



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: November 9, 2023

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 11/15/23 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**

4. **CONSENT AGENDA**
 - A. Approval of Minutes – October 19, 2023 Commission Meeting- **ACTION ITEM with attachment**

 - B. Acceptance of November Financial Report - **ACTION ITEM with attachment**

 - C. Approval of Payment of Invoices - **ACTION ITEM with attachments (online)** – *I reviewed the following invoices and recommend payment.*
 - i. Keystone Waters, LLC – October 2023 Administration
 - ii. Keystone Waters, LLC – October 2023 Administrative Expenses
 - iii. Barr Engineering – October 2023 Engineering Services
 - iv. Kennedy & Graven – September 2023 Legal Services
 - v. Redpath – October 2023 Accounting Services
 - vi. Triple D Espresso – Meeting Catering
 - vii. Minnesota Watersheds – 2024 Dues
 - viii. Stantec – WOMP Tasks

 - D. Approval of Medicine Lake Lift Station Floodplain Mitigation Project – **ACTION ITEM with attachment** – *The Commission Engineer recommends conditional approval of this project that provides mitigation for floodplain impacts from a previously constructed and permitted lift station project in the City of Medicine Lake. Please see the attached memo and figures.*

5. **BUSINESS**
 - A. Receive Report on Study of Chloride Extraction/Dilution Options for Parkers Lake (40 min) – **DISCUSSION ITEM with attachment** – *At their meeting in September 2022, the Commission approved a scope of work for this study by the Commission Engineer. The study analyzed two alternatives for reducing chloride concentrations in Parkers Lake and represents one of the first detailed evaluations of chloride removal from a waterbody. It provides details on equipment specifications, permitting considerations, annual maintenance needs, and estimated costs. As the memo indicates, staff recommends using this information to consider chloride reduction on a smaller waterbody (such as a stormwater pond) rather than on Parkers Lake. Commission Engineer Wilson will present results of the study at this meeting.*

- B. Consider Approving Agreement with City of Plymouth for Accounting Services (15 min) – ACTION ITEM with attachment – *The City of Golden Valley financial department staff served as the Commission’s accountant and prepared monthly financial reports for decades before stepping back from that role a few years ago. At that time no other member cities wished to assume that same role. The Commission has been contracting with Redpath & Associates for this work since March 2021. The City of Plymouth now has the staff capacity and interest in providing accounting services to the Commission. The attached agreement was drafted by the Commission Attorney and reviewed by Plymouth staff. As the agreement states, Plymouth would assume accounting responsibilities February 1st - at the beginning of the Commission’s next fiscal. The current contract with Redpath expires January 31, 2024 for monthly accounting services and the date on which the 2023 audit is complete for audit assistance. I recommend approval of the agreement and look forward to working with a member city on these activities.*
- C. Consider Approving Agreement with City of Golden Valley for Cost Share of High Efficiency Street Sweeper (15 min) – ACTION & INFORMATION ITEM with attachment – *At the September meeting the Commission officially ordered this CIP project to cost share the purchase of a high efficiency street sweeper for the City of Golden Valley. The Commission Attorney drafted this agreement which was reviewed by city staff and which follows the Commission’s [policy on use of CIP funds for capital equipment purchases](#). Golden Valley staff developed exhibit A in the agreement which also follows the policy noted above and is modeled off a similar exhibit in the 2020 street sweeper cost share project with the City of Plymouth. Staff recommends approval of the agreement.*
- D. Appoint Delegates to the Minnesota Watersheds Annual Business Meeting (10 min) – ACTION ITEM with attachment – *The Minnesota Watersheds organization will hold its annual meeting and conference November 28 – December 1 in Alexandria, MN. As a member of Minnesota Watersheds, the Commission should appoint two delegates and one alternate delegate to represent the Commission at the regional caucus meeting (Region 3) on the morning of Nov 30, and at the business meeting on Dec 1. Meeting materials are attached here (the resolutions packet was pulled out and included in Item 5E below).*
- E. Discuss Minnesota Watersheds Resolutions Packet and Legislative Platform (20 min) – DISCUSSION ITEM with attachment – *At the Minnesota Watersheds’ annual business meeting, delegates will discuss and vote on resolutions that should be considered for the 2024 legislative session. At this meeting, commissioners should discuss the resolutions and provide general direction to meeting delegates on voting positions. Resolutions that did not get resolved in previous legislative sessions (such as the chloride limited liability legislation) are included within the legislative platform, also attached here.*
- F. Review 2022/2023 Plymouth Street Sweeping Report (10 min) – INFORMATION ITEM with attachment – *The agreement with the City of Plymouth for cost sharing an enhanced street sweeper (2020) requires the city to submit annual reports on street sweeping efforts and outcomes for 5 years. A report on 2021 sweeper operations was presented in January 2022. This report represents 2022 and 2023 sweeping efforts. City staff can provide additional information at the meeting.*
- G. Receive Update from Plan Steering Committee (5 min) – INFORMATION ITEM no attachment – *The Plan Steering Committee meets on the first Wednesday of each month at 8:30 a.m. The committee continues to work on developing issues statements, measurable goals, and potential actions or strategies to realize the goals (following the [calendar shared](#) at last month’s Commission meeting). Committee meeting materials and meeting minutes can be found here: <https://www.bassettcreekwmo.org/document/2025-plan-update>. Staff is also scheduling a December*

Planning TAC meeting (city staff + review agency staff). Committee Chair Kennedy and I will provide additional information at this meeting.

- H. Discuss Staff Evaluation Process (5 min) – **DISCUSSION ITEM no attachment** – *The Commission should discuss how it would like to evaluate staff performance (typically the administrator and engineer) in 2023. In the last few years surveys have been sent to commissioners, alternates, and TAC members to gather quantitative evaluations and open-ended comments/feedback. That same process can be used again or the Administrative Services Committee could act as a personnel committee to evaluate or discuss performance with staff. Other options can also be considered.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report – **see attachment**
 - i. WOMP Station Update
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Commissioners
- F. TAC Members
- G. Committees
 - i. Education Committee

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notices Plymouth, Golden Valley, New Hope

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Budget Committee Meeting: Monday, November 20th, 12:00 – 1:30 p.m., Sweeney Lake Room, Brookview
- Minnesota Watersheds Annual Conference and Business Meeting: November 29 – December 1, Alexandria MN
- BCWMC Plan Steering Committee Meeting: Wednesday, December 6th, 8:30 a.m, Wirth Lake Room, Brookview
- BCWMC Technical Advisory Committee Meeting: Wednesday, December 6th, 10:30 a.m, Wirth Lake Room, Brookview
- BCWMC Regular Meeting: Thursday December 21, 8:30 a.m., Golden Valley City Hall