



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: November 8, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

**RE: Background Information for 11/16/16 BCWMC Meeting**

1. **CALL TO ORDER and ROLL CALL**
2. **CELEBRATION OF SERVICE FOR LEN KREMER** – **CELEBRATION/ACTION ITEM with attachment** – *Len Kremer with Barr Engineering served as the Commission Engineer from 1973 to 2011 and was instrumental in shaping the Commission into the highly functioning organization it is today. Several past Commission chairs, city staff, and agency staff were invited and plan to attend this meeting to share memories and offer appreciation for Len's service to the Commission. Len himself will give a short presentation with history of organization. The Commission should approve the attached resolution of appreciation.*
3. **CITIZEN FORUM ON NON-AGENDA ITEMS**
4. **APPROVAL OF AGENDA** – **ACTION ITEM with attachment**
5. **CONSENT AGENDA**
  - A. **Approval of Minutes – October 20, 2016 Commission meeting-** **ACTION ITEM with attachment**
  - B. **Approval of November 2016 Financial Report** - **ACTION ITEM with attachment**
  - C. **Approval of Payment of Invoices** - **ACTION ITEM with attachments (online)** – *I have reviewed the following invoices and recommend approval of payment.*
    - i. Keystone Waters, LLC – October 2016 Administrator Services
    - ii. Keystone Waters, LLC – October Meeting Materials Distribution Expenses
    - iii. Barr Engineering – October 2016 Engineering Services
    - iv. Triple D Espresso – November 2016 Meeting Refreshments
    - v. Wenck – October 2016 WOMP Monitoring
    - vi. Lawn Chair Gardener – October 2016 Educational Services
    - vii. Kennedy Graven – September 2016 Legal Services
    - viii. MPCA – 2017 Main Stem Project Document Review
    - ix. Hennepin County – 2016 River Watch Contribution
  - D. **Approval of Highway 169 Drainage Improvements (SP 2772-111) – Plymouth** – **ACTION ITEM with attachment** - *This project is a drainage improvement plan that includes reconstruction of the storm sewer on TH 169 and Kilmer Lane to eliminate low point flooding on TH 169 and Medicine Lake Boulevard in Plymouth. The project is located in the Medicine Lake direct subwatershed. Approximately 2.11 acres will be graded and the project impacts an impervious area of 0.96 acre, a portion of which is mill and overlay of Kilmer Lane. Staff recommends approval of the project with one recommendation included in the memo.*
  - E. **Approval of Project at 226 Peninsula Road – Medicine Lake** – **ACTION ITEM with attachment** – *The proposed project includes demolition of the driveway and detached garage at a single family home and construction of a new driveway and site grading in the City of Medicine Lake. The project is in the Medicine Lake direct subwatershed on 0.57 acres. Approximately 12,800 square feet will be graded resulting in an increase of 1,779 square feet of impervious surface. Wetland impacts will be mitigated appropriately and all other requirements are being met. Staff recommends approval of the project with one recommendation included in the memo.*

## 6. BUSINESS

- A. Receive Presentation on Medicine Lake Rd and Winnetka Ave Area (DeCola Ponds) Long-term Flood Mitigation Plan - **INFORMATION ITEM with attachment** - *The Commission Engineer will present the long-term flood mitigation plan for the DeCola area to 1) provide the Commission with a summary of the plan and the recommended projects, since the BCWMC's CIP includes two of the projects; and 2) raise the Commission's awareness about remaining flooding issues in the area.*
- B. Consider Administrative Services Committee Recommendations – **ACTION ITEM with attachments** – *This committee met on November 4<sup>th</sup> to discuss several policy issues. Please see the attached memo with their recommendations along with documents for the following:*
  - i. Policy Manual Updates – **ACTION ITEM with attachment (Appendix C online)**
  - ii. Draft Policy for Cost Share of CIP Projects for Pollutant Removal Credit – **ACTION ITEM with attachment**
  - iii. Staff Performance Evaluation – **ACTION ITEM with attachment**
- C. Receive Presentation of Blake School 360 Project – **INFORMATION ITEM no attachment** – *At the August meeting, the Commission approved a request from Blake School for the Commission's support and assistance (including up to 10 hours of my time) with a photography/environmental learning project. Blake teachers will be at the meeting to showcase the results of the project.*

## 7. COMMUNICATIONS

- A. Administrator's Report – **INFORMATION ITEM with attachment**
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees - **INFORMATION ONLY no attachments**
  - i. APM/AIS Committee – Next Meeting 12/5 – [Meeting Materials](#)
  - ii. Administrative Services Committee – Next Meeting 12/5
- F. Legal Counsel
- G. Engineer

## 8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. ERF Grant Application for Main Stem Erosion Repair Project (2017CR-M)
- D. Clean Water MN Campaign Updated Website: <http://www.cleanwatermn.org/>
- E. WCA Notice of Application Four Seasons Mall Redevelopment, Plymouth
- F. WCA Notice of Application Nathan Property, Plymouth
- G. Mississippi River Forum - State of the River Report:  
<https://www.nps.gov/miss/learn/nature/riverforum.htm>
- H. 2016 Children's Water Festival Certificate, Reports, Letters from Students

## 9. ADJOURNMENT

### Upcoming Meetings & Events

- BCWMC TAC Meeting: Monday November 28<sup>th</sup>, 10:30 – 12:30, Council Conference Room, Golden Valley City Hall
- BCWMC APM/AIS Committee: Wednesday Nov 30<sup>th</sup>, 8:30 – 10:00., Council Conference Rm, Golden Valley City Hall
- BCWMC Administrative Services Committee Meeting: Monday December 5<sup>th</sup>, 8:30 – 10:30 a.m., Council Conference Room, Golden Valley City Hall
- Mississippi River Forum: Friday December 9<sup>th</sup>, 8:00 – 9:30 a.m., McKnight Foundation, Minneapolis,  
<https://www.nps.gov/miss/learn/nature/riverforum.htm>
- BCWMC Regular Meeting: Thursday December 15<sup>th</sup>, 8:30 a.m., Council Conference Room, Golden Valley City Hall