



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: November 12, 2024

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 11/20/24 BCWMC Meeting and Public Hearing

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 17, 2024 Commission Meeting- **ACTION ITEM with attachment**

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

 - C. Approval of Payment of Invoices - **ACTION ITEM attachments available upon request – I reviewed the following invoices and recommend payment.**
 - i. Keystone Waters, LLC – October 2024 Administration
 - ii. Keystone Waters, LLC – October 2024 Administrative Expenses
 - iii. Barr Engineering – October 2024 Engineering Services
 - iv. Triple D Espresso – Meeting Catering
 - v. City of Plymouth – October Accounting Services
 - vi. Kennedy and Graven – September and October Legal Services
 - vii. Stantec – Watershed Outlet Monitoring Program (WOMP) Services

 - D. Approval of Second Amendment to Watershed Map Design Contract – **ACTION ITEM with attachment**
– Development of the watershed map is nearing completion but the map designer has expended the hours approved in the contact and the first amendment to the contract. The map redesign project has taken more time than originally planned due to significant changes from the original map and the “back of the map” educational content. The Education Committee and I have been working closely with the map designer who has been patient and flexible and who has worked diligently on the map throughout this process. The Education Committee met on November 12th to make final recommendations for the map; the final map will be presented at the December Commission meeting. I recommend approval of a second amendment to the contract to add hours needed to make final edits and coordinate printing.

5. **BUSINESS**
 - A. Approval of Resolution of Appreciation for Michael Welch (5 min) – **ACTION ITEM with attachment** –
After nearly 25 years representing Minneapolis on the Commission, Michael resigned his appointment effective October 22nd. Michael’s impact on the Commission has been significant. His insight, expertise, and energy will certainly be missed. The attached resolution offers a brief glimpse into Michael’s deep commitment to improving water resources and the function of the Commission. Staff recommends approval.

 - B. Elect Vice Chair of the Commission (5 min) – **ACTION ITEM no attachment** –*Michael Welch’s resignation leaves a vacancy among Commission officers. A new vice chair should be elected at this meeting. (The vice chair role must be filled by a commissioner and not an alternate commissioner.)*

- C. Consider Approval of 90% Design for Ponderosa Woods Stream Restoration Project (ML-22) (20 min) – ACTION ITEM with attachment – *The city of Plymouth is designing and constructing this project per an agreement between the city and the BCWMC approved in September 2023. The Commission approved the 60% design plans for the project with some conditions at the October meeting. The Commission Engineer reviewed the city’s responses to the 60% design comments along with 90% design plans. The Commission Engineer’s review memo is attached here and includes recommendations for conditional approval by the Commission.*

- D. Approval of Agreement with City of Golden Valley for Construction of Bassett Creek Restoration Project Regent Ave. to Golden Valley Rd. (2014CR-M) (10 min) – ACTION ITEM with attachment – *The Commission ordered this CIP project at their meeting in September 2023. Please see the attached memo with additional background information. Staff recommends approval of the agreement which includes provisions for the Commission to design the project and the city to construct and maintain the project.*

- E. Appoint Delegates to Minnesota Watersheds Annual Meeting (5 min) – ACTION ITEM with attachments – *The Commission should appoint two delegates and one alternate to the MN Watershed annual meeting. Ideally delegates would attend the Region III caucus on Thursday morning. Delegates must attend the business meeting on Friday morning. The business meeting packet and caucus meeting materials are attached. The resolutions section of the business meeting materials was moved to Item 5F.*
 - i. Annual Business Meeting Packet (resolutions in 5F)
 - ii. Region III Caucus Meeting Materials

- F. Review Minnesota Watersheds Resolutions (20 min) – DISCUSSION ITEM with attachment – *The Commission should review and discuss the proposed resolutions. Delegates to the MN Watersheds business meeting will be voting on these resolutions on behalf of the Commission.*

- G. Receive Update on Four Seasons Area Water Quality Improvement Project (10 min) – INFORMATION ITEM with attachment – *In July 2023, the Commission approved an agreement with the City of Plymouth to design and construct this [CIP project](#). (Additional background on the project is included in the attached memo.) The Commission approved 90% design plans for the project at its September 2023 meeting. Since then, the city has been working with permitting agencies in order to finalize designs. The project will result in more than 100 lbs of total phosphorus removal but design plans have changed in order to address permitting requirements. The Commission Engineer reviewed the updated plans and is providing the attached memo as an informational item.*

- H. Discuss Process for Evaluating Staff and Soliciting Proposals for Engineering and Legal Services (5 min) – DISCUSSION ITEM no attachment – *Near the end of each year the Commission evaluates my performance and that of the Commission Engineers. Evaluations have been accomplished in a variety of ways over the years usually including commissioners and TAC members providing feedback through quantitative evaluation forms and review by the Administrative Committee. The Commission should decide how to evaluate staff this year. Following evaluation, the Commission must solicit proposals or letters of interest proposals for at least legal and engineering services.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - i. Report on Upcoming TMDL Projects – Northwood and Lost Lakes
 - ii. JPA Approval Updates

- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Commissioners
- F. TAC Members
 - i. Appoint Liaison to December 18th Meeting
- G. Committees

7. INFORMATION ONLY (Information online only)

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

8. PLAN DEVELOPMENT WORKSHOP (75 min) – DISCUSSION ITEM with attachment

- A. Plan Development Background and Status
- B. Small Group Breakout Discussions
- C. Whole Group Feedback

9. ADJOURNMENT

Upcoming Meetings & Events

- Minnesota Watersheds Annual Conference and Meeting: December 3 – 6, 2024, Grand View Lodge, Nisswa MN
- BWCMC Plan Steering Committee Meeting: Wednesday, December 11, 8:30 a.m., Wirth Lake Room, Brookview
- BCWMC TAC Meeting: Wednesday, December 18, 10:00 a.m., Wirth Lake Room, Brookview
- BCWMC Commission Meeting: Thursday, December 19, 8:30 a.m., Golden Valley City Hall