | Next Generation Plan | | | 40,000 | 40,000 | 40,000 | | | |
| 21 | Subtotal Planning | \$0 | \$0 | \$245,000 | \$245,000 | \$40,000 | | | |
| 22 | Administrator | 30,297 | 24,099 | 50,000 | 50,000 | 100,000 | | | |
| 23 | Legal | 17,331 | 16,953 | 18,500 | 18,500 | 18,500 | | | |
| 24 | Financial Management | 3,054 | 3,100 | 3,045 | 3,045 | 3,045 | | | |
| 25 | Audit, Insurance & Bond | 13,328 | 12,771 | 15,225 | 15,225 | 15,225 | | | |
| 26 | Meeting Catering Expenses | 4,609 | 3,940 | 2,750 | 2,750 | 2,750 | | | |
| 27 | Secretarial Services | 42,578 | 39,303 | 40,000 | 40,000 | 40,000 | | | |
| 28 | Public Outreach | | | | | | | | |
| 29 | Publications / Annual Report | 5,169 | 2,410 | 2,000 | 2,000 | 2,000 | | | |
| 30 | Website | 1,031 | 214 | 2,500 | 2,500 | 2,500 | | | |
| 31 | Watershed Outlet Monitoring Program (WOMP) | 6,818 | 9,106 | 10,000 | 10,000 | 10,000 | | | |
| 32 | Demonstration/Education Grants | 3,140 | 0 | 0 | 0 | 0 | (3) | | |
| 33 | Watershed Education Partnerships | 16,150 | 19,055 | 13,000 | 13,000 | 15,000 | (4) | | |
| 34 | Education and Public Outreach | 2,911 | 0 | 5,775 | 5,775 | 14,775 | (5) | | |
| 35 | Public Communications | 692 | 1,443 | 3,000 | 3,000 | 3,000 | | | |
| 36 | Erosion/Sediment (Channel Maintenance) | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | (6) | | |
| 37 | Long-Term Maint. (Flood Control Project) | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | (7) | | |
| 38 | | | | | | | | | |
| 39 | Subtotal Other | \$197,108 | \$182,394 | \$215,795 | \$215,795 | \$276,795 | | | |
| 40 | TMDL Studies | 10,000 | \$0 | \$10,000 | 10,000 | \$10,000 | | | |
| 41 | Subtotal TMDL Studies | \$10,000 | \$0 | \$10,000 | 10,000 | \$10,000 | | | |
| 42 | GRAND TOTAL | \$467,519 | \$438,142 | \$724,045 | \$729,795 | \$606,045 | | | |
| 43 | | | | | | | | | |
| 44 | Financial Information | | | | | | | | |
| 45 | Audited fiscal year fund balance at January 31, 2012 | | | | | 392,707 | | | |
| 46 | Expected income from assessments in 2012 | | | | | 461,045 | | | |
| 47 | Transfer from Long-term Maintenance Fund for XP SWMM Model* | | | | | 70,000 | | | |
| 48 | Transfer from Long-term Maintenance Fund for P8 Model* | | | | | 135,000 | | | |
| 49 | Expected interest income in 2012 | | | | | 0 | | | |
| 50 | Expected income from project review fees | | | | | 48,000 | | | |
| 51 | Estimated funds available for fiscal year 2012 | | | | | 1,106,752 | | | |
| 52 | Estimated expenditures for fiscal year 2012 | | | | | 729,795 | | | |
| 53 | Estimated fund balance as of January 31, 2013 | | | | | 376,957 | | | |
| 54 | - | | | | | | | | |
| 55 | 2013 Budget | | | | | | | | |
| 56 | Proposed 2013 Capital Projects | | | | | 1,000,000 | | | |
| 57 | Proposed 2013 Operating Budget | | | | | 606,045 | | | |
| 58 | Proposed total 2013 Budget | | | | | 1,606,045 | | | |
| 59 | 2013 Assessments and Fees | | | | | | | | |
| 60 | 2013 Operating Budget | | | | | 606,045 | | | |
| 61 | Estimated 2013 permit fees (80% of permit expenditures) | | | | | 48,000 | | | |
| 62 | Transfer from Long-term Maintenance Fund for XP SWMM Model | | | | | 0 | | | |
| 63 | Transfer from Long-term Maintenance Fund for PB Model | | | | | 0 | | | |
| 64 | Transfer from Long-term Maintenance Fund for Project Inspections | | | | | 15,000 | | | |
| 65 | Use of TMDL Studies Fund | | | | | 0 | | | |
| 66 | Assessment proposed for 2013 Operating Budget | | | | | 543,045 | | | |
| 67 | Proposed Budget Reserve on January 31, 2013 | | | | | 0 | | | |
| 68 | | | | | | | | | |
| 69 | (1) Budget item "Project Inspections" are flood control maintenance project and will be paid out of the Long-Teerm Maintance fund (Flood Control Project) | | | | | | | | |
| 70 | (2) Review municipal local plan amendments and adjoining WMO amendments | | | | | | | | |
| 71 | (3) Grant program for demonstrations and education | | | | | | | | |
| 72 | (4) 2013 budget - CAMP (\$5,500) River Watch (\$2,000) Watershed Partners (\$3,500) Metro Blooms (\$2,000) Blue Thumb (\$2,000). | | | | | | | | |
| 73 | In 2011, WMWA projects and administration were combined into line item 34 -Education and Public Outreach. | | | | | | | | |
| 74 | (5) 2013 budget includes brochures, factsheets, display materials, education articles and WMWA administration and projects. | | | | | | | | |
| 75 | (6) Will be transferred to Channel Maintenance Fund. | | | | | | | | |
| 76 | (7) Will be transferred to Long-Term Maintenance Fund. | | | | | | | | |
| 77 | | | | | | | | | |

| | A | E | F | G | H | I | J | K | L | |
|----|---|-------------|-------------|---------------------|-----------------------|----------------------|---|---|-----------|--|
| 1 | Proposed 2013 Operating Budget | | | | | | | | | |
| 2 | Bassett Creek Watershed Management Commission - August 16, 2012 | | | | | | | | | |
| 3 | Note: Changes to this budget include a reduction in the administrator cost to \$50,000 and an increase in the WOMP program from \$10,000 to \$17,000 | | | | | | | | | |
| 4 | Item | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Estimated Budget | 2013 Proposed Budget | | | | |
| 5 | ENGINEERING | | | | | | | | | |
| 6 | Technical Services | 119,832 | 127,840 | 120,000 | 125,000 | 120,000 | | | | |
| 7 | Plat Reviews (funded by permit fees) 2012-48,000 | 53,128 | 50,971 | 60,000 | 60,000 | 60,000 | | | | |
| 8 | Commission and TAC Meetings | 12,316 | 9,919 | 14,250 | 15,000 | 14,250 | | | | |
| 9 | Surveys and Studies | 17,899 | 21,411 | 10,000 | 10,000 | 10,000 | | | | |
| 10 | Water Quality / Monitoring | 24,489 | 29,957 | 20,000 | 20,000 | 40,000 | | | | |
| 11 | Water Quantity | 8,264 | 8,532 | 11,000 | 11,000 | 11,000 | | | | |
| 12 | Inspections | | | | | | | | | |
| 13 | Watershed Inspections | 10,842 | 4,827 | 7,000 | 7,000 | 7,000 | | | | |
| 14 | Project Inspections | 5,714 | 2,291 | 9,000 | 9,000 | 15,000 (1) | | | | |
| 15 | Municipal Plan Review | 7,927 | 0 | 2,000 | 2,000 | 2,000 (2) | | | | |
| 16 | Subtotal Engineering | \$260,411 | \$255,748 | \$253,250 | \$259,000 | \$279,250 | | | | |
| 17 | PLANNING | | | | | | | | | |
| 18 | Watershed-wide XP-SWMM Model | | | 70,000 | 70,000 | 0 | | | | |
| 19 | Watershed-wide P8 Water Quality Model | | | 135,000 | 135,000 | 0 | | | | |
| 20 | Next Generation Plan | | | 40,000 | 40,000 | 40,000 | | | | |
| 21 | Subtotal Planning | \$0 | \$0 | \$245,000 | \$245,000 | \$40,000 | | | | |
| 22 | Administrator | 30,297 | 24,099 | 50,000 | 50,000 | 50,000 | | | | |
| 23 | Legal | 17,331 | 16,953 | 18,500 | 18,500 | 18,500 | | | | |
| 24 | Financial Management | 3,054 | 3,100 | 3,045 | 3,045 | 3,045 | | | | |
| 25 | Audit, Insurance & Bond | 13,328 | 12,771 | 15,225 | 15,225 | 15,225 | | | | |
| 26 | Meeting Catering Expenses | 4,609 | 3,940 | 2,750 | 2,750 | 2,750 | | | | |
| 27 | Secretarial Services | 42,578 | 39,303 | 40,000 | 40,000 | 40,000 | | | | |
| 28 | Public Outreach | | | | | | | | | |
| 29 | Publications / Annual Report | 5,169 | 2,410 | 2,000 | 2,000 | 2,000 | | | | |
| 30 | Website | 1,031 | 214 | 2,500 | 2,500 | 2,500 | | | | |
| 31 | Watershed Outlet Monitoring Program (WOMP) | 6,818 | 9,106 | 10,000 | 10,000 | 17,000 | | | | |
| 32 | Demonstration/Education Grants | 3,140 | 0 | 0 | 0 | 0 (3) | | | | |
| 33 | Watershed Education Partnerships | 16,150 | 19,055 | 13,000 | 13,000 | 15,000 (4) | | | | |
| 34 | Education and Public Outreach | 2,911 | 0 | 5,775 | 5,775 | 14,775 (5) | | | | |
| 35 | Public Communications | 692 | 1,443 | 3,000 | 3,000 | 3,000 | | | | |
| 36 | Erosion/Sediment (Channel Maintenance) | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 (6) | | | | |
| 37 | Long-Term Maint. (Flood Control Project) | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 (7) | | | | |
| 38 | | | | | | | | | | |
| 39 | Subtotal Other | \$197,108 | \$182,394 | \$215,795 | \$215,795 | \$233,795 | | | | |
| 40 | TMDL Studies | 10,000 | \$0 | \$10,000 | 10,000 | \$10,000 | | | | |
| 41 | Subtotal TMDL Studies | \$10,000 | \$0 | \$10,000 | 10,000 | \$10,000 | | | | |
| 42 | GRAND TOTAL | \$467,519 | \$438,142 | \$724,045 | \$729,795 | \$563,045 | | | | |
| 43 | | | | | | | | | | |
| 44 | Financial Information | | | | | | | | | |
| 45 | Audited fiscal year fund balance at January 31, 2012 | | | | | | | | 392,707 | |
| 46 | Expected income from assessments in 2012 | | | | | | | | 461,045 | |
| 47 | Transfer from Long-term Maintenance Fund for XP SWMM Model* | | | | | | | | 70,000 | |
| 48 | Transfer from Long-term Maintenance Fund for P8 Model* | | | | | | | | 135,000 | |
| 49 | Expected interest income in 2012 | | | | | | | | 0 | |
| 50 | Expected income from project review fees | | | | | | | | 48,000 | |
| 51 | Estimated funds available for fiscal year 2012 | | | | | | | | 1,106,752 | |
| 52 | Estimated expenditures for fiscal year 2012 | | | | | | | | 729,795 | |
| 53 | Estimated fund balance as of January 31, 2013 | | | | | | | | 376,957 | |
| 54 | - | | | | | | | | | |
| 55 | 2013 Budget | | | | | | | | | |
| 56 | Proposed 2013 Capital Projects | | | | | | | | 1,000,000 | |
| 57 | Proposed 2013 Operating Budget | | | | | | | | 563,045 | |
| 58 | Proposed total 2013 Budget | | | | | | | | 1,563,045 | |
| 59 | 2013 Assessments and Fees | | | | | | | | | |
| 60 | 2013 Operating Budget | | | | | | | | 563,045 | |
| 61 | Estimated 2013 permit fees (80% of permit expenditures) | | | | | | | | 48,000 | |
| 62 | Transfer from Long-term Maintenance Fund for XP SWMM Model | | | | | | | | 0 | |
| 63 | Transfer from Long-term Maintenance Fund for PB Model | | | | | | | | 0 | |
| 64 | Transfer from Long-term Maintenance Fund for Project Inspections | | | | | | | | 15,000 | |
| 65 | Use of TMDL Studies Fund | | | | | | | | 0 | |
| 66 | Assessment proposed for 2013 Operating Budget | | | | | | | | 500,045 | |
| 67 | Proposed Budget Reserve on January 31, 2013 | | | | | | | | 0 | |
| 68 | | | | | | | | | | |
| 69 | (1) Budget item "Project Inspections" are flood control maintenance project and will be paid out of the Long-Term Maintenance fund (Flood Control Project) | | | | | | | | | |
| 70 | (2) Review municipal local plan amendments and adjoining WMO amendments | | | | | | | | | |
| 71 | (3) Grant program for demonstrations and education | | | | | | | | | |
| 72 | (4) 2013 budget - CAMP (\$5,500) River Watch (\$2,000) Watershed Partners (\$3,500) Metro Blooms (\$2,000) Blue Thumb (\$2,000). In 2011, WMWA projects and administration were combined into line item 34 -Education and Public Outreach. | | | | | | | | | |
| 73 | (5) 2013 budget includes brochures, factsheets, display materials, education articles and WMWA administration and projects. | | | | | | | | | |
| 74 | (6) Will be transferred to Channel Maintenance Fund. | | | | | | | | | |
| 75 | (7) Will be transferred to Long-Term Maintenance Fund. | | | | | | | | | |
| 76 | | | | | | | | | | |
| 77 | | | | | | | | | | |

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 7D—BWSR Clean Water Fund Grant Application, Grant Fund Requests
BCWMC August 16, 2012 Meeting Agenda
Date: August 9, 2012
Project: 23270051.33 2012

7D. BWSR Clean Water Fund Grant Application, Grant Fund Requests

Recommendations:

1. Provide direction to engineer regarding the amount of the Commission's BWSR grant fund request.

Background

At their July meeting, the Commission authorized the engineer to include the following three CIP projects in the BWSR Clean Water Fund (CWF) grant application:

- NL-2, 2013: Four Seasons Mall Area Water Quality Project: total project cost \$990,000
- ML-8, 2013: Lakeview Park Pond Project: total project cost \$196,000
- SL-3, 2014: Schaper Pond Diversion Project: total project cost \$550,000

The grant deadline is September 14, 2012 (before the next Commission meeting).

The required local match is 25% (i.e., the maximum you can apply for is 75% of the project costs). In past BWSR grant applications, the BCWMC has typically requested grant funds of 25% of the project costs. For this round, we recommend that the Commission considering requesting grant funds that cover a higher percentage of the anticipated project costs.

Table 1 summarizes the engineer's recommended maximum grant fund request (75%) for each project:

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 7D—BWSR Clean Water Fund Grant Application, Grant Fund Requests
 BCWMC August 16, 2012 Meeting Agenda
Date: August 9, 2012
Page: 2

Table 1. Recommended Maximum Grant Fund Requests

| Project | Anticipated Project Costs After Grant Agreement Execution¹ | Maximum Recommended Grant Fund Request² |
|--|--|---|
| Project NL-2, 2013: Four Seasons Mall Area Water Quality Project | \$655,000 ³ | \$491,250 |
| Project ML-8, 2013: Lakeview Park Pond Project. | \$193,000 | \$144,750 |
| Project SL-3, 2014: Schaper Pond Diversion Project | \$469,000 | \$350,750 |
| Totals | \$1,317,000 | \$987,750 |

¹ This is the total project cost, less any costs already incurred or expected to be incurred by the project prior to execution of the grant agreement.

² This is 75% of the amount shown in "anticipated project costs after grant agreement execution" column

³ These costs are for the construction of the 40th Ave Pond and the stream restoration elements of the project; the costs do not include the construction of the pond on the Four Seasons Mall property, as it is less certain at this time whether that part of the project will be constructed.

Table 2 summarizes the engineer's recommended minimum grant fund request (25%) for each project, should the Commission wish to request funds to cover a smaller percentage of the project costs:

Table 2. Recommended Minimum Grant Fund Requests

| Project | Anticipated Project Costs After Grant Agreement Execution¹ | Minimum Recommended Grant Fund Request² |
|--|--|---|
| Project NL-2, 2013: Four Seasons Mall Area Water Quality Project | \$655,000 ³ | \$163,750 |
| Project ML-8, 2013: Lakeview Park Pond Project. | \$193,000 | \$48,250 |
| Project SL-3, 2014: Schaper Pond Diversion Project | \$469,000 | \$117,250 |
| Totals | \$1,317,000 | \$328,750 |

¹ This is the total project cost, less any costs already incurred or expected to be incurred by the project prior to execution of the grant agreement.

² This is 25% of the amount shown in "anticipated project costs after grant agreement execution" column

³ These costs are for the construction of the 40th Ave Pond and the stream restoration elements of the project; the costs do not include the construction of the pond on the Four Seasons Mall property, as it is less certain at this time whether that part of the project will be constructed.

Staff requests Commission guidance regarding the grant fund request.

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 7E—Preliminary Recommendations for 2013 Tax Levy to Fund 2013 CIP Projects
BCWMC August 16, 2012 Meeting Agenda
Date: August 9, 2012
Project: 23270051.33 2012

7E. Preliminary Recommendations for 2013 Tax Levy to Fund 2013 CIP Projects

Recommendations:

1. Provide direction to staff regarding anticipated 2013 tax levy.

Background

The BCWMC's CIP for 2013 includes the following two projects:

1. Project NL-2: Four Seasons Mall Area Water Quality Project, located in Plymouth and in the Northwood Lake watershed. Project cost: \$990,000 (based on the July 2012 feasibility study; includes project construction and feasibility study costs).
2. Project ML-8: Lakeview Park Pond Project, located in Golden Valley and in the Medicine Lake watershed. Project cost: \$196,000 (based on June 2011 update to 2004 feasibility study).

Table 1 summarizes the total funds needed for these projects:

Table 1. Total Funds Needed for 2013 CIP Projects

| Project | Amount |
|--|--------------------|
| Project NL-2, 2013: Four Seasons Mall Area Water Quality Project | \$990,000 |
| Project ML-8, 2013: Lakeview Park Pond Project. | \$196,000 |
| Total Funds Needed | \$1,186,000 |

As shown in the July 2012 financial report, the anticipated closed project balance available in the CIP fund is over \$450,000. Assuming \$250,000 of this is retained as the target reserve balance, there is \$200,000 available for 2013 CIP projects. The anticipated closed project balance already includes all of the BWSR grants awarded to the BCWMC (\$652,500).

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 7E—Preliminary Recommendations for 2013 Tax Levy to Fund 2013 CIP Projects
BCWMC August 16, 2012 Meeting Agenda
Date: August 9, 2012
Page: 2

Assuming \$200,000 is available for CIP projects, staff recommends applying this closed project amount to the 2013 projects. The following table shows the impact of this on the estimated 2013 levy:

Table 2. Estimated 2013 Levy:

| Item | Amount |
|---|------------------|
| Project NL-2: Four Seasons Mall Area Water Quality Project Estimated Project Cost | \$990,000 |
| Project ML-8, 2013: Lakeview Park Pond Project Estimated Project Cost | \$196,000 |
| Transfer from closed project balance | -\$200,000 |
| Estimated 2013 Levy | \$986,000 |

Staff's preliminary recommendation is a total 2013 maximum levy request of \$986,000 for the two projects. This is less than the maximum 2013 levy of \$1,000,000 that the Commission set at their June meeting. The Commission will need to certify their 2013 levy request to Hennepin County at their September 20, 2012 meeting.

At their July 19 meeting, the Commission directed staff to prepare cooperative agreements for the projects. The cooperative agreements will need to include the funding sources for each project (i.e., funding from tax levy and funding from closed project account).

Staff requests direction from the Commission regarding the amount of the BCWMC's 2013 tax levy request.

Next Generation Steering Committee Meeting

July 23, 2012 Plymouth City Hall, 4:45p start

Att: Linda, John, Ted, Wayne, Lisa, GB

Linda went through "Envision Golden Valley:

- Facilitators
- Themes
- Six major categories
-

Issue: how is the changes structure of the commission – citizen volunteers overseeing CIP- working out? Evaluate in the planning process.

Frame: vision for the watershed,

Plan categories – comments

Baseline/Core set of stake holders to ask for visioning

- Commission
- TAC
- cities

Outreach to community

- Lake associations
- Environmental commissions
- Planning commissions
- HOA/neighborhood groups
- Creek associations

Need to: 1) Develop message to these groups, 2) set expectations, 3) set timeline.

To Do List

Karen, look at current plan and the TAC issues analysis – Cost??? - GB

Develop memo for commissioners at the Aug. 16th meeting, outlining outreach proposal for the Next Gen Plan. (Linda said she would pull the memo together)

Add to August Agenda - Amy



Information Only

August 1, 2012

Bassett Creek WMC
c/o Karen Chandler
Barr Engineering Company
4700 W. 77th Street
Edina, MN 55435

**RE: Minor Plan Amendment – CIP revision
Bassett Creek Watershed Management Commission (Commission) Watershed Management Plan**

Dear Chair and Commissioners:

On June 22 and July 12, 2012, the Board of Water and Soil Resources received documentation requesting approval of changes to the Commission's Watershed Management Plan via minor amendment. This amendment revises the "Dredge Pond NB 07 (Option 2 in Northwood Lake Plan)" project in the CIP by renaming it to "Four Seasons Mall Area Water Quality Project", detailing the proposed BMPs per the feasibility report, and increasing the total cost estimate by \$47,000 to \$990,000.

The proposed revisions to the Plan have been reviewed pursuant to MN Rules 8410.0140, Subpart 2 and the Commission's Watershed Management Plan. BWSR agrees these revisions are consistent with Commission goals, policies, and implementation priorities, and therefore, does constitute a minor amendment to the Plan. BWSR staff have no further comments.

Once the Commission adopts the changes, please print and forward them in the form of replacement pages for the Plan to all state review agencies and stakeholders. BWSR appreciates the opportunity to continue to assist in planning of your water resource protection strategies. Feel free to contact me with any questions at 651-296-6068.

Sincerely,

Bradley J. Wozney
Board Conservationist

Cc: State Review Agencies (via email)
Joel Settles, HCES (via email)
Jim Haertel, BWSR (via email)

| | | | | | | | |
|---|--|---|--|---|---|--|---|
| Benifji 4 West Office Complex 403 Fourth St. NW, Room 200 Benifji, MN 56001 (218) 753-2600 | Brainerd 1601 Minnesota Drive Brainerd, MN 56401 (218) 826-2183 | Duluth 394 South Lake Ave., Room 403 Duluth, MN 55802 (218) 723-4752 | Fergus Falls 1004 Frontier Drive Fergus Falls, MN 56537-2505 (218) 736-5445 | Marshall 1409 East Lynn Street Marshall, MN 56258 (507) 537-6900 | Mankato 1160 Victory Drive S., Suite 5 Mankato, MN 56001-5355 (507) 389-1967 | New Ulm 261 Highway 15 South New Ulm, MN 56073 (507) 359-0074 | Rochester 2200 Silver Creek Rd N.E. Rochester, MN 55906 (507) 206-2889 |
|---|--|---|--|---|---|--|---|

Central Office / Metro Office 520 Lafayette Road North Saint Paul, MN 55155 Phone: (651) 296-3767 Fax: (651) 297-5615
www.bwsr.state.mn.us TTY (800) 627-3529 An equal opportunity employer

Monthly Meeting

Meetings are held at 11:30 am, every third Thursday of the month (except the November meeting is on Wednesday, Nov. 15) at the City of Golden Valley City Hall, Council Conference Room (2nd floor), 7800 Golden Valley Road, Golden Valley, MN 55427

Commissioner

Alternate Commissioner

Technical Advisory Committee Member

Crystal – 2015

Daniel Johnson
5801 29th Ave. N., Crystal 55422
763-541-9006
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Vacant

Tom Mathisen
4141 Douglas Dr. North, Crystal 55422
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Golden Valley – 2015

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joliver@goldenvalleymn.gov
Eric Eckman (alternate)
Public Works Specialist, City of GV
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eeckman@goldenvalleymn.gov

Medicine Lake – 2015

Ted Hoshal, Secretary
6960 Madison Ave. W., Ste 2
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763-541-1140 763-541-0223 (fax)
dthoshal@luma-gard.com

John O'Toole
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mgho@comcast.net

Minneapolis – 2013

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Lisa Goddard
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763-475-0010 763-475-2429 (fax)
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Lois Eberhart
Water Resources Administrator
Room 300 City of Lakes Building
309 Second Ave. S.
Minneapolis, MN 55401-2268
612-673-3260 612-673-2048 (fax)
Lois.eberhart@ci.minneapolis.mn.us

Minnetonka – 2013

Jacob Millner
2300 Nottingham Court
Minnetonka, MN 55305
jbmiller@gmail.com

Tony Wagner
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Lee Gustafson, 14600 Minnetonka Blvd.
Minnetonka, MN 55345
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lgustafson@eminnetonka.com

Liz Stout, 14600 Minnetonka Blvd.
Minnetonka, MN 55345
952-939-8233 952-939-8244 (fax)
lstout@eminnetonka.com

New Hope – 2013

John Elder
City of New Hope, 4401 Xylon Ave. N.
New Hope, MN 55428
763-531-5100
jelder@ci.new-hope.mn.us

Vacant

Guy Johnson
Dir. Of Public Works, City of New Hope
5500 Intl. Pkwy., New Hope 55428
763-592-6766 763-533-7650 (fax)
gjohnson@ci.new-hope.mn.us

Chris Long, Bonestroo
Chris.long@bonestroo.com

Plymouth – 2014

Ginny Black, Chair
Plymouth City Hall
3400 Plymouth Blvd., Plymouth 55447
763-509-5004
Ginny.black@q.com

Judy Johnson
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763-509-5001
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Derek Asche
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Plymouth, MN 55447
763-509-5526
dasche@ci.plymouth.mn.us

Bassett Creek Water Management Commission – August 2012
Web site: www.bassettcreekwmo.org

| Commissioner | Alternate Commissioner | Technical Advisory Committee Member |
|--|--|---|
| Robbinsdale – 2014 | | |
| Wayne Sicora 3706 Abbott Ave. North Robbinsdale, MN 55422 763-522-8165 Wayne.sicora@gmail.com | Vacant | Richard McCoy * City of Robbinsdale 4100 Lakeview Ave. N. Robbinsdale, MN 55422 763-531-1260 763-531-7344 (fax) rmccoy@ci.robbinsdale.mn.us |
| St. Louis Park – 2014 | | |
| Jim de Lambert, Vice Chair 9257 West 22 nd Lane St. Louis Park, MN 55426 763-489-3150 jimd@liesch.com | Justin Riss 3732 Pennsylvania Avenue South St. Louis Park, MN 55426 612-242-6611 justinriss@yahoo.com | Laura Adler, Engrg. Program Coord. * City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2690 952-924-2663 (fax) ladler@stlouispark.org Jim Vaughan, Envl. Coord. * (alternate) City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2699 952-924-2663 (fax) |

Deputy Treasurer: Susan Virnig, * Financial Director, 7800 Golden Valley Road, Golden Valley 55427; 763-593-8010 (Fax: 763-593-3969). E-mail: SVirnig@goldenvalleymn.gov

Counsel: Charlie LeFevre, * Kennedy & Graven, 470 U.S. Bank Plaza, 200 South Sixth Street, Minneapolis, 55402; 612-337-9215 (Fax: 612-337-9310); general firm number: 612-338-1177. E-mail: clefevere@kennedy-graven.com

Engineer: Karen Chandler, 952-832-2813, E-mail: kchandler@barr.com; Len Kremer, 952-832-2781, E-mail: lkremer@barr.com; Jim Herbert, 952-832-2784, E-mail: jherbert@barr.com, * Barr Engineering Company, 4700 West 77th Street, Minneapolis 55435-4803; (Fax: 952-832-2601).

Recorder: Amy Herbert, * Barr Engineering Company, 4700 W 77th Street, Minneapolis 55435-4803; 952-832-2652 (Fax: 952-832-2601). E-mail: bcra@barr.com

Administrative Personnel (Municipalities)

| | | | |
|---|--|---|------------------------|
| Crystal | | Minnetonka | |
| Tom Mathisen, City Engineer | | Lee Gustafson, Director of Engineering | 952-939-8239 |
| Anne Norris, City Manager | | John Gunyou, City Manager | |
| Chrissy Serres, City Clerk (chrissy.serres@ci.crystal.mn.us) | | David Maeda, City Clerk (dmaeda@eminnetonka.com) | |
| 4141 North Douglas Drive | 763-531-1000 (general) | 14600 Minnetonka Blvd | 952-939-8200 (general) |
| Crystal 55422 | 763-531-1188 (fax) | Minnetonka 55345 | 952-939-8244 (fax) |
| Golden Valley | | New Hope | |
| Jeannine Clancy | 763-593-8035 | Guy Johnson, Director of Public Works | |
| Director of Public Works | 763-593-3988 (engrg. fax) | 5500 International Prkwy | 763-592-6766 |
| Tom Burt, City Manager ** | 763-593-8002 | Kirk McDonald, City Mgr | 763-531-5119 |
| Jeff Oliver, City Engineer | 763-593-8034 | Valerie Leone, City Clerk (vleone@ci.new-hope.mn.us) | |
| Sue Virnig, City Clerk | 763-593-8010 | 4401 Xylon Avenue North | 763-531-5100 (general) |
| 7800 Golden Valley | SVirnig@goldenvalleymn.gov | New Hope 55428 | 763-531-5136 (fax) |
| Road | | | |
| Golden Valley 55427 | 763-593-8000 (general) | | |
| Medicine Lake | | Plymouth | |
| Mary Anne Young, Mayor | | Doran Cote, Director of Public Works | |
| 145 Peninsula Rd. 55441 | 763-544-3285 | Laurie Ahrens, City Manager | |
| Nancy Pauly, City Clerk (nancy.pauly@gmail.com) | | Sandra Engdahl, City Clerk (sengdahl@ci.plymouth.mn.us) | |
| 10609 South Shore Drive | | 3400 Plymouth Boulevard | 763-509-5000 (general) |
| Medicine Lake 55441 | 763-542-9701 | Plymouth 55447 | 763-509-5060 (fax) |
| Minneapolis | | Robbinsdale | |
| Steven Kotke, Director of Public Works and City Engineer | | Marcia Glick, City Manager | |
| 350 South 5 th Street, | 612-673-2443 | Richard McCoy, City Engineer | |
| Room 203 | | | |
| Casey J. Carl, City Clerk | 612-673-2216 | Tom Marshall, City Clerk | 763-531-1252 |
| | | tmarshall@ci.robbinsdale.mn.us | |
| 350 S 5 th St, Room 304 | cityclerk@minneapolismn.gov | 4100 Lakeview Avenue N. | 763-537-4534 (general) |
| (All Minneapolis 55415) | 612-673-3000 (general) | Robbinsdale 55422 | 763-537-7344 (fax) |
| St. Louis Park | | | |
| Mike Rardin | 952-924-2551 | | |
| Director of Public Works | 952-924-2663 (fax) | | |
| Tom Harmening, City Manager ** | | | |
| Scott Brink, City Engineer | | | |
| Nancy Stroth, City Clerk | nstroth@stlouispark.org | | |
| 5005 Minnetonka Blvd | 952-924-2500 (general) | | |
| St. Louis Park 55416 | 952-924-2170 (fax) | | |

Bassett Creek Watershed Management Commission 2012 Administrative Calendar

| January 2012 | February 2012 | March 2012 | April 2012 |
|--|--|---|--|
| MEETING – JANUARY 19 <ul style="list-style-type: none"> January 5 – TAC meeting, 1:30 p.m. January 31 - End of Fiscal Year Direct auditor to prepare audit report Terms end for Crystal, Golden Valley, and Medicine Lake Resolution to appoint official depositories; Discuss CIP projects' admin expenses reimbursement | MEETING – FEBRUARY 16 <ul style="list-style-type: none"> February 14 – Admin Cmtee meeting; 8:00 a.m. BCWMC Organizational meeting – elect officers; Discuss BCWMC mission and goals; Discuss 2011 Commission – TAC liaisons Assessment payments from member-cities due February 1 | MEETING – MARCH 15 <ul style="list-style-type: none"> March 7 –TAC mtg, 1:30 p.m. March 22 – Plymouth Env. Quality Fair March 29 – BCWMC Special Mtg – Next Generation Plan | MEETING – APRIL 19 <ul style="list-style-type: none"> April 5 – TAC mtg, 1:30 p.m. April 13-14 – Plymouth Yard/Garden Expo Audit Report to State Auditor |
| May 2012 | June 2012 | July 2012 | August 2012 |
| MEETING – MAY 17 <ul style="list-style-type: none"> Review Draft Budget; Final Annual Report presented for approval and submitted to BWSR and member cities | MEETING – JUNE 21 <ul style="list-style-type: none"> Budget must be approved by Commission by July 1 to meet 30-day city review; Budget must be received by member cities by July 1 for 30-day review | MEETING / PUBLIC MEETING – JULY 19 <ul style="list-style-type: none"> Public meeting on proposed minor plan amendment LMCIT annual invoice; Receive first half of ad valorem tax (early July); | MEETING – AUGUST 16 <ul style="list-style-type: none"> August 6 – 45-day review period ends for BWSR to act on whether plan amendment is minor or not. August 21 – Minor Plan Amendment on Hennepin Co. Board mtg. agenda |
| September 2012 | October 2012 | November 2012 | December 2012 |
| MEETING / PUBLIC HEARING-SEPTEMBER 20 <ul style="list-style-type: none"> September 6 – TAC meeting, 1:30 p.m. Public Hearing on NL-2-Four Seasons Mall Water Quality Project Submit maximum levy ad valorem tax request to Hennepin County | MEETING – OCTOBER 18 <ul style="list-style-type: none"> Prepare letters re: deadline to receive applications for the Channel Maintenance Fund during next year's construction season | MEETING-WEDNESDAY, NOVEMBER 15 | MEETING – DECEMBER 20 <ul style="list-style-type: none"> Prepare resolution to transfer 2012 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts. |