



## Bassett Creek Watershed Management Commission

### MEMO

Date: June 10, 2014  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

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

#### CIP Projects

Main Stem Restoration Project, Golden Valley Rd. to Irving Ave. N., Minneapolis and Golden Valley (mostly Wirth Park) (2012CR): The Commission Engineer and I met with MPRB staff and their consultant, WSB on June 4<sup>th</sup> to discuss final plans, strategies for continuing to move through the permitting process, and how and when MPRB can submit bid packages for construction. Final design plans should be complete in the next two weeks and the Commission Engineer will perform an administrative review (per [Commission action on 3/20/14](#)). We are still hoping to begin construction this fall.

Schaper Pond Diversion Project, Golden Valley (SL-3): Golden Valley staff, the Commission Engineer, and I met last month to discuss the next steps with this project. We are scheduled to meet with the Commissioner of the MPCA, John Linc Stine on June 26<sup>th</sup> to discuss the project and its impact on the city's MS4 permit. The Commission Engineer is preparing materials for that meeting.

Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): The Commission Engineer will analyze water quality data as it becomes available in order to make a recommendation on whether or not to proceed with an alum treatment this fall.

Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7): 90% Plans are being prepared by WSB. These will be sent to the Commission Engineer for review and will come before the Commission at the July meeting.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): See 6/19/14 agenda item 6A.

#### Other Projects

Major Plan Amendment: Any comments received during the 6/19/14 public hearing will be sent to the BWSR along with any comments received from Hennepin County. The Hennepin County Environment Committee meets on 6/17/14 to consider the proposed amendment ahead of the full County Board meeting on 6/24/14 where final action will be taken. The Commission Engineer and I will attend that meeting in case questions arise from the committee. The Board of Water and Soil Resources would have final Plan Amendment approval at their July or August Board meeting.

Watershed Map Project: The Education Committee met on June 4<sup>th</sup> to review the entire map and “info side of the map” and make final recommendations to Ted Hoshal and Hedberg for a final draft. After one final review by Commissioners and staff, the map should be ready for printing.

Sweeney Lake Educational Sign(s): Golden Valley staff continue to work with a graphic designer and the donor of the sign in order to include appropriate messages. There is likely to be two signs – one relaying information on how residents can help improve and protect water quality; the other on facts about algae.

CIP Process Improvement: This item is a high priority for me this year. At their meeting on June 5<sup>th</sup>, the TAC and staff discussed ways in which the Commission can provide input into CIP project selection, and ways in which the Commission can be more informed about the projects during implementation. City staff and the Administrator will offer status updates at key points during project implementation and a final report will be prepared after the project is complete. Additional communication avenues such as webpages and this Administrator’s memo will be used to keep the Commission informed as well. Project tracking software may also be used in the future. Additionally, it is acknowledged that CIP project selection should be driven by Commission goals and resource needs. Further refinement of project selection will be accomplished through the Next Gen Watershed Management Plan and other processes.

Next Generation Watershed Management Plan: I continue to help draft policies, coordinate Plan Steering Committee meetings, disseminate information, and track the project timeline. Plan Steering Committee meetings are scheduled for June 23, July 7, and July 28<sup>th</sup>. A Commission workshop to review all policies will be held in early to mid-August. We are hoping the draft Plan will be out for its initial 60-day review this fall.

NEMO workshops: The initial workshops on 5/8/14 and 5/14/14 were well received and well attended by local leaders from across the western metro area. There are two workshops remaining: July 23 (a floating workshop on Lake Minnetonka) and a bus tour workshop on September 25<sup>th</sup>. I continue to help plan for these workshops.

Develop “New Commissioner” materials: By the August meeting I will have a list of materials we have and materials we need to fully inform new Commissioners about the Commission, policies, programs, projects, staff, etc. Materials will be developed as needed and will likely be dovetailed into a new Commission website next year.

Commission Policies: As recently directed by the Administrative Services Committee, by the end of the year I will develop policies on records and data retention, public access to documents, and fiscal policies.