



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: January 8, 2020

To: BCWMC Commissioners

From: Laura Jester, Administrator

**RE: Background Information for 1/16/20 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 – December 19, 2019 Commission Meeting- **ACTION ITEM with attachment**
  - B. Acceptance of January 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 – December 2019 Administrative Services
    - ii. Keystone Waters, LLC – December 2019 Expenses
    - iii. Barr Engineering – December 2019 Engineering Services
    - iv. Triple D Espresso – January 2020 Meeting Refreshments
    - v. Wenck – December 2019 WOMP Monitoring
    - vi. Lawn Chair Gardener – December 2019 Administrative and Education Services
    - vii. Kennedy & Graven – November 2019 Legal Services
    - viii. Metro Blooms – Harrison Neighborhood Commercial Projects
    - ix. Wenck – November/December Bassett Creek Valley Study
    - x. Three Rivers Park District – Medicine Lake AIS Inspection Contribution
    - xi. CNA Surety – 2020 Premium
  - D. Approval of Resolution to Transfer Funds from CIP Account to Administrative Account – **ACTION ITEM with attachment -** *Per its fiscal policies, each year the Commission transfers up to 2.5% of the taxes levied for CIP projects to the Commission's administrative account (annual operating funds) to offset the administrative costs of managing the CIP projects. In 2019, the Commission levied \$1,436,000 through Hennepin County. Staff recommends approving the resolution to transfer 2.0% of the levy amount or \$28,720 from the CIP account to the administrative account.*
  - E. Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund and From Long-Term Maintenance Fund to Administrative Account - **ACTION ITEM with attachment –** *Per its fiscal policies, each year the Commission transfers \$25,000 from the administrative account into the Channel Maintenance Fund. It also transfers \$25,000 from the administrative account into the Flood Control Project Long Term Maintenance Fund less the cost of flood control project (FCP) inspections, unless (as in 2019) the cost of the FCP inspections were more than \$25,000; then funding is only transferred from the FCP Long Term Maintenance Fund to the administrative account. Staff recommends approval of the attached resolution.*
  - F. Approval of Proposal from MMKR to Perform 2019 Financial Audit- **ACTION ITEM with attachment -** *Staff (including the Commission's Deputy Treasurer) recommends accepting the proposal from MMKR to perform the FY2019 financial audit.*

- G. Approval of Contract with Wenck Associates for 2020 WOMP Monitoring Services – **ACTION ITEM with attachment** - *Wenck Associates has been operating the Bassett Creek Watershed Outlet Monitoring Program (WOMP) station since 2013 and I recommend continuing to contract with them for this work per the contract and proposal attached; reviewed by the Commission’s legal counsel.*
- H. Approval of Reimbursement Request from City of Crystal for Winnetka Pond Dredging Project (BCP-2) – **ACTION ITEM with attachment** – *The vast majority of the work on this project was completed early in 2019. I reviewed the invoices and backup documentation for this reimbursement request and recommend approval. Vegetation establishment in the buffer area will continue this year.*
- I. Approval to Amend Grant Contract with MnDNR for Floodplain Modeling & Mapping Project – **ACTION ITEM with attachment** – *Due to some unexpected conditions and additional work required, there are some necessary updates and revisions to the scope, timing, and funding for the Floodplain Modeling and Mapping Project being performed through a DNR grant. Staff recommends approval of the revised grant contract and scope which have been reviewed by the Commission attorney and DNR staff. Engineer Chandler will provide an update on the project’s progress during communications at this meeting.*
- J. Approval for Administrator to Attend Climate Adaptation Conference – **ACTION ITEM no attachment** – *I am requesting to attend the January 22<sup>nd</sup> Climate Adaptation Conference in St. Paul as there are several sessions and posters that may assist and inform how the BCWMC plans for changing precipitation patterns. Registration is \$125 and attendance would be approximately 8 hours of time – both of which fit into the Administrator budget line. <https://www.wrc.umn.edu/news-events/climateadaptationconference>*

## 5. BUSINESS

- A. Receive Presentation from Metro Blooms with Update on Harrison Neighborhood Projects – **INFORMATION ITEM with attachment** – *Since early 2017, Metro Blooms has been working in the Minneapolis’ Harrison Neighborhood to engage residents and install best management practices along residential boulevards and on commercial properties. These programs have been implemented with grant funding to the BCWMC from the Met Council and MN Board of Water and Soil Resources (BWSR). Staff with Metro Blooms will present an update on these programs, including their successes and challenges to working in this area.*
- B. Consider Approval of Application for BWSR Lawns to Legumes Demonstration Neighborhood Grant – **ACTION ITEM with attachment** – *The MN Board of Water and Soil Resources (BWSR) has a new grant program for individual residents and neighborhood groups to convert turf grass to native plantings that benefit pollinator species and improve water quality. Similar to the grant funded projects described in 5A above, Metro Blooms is requesting that the BCWMC apply for grant funds for a “Lawns to Legumes” neighborhood demonstration project to be implemented in north Minneapolis neighborhoods in the Bassett Creek Watershed. Staff recommends approval of the grant application. Metro Blooms has a history of successful resident engagement and project implementation in this area and consistently provides excellent grant reporting details and documentation.*
- C. Review Letter to MN Association of Watershed Districts on Chloride Limited Liability Legislation – **ACTION ITEM with attachment** – *At the December Commission meeting, I was directed to draft a letter to MAWD’s executive director requesting that MAWD actively lobby for the chloride limited liability legislation during the 2020 MN Legislative Session. The draft letter is attached – I’m happy to revise, as needed.*

- D. Appoint Representative for BWSR Watershed Based Funding Convene Meeting – **ACTION ITEM with attachment** – *As I reported at the December meeting, an initial “convene meeting” to discuss and make decisions on BWSR’s Watershed Based Funds for this biennium will be held soon. The Commission should appoint a representative to attend that meeting and subsequent meetings on the BCMWC’s behalf. Please see the attached memo for additional information.*

**6. COMMUNICATIONS (10 minutes)**

- A. Administrator’s Report - **INFORMATION ITEM with attachment**  
i. Update on BWSR Performance Review and Assistance Program
- B. Chair  
i. Update on Staff Evaluations
- C. Commissioners
- D. TAC Members  
i. January 10<sup>th</sup> Meeting Overview
- E. Committees
- F. Education Consultant
- G. Legal Counsel
- H. Engineer  
i. Update on MnDNR Floodplain Modeling and Mapping Project

**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. TRPD 2019 AIS Inspection Report
- E. WCA Notice of Decision, Luce Line Trail Phase II
- F. WCA Notice of Decision, Plymouth
- G. WCA Notice of Decision, Hollydale Golf Course Plymouth

**8. ADJOURNMENT**

**Upcoming Meetings & Events**

- BCWMC Technical Advisory Committee Meeting: Friday, January 10, 9:00 a.m., Golden Valley City Hall
- Bassett Creek Watershed Management Commission Regular Meeting: Thursday February 20, 8:30 a.m., Golden Valley City Hall