



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: August 7, 2019

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 8/15/19 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – July 18, 2019 Commission Meeting- ACTION ITEM with attachment
 - B. Acceptance of July Financial Report - ACTION ITEM with attachment (more details online)
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – I reviewed the following invoices and recommend approval of payment.
 - i. Keystone Waters, LLC – July 2019 Administrative Services
 - ii. Keystone Waters, LLC – July 2019 Expenses
 - iii. Barr Engineering – July 2019 Engineering Services
 - iv. Triple D Espresso – August 2019 Meeting Refreshments
 - v. Wenck – July 2019 WOMP Monitoring
 - vi. Lawn Chair Gardener – July 2019 Administrative Services
 - vii. Kennedy & Graven – June 2019 Legal Services
 - viii. Wenck – July 2019 Bassett Creek Valley Study
5. **BUSINESS**
 - A. Consider Proposal to Prepare Feasibility Study for for Mt. Olivet Stream Stabilization Project and Parkers Lake Drainage Improvement Project (2021 CIP Projects ML-20 and PL-7) (40 min)– ACTION ITEM with attachment – *At the April 2019 meeting, the Commission approved the [5-year CIP](#) including three projects scheduled to start in 2021: a project to dredge accumulated sediment in the Main Stem Bassett Creek in Wirth Park, the Parkers Lake Drainage Improvement Project, and the Mt. Olivet Stream Restoration Project. Feasibility studies for these projects will be completed by the Commission Engineer and should begin this fall. At the June 2019 meeting the approved the proposal to develop the feasibility study for the Main Stem dredging project. The Commission should consider the attached proposal for completing one feasibility study for the remaining two projects. Costs for feasibility studies come from the levy funds collected for CIP projects.*
 - B. Review 2019 Operating Budget Status (10 min) – INFORMATION ITEM no attachment – *We are half way through the fiscal year so it's a good time to check budget status. In reviewing current expenses and expected future expenses, the Commission is in good financial standing and is likely to remain within the budget overall and within most budget lines. The exception is work in the "non-fee/preliminary reviews" line item. This budget item is used when developers or cities request information or get questions answered about pending/possible development before an application and review fee is submitted. Staff will comment further at the meeting but no change to the budget is recommended.*
 - C. Set 2020 Operating Budget (20 min) – ACTION ITEM with attachment – *At the June meeting, the Commission approved a [proposed 2020 operating budget](#) of \$669,450 which included a 4.5% increase in city assessments over 2019 levels; assumed \$7,500 in MAWD dues; and included funds to fully fund development of the 2025 Watershed Plan over the next 6 years. The proposed budget was sent to cities on June 21st for review and comment by August 1st. No comments were received from cities on the proposed*

budget. In the meantime, the MAWD Board set 2020 member dues for WMOs at \$500. In my recommended 2020 budget attached, I lowered the total budget to \$662,450 and split the \$7,000 in “savings” by lowering total city assessments by \$3,500 (to 3.9% over 2019 levels) and lowering the amount of fund balance used by \$3,500.

- D. Consider 2020 Capital Improvement Implementation Options (30 min) - *Typically, the Commission enters agreements with member cities for the implementation (design, construction, on-going maintenance) of its capital improvement projects. Agreements with cities are approved after the Commission holds a public hearing and officially orders the project. As in typical years, the hearing will be held at the September meeting and then a resolution ordering the projects will be considered for approval. For three of the four 2020 CIP projects, the Commission is being asked to consider a few different circumstances regarding implementation:*
- i. Bryn Mawr Meadows Water Quality Improvement Project: MPRB to Implement; Consider Applying for Clean Water Fund Grant – **ACTION ITEM with attachment** – *The City of Minneapolis and the Minneapolis Park and Rec Board (MRPB) note that since there will be close coordination between this CIP project and the park’s reconstruction project, the MPRB is the appropriate agency to enter into an agreement with BCWMC. The Commission’s legal counsel agrees that the JPA allows the Commission to enter such an agreement. The City and MPRB would enter a separate agreement for the long-term operations and maintenance of the BCWMC’s CIP project. Staff recommends approval to proceed with agreement negotiations with the MPRB for this project.*

Staff further recommends that the Commission apply for Clean Water Fund grant money for this project. We believe this project would score well due to partnerships involved, water quality improvements expected, a completed feasibility study, and the educational opportunities. Grant application materials are attached. Grant applications are due September 9th.
 - ii. Sweeney Lake Water Quality Improvement Project: Request for Commission to Implement – **DISCUSSION ITEM with attachment** – *Because this project doesn’t include any structural components that would require long-term maintenance, and given the Commission Engineer’s experience with the Schaper Pond carp study and the Twin Lake alum treatment, Golden Valley staff and I recommend that the Commission implement this project rather than entering an agreement with the city. See the attached letter with that request from the City of Golden Valley. The Commission’ legal counsel agrees that the JPA allows the Commission to implement its CIP projects, if desired.*
 - iii. Jevne Park Water Quality Improvement Project: Requests from City of Medicine Lake – **DISCUSSION ITEM no attachment** – *I attended the August 5th Medicine Lake City Council meeting where the city’s consultant gave an overview of the project (with the same slides and information as previously presented by the Commission Engineer to the council), and presented the concerns of the city’s Public Works Superintendent, Chris Klar (a member of the CIP Project Team). Residents attending the meeting also weighed in with their concerns about impacts of the project on roads and adjacent properties. The council passed a motion to proceed with negotiation of the Jevne Park project contract (with the BCWMC) with the goal of having the project be “cost neutral” to the city (meaning no costs to the city, including buffer maintenance, for at least 10 years). Staff will provide further information on their concerns and will possibly present draft contract language from the city (if available).*
- E. Discuss Request for Resolutions from Minnesota Association of Watershed Districts (20 min) – **DISCUSSION ITEM with attachment** – *At the July meeting, the Commission considered this request from MAWD for resolutions. The Commission asked for time to think about possible resolutions and for this item to be*

revisited at this meeting. Resolutions are due September 1st. Staff has no recommended resolutions to submit.

- F. Discuss Holding Monitoring Workshop vs. Having Monitoring Committee (15 min) – **DISCUSSION ITEM with attachment** - *Please see the attached memo with options for performing a review of the Commission's monitoring program including holding a workshop, creating a committee, or requesting TAC review.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachments**
- i. Report on Bassett Creek Valley Study
 - ii. Volunteers Needed for Two Golden Valley Events
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
- i. Update on MTD issue

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet
- D. Letter to MPCA on Manufactured Treatment Devices

8. ADJOURNMENT

Upcoming Meetings & Events

- Golden Valley Arts and Music Festival: Saturday, September 14th, 9:00 a.m. – 3:00 p.m., Golden Valley City Hall
- Bassett Creek Watershed Management Commission Public Hearing and Regular Meeting: Thursday, September 19th, 8:30 a.m., Golden Valley City Hall
- Smart Salting for Property Managers: Thursday September 24th, 9:00 a.m. – 1:00 p.m., Crystal Community Center
- Sustainability Day @ Golden Valley Farmers Market: Sunday September 29th, 9:00 a.m. – 1:00 p.m., Golden Valley City Hall