



Bassett Creek Watershed Management Commission

MEMO

Date: October 6, 2015
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

CIP Projects (see CIP Project Update Chart in "Information Only Items" of this month's agenda)

2012 Main Stem Restoration Project, Golden Valley Rd. to Irving Ave. N., Minneapolis and Golden Valley (mostly in Wirth Park) (2012CR) (See Item 4E): The Minneapolis Park and Rec Board (MPRB) is managing this project and hired Rachel Contracting to construct the project. Two change orders have been approved for the work. Funding for the changes is from unused unit pricing, as well as additional funds from City of Minneapolis Public Works-Surface Water and Sewers (Stormwater) and MPRB Regional Park Grants. The change order that MPRB is funding for extended trail repair to the south of the project area was approved by the Park Board on August 5th. The Change Order for the side channel dredging has also been approved administratively. It is within the project contingency and is funded primarily with City of Minneapolis funding. The final project report and final reimbursement request is expected at the November Commission meeting.

2013 Four Season Area Water Quality Project (NL-2): The City of Plymouth has been looking at different options for this area including the original stream restoration, using only rock to stabilize the channel, and a flocculation facility. The City received comments on these options at a public meeting in January. Currently, the City is waiting for the Four Seasons Mall property to redevelop with hopes of building treatment into a redevelopment project.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): The Commission approved 90% plans at their February meeting. The City's consultant (Barr Engineering) completed contract documents for the project May 21st, the bid advertisement publication date. The city council awarded the contract on July 7th to Sunram Construction. The pre-construction meeting was held July 30th. Construction is now expected to begin in late October or early November. Sunram expects that construction will take approximately two weeks to complete.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): There are no updates to this project since the report in July. However, the volunteer collecting water samples reports the clarity has been over 4 meters all summer. From July: At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. City staff reports no complaints or comments from residents since the treatment and also reports consistently clear water since the last actual reading on May 20th.

2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7): NewLook Contracting, the contractor for this project, completed the final punch list and other work including temporary

stabilization of the disturbed areas and the utility work. City staff are working to process the final payment and close out the project. The native vegetation is coming in nicely and will remain the responsibility of the contractor for two years following the final completion date.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The 90% design plans were approved by the Commission at their June 2015 meeting. Bids for the streambank shaping and stabilization portion of the project were opened in September and were within the project budget. Rachel Contracting is the apparent low bidder. The Golden Valley City Council will award contract in October and the project is proposed to start in November. The contract for the native vegetation establishment will go out for bids in early 2016.

2016 Northwood Lake Improvement Project, New Hope (NL-1): At the August meeting, the Commission entered an agreement with the City of New Hope to design and construct the project and a sub-grantee agreement to carry out the majority of tasks in the Clean Water Partnership (CWP) grant work plan. At the September meeting, the Commission granted conditional approval of the 50% design plans for the project and authorized the City to proceed with final plans and contract documents. 90% design plans are expected to be presented to the Commission at the November meeting.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): (See Item 5H) At the August meeting, the Commission entered an agreement with the City of Golden Valley to design and construct the project. At the September meeting, the Commission granted conditional approval of the 50% design plans for the project and authorized the City to proceed with final plans and contract documents. 90% design plans are expected to be presented to the Commission at the November meeting. The project will be let with the Douglas Drive project in February of 2016. Construction of the pond will likely occur in 2017.

Other Projects

Hennepin County Natural Resources Partnership: I attended a meeting on September 22nd where Minnehaha Creek Watershed District staff presented results of stream restoration and rehabilitation projects in cooperation with businesses and industries along the corridor. They also highlighted a new project completed with the City of Hopkins that was recently featured in the news (<http://www.kare11.com/story/news/outdoors/2015/09/30/hopkins-celebrates-new-park-transformed-neighborhood/73099196/>). Staff with the Freshwater Society also presented information about their outreach and policy related work. The next meeting of the Partnership is scheduled for December 1st.

MPRB Ecological System Plan: This project is now on hold until approximately late winter to allow the MPRB staff to concentrate on a different major comprehensive planning effort.

Next Generation Watershed Management Plan: (See Item 5A) The BCWMC Watershed Management Plan was adopted at the September meeting. The complete Plan is now available online at <http://www.bassettcreekwmo.org/NextGenerationPlan2015/2015WatershedManagementPlanHome.htm>. Paper copies, CD copies, and links were disseminated to partners, cities, and agencies depending on their requests. The BCWMC TAC members were reminded that the new standards for development are now in effect. At this meeting, staff will report on the total cost of the Plan's development.

Non-Point Education for Municipal Officials (NEMO) Workshops: As recommended by the Education Committee and approved at the March Commission meeting, I am assisting with the development of 3 NEMO workshops for appointed and elected officials in the west Metro. A workshop-on-the-water was held on Lake

Minnetonka on July 23rd. A workshop on *Chlorides and Winter Road Management* will be held on October 7th. (I will report verbally about this workshop.) A workshop on *Green Infrastructure for Clean Water* will be held later in the year.

Website Redesign Project: (See Item 5E) Our consultant, Kelly Spitzley with HDR, has been working on the layout, content map, and designs for the new site through an iterative process with review and comment from Amy and I. The Education Committee met on June 30th to review and provide comments on the site layout, content map, and design options. Kelly is now completing the structure of the site and populating it with existing information. I plan to meet with Kelly to review the progress on October 8th and will provide a verbal update at this meeting.

New Commissioner Materials: Posting of materials to the website were completed earlier this year and are available at:

<http://www.bassettcreekwmo.org/CommissionOrientation/CommissionOrientationHomepage.htm>.

Records Retention/Management and Data Practices: At the direction of the Administrative Services Committee, I updated the Commission's Records Retention Schedule and asked legal counsel to review and recommend any changes needed. Additionally, a Data Practices Procedure was drafted for the Commission by our legal counsel. The Commission will review these documents at a future meeting. Also, I continue to work on records management including locating all official records, determining what records should be disposed of or sent to the State Archives, how paper records can be digitized, and how and where to store our electronic records. I will be researching and gathering input on different options for records management and storage over the course of the year.

Organizational Efficiencies: At the direction of the Administrative Services Committee I will be drafting an organizational chart and have been discussing practices and procedures with TAC members, Commission staff, and Commissioners to ensure the proper and efficient use of staff's time and to streamline communications where needed.