



Bassett Creek Watershed Management Commission

**DRAFT Minutes of Regular Meeting
Wednesday, December 17, 2020
8:30 a.m.**

Via video conference due to the COVID-19 global pandemic

1. CALL TO ORDER and ROLL CALL

On Thursday, December 17, 2020 at 8:34 a.m. via video conference, Chair Prom called the meeting of the Bassett Creek Watershed Management Commission (BCWMC) to order.

Commissioners and city staff present:

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Dave Anderson	<i>Vacant Position</i>	Mark Ray
Golden Valley	Stacy Harwell (Treasurer) (present at the end of the meeting)	Jane McDonald Black	Jeff Oliver
Medicine Lake	Clint Carlson	Gary Holter	<i>Absent</i>
Minneapolis	Michael Welch (Vice Chair)	<i>Vacant Position</i>	<i>Absent</i>
Minnetonka	<i>Absent</i>	<i>Vacant Position</i>	Chris Long, Leslie Yetka
New Hope	<i>Absent</i>	Patrick Crough	Megan Hedstrom
Plymouth	James Prom (Chair)	Catherine Cesnik	Ben Scharenbroich
Robbinsdale	Wayne Sicora	<i>Vacant Position</i>	Marta Roser, Richard McCoy
St. Louis Park	Jim de Lambert (Secretary)	<i>Absent</i>	
Administrator	Laura Jester, Keystone Waters		
Engineer	Karen Chandler, Barr Engineering Jim Herbert, Barr Engineering		
Recorder	Dawn Pape, Lawn Chair Gardener		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Presenters/ Guests/Public	James Wolfen, Laura Scholl, and Yordi Solomone (Metro Blooms) Kris Guentzel and Maya Starr (Hennepin County) Anna Peterson and Ryan Atwell (Minneapolis residents) Roshaan Grieme and Jared Ward (Wenck Associates for Wellington Management) Others: Faith K, Stacey Robinson, Dave Kappel		

2. PUBLIC FORUM ON NON-AGENDA ITEMS

None.

3. APPROVAL OF AGENDA

Administrator Jester requested the addition of Item 5H: Amend Educational Services Agreement with Dawn Pape

MOTION: Commissioner Welch moved to approve the agenda as amended adding agenda item 5H. Commissioner Carlson seconded the motion. Upon a roll call vote, the motion carried 8-0, with the city of Minnetonka absent from the vote.

4. CONSENT AGENDA

Commissioner Welch requested the removal of Item 4E: Approval of the Currie Commons Development, Minneapolis from the consent agenda and to add the item to the business agenda.

The following items were approved as part of the consent agenda: November 18, 2020 Commission meeting minutes, December 2020 financial report, and payment of invoices, reimbursement to Golden Valley for DeCola Ponds B & C Improvement Project, approval of residential project at 10406 South Shore Dr., Plymouth, and approval of contract for 2021 WOMP Services with Wenck.

The general and construction account balances reported in the December 2020 Financial Report are as follows:

Checking Account Balance	\$ 470,469.51
TOTAL GENERAL FUND BALANCE	\$470,469.51
TOTAL CASH & INVESTMENTS ON-HAND (12/9/20)	\$ 3,465,554.60
CIP Projects Levied – Budget Remaining	\$(3,838,588.46)
Closed Projects Remaining Balance	\$ 963,289.56
2015-2018 Anticipated Tax Levy Revenue	\$1,429.11
2019 Anticipated Tax Levy Revenue	\$4,499.30
Anticipated Closed Project Balance	\$969,217.97

MOTION: Commissioner Carlson moved to approve the amended consent agenda. Alternate Commissioner McDonald Black seconded the motion. Upon a roll call vote, the motion carried 8-0, with the city of Minnetonka absent from the vote.

5. BUSINESS

A. Receive Presentation from Metro Blooms on Northside Neighborhood Projects

Since 2017, Metro Blooms has been working in Minneapolis' Harrison Neighborhood and surrounding areas to equitably engage residents and install best management practices along residential boulevards and on commercial properties. Metro Blooms staff gave an update on the Northside Neighborhood Commercial Projects Program funded by a Clean Water Fund Grant from BWSR, and the Northside Pollinator Project, a Lawns to Legumes Project also funded by BWSR.

Ms. Laura Scholl gave an overview of the Northside neighborhood project, pointing out that there are many social and environmental justice issues related to this project. The goal of this project is for a community led program that responds to community needs and desires. The Northside Neighborhood Commercial Projects Program completed 6 projects in two years (3 in 2019 and 3 in 2020). Notable projects include the Eco-mosque raingardens and All Nations Church raingardens in the Willard Hay neighborhood. Ms. Scholl noted that the grant-funded project is complete and although there were many challenges including high participant turnover, the project was successful, resulting in direct engagement with multiple commercial properties.

James Wolfen and Yordi Solomone gave an overview of the “Lawns to Legumes” pollinator project which is a grant-funded neighborhood demonstration project. They noted that the project has an environmental justice focus and participant recruitment efforts include finding residents more representative of the neighborhood. With COVID-19, they weren’t able to engage face-to-face so they built a user-friendly website. Online, people could download garden “palettes” (garden design templates) with plants for various site conditions so pollinators are fed throughout the growing season. They included trees and shrubs because they are easy to care for and great for pollinators because they generally bloom earlier than perennials.

They also worked on program accessibility for renters by utilizing raised garden planters. They used youth to help carry messages to homeowners, worked to remove jargon from written materials, and connected residents with green infrastructure experts for on-site consultations to collaboratively select planting type and location. Metro Blooms staff explained they are aiming to build “community capacity”—not just putting in plants and leaving. They held sustainable land care trainings on proper maintenance.

Summary of numbers: 52 properties, 3 neighborhood associations, 5 renters, 7 paid community project stewards (3 youth community stewards who served as liaisons), 21 native gardens, and 4 garden planters totaling 1500+ sq. ft. pollinator habitat.

The lessons learned from these projects were to invest in creating partnerships with local community leaders and to remember that engagement takes time, so it’s important to start early. Equitable compensation is one way to close disparity.

The commissioners thanked Metro Blooms for the presentations and requested a copy of the slides. Commissioner Welch said he’d like to see this presented at next year’s MAWD Conference. Alternate Commissioner McDonald Black commented how this was a great intersection of environmental justice and Administrator Jester noted that the records were meticulously kept to aide in easy grant reporting. Pape suggested working together on salt education.

B. Approval of Currie Commons Development, Minneapolis (from Item 4E)

This proposed project is located within the Bassett Creek Valley in Minneapolis and includes construction of a multi-story residential building, a second level parking deck, a surface parking lot, a stormwater management system, and utility improvements resulting in creation of 1.29 acres of new impervious surfaces. The project involves work in the floodplain but results in a net increase in flood storage and will remove approximately 62% of total phosphorus from site runoff.

Commissioner Welch asked who the applicant was and commented that the project is very close to the creek in a very challenging area. He expressed surprise over the feasibility of the project and noted that the surface parking lot is below flood grade. Commission Engineer Herbert replied that Wellington Management is the applicant and the project meets BCWMC requirements, which allow for surface parking lots in floodplains. He explained that there had been many conversations with the Commission Administrator and Attorney, the developer’s consultant (Wenck), and the developer about the possible risk to flooding in the parking lot and that the developer plans to have a safety plan in place.

Roshaan Grieme with Wenck noted he is currently evaluating the emergency flood plan. He noted they put together a formalized plan based on experience with other properties to notify residents that flood conditions are coming.

Chair Prom asked who is liable if cars get towed or damaged. Mr. Ward responded that Wellington has similar properties and resident agreements may contain a plan of action for flood response. Commissioner Welch added there isn't a liability issue on BCWMC's side except that records should show that there is a risk of flood damage. BCWMC records should note that BCWMC doesn't endorse the placement of parking lots within the 2-year flood zone.

[Commissioner Sicora departs the meeting.]

There was a brief discussion about the modeling and Commission Engineer's memo comments. Commissioner Welch asked why the 0.27 acres of work in the adjacent right-of-way (ROW) were considered a linear project rather than being tied in with the complete project. Engineer Herbert explained that the redevelopment project was reviewed on the parcel scale and that there is often work in ROW adjacent to the parcel that is considered separate from the project. Commissioner Welch noted there shouldn't be a "magic line" between a redeveloped parcel and the adjacent street and ROW.

There were brief discussions about chloride management and the need for a regional approach to stormwater and floodplain management throughout the Bassett Creek Valley. It was noted that overall, the project actually results in a net gain for floodplain storage.

MOTION: Commissioner Welch moved to approve the Currie Commons Development in Minneapolis on the condition that Commission Engineer's calculations and comments include the 0.27 acres of the linear project portion in the development project, the risk of flood damage is noted, and that the developer is liable for any flood damage. Alternate Commissioner Crough seconded the motion. Upon a roll call vote, the motion carried 6-0, with the cities of Robbinsdale and Minnetonka absent from the vote and Medicine Lake abstained.

C. Consider Approval of Final Report and Reimbursement Request for Crane Lake Water Quality Improvement Project

i. Final Report

Chris Long, with the city of Minnetonka presented the final report of the completed 2020 Crane Lake Improvement CIP Project (CL-3), which included stormwater quality improvements completed in conjunction with the Ridgedale Drive Reconstruction Project. The reconstruction of Ridgedale Drive between Plymouth Road and Wayzata Boulevard reconfigured the roadway with three roundabouts, and reduced the impervious area by approximately two acres. The associated Crane Lake Improvements include the installation of an underground treatment system beneath the park, which then pumps to a series of raingarden filtration basins prior to out-letting into Crane Lake. These improvements provide treatment of a 13.3-acre drainage area which was previously not treated prior to entering Crane Lake. They will remove 9 pounds of total phosphorus and 3,500 pounds of total suspended solids. The 12,250 square-foot underground treatment system and raingardens were constructed in the park area where a future park shelter (planned for 2021) with an educational kiosk will be built and can help educate the public about the treatment system and Crane Lake. He noted that this is a great opportunity for education with the close proximity to the Ridgedale Mall, park amenities, and adjacent trail network.

Commissioner Welch noted the low cost per pound pollutant removal and the overall good project.

ii. Reimbursement Request

Mr. Long requested reimbursement of project fund balance of \$367,999.15.

MOTION: Commissioner Welch moved to approve the Final Report and Reimbursement Request for Crane Lake Water Quality Improvement Project. Commissioner de Lambert seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

D. Consider Approval of Accounting Services Request for Proposals

Administrator Jester noted that at the November meeting, she reported that the city of Golden Valley is seeking to relinquish its BCWMC deputy treasurer position and turn over monthly accounting to another city or outside firm. Administrator Jester was directed to develop a request for proposals (RFP) for outside firms. Administrator Jester recommended submitting the attached RFP to well-known firms and reviewing the submissions at the January meeting.

There was a short discussion about the importance of having separate firms do the accounting and auditing. There was consensus that Chair Prom, Alternate Commissioner McDonald Black, and the Administrator should review the proposals received and make a recommendation to the Commission at the January meeting.

MOTION: Alternate Commissioner McDonald Black moved to approve the accounting services request for proposals. Commissioner Anderson seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

E. Review Staff Evaluations and Consider Process for Consultant Solicitation

Chair Prom summarized the 2020 evaluation results for the commission's administrator and engineers. Both received positive remarks from those responding to the evaluation. The evaluations are non-public data so they were not included with meeting materials. Administrator Jester will send results to commissioners and alternate commissioners.

Commissioner Welch commented that the commission has an "open" relationship and appreciates that the staff is open to feedback. Administrator Jester and Engineer Chandler both agreed and noted that they would like to hear about ways to improve.

Administrator Jester reminded commissioners that they should decide how to solicit proposals for at least engineering and legal services as required biennially by State law.

MOTION: Alternate Commissioner Crough moved to solicit services with letters of interest. Alternate Commissioner McDonald Black seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

F. Receive Update on MAWD Annual Conference and Meeting

Commissioners Harwell, Sicora, and Welch participated in the online MAWD business meeting on December 4, 2020 as the BCWMC's two delegates and alternate delegate, respectively. Administrator Jester attended the meeting as a spectator. The meeting included reports from state agencies and MAWD committees. Attendees reported that there was a lengthy discussion on the resolutions presented for consideration for the 2021 legislative platform, some of which passed and others that failed, sometimes by close margins. Commissioner Welch noted that there are distinctive differences between pressing issues in Metro watershed vs. non-metro watersheds, and noted some resolutions were pulled from consideration due to improper timing of submittals. He also noted that the BCWMC was minimally represented at the conference and presentations.

There was some discussion about resolution on wake boats and their potential to damage shorelines and how new rules would be enforced.

G. Receive Update on New MS4 Permit

At the Commission meeting in November, TAC members were asked to bring information about the new MS4 permit to a future meeting. The permit has new requirements. TAC member Mark Ray reported that the new permit is longer and has many changes. He noted that a group of cities is developing a spreadsheet to help track activities and public education. He hopes they will have a common educational message on stormwater and pollution. TAC member Scharenbroich noted the fees to cities for MS4 compliance increased dramatically. For instance, Plymouth's fee went from \$400 per permit cycle to \$7,500 per permit cycle. It was reported that cities

have until mid-April to complete an application to reapply for the MS4 permit and tell the State how they will comply with the permit.

Mark Ray stated that he's looking for universal education for the area. Education consultant Dawn Pape chimed in that the Watershed Partners are providing that education and consistent messaging, that it is posted regularly on the BCWMC website and is available to cities. She noted that city communication departments can get involved. Administrator Jester noted that the West Metro Water Alliance is seeking ways to assist cities with educational programming.

H. Consider Amending Contract with Education Consultant

Administrator Jester suggested extending the contract term through March so there isn't a lapse during important salt education months. Chair Prom tabled the item and requested that it be moved to the January agenda.

6. COMMUNICATIONS

A. Administrator's Report

- i. Update on Chloride Management Webpage and Template Development – Administrator Jester is working with Fortin Consulting and the Hennepin County Chloride Initiative to develop a template for chloride management plans. She also noted the new BCWMC webpage on chloride management, particularly meant for BCWMC-reviewed projects.
- ii. Update on Medicine Lake Vegetation Management – Administrator Jester reported on the meeting with the DNR, TRPD, city staff and commissioners from Plymouth and Medicine Lake and Commission Engineers. She noted the good news is that the native plant community is healthy, despite AIS presence in the lake. She also noted a DNR variance is needed but likely to be approved to treat a larger area of curly-leaf pondweed in 2021.
- iii. Commissioners should have received campaign finance reform information in the mail. They need to be filed between Jan. 1-25 or risk being fined.
- iv. DNR is accepting applications for new AIS advisory committee members.
- v. Administrator Jester informed the commission that she joined an environmental justice subgroup of Blue Thumb.

B. Chair

Chair Prom informed the Commission that his tenure as the primary commissioner from Plymouth will end in January and he will step down from his position as Chair. He noted Catherine Cesnik will be commissioner and Prom will be the alternate starting in February 2021.

C. Commissioners

Alternate Commissioner McDonald Black noted her desire to have more diversity on the Commission. She suggested offering an internship and informed the Commission about the Dougherty Family College Lunch and Learn event centered on environmental justice on January 15, 2021 via Zoom.

D. TAC Members

- i. Sanitary Sewer Break on North Branch Bassett Creek
Mark Ray explained how a resident reported the North Branch sanitary sewer break on November 21st and how the leak was repaired within 90 minutes of the report. He reported the area has been seeded and blanketed and that the cause of the sewer break was a buildup of grease and non-flushable wipes.

E. Committees - None

F. Education Consultant

- i. Ms. Pape urged commissioners to share the latest video on [smart salting](#). In addition, she encouraged the commissioners to let her know how many salt flyers they would like to hand out/post on places in the community that use too much salt.

G. Legal Counsel - None

H. Engineer - None

7. INFORMATION ONLY (Information online only)

- A. CIP Project Status Table
- B. Grant Tracking Summary and Spreadsheet
- C. 2020 BCWMC Administrative Calendar
- D. WCA Notices of Decision, Plymouth
- E. WCA Notices of Application, Plymouth
- F. WCA Notice of Decision, Golden Valley
- G. MN Stormwater Research Program 2019 – 2020 Highlights Report

8. ADJOURNMENT

Chair Prom adjourned the meeting at 10:52 a.m.

Signature/Title Date

Signature/Title Date

DRAFT