

Bassett Creek Watershed Management Commission

Agenda

11:30 a.m., Thursday, April 21, 2011

Golden Valley City Hall – 7800 Golden Valley Road, Golden Valley 55427

1. CALL TO ORDER
2. APPROVAL OF AGENDA AND CONSENT AGENDA - Items marked with an asterisk (*) will be acted on by one motion. There will be no discussion of the Consent Agenda items unless a commissioner requests.
3. CITIZEN INPUT ON NON-AGENDA ITEMS
4. ADMINISTRATION
 - A. Presentation of March 17th meeting minutes *
 - B. Presentation of Financial Statements *
 - C. Presentation of Invoices for Payment Approval
 - i. Kennedy & Graven – Legal Services through February 28, 2011
 - ii. Barr Engineering – Engineering Services through 3/25/11
 - iii. Watershed Consulting, LLC – Geoff Nash Administrator Services through 3/31/11
 - iv. Amy Herbert – March Administrative Services
 - v. D'amico-ACE Catering – April 2011 Meeting Catering
 - vi. Shingle Creek – 2011 WMWA Workshops through 4/6/11
 - vii. Shingle Creek – WMWA Quarterly General Expenses (Corrected from 3/7/11 invoice)
 - viii. Rice Creek Watershed District – Blue Thumb brochures for Education Committee
 - ix. SEH – Sweeney Lake TMDL Study through 3/15/11
 - D. Final Decision on 2011 CAMP monitoring locations and Contract with Met Council Environmental Services for 2011 CAMP Program (*verbal*)
 - E. Motion not to waive monetary limits on BCWMC's Torts Liability Insurance through LCMT (*see form*)
 - F. Execute Contract with Kennedy & Graven for Legal Services to the BCWMC for 2011-2012 (*see Agreement for Legal Services*)
5. NEW BUSINESS
 - A. Discuss Draft 2010 Annual Report (*see draft Annual Report*)
 - B. Contract for 2011 and 2012 Engineering and Technical Services
6. OLD BUSINESS
 - A. Cooperative Agreement for Sweeney Lake Outlet Reconstruction Feasibility Report (*see Agreement*)
 - B. Funding/ Cooperative Agreement for Bassett Creek Main Stem Restoration Project (*see Amendment*)
 - C. Funding/ Cooperative Agreement for Plymouth Creek Restoration Project (*see Amendment*)
 - D. Reimbursement Request from City of Plymouth for Plymouth Creek Restoration Project (*see request*)
 - E. TAC Recommendations (*see April 2011 TAC memo and 4-5-11 memo by Barr Engineering Company*)
 - i. Transition Plan for Barr Engineering Company – (*to be discussed with item 5B*)
 - ii. Engineering/ Technical Pool
 - iii. 2011 Watershed Tour
 - F. Clean Water Legacy Grant Fund – Local Match Update (*see e-mail and letter from BWSR*)
 - G. Education Committee (*see Education Committee notes*)
7. COMMUNICATIONS
 - A. Chair
 - B. Administrator (*see Administrator's report*)
 - C. Commissioners
 - D. Committees
 - E. Counsel (*see 4-8-11 Revised CIP Major Plan Amendment Process*)
 - F. Engineer
8. INFORMATION ONLY: Erosion Control Inspections April 4 -8, 2011
9. ADJOURNMENT

Bassett Creek Watershed Management Commission

Minutes of the Meeting of March 17, 2011

1. Call to Order

The Bassett Creek Watershed Management Commission (BCWMC) was called to order at 11:30 a.m., on Thursday, March 17, 2011, at Golden Valley City Hall by Chair Loomis. Ms. Herbert conducted roll call.

Roll Call

<i>Crystal</i>	Commissioner Pauline Langsdorf	<i>Administrator</i>	Geoff Nash
<i>Golden Valley</i>	Commissioner Linda Loomis, Chair	<i>Counsel</i>	Charlie LeFevere
<i>Medicine Lake</i>	Commissioner Ted Hoshal	<i>Engineer</i>	Karen Chandler
<i>Minneapolis</i>	Alternate Commissioner Lisa Goddard	<i>Recorder</i>	Amy Herbert
<i>Minnetonka</i>	<i>Absent</i>		
<i>New Hope</i>	Alternate Commissioner Al Sarvi		
<i>Plymouth</i>	Commissioner Ginny Black, Vice Chair		
<i>Robbinsdale</i>	<i>Absent</i>		
<i>St. Louis Park</i>	Commissioner Jim de Lambert, Secretary		

Also present: Laura Adler, BCWMC Technical Advisory Committee, City of St. Louis Park
Derek Asche, BCWMC Technical Advisory Committee, City of Plymouth
Jeannine Clancy, BCWMC Technical Advisory Committee, City of Golden Valley
Jack Frost, Metropolitan Council Environmental Services
Christopher Gise
Dave Hanson, Alternate Commissioner, City of Golden Valley
Tom Mathisen, BCWMC Technical Advisory Committee, City of Crystal
Richard McCoy, BCWMC Technical Advisory Committee, City of Robbinsdale
Jeff Oliver, BCWMC Technical Advisory Committee, City of Golden Valley
Keith Pilgrim, Barr Engineering Company
Jason Quisberg, Bonestroo/ City of New Hope
Liz Stout, BCWMC Technical Advisory Committee, City of Minnetonka
Brad Wozney, Minnesota Board of Water and Soil Resources

2. Approval of Agenda and Consent Agenda

Chair Loomis removed the March financial report from the Consent Agenda at the request of Administrator Nash. Commissioner Black moved to approve the Consent Agenda as amended and to approve the agenda. Commissioner Langsdorf seconded the motion but added that the date of the Zachary Lane Environmental Fair was incorrect in the February meeting minutes and the date should be listed as May 12th. Chair Loomis requested reordering the agenda to move up today's presentations so that they would follow Agenda item 3 – Citizen Input on Non-agenda Items. Commissioner Black and Commissioner Langsdorf approved the friendly amendment to the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

3. Citizen Input on Non-Agenda Items

Alternate Commissioner Al Sarvi brought up an item as a resident of New Hope. He said that the residents around Northwood Lake have a lot of concerns about geese. He asked if anyone knew of a regional organization that had a goose management plan or if there should be a local movement for the creation of such a plan. Mr. Asche said that a few years ago the City of Plymouth had a goose management program and that the City worked through the University of Minnesota. He said that the

City had stopped that program and the professor that headed the program handed it over to someone else. Mr. Asche volunteered to do a little research to try to track down a contact. Alternate Commissioner Hoshal added that the City of Medicine Lake has a contract with the Canada Goose Program through the University of Minnesota and that he can provide that contact information to Alternate Commissioner Sarvi.

4. Administration

Administration items were deferred to later on the agenda.

5. New Business

- A. Presentation by Brad Wozney, Board Conservationist with the Minnesota Board of Water and Soil Resources (BWSR), on the Watershed Management Plan Process and 8410 Rules Revisions. Mr. Wozney gave a brief overview of the three different ways that watersheds are organized: joint powers organizations, watershed districts, and as a function of county government, which are typically governed by the county planning department. He reminded the Commission that Watershed Management Plan revisions are required every ten years and that BWSR's process for watershed management plans is captured in the 8410 rules, which are currently being revised. He also reminded the Commission that Mr. LeFevere and Ms. Chandler, BCWMC staff, are part of the Advisory Committee for the 8410 rules revision.

Mr. Wozney recommended that the Commission consider engaging the Mississippi WMO, Scott WMO, and Carver WMO in dialogues regarding their experiences with the Plan approval process. He mentioned that similarly to the BCWMC, the Shingle Creek WMO would be going through their revision process concurrently with the 8410 rules revision process.

Mr. Wozney stated that BWSR envisions that the BCWMC will create the Plan with the intent that there will be frequent updates throughout and the Capital Improvement Plan will be reviewed every two years at the minimum.

Mr. Wozney referred to the handout entitled, "Revised Watershed Management Plan Process under draft revised 8410 rules." He said that although it is not listed on the handout, BWSR strongly recommends that the first action the Commission should undertake is a visioning process. Mr. Wozney said the Commission should envision what it wants its watershed to look like in 10 years. He continued by saying that the Commission's vision process could include considerations for its goals for the next 10 years in terms of the watershed's natural resources, its administration, and its external communications as in how does the organization deal with all of these members jointly. Mr. Wozney reiterated that BWSR strongly advised the Commission to go through a visioning process. He said that once the Commission completes that visioning process, it should begin with the steps laid out by BWSR in its "Revised Watershed Management Plan Process."

Mr. Wozney explained that step one is to establish a means of public and technical participation in the revision process that is acceptable to BWSR. He mentioned that JPA WMOs aren't required to have formal technical and citizen advisory committees, but if the Commission isn't going to use that model then BWSR and the Commission would need to reach an agreement on an acceptable method for obtaining the necessary participation. He recommended that the Commission let BWSR know its intent for the public participation process very soon. Mr. Wozney referred to his second handout, entitled "Example Methods for Acquiring Public Input," and added that another idea would be to conduct an online survey, such as through Survey Monkey, for watershed residents and to enter respondents in a drawing for a prize such as a large-screen television. He said he thinks the public input process will be a combination of the public coming to the BCWMC with input and the BCWMC going to the public to request input.

He said that steps two and three are typically combined and are the notification processes to let stakeholders know that input is requested. Mr. Wozney said that the Commission has a very effective TAC process. He added that the Commission could consider involving in the stakeholder process all relevant city departmental staff such as public works, the Three Rivers Park District, and Hennepin County. Mr. Wozney commented that individual commissioners' input should be gathered during the visioning process he already described. He said the Commission's input into the goals and the actions are important and should be documented.

Mr. Wozney explained that step 4 is to receive, review, and discuss the input that was received. He explained that this step is really the kickoff of the planning process. He added that part of this step is documenting that an effective public mechanism was utilized.

He moved on to step 5, which is working through priority issues. He said that the Commission will want to assess the issues identified in its earlier steps. Mr. Wozney spoke about trend analysis and said that as part of the plan the Commission should develop trend analyses to determine whether the waterbodies are improving, hitting plateaus, or getting worse, which will play into the prioritizing process. He said the Commission will want to evaluate all relevant plans and programs, such as monitoring, modeling, previous studies, clean water plans, and resource management plans. He spoke about gap analysis and referred to the gap analysis handout he passed out. Mr. Wozney clarified that these plans are "watershed" plans not "watershed management organization" plans. He instructed the Commission to take inventory of what everyone in the watershed is doing and then to identify the gaps. He said the Commission could also conduct a gap analysis of issues by taking into consideration all that is going on with local water plans and stormwater pollution prevention plans (SWPPPs). Mr. Wozney said that BWSR hopes to provide more guidance on that piece.

Mr. Wozney said that BWSR recommends that the Commission keeps the state agencies informed early in the process and that BWSR is pushing the state agencies to provide input to the watershed organizations early in the process. He reminded the Commission that although BWSR awards the Clean Water Fund grants, the state agencies help to rank and ultimately determine the fate of the CWL grant applications.

He continued with the plan process and explained that the next portion of the process is the plan content as described starting with step 6 "Goals" listed on the handout "Revised Watershed Management Plan Process under draft revised 8410 rules. Mr. Wozney stated that the Commission should make its goals outcome-based and measurable. He said to avoid the use of the following terms in the plan: support, encourage, working with, cooperating with, and whenever possible. He said those terms are nebulous and it would be hard to tell when those goals have been accomplished. Mr. Wozney said that the Commission should establish procedures for grading performance for each goal at a minimum of every two years.

Mr. Wozney moved onto step 7 – implementation. He said that BWSR wants the Commission to concentrate on this component and basically spend the most time working on this area. He said that in this step the Commission will clearly define who will do what, when, and for how much. Mr. Wozney said that BWSR expects there to be a robust Capital Improvement Plan included in the Commission's plan. He commented that the plan signals the watershed's intentions to its taxpayers and that being vague isn't fair to them and conversely being clear and as specific as possible will give the Commission an advantage.

He briefly touched on steps 8 and 9, which describe plan amendments and the annual report and audit component.

Mr. Wozney added that he recommends that the Commission do things as a service to its member cities. He also added an outside-of-the-box suggestion. He remarked on Hennepin County's interest in learning more and considering the pursuit of legislation to grant joint powers WMOs in Hennepin

County special taxing authority, which is the Mississippi WMO model. He suggested that the Commission consider that idea and decide if it supports it or not and maybe even go as far as having language in its plan to incorporate that possibility. Mr. Wozney suggested that having BWSR and the County in the room with the Commission may facilitate that process.

He mentioned assessment programs and again highlighted the importance of the Commission establishing an assessment process as part of its plan and that it will undertake at least every two years. Mr. Wozney mentioned BWSR's PRAP (Performance Review and Assessment Program). He said that one of the components is whether the organization has a commissioner training plan and he added that the Commission could discuss its training plan or its needs for a training plan as part of the revision process. Commissioner Black asked if the every-two-year assessment process relates to the Commission's annual audit and report process. Mr. Wozney said that they aren't the same processes although the Commission would likely report its Plan assessment process and information as part of its annual report. Mr. Wozney commented that he particularly likes the Commission's model of appending the audit with the activity report. He says the areas in which BWSR sees deficiencies in other annual reports is in the assessment of implementation and the assessment of implementation by the local water plans.

Mr. Wozney said that another component to determine the Commission's success would be an evaluation of budget figures such as the percent of administrative expenses versus the percent of construction costs. He pointed out that the Commission should make sure that its Joint Powers Agreement should provide all of the authorities its needs to implement its next plan.

Mr. Wozney opened the discussion up for questions. Ms. Clancy asked about revision of goals between second and third generation plans for plans that already have detailed goals. Mr. Wozney replied that potentially and even likely the Commission's goals will stay the same and the Commission will just take the goals to the next level of implementation.

There was some discussion about the amount of time it will take BWSR to review the plan once it's submitted by the Commission and whether the Commission should consider submitting the plan to BWSR on a conservative timeline, meaning the Commission would allow plenty of time for BWSR to review the plan prior to the plan's expiration in September 2014. Mr. Wozney added that according to today's BWSR policy, if an organization's plan expires, it is not eligible for Clean Water Legacy Grant Funds.

Mr. Hoshal asked if Mr. Wozney knew of any WMOs restructuring into watershed districts. Mr. Wozney said he didn't know of any organizations considering restructuring into the district model but that there are WMOs considering gaining a special taxing authority designation.

6. Old Business

D. 2010 Water Quality Monitoring Activities:

- i. **2010 Lake Water Quality Study for Medicine Lake.** Dr. Keith Pilgrim, limnologist with Barr Engineering Company, provided a PowerPoint presentation and discussed the Commission's water quality monitoring program on Medicine Lake and its results from the 2010 monitoring. He said that the long-term monitoring program on the lake detects land-use changes, BMP implementation, in-lake activities, and other changes such as affects of climate.

Dr. Pilgrim explained that phosphorus, chlorophyll *a*, clarity, temperature, conductivity, and dissolved oxygen are measured to evaluate the health of the lake. He said that phytoplankton, zooplankton, and aquatic plants are also monitored as part of the

Commission's program.

Dr. Pilgrim showed the phosphorus data and explained that the trend analysis showed that the 2010 changes in phosphorous and chlorophyll *a* were not significant, although there were some fluctuations, perhaps due to climate. He said that the clarity of the lake has improved since the late 1990s and he is not sure why there has been that improvement. He said clarity is typically a function of phytoplankton, but the improvement could be that less suspended solids are being discharged into the lake due to implementation of BMPs.

Dr. Pilgrim showed the 2010 water quality monitoring results in comparison to state standards. He said the lake is not meeting the state standards for Secchi depth evaluation of clarity, total phosphorous, or chlorophyll *a*. He compared the 2010 results to the Bassett Creek WMO's goals, which are more stringent than state standards, and said that the lake water quality is not meeting the WMO's goals for Secchi depth evaluation for clarity, total phosphorous, or chlorophyll *a*.

He commented on the plant growth in the lake and said that it is medium-density and grows to the 10-foot contour, which means mostly along the shoreline. He discussed potential changes in the lake with the implementation of further BMPs. Dr. Pilgrim said that it would be important for the Commission to track and document projects and activities that reduce phosphorous loading to Medicine Lake.

Commissioner Black asked if there is any way to correlate the weather patterns to the water quality of the lake. Dr. Pilgrim said yes there are ways to evaluate those impacts. He said weather patterns change how much phosphorous loading there is into the lake and they also affect the lake's internal processes. Commissioner Hoshal commented on the benefit of collecting data on chloride in the lake via chloride monitoring.

- ii. **Twin Lake Phosphorous Internal Loading Investigation.** Dr. Pilgrim said that his understanding is that there has been Commission concern about levels of phosphorous increasing in recent years so this water quality study was structured to try to identify the reason or reasons for the increase. He explained that Twin Lake has a very different structure than Medicine Lake. Dr. Pilgrim stated that Twin Lake is small, deep, and sheltered and is in a small, undeveloped watershed. He said the lake is strongly stratified and is largely self-contained. Dr. Pilgrim noted that changes in the lake are largely due to climate.

He said that sediment cores didn't show extremely high phosphorous levels for lakes in the Twin Cities metro area. Dr. Pilgrim said this lake is highly stratified. He added that the lake has low dissolved oxygen at the bottom and below 16 feet the dissolved oxygen is nearly permanently low. He said that this lake doesn't mix except once in the spring and once in the fall and the lake doesn't have any net loss in phosphorous like some lakes have.

Dr. Pilgrim addressed the topic of the increase in phosphorous in Twin Lake in recent years. He said the increase tracks well with the temperature on the bottom of the lake. Dr. Pilgrim said that the increase in temperature has the effect of increasing sediment oxygen depletion and phosphorous release from lake bottom sediments. He also explained that as Twin Lake becomes more eutrophic (more algae) the lake will stratify more towards the lake's surface and the oxygen depletion will rise upwards. He stated that as oxygen depletion rises upwards, more of the lake's bottom surface area is exposed to low oxygen and more internal loading occurs. He added that the recent increase in internal loading appears to be a natural, climatic process. He also noted that there could be two outcomes of recent increase in algae in Twin Lake: 1. The stratification dynamics of the lake change permanently pushing it into a more permanent eutrophic state; or, 2. With colder weather

the lake reverts back to its historic trophic state.

Dr. Pilgrim pointed out that there are some management options that could be taken. He said the lake sediments could be treated with iron, aluminum, or calcium to bind to the phosphorous to stop internal loading. Dr. Pilgrim said that biomanipulation is an option to affect zooplankton and algae levels. He said barley straw could be used as an annual treatment to inhibit algal growth. He said that lake aeration would increase the oxygen levels of the lake but may not necessarily stop the internal loading of the lake. He said aeration helps iron bind to phosphorous, so if a lake is iron-poor then aeration wouldn't help. Dr. Pilgrim said there is also the wait and see approach in order to discover if the increase in phosphorous is a natural phenomenon and if temperature changes would change the phosphorous levels.

Commissioner Hoshal asked about discharges from the relatively recent development on Twin Lake. Mr. Oliver responded that there are no discharges into Twin Lake from the development.

4. Administration

- A. Presentation of the February 17, 2011, BCWMC meeting minutes. The February 17, 2011, meeting minutes were approved under the Consent Agenda.
- B. Presentation of the Financial Statement. Administrator Nash said that he would like Commission direction to work with Deputy Treasurer Sue Virnig to update the construction project financial report and the project analysis spreadsheet. Commissioner Black suggested that the Commission create a policy with criteria that would facilitate the Commission closing CIP projects. Chair Loomis suggested that the topic be discussed with the Deputy Treasurer. Commissioner Black moved to approve staff updating the financial reports. Alternate Commissioner Goddard seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

Commissioner Langsdorf brought up the confusion around paying for West Metro Water Alliance expenses out of two budget lines and suggested that the WMWA expenses all be paid out of one education budget line, which would require the financial report to reflect the reallocation of those budgeted funds. Commissioner Black moved to combine the Education and Public Outreach and the Watershed Education Partnerships budgets into one budget. Commissioner Langsdorf seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote.]

Commissioner Black moved to receive and file the March financial report. Commissioner Langsdorf seconded the motion. The motion carried unanimously [Cities of Minnetonka and Robbinsdale absent from vote.]

The general and construction account balances reported in the March 2011 Financial Report are as follows:

Checking Account Balance	718,806.17
<i>TOTAL GENERAL FUND BALANCE</i>	<i>718,806.17</i>
Construction Account Cash Balance	1,622,365.53
Investment due 3/18/2014	1,010,687.50
Investment due 5/13/2015	508,918.39
Investment due 9/16/2015	512,059.83

<i>TOTAL CONSTRUCTION ACCOUNT BALANCE</i>	3,654,031.25
<i>-Less: Reserved for CIP projects</i>	4,986,804.86
<i>Construction cash/ investments available for projects</i>	(1,332,773.61)

C. Presentation of Invoices for Payment Approval.

Invoices:

- i. Barr Engineering Company – Engineering Services through February 25, 2011
- invoice for the amount of \$32,184.69.
- ii. Watershed Consulting, LLC – Geoff Nash Administrator Services through
January 31, 2011 – invoice for the amount of \$3,795.40.
- iii. Amy Herbert – February Recording Administrator Services - invoice for the
amount of \$2,787.46.
- iv. D'amico Catering – March Meeting Catering - invoice for the amount of
\$359.37.
- v. JASS – 2011 WMWA Workshops through 1/5/11 – invoice for the amount of
\$279.50.
- vi. Shingle Creek Watershed Management Commission – 2011 WMWA
Workshops through 3/1/11 – invoice for the amount of \$364.17.
- vii. JASS – WMWA General Expenses Quarterly Invoice through March 11, 2011
– invoice for the amount of \$141.73.
- viii. Shingle Creek Watershed Management Commission – WMWA General
Expenses Quarterly Invoice through March 11, 2011 – invoice for the amount of
\$518.66.
- ix. MMKR – Progress Billing for Audit Services through 1/31/11 – invoice for the
amount of \$1,500.

Commissioner Black moved to approve the payment of the invoices i – ix. Commissioner Langsdorf seconded the motion. By call of roll, the motion carried with six votes in favor [Cities of Minnetonka, New Hope, and Robbinsdale absent from vote].

- D. Order Production of 2010 Annual Report. The Commission discussed the format of its 2009 annual report and changes that it would like to its 2010 report. Commissioner Black moved to direct Administrator Nash to draft the 2010 annual report with the revisions he deems necessary and to present the draft at the BCWMC's April meeting. Commissioner Goddard seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

6. Old Business

- A. 9209 40 ½ Avenue Compensating Storage: New Hope. Ms. Chandler reported that the City of New Hope contacted the Commission that there has been 33 cubic yards of compensating storage provided to compensate for the floodplain fill at the site of the residence. She reminded the Commission that it had directed the City to work out between the City and the resident to provide

21 cubic yards of storage and to update the Commission. Ms. Chandler said that more than 21 cubic yards of compensating storage has been provided and asked if there are any questions. Chair Loomis thanked the City of New Hope for working through the issues.

- B. Discuss Sweeney Lake Outlet Project Schedule, Public Hearing, and Cooperative Agreement.** Mr. LeFevere summarized that the Sweeney Lake Outlet Project is a maintenance project instead of a capital improvement project. He said that the Joint Powers Agreement requires a feasibility report and public hearing whenever a project is constructed by a member. Mr. LeFevere recommended that the Commission follow the formal process for this maintenance project included mailing notice to the member city clerks, ordering a feasibility report, and holding a public hearing. He suggested that the public hearing not be set until the Commission decides who is going to do the feasibility report and when it is going to be done.

Ms. Chandler added that the feasibility report in the case of this replacement project would be more of a preliminary design. She said that the Commission would want to obtain at least one soil boring, which would cost approximately \$1,500. Ms. Chandler said that the cost estimate for Barr Engineering to produce a preliminary design for the project would be approximately \$5,000 on top of the cost of the soil boring.

Mr. Mathisen asked if the Commission could put together an RFP for the feasibility report and design so that the same contractor could do both. Mr. LeFevere said that the Commission could handle the project that way. He said that in the past the Commission has handled the feasibility reports for the Commission and the cities have handled the contract for the construction but the Commission could coordinate with the city so that the Commission uses the same consultant for the feasibility report and the design.

Mr. Oliver agreed with the benefit in the continuity of the same company doing the preliminary design and the construction documents. He said the City would be favorable to go through its selection process to choose a contractor to do the feasibility report and the design. Mr. LeFevere said the Commission could also ask for the City's input and if the Commission agrees with the City's selection then the Commission could use that firm to prepare the feasibility report. Mr. Oliver recommended that the Commission contract with the City for the City to provide the feasibility report and the project design.

Commissioner de Lambert moved to direct the attorney to prepare for the April BCWC meeting a letter of understanding between the City of Golden Valley and the Commission that the Commission requests that the City go forward with its processes to hire a contractor to prepare the feasibility report and the preliminary design for the Sweeney Lake Outlet Project. Commissioner Black seconded the motion. The motion carried unanimously with seven votes in favor [City of Minnetonka and Robbinsdale absent from vote].

C. TAC Recommendations

- i. Hydrologic and Hydraulic Modeling and Water Quality Modeling in the Watershed.** Administrator Nash summarized that the TAC recommended updating both the hydrologic – hydraulic model and the water quality model. Ms. Chandler provided detailed information about the current status of the existing models, discussed the benefits of updating the models and the use of the information to the Commission and the cities, discussed XP-SWMM models, and the cost of updating the models.

Ms. Chandler explained that the Commission Engineer presented two options at the planning level for the TAC to consider regarding updating the hydrologic and hydraulic

models. She said the Commission Engineer's cost estimate for option one, which is converting the model in its current format and updating it to the most current version of those models, is \$77,000, including the cost for calibration. She said that option two, which is converting the entire watershed's hydrologic and hydraulic models to XP-SWMM, would cost \$70,000 including calibration. She reported that the TAC discussed the options and recommended that the Commission convert the hydrologic and hydraulic model to XP-SWMM.

Ms. Chandler explained that the TAC discussed updating the water quality model with the newest version of P8 and updating current land use and runoff/ drainage and BMP (best management practice) conditions. She said that if this updated model was in place then the Commission could use it as a tool to evaluate the potential impact on the watershed of proposed projects. Ms. Chandler said the TAC recommended that the Commission institute a surcharge to permit fees to underwrite the costs of annual updates to the model. She reported that the estimated cost for converting to the new P8 model and updating it with current information and calibrating it would cost approximately \$135,000.

Ms. Chandler brought to the Commission's attention the communication from Mike Trojan, MPCA, to the Commission Engineer regarding MPCA-required reporting on TMDL BMP implementation. She noted that the Commission's first report to the MPCA will be due February 8, 2012, which would be one year out from the TMDL's approval date, assuming the MPCA has its forms and processes ready in time.

Mr. Mathisen remarked that there would need to be an official proposal for the work. Ms. Chandler said yes, these estimates were for planning purposes at the Commission's request. Commissioner Black said that she supports the Commission going out for an RFP for the work. She said that she has some concerns about the cost of the updates because it would mean that the cities would see a 20% increase in the Commission's budget and the cities would really need to take a look at that. She also commented that she is worried about overlap or duplicative effort by staff during the ongoing updating process between cities and the Commission. She said she would like to hear how the model could be put "in the cloud" so that cities can update the model in real time. Ms. Goddard mentioned that XP-SWMM is an expensive model and not everyone has it and actually may not even want it because it can be a temperamental program. Ms. Clancy commented that most cities don't have XP-SWMM either. Mr. Oliver added that the TAC recommended that a permit fee surcharge be added to cover the cost of updating the model on an ongoing basis.

Ms. Clancy said that the TAC envisions the model-update project as a CIP improvement and not as an operating cost. She said that when the Commission's data isn't up-to-date then the cities pay for it. She said she thinks that in the long term this initiative will be a benefit to all of the cities.

Mr. LeFevere said the project isn't bricks and mortar but could potentially be funded through the construction fund via funds left from the tunnel construction. He estimated the funds to be in the amount of \$1.5 million and said that there are no legal limitations on the use of those funds.

Chair Loomis said that the Budget Committee should discuss options for working such a cost into the budget at the Budget Committee meeting. She asked if XP-SWMM is the appropriate model to use. Ms. Clancy replied that the information would come out during the RFP process. Chair Loomis commented that if the Commission isn't going to be doing the project until 2012 then it seems too early to go out for RFPs so the Budget Committee will need to use the Commission Engineer's planning level cost estimates for its discussions.

- ii. **Recommendations for 2011 Watershed Tour.** Administrator Nash listed the tour stops recommended by the TAC as written in the March 7, 2011, TAC memo. He said the TAC also recommended holding the tour on a weekday afternoon in June to be able to accommodate more attendees. The Commission agreed to the tour stops recommended by the TAC and decided to hold the tour on the afternoon of Wednesday, June 22nd.
- iii. **Recommendations for Engineering and Technical Services.** Administrator Nash reported that the TAC recommended that the Commission approve Barr Engineering Company for a two-year contract with the BCWMC for Engineering and Technical Services. He said the TAC also recommended that the Commission go out for a full RFP every ten years. He said the TAC also recommended that the Commission direct the TAC to develop a short list of contractors that the Commission could contact to request proposals for engineering and technical services for projects. Administrator Nash said that the TAC directed the Administrative Services Committee and the Administrator to develop a plan of succession with Len Kremer and Barr. He said that the TAC also recommended that the Commission direct him to have a discussion with Barr Engineering about its fee schedule because an analysis of Barr's fee schedule would be in order given the economy.

Commissioner Black said that she would need to see a contract before she votes and that she would like the Commission to direct the Administrator to talk to Barr Engineering Company about its fees and to bring a contract in front of the Commission at its April meeting.

Commissioner Black moved to approve pursuing a two-year contract with Barr Engineering pending the discussion with Barr on its fee schedule and the contract coming in front of the Commission at its April meeting. Commissioner Hoshal seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

Commissioner Black said that she would have a hard time approving a contract that had any cost increases. Commissioner Black stated that cities are getting decreases and that public employees are getting decreases as well and she thinks that what's fair for the public sector is fair for the private sector.

Commissioner Black commented that the recommendation that the Commission go out for a full RFP for Engineering and Technical Services every 10 years seems like a policy and should go to the Administrative Services Committee. The Commission directed it to the Administrative Services Committee to fashion the recommendation into a Commission policy.

Alternate Commissioner Goddard asked if the TAC had considered how it would go about getting its list of three pre-qualified contractors. Chair Loomis said that the TAC was straight-forward about who it thought was qualified and who wasn't out of the proposals it received, although project work is a little different. Ms. Clancy said that the TAC meant for the Commission to direct the task to the TAC, which would use the same practice as the cities do and develop an RFI for Engineering and Technical Services.

Chair Loomis moved to direct the TAC to develop the RFI. Commissioner Black seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

Commissioner Hoshal recommended that the Commission notify the firms that submitted letters of interest of the Commission's decision and to thank them for their submittals. The

Commission directed Administrator Nash to draft and send out the letters.

D. 2010 Water Quality Monitoring Activities. Discussed earlier in Agenda.

E. Education Committee.

- i. Commissioner Langsdorf stated that the Education Committee is seeking approval of the Commission for entering into a modified contract with writer Judy Arginteanu. She said the contract is modified to allow the Commission to submit the articles to the newspaper under the name of a Commission representative and she would not be responsible for marketing the articles and the Commission would pay \$300 per each of the two articles. Commissioner Black moved to approve the contract with Judy Arginteanu. Commissioner Langsdorf seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].
- ii. Commissioner Langsdorf said that she thinks that the Commission should send thank you notes each year to its CAMP volunteers.
- iii. Commissioner Langsdorf reported on the first Pathway to Clean Water forums and said that there need to be more registrants or the March 23rd forum will be cancelled.
- iv. Commissioner Langsdorf announced that the League of Women Voters will be playing the watershed game on April 5th at the New Hope City Hall.
- v. Commissioner Langsdorf stated that the Plymouth Yard and Garden Expo will be on April 8th and 9th and the Education Committee needs at least one more volunteer to help with the event.
- vi. Commissioner Langsdorf reported that the first rain garden workshop of the year will be held on April 14th at Meadowlake Elementary School in New Hope.
- vii. Commissioner Langsdorf announced that the Zachary Lane Environmental Fair will be held on May 12th and the Education Committee needs an additional volunteer to help with the event.
- viii. Commissioner Langsdorf noted that she brought in and set up the BCWMC's education displays today so commissioners can see what is available for their use with the displays. She announced that reservations for the use of the display are handled through Amy Herbert. Ms. Herbert added that Barr Engineering has offered to create at its own expense, as a thank you to the BCWMC as a Barr Engineering Client, an online calendar for the BCWMC's Web site to track the display reservations. The Commission agreed to the development of the online reservation calendar.
- ix. Commissioner Langsdorf asked the member cities to let her know if they need more educational brochures such as the "10 Best Things" brochure. She said new brochures will be arriving next week from Blue Thumb.

7. Communications

A. Chair:

- i. Chair Loomis commented that there are a lot of education opportunities coming up. She added that this year the BCWMC's Budget Committee will look into funding commissioner participation in education opportunities.

B. Administrator:

- i. Administrator Nash announced that he has been doing the eLink reporting for the BCWMC's grants and on behalf of the City of Plymouth and the City of Golden Valley for their Hennepin County-directed BWSR grant. He said that through the reporting process it has been discovered that the local match numbers that BWSR was assuming are different from the Commission's assumptions for the local match. He said that BWSR is expecting a local match for the Plymouth Creek restoration project in the amount of \$665,200 from the Commission and based on the Commission's grant application. Administrator Nash said that the amount doesn't take into consideration the Hennepin County grant awarded to the City of Plymouth, which really should be called a local match. He said that the same situation applies to the grant for the Bassett Creek Main Stem project. Administrator Nash said that he and Karen Chandler are working with BWSR to rectify the differences.
- ii. Administrator Nash reported that Metro Blooms received a contract from the Minnesota Conservation Corps for labor and Metro Blooms is moving ahead with the planning and the installation for 15 rain gardens.
- iii. Administrator Nash said that the Commission received today a reimbursement request from the City of Plymouth for the Plymouth Creek restoration project.
- iv. Administrator Nash stated draft Sweeney Lake TMDL public notice was posted today by the MPCA for public comment.
- v. Administrator Nash announced that he will be working on the BCWMC's annual report and that he expects to exceed his \$3,000 budget for March.

C. Commissioners:

- i. Commissioner Hoshal reported that he had attended a meeting of the Freshwater Society entitled "Community Clean ups for Water Quality." He said the program provided toolkits to groups wanting to undertake spring and fall and curbside leaf clean ups. He said that the group was interested in receiving leaves from each of the cleanup projects. Commissioner Hoshal said that the group explained that five 33-gallon bags of leaves equate to approximately one pound of phosphorous impact and that if leaves were removed from the stormwater drains then phosphorous would be removed from entering the lakes.

D. Committees: No Communications.

E. Counsel: No Communications.

- F. Engineer: Ms. Chandler reported that the Commission received an e-mail from Brad Wozney of BWSR communicating that the Commission's Major Plan Amendment request was received and that the deadline for comments is May 2nd.**

8. Adjournment

Mayor Loomis adjourned the meeting at 3:00 p.m.

Linda Loomis, Chair **Date**

Amy Herbert, Recorder **Date**

Jim deLambert, Secretary **Date**

Bassett Creek Watershed Management Commission 2011 Administrative Calendar

January 2011	February 2011	March 2011	April 2011
MEETING – JANUARY 20 <ul style="list-style-type: none"> January 6 – TAC meeting, 1:30 p.m. January 11 – WMWA, 8:30 a.m., Plymouth City Hall January 20 – Administrative Services Committee mtg following BCWMC mtg January 26 – Education and Public Outreach, Plymouth City Hall, 9:00 a.m. January 31 - End of Fiscal Year Direct auditor to prepare audit report Terms end for Plymouth, Robbinsdale, and St. Louis Park Resolution to appoint official depositories; Review TAC's recommendation re: CIP modifications; Approve resolution to reimburse Commission 2.5% of 2010 annual tax levy for admin expense charge for CIP projects & move funds from CIP acct to Administrative account. 	MEETING – FEBRUARY 17 <ul style="list-style-type: none"> February 3 – TAC meeting, 1:30 p.m. February 8 – Education and Public Outreach, Plymouth City Hall, 10:30 a.m. February 14 – Administrative Services Committee mtg, Golden Valley City Hall, 4:30 p.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 17 <ul style="list-style-type: none"> March 3 – TAC meeting, 1:30 p.m. March 8 – WMWA, 8:30 a.m., Plymouth City Hall 	MEETING – APRIL 21 <ul style="list-style-type: none"> April 7 – TAC meeting, 1:30 p.m. April 12 – WMWA meeting, 8:30 a.m. and Education and Public Outreach meeting immediately following Report to State Auditor
May 2011	June 2011	July 2011	August 2011
MEETING – MAY 19 <ul style="list-style-type: none"> May 5 – TAC meeting Receive and file final Audit; Review Draft 2012 Budget; Final Annual Report presented for approval and submitted to BWSR and member cities 	MEETING – JUNE 16 <ul style="list-style-type: none"> Possible presentation of feasibility studies June 22 – BCWMC Watershed tour, 4:00 p.m. Budget must be approved by Commission by July 1 to meet 30-day city review; Budget sent to member cities by July 1 for 30-day review 	MEETING – JULY 21 <ul style="list-style-type: none"> July 7 - TAC meeting LMCIT annual invoice; Receive first half of ad valorem tax (early July); 	MEETING – AUGUST 18
September 2011	October 2011	November 2011	December 2011
MEETING–SEPTEMBER 15 – possible public hearing on proposed projects in Plan amendment <ul style="list-style-type: none"> September 1 – TAC meeting Submit maximum levy ad valorem tax request to Hennepin County 	MEETING – OCTOBER 20 <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 16 <ul style="list-style-type: none"> November 3 – TAC meeting 	MEETING – DECEMBER 15 <ul style="list-style-type: none"> Prepare resolution to transfer 2011 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts. Send CIP Table (12-2) to member cities for review

Monthly Meeting

Meetings are held at 11:30 am, every third Thursday of the month (except the November meeting is on Wednesday, Nov. 16) 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 – 2012		
Pauline Langsdorf 8100 33 rd Ave. N., Crystal 55427 763-544-1317 langsdorfp@aol.com	Stuart Stockhaus 3437 Adair Avenue North, Crystal 55422 763-537-3181 StuJane@comcast.net	Tom Mathisen 4141 Douglas Dr. North, Crystal 55422 763-531-1160 763-531-1188 (fax) tmathisen@ci.crystal.mn.us
Golden Valley – 2012		
Mayor Linda Loomis, Chair City of Golden Valley 7800 Golden Valley Road, GV 55427 763-593-3990 763-593-8109 (fax) lloomis@goldenvalleymn.gov	David Hanson 1030 Angelo Dr., Golden Valley 55422 763-588-1478 davewhanson@gmail.com	Jeannine Clancy Director of Public Works City of Golden Valley 7800 Golden Valley Road, GV 55427 763-593-8035 763-593-3988 (fax) jclancy@goldenvalleymn.gov Jeff Oliver (alternate) City Engineer, City of GV 763-593-8034 763-593-3988 (fax) joliver@goldenvalleymn.gov Al Lundstrom (alternate) Environmental Coordinator, City of GV 763-593-8046 763-593-3988 (fax) alundstrom@goldenvalleymn.gov
Medicine Lake – 2012		
Ted Hoshal 6960 Madison Ave. W., Ste 2 Minneapolis, MN 55427-3627 763-541-1140 763-541-0223 (fax) dtoshal@luma-gard.com	John O'Toole MGO4SE, General Mills, Inc. PO Box 1113, Mpls., MN 55440 763-764-2422 763-764-2268 (fax) john.otoole@genmills.com	
Minneapolis – 2013		
Michael Welch, Treasurer 212 Thomas Avenue S. Minneapolis, MN 55405 612-385-6885 mjewelch@gmail.com	Lisa Goddard 214 Logan Avenue North Minneapolis, MN 55405 612-374-2481 (home) 763-475-0010 763-475-2429 (fax) lgoddard@srfconsulting.com	Lois Eberhart City of Minneapolis 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
Minnnetonka – 2013		
Bonnie Harper-Lore 12505 Ridgemount Ave. W. Minnnetonka, MN 55305 952-525-0667 bonnielore@comcast.net	Tony Wagner 1804 Traymore Road Minnnetonka, MN 55305 952-512-1817 twagner@eminnetonka.com	Lee Gustafson City of Minnetonka 14600 Minnetonka Boulevard Minnnetonka, MN 55345 952-939-8239 952-939-8244 (fax) lgustafson@ci.minnetonka.mn.us
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
Plymouth – 2014		
Ginny Black, Vice Chair Plymouth City Hall 3400 Plymouth Blvd., Plymouth 55447 763-509-5004 Ginny_bassettcreek@att.net	Judy Johnson Plymouth City Hall 3400 Plymouth Blvd., Plymouth, MN 55447 763-509-5001 (voicemail) jjohnson@plymouthmn.gov	Bob Moberg 3400 Plymouth Blvd. Plymouth, MN 55447 763-509-5525 bmoberg@ci.plymouth.mn.us Derek Asche (alternate) 3400 Plymouth Blvd., Plymouth, MN 55447 763-509-5526 DAsche@ci.plymouth.mn.us

Bassett Creek Water Management Commission – April 2011
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 deLambert, Secretary 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) jvaughan@stlouispark.org
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BCWMC Administrator: Geoff Nash, * 6920 Hillcrest Lane, Edina, 55435; 952-240-3025 (cell); 952-925-5119 (office). E-mail: gnashbcwmc@gmail.com

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: Len Kremer, * Barr Engineering Company, 4700 West 77th Street, Minneapolis 55435-4803; 952-832-2781 (Fax: 952-832-2601). E-mail: lkremer@barr.com

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 Tom Mathisen, City Engineer Anne Norris, City Manager Janet Lewis, City Clerk 4141 North Douglas Drive Crystal 55422 763-531-1000 (general) 763-531-1188 (fax)	Minnetonka Lee Gustafson, Director of Engineering 952-939-8239 John Gunyou, City Manager David Maeda, City Clerk (dmaeda@eminnetonka.com) 14600 Minnetonka Blvd 952-939-8200 (general) Minnetonka 55345 952-939-8244 (fax)
Golden Valley Jeannine Clancy 763-593-8035 Director of Public Works 763-593-3988 (engrg. fax) Tom Burt, City Manager ** 763-593-8002 Jeff Oliver, City Engineer 763-593-8034 Sue Virnig, City Clerk 763-593-8010 7800 Golden Valley Road 763-593-8109 (admin. fax) Golden Valley 55427 763-593-8000 (general)	New Hope Guy Johnson, Director of Public Works 5500 International Prkwy 763-592-6766 Kirk McDonald, Interim City Mgr ** 763-531-5119 Valerie Leone, City Clerk (vleone@ci.new-hope.mn.us) 4401 Xylon Avenue North 763-531-5100 (general) New Hope 55428 763-531-5136 (fax)
Medicine Lake Mary Anne Young, Mayor 145 Peninsula Rd. 55441 763-544-3285 Nancy Pauly, City Clerk (nancy.pauly@gmail.com) 10609 South Shore Drive Medicine Lake 55441 763-542-9701	Plymouth Doran Cote, Director of Public Works Laurie Ahrens, City Manager Sandra Engdahl, City Clerk 3400 Plymouth Boulevard 763-509-5000 (general) Plymouth 55447 763-509-5060 (fax)
Minneapolis Steven Kotke, Director of Public Works and City Engineer 350 South 5 th Street, Room 612-673-2443 203 Casey J. Carl, City Clerk 612-673-2216 350 S 5 th St, Room 304 612-673-3812 (fax) (All Minneapolis 55415) 612-673-3000 (general)	Robbinsdale Marcia Glick, City Manager Richard McCoy, City Engineer Tom Marshall, City Clerk 763-531-1252 4100 Lakeview Avenue N. 763-537-4534 (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 5005 Minnetonka Blvd 952-924-2500 (general) St. Louis Park 55416 952-924-2170 (fax)	

Bassett Creek Watershed Management Commission General Account

General Fund (Administration) Financial Report

Fiscal Year: February 1, 2011 through January 31, 2012

(UNAUDITED)

MEETING DATE: April 21, 2011

4B.

BEGINNING BALANCE	9-Mar-11		718,806.17
ADD:			
General Fund Revenue:			
Interest/(Bank Fees)		(5.78)	
Assessment not received - Minneapolis			
Permits:			
ISD 284	Wayzata Middle School	3,000.00	
City of Minneapolis	Wirth Lake Park Impr	1,000.00	
Reimbursed Construction Costs		587,859.30	
	Total Revenue and Transfers In		591,853.52
DEDUCT:			
Checks:			
2010 Expense	2332 City of Crystal	2010 Education Grant	600.00
	2333 Amy Herbert	Mar Secretarial Services	3,571.21
	2334 Barr Engineering	Mar Engineering Services	41,544.94
	2335 D'Amico Catering	Apr Meeting	328.32
	2336 void		
	2337 Kennedy & Graven	Feb Legal Services	1,489.80
	2338 Rice Creek Watershed	Brochures	94.00
	2339 S E H	Sweeney TMDL-Feb 2011	1,222.50
	2340 Shingle Creek Watershed	WMWA Gen Exp/Worksho	1,105.46
	2341 Watershed Consulting	March Administrator	3,771.30
	2342 City of Plymouth	Plymouth Creek Proj	568,622.33
	Total Checks		622,349.86
Outstanding from previous years-Prior Year Expenses:			
Meadowbrook School	2009 Exp-Grant	992.08	
2316 West Metro Water Alliance	2010 Exp-Grant	2,969.50	
2326 Watershed Consulting	Feb Administrator	3,015.17	
ENDING BALANCE	12-Apr-11		688,309.83

	2011/2012 BUDGET	CURRENT MONTH	YTD 2011/2012	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS	434,150	0.00	402,776.00	31,374.00
PERMIT REVENUE	40,000	4,000.00	10,500.00	29,500.00
GRANTS	0	0.00	0.00	0.00
MISCELLANEOUS	0	0.00	0.00	0.00
INTEREST	0	(5.78)	(19.90)	19.90
REVENUE TOTAL	474,150	3,994.22	413,256.10	60,893.90
EXPENDITURES				
ENGINEERING				
ADMINISTRATION	110,000	13,975.50	22,548.50	87,451.50
PLAT REVIEW	50,000	3,942.50	9,218.00	40,782.00
COMMISSION MEETINGS	13,000	937.67	2,039.67	10,960.33
SURVEYS & STUDIES	20,000	1,335.50	4,171.00	15,829.00
WATER QUALITY/MONITORING	34,000	1,552.50	3,580.50	30,419.50
WATER QUANTITY	11,000	42.50	474.02	10,525.98
WATERSHED INSPECTIONS	8,000	1,391.19	2,291.19	5,708.81
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	0.00	10,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
ENGINEERING TOTAL	258,000	23,177.36	44,322.88	213,677.12
ADMINISTRATOR	36,000	3,771.30	6,786.47	29,213.53
LEGAL COSTS	18,500	1,384.75	1,384.75	17,115.25
AUDIT, INSURANCE & BONDING	15,000	0.00	1,600.00	13,400.00
FINANCIAL MANAGEMENT	3,000	0.00	0.00	3,000.00
MEETING EXPENSES	4,750	328.32	1,008.01	3,741.99
SECRETARIAL SERVICES	45,000	3,972.37	7,010.50	37,989.50
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	0.00	2,000.00
WEBSITE	4,500	57.00	71.25	4,428.75
PUBLIC COMMUNICATIONS	3,000	0.00	0.00	3,000.00
WOMP	10,000	0.00	0.00	10,000.00
DEMONSTRATION/EDUCATION GRANTS	5,000	0.00	0.00	5,000.00
EDUCATION AND PUBLIC OUTREACH	2,900	1,199.46	1,843.13	1,056.87
WATERSHED EDUCATION PARTNERSHIPS	16,500	0.00	0.00	16,500.00
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)	0	0.00	0.00	0.00
GRAND TOTAL	474,150	33,890.56	64,026.99	410,123.01

BCWMC Construction Account

Fiscal Year: February 1, 2011 through January 31, 2012

(UNAUDITED)

April 2012 Financial Report

Beginning Balance 9-Mar-11 1,622,365.53

ADD:

Interest	(13.06)	
Investment Interest	5,562.50	
RBC Redeem Investment	1,010,687.50	
City of Golden Valley BWSR Grant Proceeds	324,000.00	
		1,340,236.94

DEDUCT:

Construction Costs	587,859.30	
		587,859.30

Ending Balance: 12-Apr-11 2,374,743.17

Investments

Federal Home Loan Mtg Corp - Purchased 8/12/10 - Due 5/13/2015 - 0.45% (Current mkt value \$501,622.14) 508,918.39

Federal Home Loan Mtg Corp - Purchased 1/14/11 - Due 9/16/2015 - 0.5% (Current mkt value \$507,801.00) 512,059.83

Total Investments 1,020,978.22

Construction Account - Cash Balance (detailed above) 2,374,743.17

Total: Construction Fund Cash/Investments

3,395,721.39

Less: Reserved for CIP Projects

4,891,909.20

Construction Cash/Investments Available for projects

(1,496,187.81)

BCWMC Second Generation Projects

	Budget	Current	YTD	Project Total	Balance
CIP Projects:					
Twin Lake-expected completion 2006	140,000	0.00	0.00	5,724.35	134,275.65
West Medicine Lake Park Pond	1,100,000	0.00	0.00	744,633.58	355,366.42
Plymouth Creek Channel Restoration (2010)	810,200	568,984.83	568,984.83	630,146.03	180,053.97
Main Stem Crystal to Regent (2010)	501,100	217.50	217.50	23,377.35	477,722.65
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200	560.00	560.00	35,363.97	544,836.03
North Branch-Crystal (2011 CR-NB)	834,900	0.00	0.00	31,522.86	803,377.14
Plymouth Pond NB-07(NL-2)	0	0.00	810.25	1,412.25	(1,412.25)
Wirth Lake Outlet Modification (WTH-4)(2012)	250,000	6,782.50	10,318.00	13,228.00	236,772.00
Sweeney Lake Outlet (2012 FC-1)	250,000	599.55	1,569.05	6,019.05	243,980.95
Main Stem Irving Ave to GV Road (2012 CR)	600,000	9,432.42	12,737.92	14,457.92	585,542.08
Lakeview Park Pond (2013)	196,000	0.00	296.50	934.00	195,066.00
Schaper Pond Enhancement Feasibility (SL-1)	37,000	60.00	1,667.00	1,667.00	35,333.00

TMDL Projects

TMDL Studies	125,000	0.00	0.00	102,588.15	22,411.85
Sweeney Lake TMDL	119,000	1,222.50	1,472.50	208,404.86	(89,404.86)

Annual Flood Control Projects:

Flood Control Emergency Maintenance	500,000	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	523,373	0.00	0.00	13,566.33	509,806.67

Annual Water Quality

Channel Maintenance Fund	200,000	0.00	0.00	41,818.10	158,181.90
	6,766,773	587,859.30	598,633.55	1,874,863.80	4,891,909.20

Project Reimbursements

Sweeney Lake TMDL	0.00	0.00	155,346.44	
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Tax Levy Revenues

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance	BCWMO Levy
2011 Tax Levy	862,400.00		862,400.00				862,400.00	862,400
2010 Tax Levy	935,298.91	(1,660.13)	933,638.78			921,936.47	11,702.31	935,000
2009 Tax Levy	800,841.30	(6,550.93)	794,290.37			791,628.41	2,661.96	800,000
2008 Tax Levy	908,128.08	(3,381.33)	904,746.75			903,232.32	1,514.43	907,250
2007 Tax Levy	190,601.74	(640.14)	189,961.60			189,863.23	98.37	190,000
2006 Tax Levy	531,095.47	(2,721.10)	528,374.37			528,403.53	(29.16)	519,000
2005 Tax Levy	450,401.40	(2,380.36)	448,021.04			448,065.77	(44.73)	438,000
				0.00			878,303.18	

Bassett Creek Construction Project Details

	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond	2010 Plymouth Creek Channel Restoration	2010 Main Stem Crystal to Regent	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet-FC1	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond	Schaper Pond Enhancement Feasibility (SL-1)	TMDL Studies	Sweeney Lake TMDL
Original Budget	6,766,773	140,000	500,000	773,373 (250,000.00)	200,000	1,100,000	810,200	501,100	580,200	834,900		250,000	250,000	600,000	196,000	37,000	125,000	119,000
Expenditures:																		
Feb 2004 - Jan 2005	2,621.00	1,983.50													637.50			
Feb 2005 - Jan 2006	8,665.89	1,716.70		3,954.44	2,994.75													
Feb 2006 - Jan 2007	12,414.04	375.70		9,611.89		1,789.25											637.20	
Feb 2007 - Jan 2008	115,013.14	36.00				1,835.70											23,486.95	89,654.49
Feb 2008 - Jan 2009	156,801.69				38,823.35	18,392.11	20,954.25										31,590.12	47,041.86
Feb 2009 - Jan 2010	99,373.09	1,612.45				687.00	9,319.95	11,569.05									31,868.63	44,316.01
Feb 2010 - Jan 2011	881,341.40					721,929.52	30,887.00	11,590.80	34,803.97	31,522.86	602.00	2,910.00	4,450.00	1,720.00			15,005.25	25,920.00
Feb 2011 - Jan 2012	598,633.55						568,984.83	217.50	560.00		810.25	10,318.00	1,569.05	12,737.92	296.50	1,667.00		1,472.50
Total Expenditures:	1,874,863.80	5,724.35		13,566.33	41,818.10	744,633.58	630,146.03	23,377.35	35,363.97	31,522.86	1,412.25	13,228.00	6,019.05	14,457.92	934.00	1,667.00	102,588.15	208,404.86
Project Balance	4,891,909.20	134,275.65	500,000.00	509,806.67	158,181.90	355,366.42	180,053.97	477,722.65	544,836.03	803,377.14	(1,412.25)	236,772.00	243,980.95	585,542.08	195,066.00	35,333.00	22,411.85	(89,404.86)

	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond	2010 Plymouth Creek Channel Restoration	2010 Main Stem Crystal to Regent	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet-FC1	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond	Schaper Pond Enhancement Feasibility (SL-1)	TMDL Studies	Sweeney Lake TMDL
Project Totals By Vendor																		
Barr Engineering	372,981.00	3,758.10		9,549.32		7,004.91	37,902.10	21,055.00	34,571.32	30,730.21	1,412.25	13,228.00	5,914.00	14,457.92	889.00	1,667.00	99,711.70	91,130.17
Kennedy & Graven	12,144.09	1,966.25		24.75	354.75	1,427.15	1,060.05	1,508.90	792.65	792.65			105.05		45.00		1,164.30	2,902.59
City of Golden Valley	2,640.00				2,640.00													
City of New Hope	813.45							813.45										
City of Plymouth	1,343,647.20				38,823.35	736,201.52	568,622.33											
City of St. Louis Park																		
Com of Trans	3,992.26			3,992.26														
S E H	101,598.10																	
Misc	14,486.15																	101,598.10
2.5% Admin Transfer	22,561.55						22,561.55										1,712.15	12,774.00
Total Expenditures	1,874,863.80	5,724.35		13,566.33	41,818.10	744,633.58	630,146.03	23,377.35	35,363.97	31,522.86	1,412.25	13,228.00	6,019.05	14,457.92	934.00	1,667.00	102,588.15	208,404.86

	Totals	Twin Lake	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Channel Maintenance	West Medicine Lake Park Pond	2010 Plymouth Creek Channel Restoration	2010 Main Stem Crystal to Regent	2011 Wisc Ave (Duluth Str)- Crystal (GV)	2011 North Branch - Crystal	Plymouth Pond NB-07 (NL-2)	2012 Wirth Lake Outlet Modification (WTH-4)	2012 Sweeney Lake Outlet-FC1	2012 Main Stem Irving Ave to GV Road (2012CR)	2013 Lakeview Park Pond	Schaper Pond Enhancement Feasibility (SL-1)	TMDL Studies	Sweeney Lake TMDL
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 - Future ???	971,000																	
Construction Fund Balance	904,000						62,738.00	2,262.00	419,500.00	419,500.00		175,000		600,000	196,000			
Henn Cty Grant - City of Plymout	155,000						155,000											
Henn Cty Grant - City of Golden '	135,000							135,000.00										
BWSR Grant- BCWMO	435,000						212,250.00	147,750.00				75,000.00						
Total Levy/Grants	4,397,400.00						1,332,450.00	603,850.00	580,200.00	834,900.00		250,000.00		600,000.00	196,000.00			

4B.

Bassett Creek Project Analysis

	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
	2003 Floodproofing	2004 Medicine Lake Water Quality	2005 Medicine Lake - In Lake Treatment	2006 Medicine Lake - In Lake Treatment	2005 Northwood Lake Project	2005 Wirth Lake Project	Medicine Lake - Goose Reduction	Sweeney Lake Branch Channel
Original Budget	700,000.00	880,100.00	105,000.00	110,000.00	182,700.00	254,000.00		500,000.00
Expenditures:								
Feb 2004 - Jan 2005	162,868.00	705,759.70	0.00	0.00	953.50	6,075.31	0.00	0.00
Feb 2005 - Jan 2006	17,105.34	165.39	120.00	0.00	0.00	4,586.92	0.00	0.00
Feb 2006 - Jan 2007	43,869.32	185,228.29	77,007.39	54,676.12	1,350.00	4,246.49	500.00	0.00
Feb 2007 - Jan 2008	35.40	7,260.68	0.00	0.00	150,549.79	69,182.00	0.00	13,228.26
Feb 2008 - Jan 2009	474,347.34	0.00	0.00	15,389.40	0.00	0.00	0.00	372,528.31
Feb 2009 - Jan 2010				0.00	0.00	0.00	0.00	0.00
Feb 2010 - Jan 2011								
Feb 2011 - Jan 2012								
Total Expenditures:	698,225.40	898,414.06	77,127.39	70,065.52	152,853.29	84,090.72	500.00	385,756.57
Project Balance	1,774.60	(18,314.06)	27,872.61	39,934.48	29,846.71	169,909.28	(500.00)	114,243.43

Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

(612) 337-9300
Tax ID No. 41-1225694

March 21, 2011

Statement No. 101256

Bassett Creek Water Management Commission
Sue Virnig

7800 Golden Valley Road
Golden Valley, MN 55427

Through February 28, 2011

BA295-00001 General	1,384.75
BA295-00031 Sweeney Lake Outlet	105.05

Total Current Billing: 1,489.80

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

February 28, 2011

BA295-00001 General

Through February 28, 2011

For All Legal Services As Follows:

			Hours	Amount
2/1/2011	CLL	Phone call from G. Nash regarding contract for professional writer; email contract to G. Nash	0.20	38.20
2/4/2011	CLL	Review draft minutes	0.40	76.40
2/8/2011	CLL	Phone call to G. Nash regarding meeting and letters of interest	0.10	19.10
2/9/2011	TJG	Discuss agenda for upcoming meeting with C. LeFevre	0.30	57.30
2/9/2011	CLL	Phone call to K. Chandler and intraoffice conference regarding agenda; email to G. Nash regarding consultant RFPs	0.65	124.15
2/16/2011	TJG	Phone call from G. Nash regarding proposed SEC regulations; review email regarding same and proposed regulations; begin reviewing meeting packet	0.80	152.80
2/17/2011	TJG	Prepare for, travel to and attend meeting	4.80	916.80
Total Services:			\$	1,384.75

Total Services and Disbursements: \$ 1,384.75

Kennedy & Graven, Chartered

200 South Sixth Street
Suite 470
Minneapolis, MN 55402

Bassett Creek Water
Sue Virnig

February 28, 2011

BA295-00031 Sweeney Lake Outlet

Through February 28, 2011

For All Legal Services As Follows:

			Hours	Amount
2/3/2011	CLL	Review joint powers agreement for terms related to need for feasibility study for Sweeney Lake outlet; phone call from L. Kremer regarding same	0.55	105.05

Total Services: \$ 105.05

Total Services and Disbursements: \$ 105.05



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

Page # 1
Invoice # 23270051-2010-12
Project # 23/27-0051
Client # 59
April 8, 2011

Invoice of Account with
BARR ENGINEERING COMPANY

For professional services during the period of
February 26, 2011 through March 25, 2011

ENGINEERING

TECHNICAL SERVICES

Calls/emails to or from the Commissioners, administrator, watershed communities, developers in the watershed, Minneapolis Park and Recreation Board (MPRB), Three Rivers Park District (TRPD), Mississippi Watershed Management Organization, Minnesota Department of Transportation (Mn/DOT), Hennepin County, Minnesota Board of Water and Soil Resources (BWSR), Metropolitan Council Environmental Services (MCES), Minnesota Pollution Control Agency (MPCA), Corps of Engineers and interested citizens; coordination with administrator regarding post-meeting tasks; review historical flooding issues in Golden Valley and attended meeting with staff regarding potential spring flooding; provided Medicine Lake elevation data to City of Golden Valley based on resident request; call from Plymouth staff regarding Plymouth creek project; communications with counsel regarding BWSR grants and CIP projects; reviewed CIP budget tracking tables; telephone call from New Hope engineer regarding Northwood TMDL; meeting with administrator regarding updates to capital budgets tracking tables; reviewed budgets and prepared draft 2012 budgets; reviewed future BCWMC policies regarding TMDLs; discussed major plan amendment; correspondence with Met Council staff regarding Bassett Creek monitoring data; provided Wirth Lake outlet modification BWSR grant application to Administrator; discussed project meeting with BWSR; reviewed commission budget reports and provided recommended modifications.

Leonard J. Kremer, Principal Engineer/Scientist	
15.0 hours @ \$160.00 per hour	\$ 2,400.00
James P. Herbert, Principal Engineer/Scientist	
6.6 hours @ \$145.00 per hour	\$ 957.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
5.2 hours @ \$145.00 per hour	\$ 754.00
Technicians/Administrative.....	\$ 261.00
<i>Subtotal, Technical Services.....</i>	<i>\$ 4,372.00</i>

PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; telephone conversation with AJA regarding Honeywell development; communication with LHB and city staff regarding Tennant site in Golden Valley, coordination with City staff, prepared email response to

LHB; reviewed local drainage and discussions with City of Minneapolis regarding increased drainage to the new tunnel due to development at 165 Glenwood Avenue; prepared and reviewed technical memorandum to City of Minneapolis regarding discharge to new tunnel for proposed development; discussions with Hennepin County regarding Interchange project in Minneapolis; phone call with WSB regarding Plymouth site requirements; coordination with SEH regarding site requirements; communication with MPRB regarding proposed site requirements for park property along Bassett Creek and Minnehaha Creek watershed boundary.

Leonard J. Kremer, Principal Engineer/Scientist	
3.0 hours @ \$160.00 per hour	\$ 480.00
James P. Herbert, Principal Engineer/Scientist	
3.8 hours @ \$145.00 per hour	\$ 551.00
Jacob N. Burggraff, Technician II	
4.0 hours @ \$115.00 per hour	\$ 460.00
<i>Subtotal, Preliminary Site Review/Correspondence</i>	<i>\$ 1,491.00</i>

MONTHLY MEETING PREPARATION

Preparation of monthly memorandum for BCWMC meeting; reviewed draft BCWMC meeting minutes, agenda and packet materials and discussed comments with Bassett Creek administrator and recording administrator; conference call with BCWMC Chair, administrator, and recording administrator regarding meeting agenda; communications with administrator and recording administrator; internal meetings regarding agenda, to-do list and meeting packet and March 17, 2011 meeting; prepared permit figures; communications with recording administrator and administrator regarding meeting agenda; internal meeting to discuss Medicine Lake and Twin Lake presentations; preparation and presentation of Medicine Lake water quality and Twin Lake investigation; call from counsel regarding Sweeney Lake outlet and other CIP projects; presentation to the Commission regarding ongoing and special water quality monitoring investigations; interpretation of WOMP loadings from MCES; prepared P8 Model revision costs.

Leonard J. Kremer, Principal Engineer/Scientist	
2.5 hours @ \$160.00 per hour	\$ 400.00
James P. Herbert, Principal Engineer/Scientist	
6.9 hours @ \$145.00 per hour	\$ 1,000.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
21.2 hours @ \$145.00 per hour	\$ 3,074.00
Gregory J. Wilson, Engineer/Scientist/Specialist III	
1.7 hours @ \$140.00 per hour	\$ 238.00
Keith M. Pilgrim, Engineer/Scientist/Specialist III	
17.0 hours @ \$130.00 per hour	\$ 2,210.00
Technicians/Administrative	\$ 80.00
<i>Subtotal, Monthly Meeting Preparation</i>	<i>\$ 7,002.50</i>

TAC MEETING PREPARATION

Preparation for March, 2011 TAC meeting including coordination with administrator and internal staff regarding TAC meeting agenda and background materials; review of city CIP submissions, and calls from city staff; reviewed and revised draft TAC memo; call from administrator regarding March TAC meeting; communications with administrator regarding letter template to Hennepin County; reviewed information from MPCA staff regarding MS4 reporting guidelines for TMDLs, call to administrator regarding TAC memo; revised water quality and H & H memos.

Leonard J. Kremer, Principal Engineer/Scientist	
1.5 hours @ \$160.00 per hour	\$ 240.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
6.0 hours @ \$145.00 per hour	\$ 870.00
<i>Subtotal, TAC Meeting Preparation</i>	<i>\$ 1,110.00</i>
<i>Subtotal Technical Services</i>	<i>\$ 13,975.50</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.

9209 40-1/2 Avenue North

Correspondence with City of New Hope staff regarding mitigation of floodplain fill.

James P. Herbert, Principal Engineer/Scientist	
0.3 hours @ \$145.00 per hour	\$ 43.50
<i>Subtotal, 9209 40-1/2 Avenue North</i>	<i>\$ 43.50</i>

Wirth Lake 2010 Site Improvements

Communications with applicant and City staff; reviewed revised Phase II plans

Rita A. Weaver, Engineer/Scientist/Specialist III	
0.5 hours @ \$105.00 per hour	\$ 52.50
<i>Subtotal, Wirth Lake 2010 Site Impr.</i>	<i>\$ 52.50</i>

2011 Golden Valley PMP

Communication with applicant; reviewed revised street reconstruction plans; prepared memo to BCWMC; prepare letter of approval to the City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
1.0 hours @ \$145.00 per hour	\$ 145.00

Rita A. Weaver, Engineer/Scientist/Specialist III
2.1 hours @ \$105.00 per hour\$ 220.50
Subtotal, 2011 Golden Valley PMP\$ 365.50

GV Little League BB Fields

Communication with applicant and city staff; reviewed park construction plans; prepared letter of recommendation to the City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist
1.9 hours @ \$145.00 per hour\$ 275.50
Rita A. Weaver, Engineer/Scientist/Specialist III
4.9 hours @ \$105.00 per hour\$ 514.50
Subtotal, GV Little League BB Fields\$ 790.00

Venture Bank

Communication with applicant and city staff; reviewed grading, drainage and erosion control plans, reviewed sand filter requirements; prepared letter of recommendation to the City of Golden Valley; follow-up correspondence with applicant.

James P. Herbert, Principal Engineer/Scientist
3.0 hours @ \$145.00 per hour\$ 435.00
Rita A. Weaver, Engineer/Scientist/Specialist III
7.1 hours @ \$105.00 per hour\$ 745.50
Subtotal, Venture Bank.....\$ 1,180.50

Plymouth Business Center Parking

Telephone conversations and emails with applicant and city staff; reviewed grading, drainage and erosion control plans, review filtration system requirements; prepared letter of recommendation to the City of Plymouth; follow-up correspondence with applicant.

James P. Herbert, Principal Engineer/Scientist
6.0 hours @ \$145.00 per hour\$ 870.00
Rita A. Weaver, Engineer/Scientist/Specialist III
6.1 hours @ \$105.00 per hour\$ 640.50
Subtotal, Plymouth Business Center Parking.....\$ 1,510.50
Subtotal Plat Review\$ 3,942.50

COMMISSION MEETINGS

Attended March 3, 2011 TAC meeting and March 17, 2011 BCWMC meeting.

Leonard J. Kremer, Principal Engineer/Scientist
2.0 hours @ \$160.00 per hour\$ 320.00

Karen L. Chandler, Engineer/Scientist/Specialist III		
4.2 hours @ \$145.00 per hour	\$	609.00
Expenses (Mileage).....	\$	8.67
<i>Subtotal, Commission Meetings.....</i>	<i>\$</i>	<i>937.67</i>

SURVEYS AND STUDIES

Reviewed Twin Lake historical data to explain internal loading changes; prepared historical data graphs; reviewed internal loading management options; prepared final Twin Lake Water Quality Report; communication with the DNR.

Leonard J. Kremer, Principal Engineer/Scientist		
3.5 hours @ \$160.00 per hour	\$	560.00
Margaret R. Rattei, Senior Consultant		
5.7 hours @ \$115.00 per hour	\$	655.50
Technicians/Administrative.....	\$	120.00
<i>Subtotal, Water Quality Monitoring</i>	<i>\$</i>	<i>1,335.50</i>

WATER QUALITY MONITORING

Coordinate preparation of macrophyte maps; subconsultant fee for plant identification; prepared final Medicine Lake Water Quality Monitoring Report.

Karen L. Chandler, Engineer/Scientist/Specialist III		
0.8 hours @ \$145.00 per hour	\$	116.00
Margaret R. Rattei, Senior Consultant		
7.9 hours @ \$115.00 per hour	\$	908.50
Michael B. Strong, Engineer/Scientist/Specialist I		
0.2 hours @ \$75.00 per hour	\$	15.00
Technicians/Administrative.....	\$	359.00
Subconsultants (Wisconsin Lutheran College).....	\$	154.00
<i>Subtotal, Water Quality Monitoring</i>	<i>\$</i>	<i>1,552.50</i>

WATER QUANTITY

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

Technicians/Administrative.....	\$	42.50
<i>Subtotal, Water Quantity.....</i>	<i>\$</i>	<i>42.50</i>

WATERSHED INSPECTION

Preparation and sent 2010 Flood Control project inspection letters to municipalities, DNR and Corps of Engineers; phone call with City of Plymouth staff regarding comments about sediment removal at fish barrier pond.

James P. Herbert, Principal Engineer/Scientist		
5.1 hours @ \$145.00 per hour	\$	739.50
Technicians/Administrative	\$	640.00
Expenses (Mileage)	\$	11.69
<i>Subtotal, Watershed Inspection</i>	<i>\$</i>	<i>1,391.19</i>
TOTAL ENGINEERING	\$	23,177.36

SECRETARIAL SERVICES

SECRETARIAL SERVICES EXPENSES

Administrative expenses requested by Amy Herbert including: copies, color copies for meeting packet; postage, CD duplication, video digital capture/conversion and BCWMC meeting catering; packet assembly; report assembly.

Expenses (B&W/color copies/postage)	\$	458.16
Catering (BCWMC)	\$	-0-
TOTAL SECRETARIAL SERVICES EXPENSES	\$	458.16

WATERSHED OUTLET MONITORING PROGRAM (WOMP)

TOTAL WOMP	\$	0.00
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CAPITAL IMPROVEMENT PROJECTS (Funded through tax levy)

PLYMOUTH CREEK RESTORATION PROJECT (2010 CR)

Reviewed BWSR FY 2010 grant application and contract, attended meeting with Administrator and conference call with BWSR staff regarding local match; reviewed Plymouth Creek project based on resident questions.

James P. Herbert, Principal Engineer/Scientist		
1.0 hours @ \$145.00 per hour	\$	145.00
Karen L. Chandler, Engineer/Scientist/Specialist III		
1.5 hours @ \$145.00 per hour	\$	217.50
<i>Subtotal, Plymouth Crk Restoration Project</i>	<i>\$</i>	<i>362.50</i>

CRYSTAL-REGENT AVENUE (2010 CR)

Reviewed BWSR FY 2010 grant application and contract, attended meeting with Administrator and conference call with BWSR staff regarding local match.

Karen L. Chandler, Engineer/Scientist/Specialist III	
1.5 hours @ \$145.00 per hour	\$ 217.50
<i>Subtotal, Crystal-Regent Avenue</i>	<i>\$ 217.50</i>

WISCONSIN AVENUE – CRYSTAL (2011 CR)

Coordination regarding CIP project.

Leonard J. Kremer, Principal Engineer/Scientist	
3.5 hours @ \$160.00 per hour	\$ 560.00
<i>Subtotal, Wisconsin Avenue - Crystal</i>	<i>\$ 560.00</i>

WIRTH LAKE OUTLET MODIFICATION (WTH-4)

Coordination with counsel regarding CIP project; communication with administrator regarding project costs; reviewed major plan amendment and schedule/process.

Leonard J. Kremer, Principal Engineer/Scientist	
2.0 hours @ \$160.00 per hour	\$ 320.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.7 hours @ \$145.00 per hour	\$ 101.50
Timothy P. Brown, Engineer/Scientist/Specialist II	
0.5 hours @ \$115.00 per hour	\$ 57.50
<i>Subtotal, Wirth Lake Outlet Modification (Admin)</i>	<i>\$ 479.00</i>

WIRTH LAKE OUTLET MODIFICATION – FEASIBILITY STUDY (WTH-4)

Prepared draft feasibility study; reviewed rubber check valve applications; internal meeting regarding existing outlet design/history; reviewed XP-SWMM model results for overflows from Wirth Lake and prepared proposed project conditions model; generated elevation/flow/head of Wirth Lake outlet from XP-SWMM model; prepared preliminary drawings.

Leonard J. Kremer, Principal Engineer/Scientist	
4.5 hours @ \$160.00 per hour	\$ 720.00
James P. Herbert, Principal Engineer/Scientist	
0.5 hours @ \$145.00 per hour	\$ 72.50
Steven M. Klein, Principal Engineer/Scientist	
0.8 hours @ \$170.00 per hour	\$ 136.00
Brian K. LeMon, Principal Engineer/Scientist	
0.5 hours @ \$150.00 per hour	\$ 75.00
Jeffrey T. Lee, Engineer/Scientist/Specialist III	
1.0 hours @ \$130.00 per hour	\$ 130.00
Scott A. Sobiech, Engineer/Scientist/Specialist III	
0.5 hours @ \$140.00 per hour	\$ 70.00

Timothy P. Brown, Engineer/Scientist/Specialist II	
43.1 hours @ \$115.00 per hour	\$ 4,956.50
Matthew R. Metzger, Engineer/Scientist/Specialist II	
0.2 hours @ \$100.00 per hour	\$ 20.00
Katherine O. Wenigmann, Engineer/Scientist/Specialist II	
1.3 hours @ \$95.00 per hour	\$ 123.50
<i>Subtotal, Wirth Lake Outlet Modification (Feasibility)</i>	<i>\$ 6,303.50</i>

IRVING AVE (CONDUIT ENTR) TO GOLDEN VALLEY RD (2012 CR)

Coordination regarding CIP and major plan amendment and schedule/process; coordination with Counsel regarding CIP projects; reviewed scope of environmental study; contacted stakeholders including City of Minneapolis and City of Golden Valley staff; discussion with Corps of Engineers regarding permits.

Leonard J. Kremer, Principal Engineer/Scientist	
0.5 hours @ \$160.00 per hour	\$ 80.00
Daniel J. Fetter, Principal Engineer/Scientist	
0.5 hours @ \$180.00 per hour	\$ 90.00
<i>Subtotal, Irving Avenue to Golden Valley Rd (Admin)</i>	<i>\$ 170.00</i>

IRVING AVE (CONDUIT ENTRANCE) TO GOLDEN VALLEY RD – FEAS. STUDY (2012 CR)

Coordination and several internal meetings with project team; development of target property GIS figures; development of creek centerline, reviewed and edited target property GIS map layer, prepared GIS figures 1a, 1b, and 1, ordered vendor information for environmental study; researched parcel boundary and target property and prepared GIS figures; researched utility data and prepared figure; coordination with Hennepin County regarding parcel data; set-up Phase I report and Appendices; coordination regarding wetland delineation and permitting; preparation and meeting with Corps of Engineers in St Paul.

Daniel J. Fetter, Principal Engineer/Scientist	
0.5 hours @ \$180.00 per hour	\$ 90.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.2 hours @ \$145.00 per hour	\$ 29.00
Timothy P. Brown, Engineer/Scientist/Specialist II	
18.0 hours @ \$115.00 per hour	\$ 2,070.00
Mary C. Finch, Engineer/Scientist/Specialist II	
21.7 hours @ \$115.00 per hour	\$ 2,495.50
Daniel M. Tix, Engineer/Scientist/Specialist II	
0.8 hours @ \$95.00 per hour	\$ 76.00
Karen S. Wold, Engineer/Scientist/Specialist II	
1.2 hours @ \$95.00 per hour	\$ 114.00
Jeffrey D. Weiss, Engineer/Scientist/Specialist II	
1.0 hours @ \$100.00 per hour	\$ 100.00

James J. Lind, Engineer/Scientist/Specialist I	
16.1 hours @ \$70.00 per hour	\$ 1,127.00
Marcus D. Bush, Engineer/Scientist/Specialist I	
46.3 hours @ \$65.00 per hour	\$ 3,009.50
Jeffrey T. Lee, Engineer/Scientist/Specialist III	
1.0 hours @ \$130.00 per hour	\$ 130.00
Expenses (Mileage).....	\$ 21.42
<i>Subtotal, Irving Avenue to Golden Valley Rd (Feasibility).....</i>	<i>\$ 9,262.42</i>

SCHAPER POND ENHANCEMENT – FEASIBILITY STUDY (SL-1)

Coordination and internal meeting with project team regarding preliminary preparation for feasibility study.

Keith M. Pilgrim, Engineer/Scientist/Specialist III	
0.2 hours @ \$130.00 per hour	\$ 26.00
Gregory D. Fransen, Engineer/Scientist/Specialist I	
0.4 hours @ \$85.00 per hour	\$ 34.00
<i>Subtotal, Schaper Pond Enhancement (Feasibility)</i>	<i>\$ 60.00</i>

TOTAL CAPITAL IMPROVEMENT PROJECTS

(Tax Levy) \$ 17,414.92

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

SWEENEY LAKE OUTLET REPLACEMENT CIP (FC-1)

Coordination regarding CIP project and major plan amendment and schedule/process; coordination with counsel regarding CIP project; coordination regarding funds for 2012 CIP projects, proposed major plan amendments and coordination with County schedules.

Leonard J. Kremer, Principal Engineer/Scientist	
3.0 hours @ \$160.00 per hour	\$ 480.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.1 hours @ \$145.00 per hour	\$ 14.50
<i>Subtotal, Sweeney Lake Outlet Replacement CIP.....</i>	<i>\$ 494.50</i>

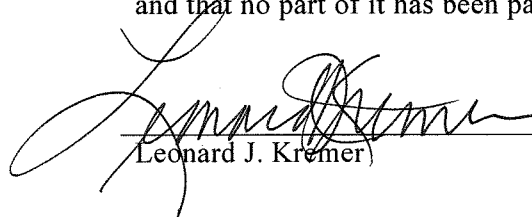
TOTAL CAPITAL IMPROVEMENT PROJECTS

(Maintenance Funds) \$ 494.50

SUMMARY TOTALS

Total Engineering.....	\$ 23,177.36
Total Secretarial Services Expenses	\$ 458.16
Total WOMP	\$ 0.00
Total Capital Improvement Projects (Tax Levy)	\$ 17,414.92
Total Capital Improvement Projects (Maintenance Funds)	\$ 494.50
Total TMDL Studies	\$ <u>0.00</u>
TOTAL PAYABLE	\$ 41,544.94

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

INVOICE

INVOICE DATE: 4/11/11

Geoff Nash, Watershed Consulting, LLC
6920 Hillcrest Lane
Edina, MN 5435
952-925-5119

Client: Bassett Creek Watershed
Management Commission

Dates: March 1-31, 2011

Task/Project	3/1/11	3/2/11	3/3/11	3/4/11	3/7/11	3/8/11	3/9/11	3/10/11	3/11/11	3/14/11	3/15/11	3/16/11	3/17/11	3/18/11	3/21/11	3/22/11	3/23/11	3/24/11	3/25/11	3/28/11	3/29/11	3/30/11	3/31/11	Month	
Administrative.	1.5	3.0	0.5	1.0	1.5	0.5	1.0	1.0	1.0	0.5	1.0	1.0	1.0	1.0	3.0	1.0	1.5	1.0	1.0	2.0	1.0	1.0	2.0	29.0	
Commission Meeting/Prep.											1.0	1.0	1.0	4.0	1.5									7.5	
Administrative Committee Meeting/Prep.						3.5				1.0														4.5	
Golden Valley/Plymouth BWSR Grant Reporting						2.0	1.5					2.0							2.0					7.5	
Education/Outreach Committee				1.0	1.0		2.5	1.0			1.0											1.0		7.5	
TAC Meeting/Prep.		2.0	4.0	3.5																				9.5	
Medicine Lk. TMDL																								0.0	
Sweeney Lk. TMDL																								0.0	
Wirth Lk. TMDL																								0.0	
Wirth Lake BWSR Grant Reporting											1.0							2.0				1.0		4.0	
Annual Report																						1.0	1.0	2.0	
Communication with Commission/Consultants					1.5															1.0	2.5			5.0	
Policy Manual																			2.0					2.0	
Major Amendment WMP																								0.0	
Third-party meeting/prep.																								0.0	
CIP																									
Daily Total:	0.0	1.5	5.0	4.5	5.5	4.0	6.0	5.0	2.0	1.0	1.5	4.0	4.0	5.0	2.5	3.0	1.0	1.5	3.0	3.0	5.0	3.5	3.0	4.0	
Weekly Hours:	16.5				18.0				17.0				11.5				15.5								
Monthly Hours:																									78.5
Hourly Charges (at \$47/hr):																									\$3,689.50
Actual Hourly Charges:																									\$3,689.50
Unbilled Charges:																									\$0.00

		3/1/11	3/2/11	3/3/11	3/4/11	3/7/11	3/8/11	3/9/11	3/10/11	3/11/11	3/14/11	3/15/11	3/16/11	3/17/11	3/18/11	3/21/11	3/22/11	3/23/11	3/24/11	3/25/11	3/28/11	3/29/11	3/30/11	3/31/11	Month
Expenses:	Telephone					16																	7	8	\$50.74
	Printing-black&white (\$0.15/sheet)																								\$4.65
	Printing-color (\$0.50/sheet)																								\$0.00
	Postage (\$0.44 ea.)																								\$0.00
	Office products/ext. copying												6.01												\$6.01
	Mileage (\$0.51/mile)												20								20				\$20.40
	Expenses:																								\$81.80

Total invoice amount:

\$3,771.30

Watershed Consulting, LLC
6920 Hillcrest Lane
Edina, MN 55435
(952) 925-5119 office
(952) 240-3025 cell.

See attached Verizon invoices.

Note: Current Verizon invoice - original Verizon invoice = BCWMC monthly billed amount.

Postage 4/4/11
(To BWSR)

GOLDEN VALLEY BRANCH
MINNEAPOLIS, Minnesota
554274500

2663650427 -0098
04/04/2011 (800)275-8777 11:00:49 AM

Product Description	Sale Qty	Unit Price	Final Price
SAINT PAUL MN 55155 Zone-1 First-Class Large Env 1.00 oz.			\$0.88

Issue PVI: \$0.88

Total: \$0.88

Paid by:
Cash \$1.00
Change Due: -\$0.12

Order stamps at USPS.com/shop or call
1-800-Stamp24. Go to USPS.com/clicknship
to print shipping labels with postage.
For other information call 1-800-ASK-USPS.

Get your mail when and where you want it
with a secure Post Office Box. Sign up for
a box online at usps.com/poboxes.

Bill#: 1000203968002
Clerk: 14

All sales final on stamps and postage
Refunds for guaranteed services only
Thank you for your business

HELP US SERVE YOU BETTER

Go to: <https://postalexperience.com/Pos>

TELL US ABOUT YOUR RECENT
POSTAL EXPERIENCE

YOUR OPINION COUNTS

Customer Copy



777 BIG TIMBER ROAD
ELGIN, IL 60123

Manage Your Account & View Your Usage Details

Account Number

Date Due

My Verizon at www.verizonwireless.com

Invoice Number

04/17/11

← 4/17/11

10045297 02 AT 0.482 **AUTO T2 0 3922 55435-160620 1 4 E GTPL2209



CAMILLE NASH
6920 HILLCREST LN
EDINA, MN 55435-1606

Quick Bill Summary

Feb 23 - Mar 22

← Feb 23 →
Mar 22

Previous Balance (see back for details)	\$155.14
Payment - Thank You	-\$155.92
Credit Balance	-\$.78
Monthly Access Charges	\$159.96
Usage Charges	
Voice	\$0.00
Messaging	\$0.00
Verizon Wireless' Surcharges and Other Charges & Credits	\$9.02
Taxes, Governmental Surcharges & Fees	\$16.77
Total Current Charges	\$185.75

Total Charges Due by April 17, 2011

\$184.97

— Previous Invoice ...

— 134.23
50.74

Pay from Wireless	Pay on the Web	Questions:
#PMT (#768)	My Verizon at www.verizonwireless.com	1.800.922.0204 or *611 from your wireless

VN



CAMILLE NASH
6920 HILLCREST LN
EDINA, MN 55435-1606

Bill Date
Account Number
Invoice Number

March 22, 2011

Total Amount Due by April 17, 2011

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$184.97

\$.

P.O. BOX 25505
LEHIGH VALLEY, PA 18002-5505



Check here and fill out the back of this slip if your billing address
has changed or you are adding or changing your email address.

2549103394010880670335000010000185750000184979

NOTICE: Bank account and routing numbers will be retained to enable future payments by phone or online. To opt out, call 1-866-544-5401.

Amy Herbert · Virtual Administrator Services

bcra@barr.com · 952-832-2652

April 7, 2011

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services March 1, 2011, through March 31, 2011

Administrative Services to BCWMC

- Organized the March 17th BCWMC packet materials for copying; copied and assembled meeting packets, delivered meeting packets to Barr Engineering mail room for Barr to weigh, add postage, and mail; posted materials online and e-mailed link to online meeting materials to Commission; e-mailed agenda to agenda list and e-mailed approved meeting minutes to distribution list.
- Maintained BCWMC files; Communicated with BCWMC attorney, engineers, Administrator, Deputy Treasurer, Chair, commissioners, and committee members and performed administrative duties as asked by those parties.
- Organized BCWMC monthly invoices; Distributed invoice payments.
- Communicated with City of Crystal and City of New Hope City Clerks regarding vacant Alternate Commissioner positions; Updated BCWMC Roster; Secured 2010 BCWMC Web site log files report; Secured final BCWMC Board conflict of interest form for annual audit; Prepared list of 2009 BCWMC tour invitee list for Administrator; Secured cost estimates from bus coach companies for June 22nd tour; Request payment to City of Crystal Environmental Quality board for its education grant approved by the BCWMC in January 2010; Worked with staff to prepare and update the April meeting agenda; Transcribed the March 2011 meeting minutes; Communicated administrative ideas to Administrator; Communicated to Deputy Treasurer the BCWMC's direction to combine the two Education and Outreach budget lines into one budget line; Responded to inquiries of mailing address and invoice cut off dates; Downloaded and forwarded recording of March BCWMC meeting to Administrator; Forwarded signed contract to Counsel for records

- Created meeting notice for the April 7th TAC meeting

52.00 hours @ \$57.00 per hour \$2,964.00

BCWMC Meetings

Set up and attended the March 15th pre-meeting conference call and the March 17th BCWMC meeting (coordinated room reservations and set up; ordered and received catering; coordinated agenda, prepared and provided handouts not provided in meeting packet; recorded meeting)

8.0 hours @ \$57.00 per hour \$456.00

Web Site Services to BCWMC

Updated meeting minute archive, online calendars, and Plan Amendment section;
Posted BWSR presentation handouts to March 17th meeting materials section

1.0 hours @ \$57.00 per hour \$57.00

CIP Administrative Services

Communicated with staff regarding the 2010 Plymouth Creek Restoration Project
and reimbursement request from the City of Plymouth; Communicated with staff
regarding the status of the contracts for the

1.5 hours @ \$57.00 per hour \$85.50

Expenses

No March Expenses \$0

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for March
17th BCWMC meeting (17.08 miles x 0.51 = \$8.71)

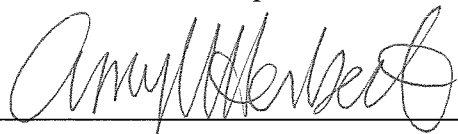
\$8.71

Subtotal Administrative Services \$3,514.21

Subtotal Web Site Services \$57.00

Total Current Billing: \$3,571.21

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

ACE Drop-Off Catering

Invoice

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

INVOICE #

48769

SHIP TO

Golden Valley City Hall-2nd Fl-Council Rm
 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		4/21/2011	Thursday	22	11 AM (10:45-11:15)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
22	Cold Monthly Special Buffet	10.95	240.90T
3	Vegetable Sandwich with Shredded Vegetables, Lettuce, Cheddar Cheese and Hummus on the Side	0.00	0.00T
6	Chicken Salad with Leaf Lettuce	0.00	0.00T
7	Turkey Sandwich with Smoked Provolone, Peppers, Caramelized Onions and Apricot Mustard on the Side	0.00	0.00T
6	Roast Beef Sandwich with Sweet Onions, Peppers, Cheddar Cheese, Tomato, Lettuce and Dijon-Horseradish Sauce on the Side	0.25	1.50T
22	Dijon Potato Salad	0.00	0.00T
22	Seasonal Fresh Fruit	0.00	0.00T
17	Bowl of Potato Chips	0.75	12.75T
22	Assorted Bars & Cookies	0.00	0.00T
1	Dozen-Assorted Bars & Cookies-Sets aside for break-Different than above	18.00	18.00T
8	Assorted Sodas - 2 Coke, 2 Diet Coke, 2 Sprite & 2 Mineral Water	1.25	10.00T
0	Spring Water-No Water Needed	0.00	0.00T
2	Lemonade	1.45	2.90T
	Subtotal		286.05
	Delivery Charge	20.00	20.00T
	Metro Sales Tax	7.275%	22.27

Picnic Menus Available!!

Total**\$328.32**

***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)_____



3235 Fernbrook Lane Plymouth MN
55447

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

6-Apr-11

Re: 2011 WMWA Workshops

Date	Description	Rate	Hours	Amount	Total
thru Jan 5, 2011	Subcommittee meetings, followup	55.00	12.62	694.10	694.10
	Meetings with and phone calls to collaborators	55.00	11.88	653.40	1347.50
	Create collateral materials	50.00	1.00	50.00	1397.50
	Partners' share = \$279.50				
7-Feb-11	Subcommittee meetings, followup	55.00	6.97	383.35	383.35
	Identify and confirm workshop venues	55.00	2.21	121.55	504.9
	Identify and confirm workshop venues	45.00	0.25	11.25	516.15
	Develop promotional materials	55.00	2.57	141.35	657.50
	Develop e-lists, update websites	45.00	8.96	403.20	1060.70
25-Mar-11	Partners' share = \$212.14 paid to SC				
1-Mar-11	Subcommittee meetings, followup	55.00	7.73	425.15	425.15
	Develop promotional materials	55.00	4.79	263.45	688.60
	Develop e-lists, update websites	45.00	1.42	63.90	752.50
	Coordinate venue materials, menus	45.00	0.17	7.65	760.15
25-Mar-11	Partner share = \$152.03 paid to SC				
6-Apr-11	Subcommittee meetings, followup	55.00	9.05	497.75	497.75
	Develop promotional materials, handouts	55.00	12.01	660.55	1158.30
	Coordinate registration, reschedule Workshop 1A	55.00	5.18	284.90	1443.20
	Coordinate speakers	55.00	5.50	302.50	1745.70
	Administrative support	45.00	15.02	675.90	2,421.60
	Visit venues, attend Workshop 1B	65.00	14.67	953.55	3375.15
	Partner share = \$675.03				
	Total invoiced to date				6,593.50
	Partner's share to date				1,318.70
	Received to date				-364.17
	Balance due				954.53



Watershed Management Commission

3235 Fernbrook Lane Plymouth MN 55447

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

6-Apr-11

WMWA General Expense - quarterly invoice

Date	Description	Rate	Hours	Amount	Total
11-Jan	Administrative	50.00	3.10	155.00	
	Administrative	55.00	11.60	638.00	
	Administrative - offsite	65.00	10.15	659.75	
	Copies	0.11	70.00	7.70	
	Color Copies	0.25	104.00	26.00	
	Scans	1.00		0.00	
	Postage	1.25	6.85	8.56	
	Supplies	1.00	60.98	60.98	1,555.99
11-Feb	Administrative	50.00	1.90	95.00	
	Administrative	55.00	5.95	327.25	
	Administrative - offsite	65.00	5.95	386.75	
	Copies	0.11	211.00	23.21	
	Color Copies	0.25	747.00	186.75	
	Scans	1.00	2.00	2.00	
	Postage	1.25	0.88	1.10	
	Supplies	1.00	15.27	15.27	1,037.33
11-Mar	Administrative	50.00	0.17	8.50	
	Administrative	55.00	5.30	291.50	
	Administrative - offsite	65.00	4.84	314.60	
	Copies	0.11	385.00	42.35	
	Color Copies	0.25	307.00	76.75	
	Scans	1.00	7.00	7.00	
	Supplies	1.00	13.91	13.91	754.61
	Total				3,347.93
	Partner Share x .20 (corrected)				669.59
3/25/2011	Partner Share paid to SC				-518.66
	Balance due				150.93
Please make your check payable to the Shingle Creek Watershed Management Commssion at the address above. Thank you.					
	Watershed Games			643.65	
	Train the Trainer			65.00	
	Total				708.65
	Partner Share x .20				141.73

Please make your check payable to JASS at the address above. Thank you.

4325 Pheasant Ridge Dr. NE #611 • Blaine, MN 55449-3070
Phone: 763-398-3070 • Fax: 763-398-3088
www.ricecrack.com

DATE: 3/22/2011



Invoice

Invoice Number: **241737**

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 1 of 3

BILL TO:

Susan Virnig
Bassett Creek Watershed Management
Commission
7800 Golden Valley Rd
Golden Valley MN 55427

REMIT TO:

3535 VADNAIS CENTER DR
ST PAUL MN 55110

Pay This Amount	\$1,222.50
Due Date	14-APR-11
Invoice Date	15-MAR-11
Bill Through Date	28-FEB-11
Terms	30 NET
SEH Client #	1305
Client Project #	
Client PO #	ABCWMC070100

Project Manager / Email / Phone

Ron Leaf / rleaf@sehinc.com / 651-490-2000

Client Service Manager / Email / Phone

Ron Leaf / rleaf@sehinc.com / 651-490-2000

Accounting Representative / Email / Phone

Alizabath McJames / amcjam@sehinc.com /
651-490-2000

Project #	Project Name	Project Description
ABCWMC070100	BASSETT CREEK WMC-SWEENEY LAKE	SWEENEY LAKE TMDL STUDY

Notes:



Invoice

Invoice Number: **241737**

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 2 of 3

Task: 7 - Final TMDL Report

Direct

Personnel	Hours	Rate	Amount
Principal/Project Manager			
Leaf, Ronald B (Ron)	5.00	150.00	\$750.00
Project Engineer/Scientist/Biologist			
Nestingen, Rebecca S	5.25	90.00	\$472.50
	10.25		\$1,222.50

Billing Summary

	Current	Prior	To Date
Direct	\$1,222.50	\$0.00	\$1,222.50
Totals	\$1,222.50	\$0.00	\$1,222.50

Task # 7 Total: \$1,222.50

Invoice total **\$1,222.50**



Invoice

Invoice Number: **241737**

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 3 of 3

Billing Backup

Task: 7 - Final TMDL Report

Direct

Personnel	Date	Hours	Rate	Amount
Principal/Project Manager				
Leaf, Ronald B (Ron)	27-JAN-11	2.50	150.00	\$375.00
Leaf, Ronald B (Ron)	28-JAN-11	1.00	150.00	\$150.00
Leaf, Ronald B (Ron)	17-FEB-11	1.50	150.00	\$225.00
Project Engineer/Scientist/Biologist				
Nestingen, Rebecca S	31-JAN-11	1.50	90.00	\$135.00
Nestingen, Rebecca S	01-FEB-11	3.75	90.00	\$337.50
		10.25		\$1,222.50

Task # 7 Total: \$1,222.50

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

_____ accepts liability coverage limits of \$_____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- ☐ The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- ☐ The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting _____

Signature _____ Position _____

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044

AGREEMENT FOR LEGAL SERVICES

This Agreement is entered into between the BASSETT CREEK WATERSHED MANAGEMENT COMMISSION, a Minnesota joint powers organization (BCWMC) and the law firm of KENNEDY & GRAVEN, CHARTERED (Attorney) as of this _____ day of _____, 2011.

SECTION 1. Background: Findings.

1.01. The Board of Commissioners of the BCWMC has determined that the firm of Kennedy & Graven, Chartered should be engaged as Attorney, with Charles L. LeFevere of that firm serving as primary legal counsel for the BCWMC.

SECTION 2. Terms and Conditions.

2.01. *Consideration.* In consideration of the mutual promises contained in this Agreement, the BCWMC and the Attorney agree to the terms and conditions set forth herein.

2.02. *Attorney Appointment.* The BCWMC appoints the firm of Kennedy & Graven, Chartered as Attorney, with Charles L. LeFevere acting as primary legal counsel for the BCWMC.

2.03. *Usual and Customary Legal Services.* The Attorney agrees to perform all usual and customary legal services for the BCWMC in accordance with the terms of this Agreement, and at the direction of the BCWMC or its authorized representative. Such services may include, but are not limited to the following:

- a) Attend BCWMC meetings and other committee meetings.
- b) Draft agreements, resolutions, and correspondence.
- c) Review BCWMC and committee agenda packets and minutes and provide email comments and suggestions regarding the same.
- d) Conduct meetings and/or telephone conversations with and advise BCWMC and designated staff on general legal matters.
- e) Review contracts, joint powers agreements, and agreements for construction, purchase of equipment, etc.
- f) Represent the BCWMC in the acquisition of properties.
- g) Represent the BCWMC in employment related issues, administrative hearings, and in litigation involving the same.
- h) Represent and advise the BCWMC with respect to municipal employment matters including, but not limited to: personnel policy, FLSA, FMLA, veteran's preference, and unemployment compensation.
- i) Render legal options on municipal or other legal matters requested by BCWMC.
- j) Meet with the BCWMC to review the status of legal matters before the BCWMC.
- k) Provide legal briefings to the BCWMC and staff regarding new or proposed legislation affecting its operations and activities.

- l) Defend the BCWMC in litigation, except in those cases where insurance companies provide defense.
- m) Review bonds and insurance requirements required by or for BCWMC contracts or activities.
- n) Perform other legal duties as assigned.

2.04. *Compensation for Legal Services.* For legal services, the BCWMC agrees to compensate the Attorney at the following hourly rates for services indicated below:

- a) For all attorneys: \$191/hr.
- b) For all law clerks: \$104/hr.
- c) For all paralegals: \$110/hr.

2.05. *Compensation for Expenses.* The BCWMC will compensate the Attorney for the following actual and necessary expenses incurred by the Attorney on behalf of the BCWMC:

The firm will bill its out-of-pocket costs for such things as postage, long distance telephone calls, photocopying, filing fees and witness fees, and similar items.

Photocopying:	\$.10 per page
Facsimiles	No charge
Mileage:	\$.51 per mile (IRS Rate)
Long distance telephone calls:	No charge
Westlaw or Lexis fees:	Actual cost charged
Other charges such as:	Actual cost charged
Messenger service	
Express mail	
Filing fees	

Monthly billing statements will provide detail for all fees and costs. Reimbursement will be made from time to time upon submission of appropriate invoices in a form approved by the BCWMC.

2.06. *Billing Statements.* Billings by the Attorney to the BCWMC for services will be on a monthly basis, except as may otherwise be agreed by the parties. The billing statement shall be of sufficient detail to adequately inform the BCWMC concerning the tasks performed, the attorney or staff performing them, the time spent on each task and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total time spent for each category and the total fees, charges and disbursements for each category.

2.07. *Term of Agreement.* The term of this Agreement shall be indefinite until terminated in accordance with Section 2.10. The hourly rates specified in this Agreement will remain in effect for the calendar years 2011 and 2012 and will be adjusted no more often than annually thereafter.

2.08. *Primary Legal Counsel.* It is the intention of the parties and it is hereby agreed by the Attorney, that the term "primary legal counsel" as used herein means and refers to Charles L.

LeFevere who will, except in the case of extraordinary circumstances involving disability, unavoidable conflict or other good and substantial reasons, perform, supervise and be responsible to the BCWMC for the legal services to be provided.

2.09. *Entire Agreement.* This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the BCWMC and the Attorney, and supersedes any other written or oral agreements between the BCWMC and the Attorney. This Agreement can only be modified in writing signed by the BCWMC and the Attorney.

2.10. *Termination.* This Agreement may be terminated by the BCWMC at any time or by the Attorney upon 60 days written notice.

2.11. *Conflict of Interest.* The Attorney shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the BCWMC. In the event of a conflict, the Attorney, with the consent of the BCWMC, shall arrange for suitable alternative legal representation. It is the intent of the Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.

2.12. *Agreement Not Assignable.* The rights and obligations created by this Agreement may not be assigned by either party.

2.13. *Agreement Not Exclusive.* The BCWMC retains the right to hire other legal representation for specific legal matters.

2.14. *Independent Contractor Status.* All services provided by the Attorney pursuant to this Agreement shall be provided by the Attorney as an independent contractor and not as an employee of the BCWMC for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

2.15. *Work Products.* All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the BCWMC.

2.16. *Insurance.* The Attorney shall maintain professional liability (malpractice) insurance in the minimum amount of \$1,000,000.

2.17. *Data Practices Act Compliance.* Data provided to the Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

2.18. *Choices of Law and Venue.* This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

2.19. *Non-discrimination.* Attorney will comply with all applicable federal and state laws, rules and regulations related to civil and human rights and will not discriminate against any employee or applicant for employment because of race, creed, color, religion, ancestry, national origin, sex, affectional preference, disability or other handicap, age, marital status, or status with respect to public assistance.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed by their proper officers and representatives as of the day and year first above written.

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

By: _____
Its Chair

By: _____
Its Secretary

KENNEDY & GRAVEN, CHARTERED

By: _____
Principal

GA.

**COOPERATIVE AGREEMENT
FOR
PREPARATION OF A FEASIBILITY REPORT FOR THE
RECONSTRUCTION OF THE SWEENEY LAKE OUTLET**

This Agreement is made as of this 21st day of April, 2011, by and between the Bassett Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the City of Golden Valley, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

WHEREAS, the Commission adopted the Bassett Creek Watershed Management Commission Water Management Plan, July 2004 on September 16, 2004 (the "Plan"), a watershed management plan within the meaning of Minn. Stat. § 103B.231; and

WHEREAS, the Plan, as amended provides that the trunk system of Bassett Creek is the responsibility of the Commission; and

WHEREAS, the Sweeney Lake Outlet structure, which is a part of the trunk system, is in need of replacement (the "Project"); and

WHEREAS, the Joint Powers Agreement for the Commission requires the preparation of a feasibility report for reconstruction and maintenance of outlets and dams; and

WHEREAS, the City is willing to prepare a feasibility report for the Project on the terms and conditions hereinafter set forth.

NOW, THEREFORE, ON THE BASIS OF THE PREMISES AND MUTUAL COVENANTS HEREINAFTER SET FORTH, THE PARTIES AGREE AS FOLLOWS:

1. The Project will consist of the replacement of the Sweeney Lake Outlet structure in the City of Golden Valley.
2. The City will prepare a feasibility report for the Project.
3. The Commission will reimburse up to Eight Thousand Dollars (\$8,000) of the cost of preparing the feasibility report for the Project from its Flood Control Long Term Maintenance Account.
4. Reimbursement to the City will not exceed the amount specified in paragraph 5. Reimbursement will not exceed the costs and expenses incurred by the City for the Project, less any amounts the City receives for the Project as grants from other sources. All costs of the Project incurred by the City in excess of such reimbursement shall be borne by the City or secured by the City from other sources.

5. All City books, records, documents, and accounting procedures related to the preparation of a feasibility report for the Project are subject to examination by the Commission.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

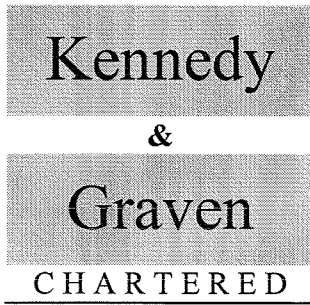
By: _____
Its Chair

And by: _____
Its Secretary

CITY OF GOLDEN VALLEY

By: _____
Its Mayor

And by: _____
Its Manager



Charles L. LeFevere
 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: April 7, 2011

To: File

From: Charles LeFevere

Re: **Funding of 2010 Projects for Main Stem Restoration
 (Crystal Boundary to Regent) and Plymouth Creek Restoration – Revised 4-7-11**

The following is the history, as I understand it, and status of the funding sources for the Main Stem and Plymouth Creek projects referred to above:

1. Main Stem Project, Crystal Boundary to Regent

This project was originally expected to cost \$636,100. It was to be funded using \$2,262 from the CIP Closed Project Fund, the tax levy of \$32,538 in 2009 for collection in 2010, and a tax levy of \$601,300 in 2010 for collection in 2011.

Because additional funds were received in the form of a county grant and a BWSR grant, the tax levy for 2010, for collection in 2011, was reduced as follows: The original levy was expected to be \$601,300. This was reduced by a county grant in the amount of \$135,000. It was further reduced by receipt of BWSR grant. The BWSR grant was in the total amount of \$360,000. At the time of certification of the levy in 2010 for collection in 2011, it was assumed that \$180,000 of the \$360,000 would be allocated to the Main Stem Project. Therefore, the levy was reduced by an additional \$180,000 to a levy of \$286,300.

Since that levy was reduced, BWSR has indicated that the BWSR grant should be allocated in a different way. Specifically, rather than \$180,000, only \$147,750 should be allocated to the Main Stem Project. Therefore, funding for this project will be \$135,000 from a county grant, \$147,750 from the BWSR grant, \$2,262 from the CIP Closed

Project Fund, \$32,538 from the 2009 levy for collection in 2010 and \$286,300 for the 2010 levy for collection in 2011.

The result of the reallocation of the BWSR grant is that the portion of the tax levy for the Main Stem Project in 2010 for collection in 2011 was low by \$32,250 (the difference between the expected BWSR grant allocation of \$180,000 and the final allocation of \$147,750). This number may be lower or higher based on the actual cost of the project.

Fortunately, as indicated below, the tax levy for the Plymouth Creek Project generated substantially more than the shortfall in the levy for the Main Stem Project.

2. Plymouth Creek Project

For the Plymouth Creek Project, the original cost was expected to be \$965,200. This was to be funded by \$62,738 from the Closed Project Fund and \$902,462 from a tax levy in 2009 for collection in 2010.

Again, the funding was changed by the receipt of a Hennepin County grant in the amount of \$155,000 and a portion of the \$360,000 BWSR grant, of which \$212,250 is to be allocated to this project. Therefore, project funding will be \$155,000 from the county grant, \$212,250 from the BWSR grant, \$62,738 from the Closed Project Fund, and \$535,212 from the tax levy by Hennepin County. Because of the grants, the levy turned out to be more than was needed by \$367,250, which is the sum of the Hennepin County grant of \$155,000 and the \$212,250 of the BWSR grant allocated to this project. The amount of excess money available as a result of this over-levy will actually be lower than \$367,250 because actual costs will exceed the original project cost estimate of \$965,200.

**AMENDMENT TO COOPERATIVE AGREEMENT
FOR BASSETT CREEK MAIN STEM RESTORATION**

This Agreement is made of the ____ day of _____, 2011, by and between the Bassett Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the City of Golden Valley, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

WHEREAS, the City and the Commission are parties to an agreement entitled Cooperative Agreement for Bassett Creek Main Stem Restoration, dated _____ (hereinafter the "Main Stem Improvement Contract"), for construction of water quality improvements to the Main Stem of Bassett Creek in the City of Golden Valley, as more fully described therein (the "Project"); and

WHEREAS, the Main Stem Improvement Contract provides that the Commission will reimburse the City for expenses incurred in the design and construction of the Project from the Commission's Capital Improvement Program Closed Project Account in the amount of Two Thousand Two Hundred Sixty-Two Dollars (\$2,262) and from county tax levies in the amount up to Thirty-Two Thousand Five Hundred Thirty-Eight Dollars (\$32,538) in 2009 for collection in 2010 and in the amount of Six Hundred One Thousand Three Hundred Dollars (\$601,300) in 2010 for collection in 2011; and

WHEREAS, the City has secured a grant from Hennepin County for expenses incurred in connection with construction of the Project in the amount of One Hundred Thirty-Five Thousand Dollars (\$135,000) (the "County Grant") and the Commission has secured a grant from the Minnesota Board of Water and Soil Resources (BWSR) in the amount of Three Hundred Sixty Thousand Dollars (\$360,000), One Hundred Forty-Seven Thousand Seven Hundred Fifty Dollars (\$147,750) of which has been allocated to the Project; and

WHEREAS, the parties therefore wish to amend the Main Stem Improvement Contract as hereinafter set forth.

NOW, THEREFORE, on the basis of the premises and the mutual covenants hereinafter set forth, the parties agree as follows:

A. Paragraphs 5 and 6 of the Main Stem Improvement Contract are amended to read as follows:

5. The Commission will reimburse up to: Two Thousand Two Hundred Sixty-Two Dollars (\$2,262) of Project expenses from its Capital Improvement Program Closed Project Account, One Hundred Forty-Seven Thousand Seven Hundred Fifty Dollars (\$147,750) of grant funds received by the Commission from BWSR, Thirty-Two Thousand Five Hundred Thirty-Eight Dollars (\$32,538) from the tax settlement from the county received in 2010 and Two Hundred Eighty-Six

Thousand Three Hundred Dollars (\$286,300) from the tax levy in 2010 to be received in 2011 for the Project and One Hundred Sixty-Seven Thousand Two Hundred Fifty Dollars (\$167,250) from excess funds received from tax levies for other projects, for a total reimbursement of up to Six Hundred Thirty-Six Thousand One Hundred Dollars (\$636,100). The City will not be reimbursed for project costs paid by the County Grant.

Out-of-pocket costs related to the Project, incurred and paid by the Commission for publication of notices, securing County tax levy, preparation of contracts, review of proposed contract documents and administration of this contract shall be repaid from funds received in the tax settlement from Hennepin County. All funds in excess of such expenses are available for reimbursement to the City for costs incurred by the City in the design and construction of the Project up to the amount specified above. Reimbursement to the City will be made as soon as funds are available provided a request for payment has been received from the City providing such detailed information as may be requested by the Commission to substantiate costs and expenses.

6. Reimbursement by the Commission to the City will not exceed the amount specified in paragraph 5 above. All costs of the Project incurred by the City in excess of such reimbursement shall be borne by the City or secured by the City from other sources.

- B. Except as modified herein, the Main Stem Improvement Contract remains in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

By: _____
Its Chair

And by: _____
Its Secretary

CITY OF GOLDEN VALLEY

By: _____
Its Mayor

And by: _____
Its Manager

AMENDMENT TO COOPERATIVE AGREEMENT FOR PLYMOUTH CREEK IMPROVEMENTS

This Agreement is made of the _____ day of _____, 2011, by and between the Bassett Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the City of Plymouth, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

WHEREAS, the City and the Commission are parties to an agreement entitled Cooperative Agreement for Plymouth Creek Improvements, dated September 17, 2009 (hereinafter the "Plymouth Creek Improvement Contract"), for construction of water quality improvements to Plymouth Creek in the City of Plymouth, as more fully described therein (the "Project"); and

WHEREAS, the Plymouth Creek Improvement Contract provides that the Commission will reimburse the City for expenses incurred in the design and construction of the Project from the Commission's Capital Improvement Program Closed Project Account in the amount of Sixty-Two Thousand Seven Hundred Thirty-Eight Dollars (\$62,738) and from a county tax levy in the amount up to Nine Hundred Two Thousand Four Hundred Sixty-Two Dollars (\$902,462); and

WHEREAS, the City has secured a grant from Hennepin County for expenses incurred in connection with construction of the Project in the amount of One Hundred Fifty-Five Thousand Dollars (\$155,000) (the "County Grant") and the Commission has secured a grant from the Minnesota Board of Water and Soil Resources (BWSR) in the amount of Three Hundred Sixty Thousand Dollars (\$360,000), Two Hundred Twelve Thousand Two Hundred Fifty Dollars (\$212,250) of which has been allocated to the Project; and

WHEREAS, the parties therefore wish to amend the Plymouth Creek Improvement Contract as hereinafter set forth.

NOW, THEREFORE, on the basis of the premises and the mutual covenants hereinafter set forth, the parties agree as follows:

A. Paragraphs 5 and 6 of the Plymouth Creek Improvement Contract are amended to read as follows:

5. The Commission will reimburse Sixty-Two Thousand Seven Hundred Thirty-Eight Dollars (\$62,738) of Project expenses from its Capital Improvement Program Closed Project Account, Two Hundred Twelve Thousand Two Hundred Fifty Dollars (\$212,250) of grant funds received by the Commission from BWSR, and up to Six Hundred Ninety Thousand Two Hundred Twelve Dollars (\$690,212) from the tax settlement from the County received in 2010, for a total

reimbursement of up to Nine Hundred Sixty-Five Thousand Two Hundred Dollars (\$965,200).

Out-of-pocket costs related to the Project, incurred and paid by the Commission for publication of notices, securing County tax levy, preparation of contracts, review of proposed contract documents and administration of this contract shall be repaid from funds received in the tax settlement from Hennepin County. All funds in excess of such expenses are available for reimbursement to the City for costs incurred by the City in the design and construction of the Project up to the amount specified above. Reimbursement to the City will be made as soon as funds are available provided a request for payment has been received from the City providing such detailed information as may be requested by the Commission to substantiate costs and expenses.

6. Reimbursement by the Commission to the City will not exceed the amount specified in paragraph 5 above. All costs of the Project incurred by the City in excess of such reimbursement shall be borne by the City or secured by the City from other sources.

- B. Except as modified herein, the Plymouth Creek Improvement Contract remains in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

By: _____
Its Chair

And by: _____
Its Secretary

CITY OF PLYMOUTH

By: _____
Its Mayor

And by: _____
Its Manager

Bassett Creek Recording Administrator

From: Jim Herbert
Sent: Wednesday, March 30, 2011 1:49 PM
To: Geoff Nash; Bassett Creek Recording Administrator; Karen Chandler
Cc: Derek Asche; Len Kremer
Subject: Plymouth Creek Streambank Restoration (CIP PC-1) reimbursement
Attachments: CIP PC-1 Reimbursement Request.pdf

Karen/Amy/Geoff:

The BCWMC received the March 17, 2011 letter and supporting documentation from the City of Plymouth requesting reimbursement of **\$568,622.33** from the BCWMC for the referenced project.

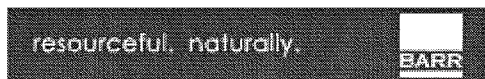
- BCWMC Budget Summary

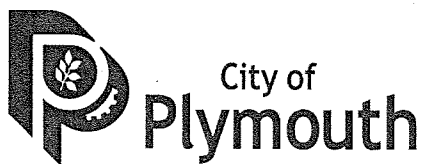
○ County Tax Levy (per 9/17/09 cooperative agreement):	\$902,462.00
○ CIP closed Project Account (per 9/17/09 cooperative agreement):	<u>62,738.00</u>
○ Initial Budget:	\$965,200.00
○ Reduced due to Hennepin Co. Grant	(155,000.00)
○ Total Reimbursable Budget	\$810,200.00
○ Project balance (per financial report excluding current request):	\$749,038.80
- Project Summary (Plymouth)

○ Total completed as of March 17, 2011:	\$723,622.33
○ Previous Reimbursement from BCWMC:	(0.00)
○ Reimbursement from other project partners (Hennepin County grant)	<u>(\$155,000.00)</u>
○ Current BCWMC Reimbursement Request	\$568,622.33
- Construction is 90% complete (as of March 17, 2011).
- Current reimbursement includes Wetland Monitoring and Construction.
- Remaining work includes live staking and restoration along the creek and is anticipated to be completed this spring, contingent on creek flows. A final reimbursement request will be submitted following completion of the project.
- FYI – reimbursable capital cost should be revised to \$810,200 on CIP Table and Table 12-2.
- **We have reviewed the supporting documents provided by the City and recommend payment of \$568,622.33 in accordance to attached March 17, 2011 letter from the City of Plymouth.**

Jim Herbert, PE

Vice President, Senior Civil Engineer
 Minneapolis office: 952.832.2784 | cell: 612.834.1060
jherbert@barr.com
www.barr.com





Adding Quality to Life

March 17, 2011

Ms. Amy Herbert, Recording Administrator
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION
c/o Barr Engineering Company
4700 West 77th Street
Minneapolis, MN 55435-4803

SUBJECT: PLYMOUTH CREEK STREAM BANK RESTORATION
CITY PROJECT NO. 8128

Dear Ms. Herbert,

Enclosed you will find documentation of completed design and construction expenses for the Plymouth Creek Stream Bank Restoration Project totaling \$723,622.33. The City has invoiced Hennepin County for \$155,000.

The attached Table 1 indicates all invoices received to date. The City is requesting reimbursement of **\$568,622.33** from the Bassett Creek Watershed Management Commission (BCWMC) per the terms of the Cooperative Agreement for the Plymouth Creek Improvements dated September 17, 2009.

Construction is 90% complete as of March 17, 2011. Remaining work includes live staking and is scheduled to be completed this spring. Reimbursement to the City should be sent to my attention at:

Derek Asche
Engineering Department
Plymouth City Hall
3400 Plymouth Blvd.
Plymouth, MN 55447

Thank you again for your support on this project. If you have any questions regarding the submission, please contact me at 763-509-5526.

Sincerely,

Derek Asche
Water Resources Manager

enc: Invoices Summary
Invoices
Cooperative Agreement



Table 1. Design and Construction Costs through March 17, 2011.

Design Costs

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
10/19/2009	Arrowhead Environmental	Wetland Delineation	\$2,600.00
12/31/2009	Wenck Associates	Professional Services	\$15,455.30
1/31/2010	Wenck Associates	Professional Services	\$19,845.07
2/28/2010	Wenck Associates	Professional Services	\$20,323.50
2/28/2010	Wenck Associates	Wetland Monitoring	\$3,538.41
3/31/2010	Wenck Associates	Professional Services	\$25,134.34
4/30/2010	Wenck Associates	Professional Services	\$35,326.60
4/30/2010	Wenck Associates	Wetland Monitoring	\$534.20
5/31/2010	Wenck Associates	Wetland Monitoring	\$414.80
5/31/2010	Wenck Associates	Professional Services	\$11,429.60
6/30/2010	Wenck Associates	Wetland Monitoring	\$578.50
6/30/2010	Wenck Associates	Professional Services	\$6,816.90
7/31/2010	Wenck Associates	Wetland Monitoring	\$133.50
7/31/2010	Wenck Associates	Professional Services	\$14,586.79
8/31/2010	Wenck Associates	Wetland Monitoring	\$588.00
8/31/2010	Wenck Associates	Professional Services	\$4,849.60
9/30/2010	Wenck Associates	Wetland Monitoring	\$44.04
9/30/2010	Wenck Associates	Professional Services	\$6,398.43
10/31/2010	Wenck Associates	Professional Services	\$9,089.80
11/23/2010	Construction Bulletin	Ad for Bids	\$143.26
11/30/2010	Wenck Associates	Professional Services	\$11,451.05
11/30/2010	Wenck Associates	Wetland Monitoring	\$133.50
11/30/2010	Construction Bulletin	Ad for Bids	\$143.26
12/2/2010	Sun Newspapers	Ad for Bids	\$135.85
12/31/2010	Wenck Associates	Professional Services	\$49.02
12/31/2010	Wenck Associates	Wetland Monitoring	\$267.00
1/25/2011	ARC (ERS Digital)	Clean Water, Land, Legacy Signage	\$130.80
1/31/2011	Wenck Associates	Wetland Monitoring	\$337.20
2/28/2011	Wenck Associates	Wetland Monitoring	\$702.00

Total Design Costs: \$191,180.32

Construction Costs

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
2/8/2011	Tree Trust	Tree Removals	\$55,632.17
2/15/2011	Sunram Construction Inc.	Stream Restoration	\$210,349.81
3/8/2011	Tree Trust	Tree Removals	\$49,102.45
3/8/2011	Sunram Construction Inc.	Stream Restoration	\$217,357.58

Total Construction Costs: \$532,442.01

Grand Total: \$723,622.33

**COOPERATIVE AGREEMENT
FOR
PLYMOUTH CREEK IMPROVEMENTS**

This Agreement is made as of this 17th day of September, 2009, by and between the Bassett Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the City of Plymouth, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

WHEREAS, the Commission adopted the Bassett Creek Watershed Management Commission Water Management Plan, July 2004 on September 16, 2004 (the "Plan"), a watershed management plan within the meaning of Minn. Stat., § 103B.231; and

WHEREAS, the Plan, as amended on July 16, 2009, includes a capital improvement program ("CIP") that lists a number of water quality project capital improvements; and

WHEREAS, the water quality projects identified in the CIP include a stream bank restoration on Plymouth Creek in the City of Plymouth described as a project to restore the Channel of Plymouth Creek from Medicine Lake to 26th Avenue in the City of Plymouth as more fully described in Attachment One to this Agreement, the feasibility report for the Project, which is hereby made a part hereof (the "Project"); and

WHEREAS, the Plan specifies that projects in the CIP will be funded by a County tax levy under Minn. Stat., § 103B.251; and

WHEREAS, on September 17, 2009, the Commission adopted a resolution ordering the Project and directing that it be constructed by the City; and

WHEREAS, it is expected that Hennepin County will levy taxes throughout the watershed for the Project for collection and settlement in the year 2010; and

WHEREAS, the City is willing to construct the Project on the terms and conditions hereinafter set forth.

NOW, THEREFORE, ON THE BASIS OF THE PREMISES AND MUTUAL COVENANTS HEREINAFTER SET FORTH, THE PARTIES AGREE AS FOLLOWS:

1. The Project will consist of stream bank restoration in the City as more fully described in Attachment One.
2. The City will design the Project and prepare plans and specifications for construction of the Project. Plans and specifications, and any changes to such plans and specifications, are subject to approval by the Commission's consulting engineer.

3. The City will advertise for bids and award contracts in accordance with the requirements of law. The City will award the contract and supervise and administer the construction of the Project to assure that it is completed in accordance with plans and specifications. The City will require the contractor to provide all payment and performance bonds required by law. The City will require that the Commission be named as additional insured on all liability policies required by the City of the contractor. The City will require that the contractor defend, indemnify, protect and hold harmless the Commission and the City, their agents, officers, and employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor. The City will supervise the work of the contractor. However, the Commission may observe and review the work of the Project until it is completed. The City will display a sign at the construction site(s) stating "Paid for by the Taxpayers of the Bassett Creek Watershed".
4. The City will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred.
5. The Commission will reimburse Sixty-Two Thousand Seven Hundred Thirty-Eight Dollars (\$62,738) of Project expenses from its Capital Improvement Program Closed Project Account. The Commission will use its best efforts to secure payment from the County in accordance with Minn. Stat. § 103B.251 in the amount of Nine Hundred Two Thousand Four Hundred Sixty-Two Dollars (\$902,462). It is understood that tax settlement from the County is not expected to occur until the year 2010.

Out-of-pocket costs related to the Project, incurred and paid by the Commission for publication of notices, securing County tax levy, preparation of contracts, review of proposed contract documents and administration of this contract shall be repaid from funds received in the tax settlement from Hennepin County. All funds in excess of such expenses are available for reimbursement to the City for costs incurred by the City in the design and construction of the Project. Reimbursement to the City will be made as soon as funds are available provided a request for payment has been received from the City providing such detailed information as may be requested by the Commission to substantiate costs and expenses.

6. Reimbursement to the City will not exceed the amount received from the County for the Project less any amounts retained by the Commission for Commission expenses plus funds committed from the Commission's Capital Improvement Program Closed Project Account. All costs of the Project incurred by the City in excess of such reimbursement shall be borne by the City or secured by the City from other sources.
7. All City books, records, documents, and accounting procedures related to the Project are subject to examination by the Commission.

8. The City will secure all necessary local, state, or federal permits required for the construction of the Project and will not proceed with the Project until all required environmental review is completed.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

By: _____

Its Chair

And by: _____

Its Secretary

CITY OF PLYMOUTH

By: _____

Its Mayor

And by: _____

Its Manager



Memorandum

To: Bassett Creek Watershed Management Commission
From: Technical Advisory Committee
Subject: April 7, 2011 TAC Meeting
Date: April 12, 2011

The Technical Advisory Committee (TAC) met on April 7, 2011. The following TAC members, city representatives, staff, and others attended the meeting:

City	TAC Members/Alternates	Other City Representatives
Crystal	Absent	
Golden Valley	Jeannine Clancy, Jeff Oliver	Chair Linda Loomis
Medicine Lake	Vacant position	
Minneapolis	Pat Byrne	Commissioner Michael Welch
Minnetonka	Lee Gustafson, Liz Stout	
New Hope	Jason Quisberg	
Plymouth	Derek Asche	
Robbinsdale	Richard McCoy	
St. Louis Park	Laura Adler	
BCWMC Staff	Len Kremer & Geoffrey Nash	
Also present: Jack Frost, Met Council		

The Technical Advisory Committee (TAC) directed staff to forward the following recommendations to the Commission for its consideration. This memorandum presents the recommendations relating to the Transition Plan for Barr Engineering, creating a process for selecting qualified engineering firms to conduct individual projects, the 2011 Watershed Tour, and whether or not additional lakes should be added to the Citizen Assisted Monitoring Program (CAMP).

Under Communications, the TAC was shown a revised construction details spreadsheet that Sue Virnig, Karen Chandler, and the Administrator had revised. Changes included adding project funding sources and eliminating duplication of projects.

1. Transition Plan: Barr Engineering

Barr has put together a transition plan for the next two years. As the plan states:

- Jim Herbert will assume responsibility for coordinating and directing the Barr team that provides service to the BCWMC.
- Karen Chandler will become the principal contact with the Commission, with Len Kremer, Jim Herbert and Tim Brown available to fill in for Karen at TAC or Commission meetings, as needed.
- Len Kremer will continue to be involved in BCWMC projects and will be available to provide the team with the benefit of his extensive experience with watershed projects.

Recommendations on the Transition Plan:

The TAC recommended that Karen Chandler and Jim Herbert work closely together as Len Kremer begins to reduce his involvement in BCWMC business. Because of Karen's in depth understanding of the Watershed Management Plan and our other regulatory requirements, the TAC felt that she should be the main engineering contact of the Commission. The TAC encouraged Jim to attend meetings where projects involving his unique expertise might be needed. When necessary, the Administrator and Barr staff should collaborate to schedule the Board meeting agendas such that any necessary additional Barr staff time could be minimized. The TAC recommended that the Administrator be responsible for determining which, if any, additional engineering staff attend Board meetings. The TAC approved the Transition Plan with minor changes to be made by Len.

2. Creation of a Pre-approved List of Engineering Firms

The Commission asked the TAC to make recommendations on how the Commission handles its contracting process for engineering and technical services. The Board had expressed the desire to open up the process for provision of engineering services for discrete projects, while maintaining Barr as the Commission's main engineer for the term of the contract. Still, it was the TAC's opinion that having a main engineer providing the Board with general engineering services and institutional memory was critical. At the April Board meeting, the Commission had voted to offer Barr the position of engineer, pending a discussion between Barr and the Administrator related to the firm's fee schedule. The TAC reviewed the *Scott Watershed Management Organization's Request for Qualifications to Provide Consulting Services* from 2009.

The point was made that any limitation imposed during the selection of engineering firms to be available for contracting is just that: a limitation and it is imposed only on the Board. It was argued that the RFQ and responses will be comprehensive enough to allow the Board to pick whom they choose, whether there are three additional available firms or ten. Some members recommend including any firm that applied and supplied sufficient information to be listed as qualified.

Recommendations on the List of Engineering Firms:

The TAC recommended that the Administrator create a draft of the RFQ and that it be reviewed by the Administrative Services Committee. The TAC determined that the main focus of the RFQ should be on finding firms with the requisite experience in watershed construction project engineering, plan preparation, project design, management, and safety. Likely projects for bidding would be feasibility studies and the resulting design and construction oversight. The RFQ should include how firms will be judged and that a local office with local staff was of major importance in the qualifications. Three firms and Barr should be selected.

3. 2011 Watershed Tour

The TAC discussed what would be presented at the various stops on the tour. Projects mentioned were:

1. Golden Valley City Hall (start),
2. 2009-10 West Medicine Lake Park Pond (from the bus),
3. 2010 main stem streambank restoration project at of Golden Valley,
4. 2010 Plymouth Creek streambank restoration area,
5. 2011 North Branch pre-construction streambank restoration area in Crystal/Briarwood section in Golden Valley (both viewed from the bus),
6. Sweeney Lake Branch stream restoration,
7. 2011 Wirth Lake outlet, and
8. the Minneapolis creek stabilization area.

Recommendations on the 2011 Tour:

The TAC recommended the following:

- Allow between 20 and 25 minutes for each stop on the tour.
- City staff would provide comments while on the bus prior to reaching each stop.
- The Administrator should work on a schedule and itinerary.

9. Addition of More Lakes to the CAMP Program and Changes to Sweeney and Twin Lakes Monitoring

The TAC discussed whether or not there were additional lakes that could be monitored by citizen volunteers. The Education and Outreach Committee has discussed the addition of funds for the Metropolitan Council to analyze citizen-collected samples from more lakes. The E & O Committee determined that having volunteers participate in the watershed's data collection was a benefit. On a related topic, Len Kremer requested the TAC consider a change to the schedule for monitoring Sweeney and Twin Lakes. The Barr memo, dated April 5, is provided.

Recommendations on the CAMP Program and Changes to Sweeney and Twin Lakes Monitoring:

On the CAMP program, the TAC mentioned a possible volunteer on Parkers Lake in Plymouth. Derek Asche offered to contact the person to find out if he was still interested. Other volunteers could be found on other lakes if the need arises.

On the recommended changes to the water quality monitoring of Sweeney and Twin Lakes, the TAC recommended the following:

- Delay monitoring of the two lakes until 2014 so that BMPs can take effect.
- Only monitor the creek in 2012.

10. New Business

Jack Frost, of the Met Council, announced that they had forwarded BCWMC annual data for inclusion in the BCWMC Annual report.

11. Other Business

The next TAC meeting has been scheduled for Thursday, May 5, 2011. Future possible TAC issues include:

- Review Education committee hand outs
- Rate control/volume monitoring
- How should TMDL project implementation be integrated into the CIP?
- What changes in Commission policies are needed to insure that the overall WLA in watershed TMDLs do not change?
- Next Generation Watershed Plan
- TMDL categorical responsibilities and monitoring changes/additions necessary for oversight
- Additional CIP Review



Memorandum

To: Technical Advisory Committee, Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Sweeney Lake and Twin Lake Monitoring
Date: April 5, 2011
Project: 23270051.32 2011

In the process of preparing information for the Commission's 2012 budgeting process, it was noted that the monitoring of Sweeney Lake and Twin Lake is scheduled for 2012 if the normal schedule is followed. Since the Sweeney Lake TMDL should be approved in the next 3-4 months, it seems reasonable to modify the monitoring schedule so that the in-lake data collected can be part of the report discussed in the TMDL that will evaluate the success of BMP implementation.

The Sweeney Lake TMDL calls for the Commission to prepare an evaluation report every five years regarding the success of BMP implementation. If the Sweeney Lake TMDL is approved in July 2011, then the first evaluation report would be due in July 2016. We believe that the lake monitoring data will be a key element in that report. We also believe that there should be an opportunity to sample the lake twice before 2016 so that there is a better chance of monitoring the lake during a period of average inflow rather than a year when it is very wet or very dry. We recommend that the next scheduled monitoring of Sweeney and Twin Lakes be revised from 2012 to 2014. If runoff in 2014 is not average for the monitoring period, the monitoring could be repeated in 2015. The lake monitoring will need to be completed with the aeration system turned off so that an evaluation can be made about the amount of the internal load from bottom sediments.

The other two TMDLs that will require progress reports to the MPCA are Medicine Lake and Wirth Lake and they have been monitored every year for the last several years. Medicine Lake is monitored by the Three Rivers Park District (and the Commission) and Wirth Lake is monitored by the Minneapolis Park and Recreation Board.

6F.

Bassett Creek Recording Administrator

From: Geoff Nash [gnashbcwmc@gmail.com]
Sent: Thursday, March 24, 2011 1:42 PM
To: Loomis, Linda
Cc: Karen Chandler; Len Kremer; Bassett Creek Recording Administrator
Subject: Fwd: BWSR application discrepancy
Attachments: 3-15-11 BCWMC Follow Up Letter.pdf

Linda,

BWSR's approval of our current Local Match amount for the 2010 streambank restoration grant just arrived. Our match will be the amount we budgeted, not the amount submitted on the grant application, before we even knew Golden Valley and Plymouth were to receive Hennepin County Directed grant funds. Karen Chandler and I worked to explain the sequence of events to BWSR that led to the discrepancy.

This approval reduces the local match by \$150,000.

I have included Brad's email, my email, and his letter that describes the discrepancy. Now I will go back into Elink and make the changes to those fund amounts.

Regards,
Geoff

----- Forwarded message -----

From: **Wozney, Brad (BWSR)** <brad.wozney@state.mn.us>
Date: Thu, Mar 24, 2011 at 11:11 AM
Subject: RE: BWSR application discrepancy
To: Geoff Nash <gnashbcwmc@gmail.com>
Cc: "Westrick, Marcey (BWSR)" <marcey.westrick@state.mn.us>

Geoff

Upon review, I hereby approve the proposed workplan adjustments per the budget outlined in your email. It is noteworthy that the local match amount remains well above the required 25% minimum. Please print this email and retain it in your project files. You may proceed with these changes in eLINK and submit them. Thank you for your attention to this matter.

Brad Wozney

Metro Board Conservationist

Direct: (651) 296-6068

(over →)



March 15, 2011

Geoff Nash
6920 Hillcrest Lane
Edina, Minnesota
55435

Dear Geoff,

This letter is a follow up to BWSR's visit on March 8th, 2011. The purpose of our meeting was to obtain a status update on the Fiscal Year 2010 CWF project (Bassett Creek and Plymouth Creek Stream Stabilization Projects), discuss the Fiscal Year 2011 CWF project, and assist with eLINK reporting. As we discussed, a minor discrepancy was found between the eLINK work plan and both the Hennepin Directed Funds and district records regarding local match dollars. As we discussed, that discrepancy needs to be corrected in eLINK and this corrective action needs to be approved by BWSR.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Wozney".

Brad Wozney
Board Conservationist

A handwritten signature in black ink, appearing to read "Marcey Westrick".

Marcey Westrick
Clean Water Specialist

<i>Benidji</i>	<i>Brainerd</i>	<i>Duluth</i>	<i>Fergus Falls</i>	<i>Marshall</i>	<i>Mankato</i>	<i>New Ulm</i>	<i>Rochester</i>
701 Minnesota Ave., Suite 234 Benidji, MN 56601 (218) 333-8024	1601 Minnesota Drive Brainerd, MN 56401 (218) 828-2383	394 South Lake Ave., Room 403 Duluth, MN 55802 (218) 723-4752	1004 Frontier Drive Fergus Falls, MN 56537-2505 (218) 736-5445	1400 East Lyon St., Box 267 Marshall, MN 56258 (507) 537-6060	1160 Victory Drive S., Suite 5 Mankato, MN 56001-5358 (507) 389-1967	261 Highway 15 South New Ulm, MN 56073 (507) 359-6074	2300 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

BCWMC Education and Public Outreach Committee Meeting

April 12, 2011 – 9:00 a.m. – Plymouth City Hall

Members present: Bonnie Harper-Lore, Liz Thornton, Margie Vigoren, Stu Stockhaus, Ted Hoshal and Pauline Langsdorf

Yard & Garden Expo – Plymouth Creek Center – April 8 & 9

Liz Thornton and Ginny Black worked at the Expo representing BCWMC. Margie Vigoren was involved with organizing and overseeing the event. The five WMO's booths that make up the West Metro Water Alliance (WMWA) and Blue Thumb were located adjacent to each other. This arrangement worked well. Event organizers estimate that there were over 1,000 people at this event. BCWMC gave out seed packets to most of those who stopped at our exhibit. We passed out 110 seed packets so we know we talked with at least that many people about the watershed. The City of Plymouth supplied us with an aerial map of Plymouth with the watersheds in Plymouth clearly marked. The visitors were very interested in this map and it provided us with the opportunity to discuss the watershed with them or direct them to an adjacent exhibit of the watershed in which they lived. We found our new posters to be effective educational tools.

Blue Thumb has developed an unusually effective educational tool for teaching the benefits of natural plantings. It shows various native plants and beneath each plant there is a ring which when it is pulled has a string attached that pulls out to represent the depth of the root system of that plant. WMWA is interested in purchasing one of these to be shared by our watersheds.

West Metro Water Alliance Meeting – April 11, 2011

Margie and Liz reported on this WMWA meeting. In addition to a discussion of the interactive display on the benefits of native plantings they reported that the Rural Water Volume Management Workshop held on March 30 went well. They had 20 participants. The Urban Workshop scheduled for March 23rd was cancelled due to the snowstorm on March 22nd and 23rd. It has been rescheduled for May 31st and will be held at Maple Grove City Hall.

Zachary Lane Elementary School Environmental Fair – May 12 - 5:30 to 8:00 p.m.

This is the 12th year that the City of Plymouth will sponsor an Environmental Fair in one of their elementary schools. They will have 25+ exhibitors/educators at this fair which, depending on the size of the school, attracts between 500 and 1,000 students and parents. BCWMC will have our tabletop exhibit there and we will borrow the enviroscape from Plymouth to use in demonstrating how non-point source pollution occurs and will discuss how to prevent some non-point pollution from occurring. Bonnie Harper-Lore and Pauline Langsdorf will represent BCWMC at this event. Other commissioners are encouraged to join us.

Education and Outreach Plan (EOP)

The committee reviewed the budget we proposed upon completing the EOP last February for 2011 through 2015. We now recommend dropping the budget increases for funding CAMP in 2014 and 2015 as the feedback we received from the TAC was that we have CAMP volunteers on most of the lakes which they want monitored. We expect the EOP budget will be reviewed yearly and changes can be made as our needs change. The budget recommendations will be given to the BCWMC Budget Committee for 2012 as well as the recommendations for 2013 through 2015.

The Education/Outreach Committee recommends that the Administrative Committee decide if they want to have the EOP distributed to the commissioners and TAC or how they want to use it as we progress with the design of the Third Generation BCWMC Plan. The EOP is 16 pages long with an additional three pages of budget charts. There also is a one page narrative of how the plan is laid out with recommendations for 2012. The committee doesn't think it is necessary to post the EOP on the website.

Newspaper Articles

We currently have budgeted for two articles to be written for the BCWMC each year. We have an additional article held over from last year on lakeshore buffers. We think that May or June would be a good time to submit this. We would like to see an article prepared on stream bank buffers. We feel this would be timely as we begin our stream restoration projects. Ideas to focus on could be – *Restoration*, *How You Can Help*, and *Protecting Tax Payer Investment*.

Bonnie Harper-Lore recently drove through the watershed and observed that residents are continuing to mow to the edge of the lakes and streams. It was this observation that led to the discussion of promoting an article about stream restoration and protecting our investment.

Geoff submitted an article on raingardens and the upcoming raingarden workshops to SunPost newspapers. The newspaper misplaced the article and as a result it didn't run on April 6th as anticipated. The paper plans to run it this week. There are a few workshops being held in May, but unfortunately this article will not run in time to benefit the workshop being held in New Hope this week.

There is a raingarden workshop being held in our watershed on the same evening as the Environmental Fair at Zachary Lane School. Liz will take our banner exhibit to the raingarden workshop and the table-top exhibit will be used at the school event.

Committee Sustainability

The committee had a discussion of the importance of public outreach and the small percentage of the total yearly budget spent on outreach and education. We look at educational outreach as a very important non-structural BMP.

In order to continue to be effective we believe that we need more staff time dedicated to running this committee. We have very dedicated committee members but the time commitment is too great to continue as we are operating. We greatly appreciate the staff help we have been receiving but more is needed in the form of organizing meetings, community participation, running the meetings and reporting meeting outcomes. We urge the Administrative Committee to take a very serious look at increasing staff time to assist with this committee.

Blue Thumb Agreement

After reviewing the Blue Thumb Agreement again the committee recommends that our administrator be the designated Partner Representative. This means that all Blue Thumb communications would come to the administrator and be passed on to Education/Outreach Committee members as needed. We intend to continue to distribute Blue Thumb materials at our events. We do not expect that committee members will have time to participate in Blue Thumb events outside of our watershed.

Portfolio for Exhibit Posters

We discussed the idea of having a portfolio to use for our exhibit posters. This will protect our pieces as well as make it easier for those who may only want to use the posters but may not want to use the table-top exhibit. Currently the exhibit pieces are stored in the case with the table-top exhibit. Margie Vigoren said she would donate her personal portfolio to us. We decided that since cities will often loan us the use of their easels when we have our exhibit displayed in their city we will forgo purchasing these items.

The cabinet that the City of Crystal is permitting us to use for our exhibit storage is full. Pauline will inquire as to if they have any additional cabinet space that we can use.

Ted Hoshal's Report on Several Recent Contacts and Observations

Deacon Warner contacted Ted about a video he produced on a clean-up event on Bassett Creek. Deacon gave Ted a link to view it on line. Ted will give the link to our administrator to be shared with others who wish to see it. Deacon said he is still interested in producing more about Bassett Creek. Since we hadn't heard from him for quite some time it isn't in the budget. Ted will work with Deacon to explore possibilities. Ted attended a presentation on producing a history book. Ted also brought in an article from the Star Tribune – *Volunteers Needed to Monitor Wetlands*. Since the person who contacted us a few weeks ago doesn't have a boat which is required for her to take part in the CAMP program we will put her in touch with Mary Karius of Hennepin County Environmental Services regarding participation in the wetlands program. All materials needed for the wetlands program are provided by the county.

Notes by Pauline Langsdorf

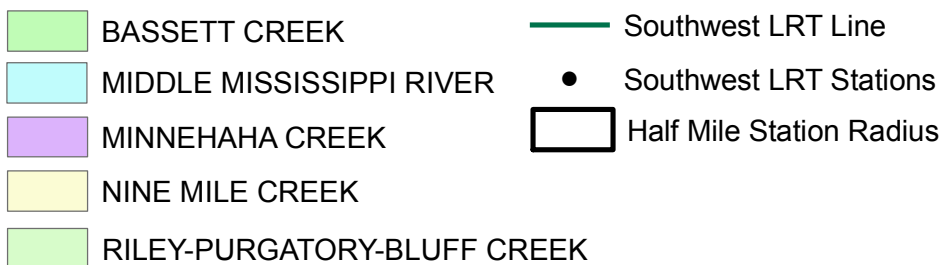
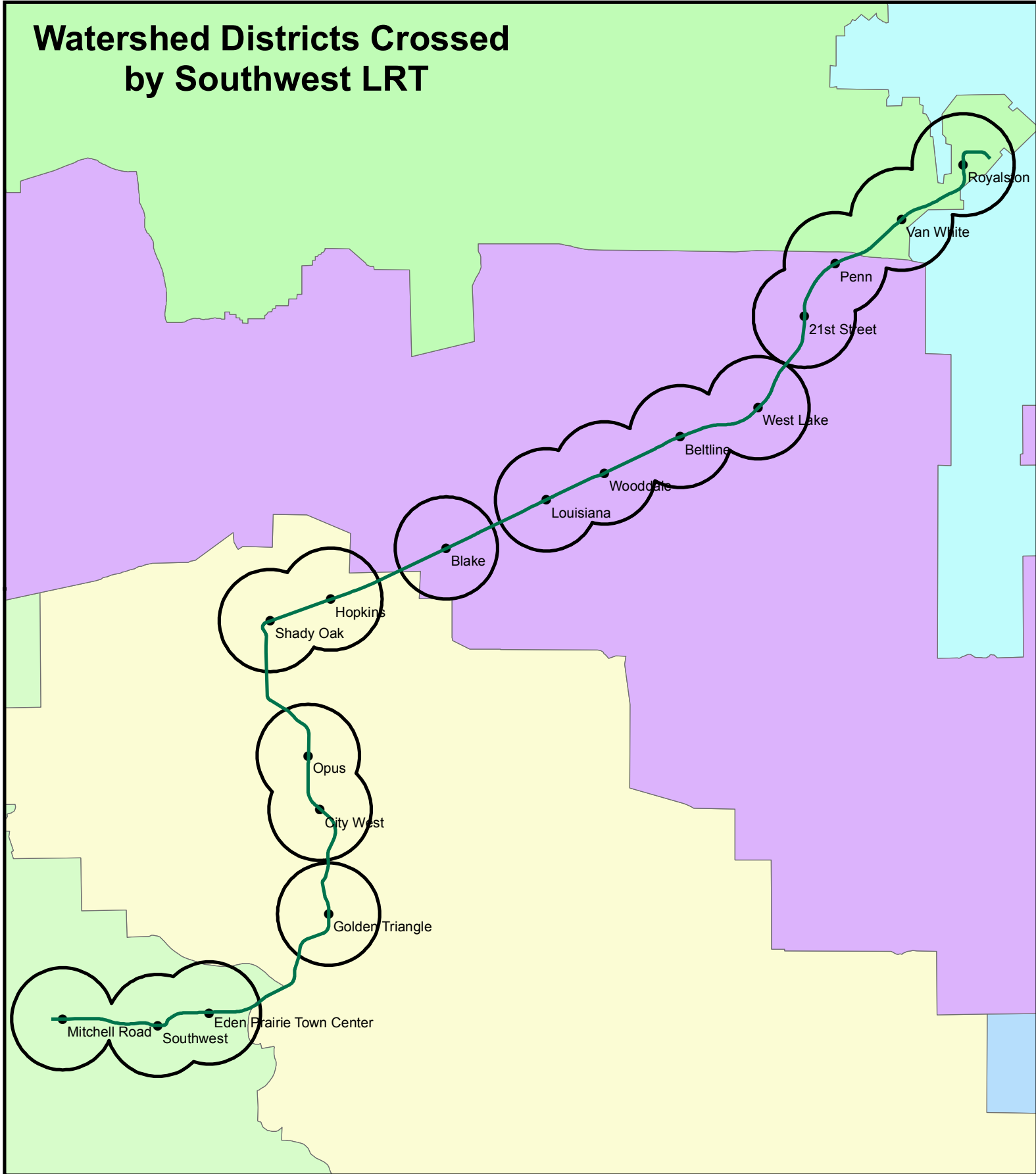


Geoff Nash, P.G.
Watershed Consulting, LLC

Administrator's Report
Bassett Creek Watershed Management Commission
April 11, 2011

1. Authorized Barr Engineering IT staff to implement two database-driven calendars on the BCWMC's Web site (the meeting calendar and the equipment reservation calendar), which would allow the site visitor to see past and future months on the calendar feature instead of being limited to the current month and the next month. This functionality will assist the education committee with its equipment reservation process and the Commission with tracking its meeting and event schedule and also will enable the public to better track the BCWMC's activities. The cost of the upgrade is approximately \$1,400 out of the remaining \$4,485.75 2011 website budget (\$4,500.)
2. Derek Asche forwarded MPCA's update on the Metrowide Chloride TMDL fm Brooke Asleson. Monitoring will begin in the spring. LimnoTech was hired as the contractor. The project work plan is available at <http://www.pca.state.mn.us/water/tmdl/project-chloride-metro>.
3. Submitted BWSR Work Plan for Wirth Lake Outlet Modification Project on Elink.
4. Received BWSR approval for Wirth Lake Outlet Modification Project Work Plan.
5. Received BWSR approval for work plan adjustments on the 2010 Plymouth and Golden Valley Streambank Restoration project. The adjustments clarified BCWMC's local match amount.
6. Submitted signed contract agreement to BWSR on April 4 for \$75,000. Grant check is expected soon.
7. Made minor changes to the BCWMC Education & Outreach Plan.
8. Submitted an article written by Judy Arginteanu concerning rain gardens to the Sun Current newspapers. Article scheduled to
9. Provided comments to Wendy Erlien of the Golden Valley Patch newspaper on the risk of flooding in Golden Valley. Article available at <http://goldenvalley.patch.com/articles/watching-for-potential-spring-flooding-in-golden-valley>.
10. At the invitation of Hennepin County staff, I attended a planning meeting for the Southwest Light Rail Transit (LRT) line from Eden Prairie to Minneapolis. Two LRT stations are planned in the watershed (see attached map of LRT line). Prior to this meeting, stormwater requirements had not been considered in planning. Bonestroo has County contract to begin to plan for stormwater needs. Watersheds were asked to provide locations of planned CIP projects within one half-mile of the stations. Administrator provided the consultant with the locations of the Restore Main Stem Channel- Golden Valley Road to N. Irving Avenue and pond BC-5.
11. Worked on BCWMC Annual Report.
12. Prepared for TAC meeting and drafted TAC memo to Board.
13. Received request from Kari Geurts requesting a time at an upcoming meeting for Braun Intertec to present the findings of a study of whole-lake aeration of Sweeney Lake. Time was not available during the April Board meeting.
14. Met with Len Kermer and Karen Chandler of Barr Engineering to discuss Transition Plan and fee schedule for the next two-year contract.

Watershed Districts Crossed by Southwest LRT



0 0.5 1 2
Miles



**Map & Data: Hennepin County
April 2011**

CAPITAL IMPROVEMENT PLAN
MAJOR PLAN AMENDMENT PROCESS
REVISED 4-08-11

Major Plan Amendment Process	Joint Power Agreement Process	Court Tax Levy for CIP Project
Plan amendment submitted to review agencies for 60-day review period. ¹ (60 days)		
Commission responds to comments. ² (minimum of 10 days before hearing)		
Commission holds hearing on plan amendment. ³ (minimum of 14 days after 60-day review period)		
BWSR review of plan amendment. ⁴ (90 days)		
Commission adopts plan amendment. ⁵	Commission holds public hearing on the capital project, orders the project, and enters into contract with member city for the project. ⁷	Commission holds hearing on the capital project, adopts findings and certifies costs to county before October 1 st , for collection with taxes in the following year. ⁸
Total: 164+ days ⁶		

1. Upon completion of the plan, the WMO must submit the plan for a 60-day review and comment period to all counties, the Metropolitan Council, the State review agencies (Natural Resources, Pollution Control Agency, Agriculture and Health), the Board of Water and Soil Resources, soil and water conservation districts, and towns and cities having territory within the watershed. (Minnesota Statutes, Section 103B.231, Subd. 7(a).)
2. The WMO must respond in writing to any concerns expressed by the review agencies at least ten days before the hearing. (Minnesota Statutes, Section 103B.231, Subd. 7(b).)
3. The WMO must hold a hearing on the draft plan no sooner than 14 days after the 60-day review period described in paragraph 1. (Minnesota Statutes, Section 103B.231, Subd. 7(c).)
4. Following the hearing, the WMO must submit the draft plan, any amendments to the plan, all written comments received on the plan, a record of the public hearing, and the summary of changes incorporated as a result of the review process to the Metropolitan Council, the

State review agencies, and the Board of Water and Soil Resources, for final review. The Board may not prescribe a plan, but may disapprove all or parts of the plan which it determines not to be in conformance with the requirements of law. The Board has 90 days for this review. (Minnesota Statutes, Section 103B.231, Subd. 9.)

5. Within 120 days after approval of the plan by the Board of Water and Soil Resources, the watershed management organization is to adopt and implement its plan. (Minnesota Statutes, Section 103B.231, Subd. 10.)
6. 164 days assumes there is no time delay between events. The actual time is likely to be longer given publication deadlines and the Commission's meeting schedule. The time will be shortened if BWSR takes less than the full 90 days allowed for final review.
7. The hearing is to be preceded by 45 days' mailed notice to the clerks of all member cities. (Joint Powers Agreement Article VII, Subd. 5.)
8. The hearing is to be preceded by publication once each week for two successive weeks. (Minnesota Statutes, Section 103B.251.)



8,

April 11, 2011

Tom Mathisen
City Engineer
City of Crystal
4141 North Douglas Drive
Crystal, MN 55422

Jeannine Clancy
Director of Public Works
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427-4588

Lois Eberhart
Water Resource Administer
City of Minneapolis
Engineering Design
309 Second Avenue South, Rm. 300
Minneapolis, MN 55401-2268

Liz Stout
Water Resources Engineer
City of Minnetonka
14600 Minnetonka Boulevard
Minnetonka, MN 55345

Guy Johnson
Director of Public Works
City of New Hope
4401 Xylon Avenue North
New Hope, MN 55428

Sherry Miller
City of Plymouth
3400 Plymouth Blvd
Plymouth, MN 55447

Richard McCoy
City Engineer
City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422

Laura Adler
Engineering Program Coordinator
City of St. Louis Park
5005 Minnetonka Boulevard
St. Louis Park, MN 55416

Ted Hoshal
6960 Madison Ave West Suite 2
Mpls MN 55427-3627

Re: Bassett Creek Watershed Erosion Control Inspections
April 4-8, 2011

We have inspected construction sites in the Bassett Creek Watershed for conformance to erosion and sediment control policies. Listed below are construction projects and the improvements needed for effective erosion control. The sites were inspected April 4-8, 2011. Please review the following for your respective city.

City of Crystal

None to report

City of Golden Valley

Miner: Clean and maintain impacted inlets.

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

City of Medicine Lake

None to report

City of Minneapolis

None to report

City of Minnetonka

None to report

City of New Hope

None to report

City of Plymouth

Four Points: Install silt fence around excavated/exposed soils adjacent to constructed pond; sweep tracked soils from street.

Larkin Pond: Remove tracked soils from street; install rock construction entrance; install inlet protection as required; reinstall silt fence at locations that were removed to allow site water to drain into wetland.

1900 E Medicine Lake Blvd: Repair ruts in road shoulder at adjacent homes.

West Medicine Lake Park Pedestrian Bridge: Remove tracked soils from parking lot.

City of Robbinsdale

None to report

City of St. Louis Park

None to report

The following developments were found to be in compliance with erosion and sediment control policies:

City of Crystal

None to report

City of Golden Valley

Crown Packaging (inactive)
Golden Meadows (inactive)
Golden Ridge (inactive)
Golden Valley Country Club Pond
Improvement
Golden Valley Pavement Management
Plan
Laurel Hills East Condominiums

Menards
North Hennepin Regional Trail / Golden
Valley Trail Phase 2
North Wirth Business Center (inactive)
Theodore Wirth Pedestrian Bridge
Wirth Lake 2011 Site Improvements
Walgreens

City of Medicine Lake

None to report

City of Minneapolis

Van White Memorial Boulevard (inactive)

City of Minnetonka

Austrian Pines (inactive)
Cantera Woods (inactive)

Crest Ridge Corporate Center (inactive)

City of New Hope

Hillside Terrace (inactive)

Rome Co. (construction not started)

City of Plymouth

Auer Steel Site Improvements
Banner Engineering (construction not started)
Bassett Creek Office Center (inactive)
Beacon Academy (inactive)
Executive Woodlands (inactive)
Hidden Acres
Hilde Performance Center
Plymouth Business Center Parking Addition
Plymouth Covenant Church

Plymouth Creek Park Hockey Rink
Plymouth Creek Ponds
Plymouth Crossing Station (construction not started)
Plymouth Interceptor Emergency Repairs
Remax
South Shore Dr Reconstruction/Bridge
Timber Creek Improvements
Waterford Office Plaza (inactive)
Wood Creek
Woods at Medicine Lake (inactive)

City of Robbinsdale

None to report

City of St. Louis Park

Parkside Lofts (inactive)

The following developments have been completed and removed from the inspection list:

City of Golden Valley:

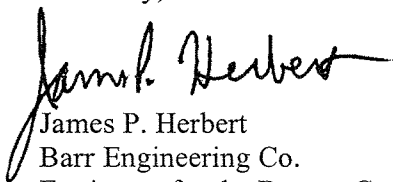
Struther's Parking Lot Repavement

City of Plymouth:

County Rd 9 & 61 Erosion Repair

Contact me at 952-832-2784 (jherbert@barr.com) or Kim Johannessen at 952-832-2686 (kjohannessen@barr.com) if you have questions regarding these comments.

Sincerely,



James P. Herbert
Barr Engineering Co.
Engineers for the Bassett Creek Watershed Management Commission

c: Jeff Oliver, City of Golden Valley
Dennis Daly, City of Minneapolis
Patrick Hanlon, City of Minneapolis
Bob Moberg, City of Plymouth