



## Bassett Creek Watershed Management Commission

Regular Meeting  
Thursday, December 17, 2015  
8:30 – 11:00 a.m.

Medicine Lake Room, Plymouth City Hall, 3400 Plymouth Blvd., Plymouth MN

### AGENDA

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
  - A. Approval of Minutes - November 18, 2015 Commission Meeting
  - B. Approval of December 2015 Financial Report
  - C. Approval of Payment of Invoices
    - i. Keystone Waters, LLC – November 2015 Administrator Services
    - ii. Barr Engineering – November 2015 Engineering Services
    - iii. Amy Herbert – November 2015 Secretarial Services
    - iv. ACE Catering – December 2015 Meeting Refreshments
    - v. HDR – October 2015 Website Redesign Project
    - vi. Kennedy Graven – October 2015 Legal Services
    - vii. Wenck – November 2015 WOMP Monitoring
  - D. Set January 7<sup>th</sup> Technical Advisory Committee Meeting
  - E. Authorize Commission Engineer to Submit Flood Control Project Inspection Report to Cities, MDNR, ACOE
  - F. Approval of Contract with Wenck Associates for Operation of WOMP Station in 2016
5. **BUSINESS**
  - A. Consider Approval of Douglas Drive Project, Golden Valley
  - B. Consider Approval of Revised Channel Maintenance Fund Policy
  - C. Phase II Environmental Site Assessment Work Plan for 2017CR-M: Bassett Creek Main Stem Erosion Repair Project
    - i. Consider Authorizing Submittal of Work Plan to MPCA
    - ii. Consider Approval of Increase to Phase II Budget
  - D. Receive Preview of New BCWMC Website
  - E. Receive Updates on Feasibility Studies for 2017: Plymouth Creek Restoration Project and Main Stem Erosion Repair Project
  - F. Consider Approval of Request from Metro Blooms to Act as Fiscal Agent for Metropolitan Council Grant
6. **COMMUNICATIONS**
  - A. Administrator's Report
    - i. Changes in Services from Amy Herbert Starting February 2016
    - ii. Update on Clean Water Fund Grant from BWSR for Northwood Lake Improvement Project

- iii. Report on Minnesota Association of Watershed District Annual Meeting
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
  - i. Update on Schaper Pond Diversion Project

**7. INFORMATION ONLY (Information online only)**

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet
- C. Letter of Support for Metro Blooms Project
- D. New West Metro Water Alliance Website: [www.westmetrowateralliance.org](http://www.westmetrowateralliance.org)

**8. ADJOURNMENT**

**Upcoming Meetings & Events**

- Mississippi River Forum: Maximizing the Efficiency of Seneca's Wastewater Effluent: Friday, December 18<sup>th</sup>, 8:00-9:30 a.m., McKnight Foundation, 710-2nd Street S., Suite 400, Minneapolis
- BCWMC TAC Meeting: Thursday January 7<sup>th</sup>, 8:30 a.m., Plymouth City Hall
- BCWMC Regular Meeting: Thursday January 21<sup>st</sup>, 8:30 a.m., Plymouth City Hall

**Future Commission Agenda Items list**

- Address Organizational Efficiencies
- Finalize Commission policies (fiscal, data practices, records retention, roles and responsibilities, etc.)
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides





## Bassett Creek Watershed Management Commission

### Minutes of Regular Meeting November 18, 2015 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Plymouth	Commissioner Ginny Black
Golden Valley	Commissioner Stacy Hoschka, Treasurer	Robbinsdale	Alternate Commissioner Michael Scanlan
Medicine Lake	Commissioner Clint Carlson	St. Louis Park	Commissioner Jim de Lambert, Chair
Minneapolis	Alternate Commissioner Lisa Goddard	Administrator	Laura Jester
Minnetonka	Commissioner Jacob Millner, Secretary	Attorney	Troy Gilchrist, Kennedy & Graven
New Hope	Alternate Commissioner Pat Crough	Engineer	Karen Chandler, Barr Engineering
		Recorder	Amy Herbert

*Technical Advisory Committee (TAC) Members/ Other Attendees Present:*

Sandy Bainey, Friends of Northwood Lake	Jane McDonald Black, Alternate Commissioner, City of Golden Valley
John Elder, Commissioner, City of New Hope	Jake Newhall, WSB & Associates
Erick Francis, TAC, City of St. Louis Park	Jeff Oliver, TAC, City of Golden Valley
Jere Gwin-Lenth, Friends of Northwood Lake	Liz Stout, TAC, City of Minneapolis
Mary Gwin-Lenth, Friends of Northwood Lake	David Tobelmann, Alternate Commissioner, City of Plymouth
Chris Long, TAC, City of New Hope	Robert White, Friends of Northwood Lake
Richard McCoy, TAC, City of Robbinsdale	Pete Willenbring, WSB & Associates
Derek Ashe, TAC, City of Plymouth	

**1. CALL TO ORDER AND ROLL CALL**

On Wednesday, November 18, 2015, at 8:35 a.m. in the Council Conference room at Golden Valley City Hall, Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken [City of Robbinsdale absent from roll call].

**2. CITIZEN FORUM ON NON-AGENDA ITEMS**

No items raised.

### 3. AGENDA

Commissioner Hoschka moved to approve the agenda as presented. Commissioner Millner seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote.]

### 4. CONSENT AGENDA

Commissioner Mueller moved to approve the Consent Agenda as presented. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale absent from vote].

[The following items were approved as part of the Consent Agenda: the October 15, 2015, Commission Meeting Minutes, the November 2015 financial report, the payment of invoices, Approval of MDNR Flood Reduction Grant Contract, Approval of Project at 239 Peninsula Road in Medicine Lake, Approval of Project at 1130 Angelo Drive in Golden Valley]

The general and construction account balances reported in the Fiscal Year 2015 Financial Report prepared for the November 18, 2015, meeting are as follows:

Checking Account Balance	\$576,772.50
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$576,772.50</b>
<b>TOTAL CASH &amp; INVESTMENTS ON-HAND (11/10/15)</b>	<b>\$3,186,966.92</b>
CIP Projects Levied – Budget Remaining	(\$3,362,065.08)
Closed Projects Remaining Balance	\$175,098.16
2012-2014 Anticipated Tax Levy Revenue	\$5,585.36
2015 Anticipated Tax Levy Revenue	\$495,084.26
Anticipated Closed Project Balance	\$325,571.46

### 5. BUSINESS

#### A. Receive Final Report on CR2012 Main Stem Restoration Project Through Wirth Park

Administrator Jester pointed out that the final report, prepared by the City of Minneapolis, is in the meeting packet. She reminded the Commission that at its September meeting Andrea Weber, representing the Minneapolis Park and Recreation Board, gave the Commission a presentation on the project. Administrator Jester said that this report will be posted to the project's page on the Commission's website. There were no questions regarding the report; a few Commissioners indicated their appreciation for the report's format and content.

*[Alternate Commissioner Scanlan, City of Robbinsdale, arrived].*



**B. Consider Approval of City of Minneapolis Reimbursement Request for CR2012 Main Stem Restoration Project Through Wirth Park**

Administrator Jester said that this is the final reimbursement request from the City of Minneapolis and will close out the project. She noted that there will not be funds going to the BCWMC's Closed Project Account from this project as all funds are expended. She explained that there are grant reporting tasks to complete for this project. Administrator Jester recommended approving the reimbursement. She fielded questions about whether there was a funding shortfall, and she clarified that the financial report shows a \$369 shortfall, which is due to grant reporting tasks that took place by BCWMC staff after staff had communicated to the City of Minneapolis the project fund balance. She said that staff will have some grant reporting tasks to finish, but she recommends reimbursing the City of Minneapolis for the amount requested. She explained that the requested funds will come from the BCWMC's CIP budget for this project and from the Commission's Channel Maintenance Funds as directed by the Commission in January 2014. Administrator Jester stated that the funds for the grant reporting tasks will come from the Commission's Closed Account Fund.

Commissioner Black commented that cost overruns should come from the Commission's Closed Project Account, but she isn't comfortable with using Channel Maintenance Funds for project overruns.

Administrator Jester said that the Commission approved using Channel Maintenance Funds to augment the CIP funding for the project, and she added that the Commission will be talking about the Channel Maintenance Fund program and its policies later in today's meeting. Commissioner Mueller asked how much additional funding the City of Minneapolis put into the project toward the cost overruns. Ms. Stout said that the City does not yet have those final numbers but is working with the MPRB to allocate what part of the cost overruns is the City's responsibility and what part is the MPRB's. She said that she can get those figures to the BCWMC once they are finalized.

Alternate Commissioner moved to approve reimbursement. Commissioner Hoschka seconded the motion. Upon a vote, the motion carried 9-0.

**C. Consider Approval of 90% Plans for Northwood Lake Water Quality Improvement Project NL-1**

Mr. Long reminded the Commission that the 50% design plans were presented to the Commission at its September meeting and that the city worked to address the Commission's comments on the 50% plans. Mr. Long noted that rain garden designs were slightly adjusted and the overall design was modified, but nothing major changed. Mr. Long stated that at this time the project will not include the UV treatment. He said that the City will put up signs that the water is non-potable and the irrigating will occur in the early morning hours. Mr. Long added that if in the future the MPCA requires the UV treatment, it will be installed at that time, which would incur additional project costs.

Engineer Chandler went through the Engineer's comments on the 90% design plans. She pointed out that the feasibility study estimated the project would remove 22 pounds of phosphorous but the latest design estimates that slightly more than 30 pounds of phosphorous will be removed annually. Engineer Chandler stated that the Commission Engineer recommends conditional approval of the 90% design based on the Engineer's comments and recommends the Commission authorize administrative approval of the modified plans.

Commissioner Mueller asked specific questions about the design of the rain gardens, and Mr. Long responded, explaining the reasoning behind the designed soil depth and drain tile. Engineer Chandler and Mr. Long provided more details about the underground storage design.

Mr. Gwin-Lenth of the Friends of Northwood Lake commented on the City's citizens committee that is dealing with the playground aspect of the Northwood Lake Park. He also stated that he was pleased at reading



in the Engineer's memo the number of items that were addressed in the 90% plans in response to the review comments of the 50% design plan. Mr. Gwin-Lenth added that he is happy to see the increase in the project's estimated phosphorous removal.

Alternate Commissioner Tobelmann asked about the reason for the increase in the estimated phosphorous removal. Ms. Chandler responded that the design now includes more dead storage in the pond than previously estimated. Commissioner Black asked if the City has seen the Commission Engineer's comments and conditions and whether the City is okay with them. Mr. Long responded yes and shared that the New Hope City Council plans to look at the plan and specs and authorize for bidding at the Council's December 14<sup>th</sup> meeting. Commissioner Elder responded yes, the City is fine with these conditions and comments.

Commissioner Black moved to approve the 90% design plans with the Engineer's recommendations. Commissioner Mueller seconded the motion. Upon a vote, the motion carried 9-0.

**D. Consider Approval of 90% Plans for Honeywell Pond Expansion Project BC-4**

Mr. Oliver stated that the City isn't presenting on the information included with the meeting materials but the City and Pete Willenbring and Jake Newhall of WSB & Associates are here to answer any questions. Mr. Oliver noted that the City has seen the Engineer's comments and there is nothing in the comments that will be insurmountable.

Commissioner Engineer Chandler summarized the Engineer's comments on the 90% design plans. She said that she believes the plans are ready to be administratively approved by the Commission Engineer once the additional design information requested has been received. Mr. Oliver reported that the City will be bringing in another consultant to work with the City to control the irrigation system and the infiltration system coming from the Douglas Drive project and these details are still being worked out.

Alternate Commissioner Tobelmann asked if there is any concern about contamination at the construction site. Mr. Oliver responded that soil borings and environmental testing has been done and there is no contamination at this pond. Commissioner Black asked when the pond will be excavated. Mr. Oliver said that the pond excavation will be done in the winter of 2016-2017.

Commissioner Black moved to approve the 90% design plans with the Engineer's recommendations. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 9-0.

**E. Consider Golden Valley's Request to Review Douglas Drive Project Using Former BCWMC Standards**

Mr. Oliver explained that the Douglas Drive project development started in 2007. He said that the City utilized federal funding for part of the preliminary work and right-of-way acquisition. He noted that by utilizing federal funding, the project needed to follow a federal process, which included municipal consent. Mr. Oliver reported that within the federal process, the City of Golden Valley reviewed the project on November 15, 2011, and approved the project's preliminary design. He said that municipal consent essentially locks the design from that point forward and the major components of the project are locked in, including the water quality and storm water systems. He said that there is some latitude for minor changes but major changes are off the table and there can be no more right-of-way acquisition.

Mr. Oliver stated that throughout the development process starting in 2011 when the City entered final design, City staff, Hennepin County staff, and the project's consulting engineer WSB & Associates met several times with the Commission Engineer. Mr. Oliver said that the project was developed under the BCWMC's old standards, and under the old standards a linear project needed to meet "best efforts." He said that this project meets best efforts through the infiltration system, the sump manholes, and a number of other features within



the project.

Mr. Oliver noted that the BCWMC adopted the MIDS standards in September, and the City of Golden Valley was unable to make a submittal prior to that because the City had not finished with the plans. He explained that at the time of the Board packet, the City was requesting that the Commission review this project using the BCWMC's former standards. Mr. Oliver announced that since the time of the City's request, the City has gone through the MIDS flowchart and it appears that the project can meet the MIDS standards. He stated that whichever review path the BCWMC chooses to take, the City is seeking approval of the project.

Administrator Jester laid out the options in front of the Commission, including:

- The Commission could approve the original request from the City, which is to review the project under the Commission's former standards;
- The Commission could direct the Commission Engineer to review the project under the MIDS standards;
- If the project doesn't meet the MIDS standards, the City could request a variance from any portion of MIDS that can't be met and request project approval.

Administrator Jester reminded the Commission that it has a variance process in place.

Engineer Chandler talked about the results of the analysis of the project in terms of the MIDS flowchart. She discussed flexible treatment options and off-ramps. Engineer Chandler said that it looks like the project could meet the standards under flexible treatment option No. 2 by using treatment provided by the Commission's Honeywell Pond Expansion CIP Project, but there is a policy question to consider. She explained that the City in its letter to the Commission communicated that the additional water quality treatment provided by the pond expansion more than covers the pollutant removals that would be required by the City through MIDS. She pointed out that this concept might be a policy issue for the Commission because the CIP project was intended to provide additional water quality treatment for currently untreated runoff from past development and was not intended to provide the treatment for new development. Engineer Chandler noted that the City is putting in a significant amount of funding for the Honeywell Pond Expansion project, \$450,000 or about one third of the total project cost. Engineer Chandler said she thinks the City could show that the amount the City is contributing covers the runoff coming from the additional impervious area from this project.

Mr. Oliver pointed out that the MIDS flowchart did not take into account the irrigation at the soccer complex. He stated that the fact that the City is contributing one-third of the budget should be a strong factor in this and the project likely would not be able to be built solely with watershed funding. Mr. Oliver addressed the idea of setting a precedent for future developments, and he said that most development projects have a much shorter time span, usually a year, so he doesn't think that there is a parallel between the Douglas Drive project and future development projects.

Commissioner Black said that she understands that any one of the cities could have been in this position, and she thinks that best efforts should be made to meet the MIDS standards. Attorney Gilchrist stated that the notion of applying the old rules is problematic, because technically they don't exist anymore in this realm. He recommends that the Commission review the project under the new standards (MIDS), and if they cannot be met, then the Commission could adopt a resolution granting a variance and identifying the lesser standard. He said that the documentation could be prepared for the Commission's December meeting.

Mr. Oliver said that the project doesn't have a lot of time given that the City plans to go out for a bid in January and the bid opening would be the first week of February. Mr. Oliver noted that typically when new



standards are adopted, there is a transition time of three to six months between when they are adopted and when they are effective. Mr. Gilchrist said that this is not the case for the Commission's new standards, but it might be something for the Commission to keep in mind for the future.

Alternate Commissioner Goddard asked how complete the design plans were in September. Mr. Oliver replied 75%-80%. Mr. Asche commented that these major road projects can take five or more years and odds are that road projects can overlap with the adoption of the Commission's 10-year plan. He said that if the Douglas Drive project doesn't meet the MIDS standards, then a variance would be a good direction to go. Mr. Asche stated that the City of Golden Valley already has put five to seven years of work into this project, which signifies hardship for the City if the project is not approved and also is unique, which signifies that the risk of setting a precedent by granting a variance is low.

Mr. Oliver remarked that the plan as designed provides better water quality treatment than currently exists, so the project will have a net positive gain. Commissioner Black remarked that she would like to see the project review documented well, including how close the project gets to meeting MIDS standards.

Commissioner Black moved for the Commission to evaluate the project based on the Commission's current standards and to return to the Commission in December with the Engineer's review and variance information, if needed. Alternate Commissioner Scanlan seconded the motion. Attorney Gilchrist clarified that it would be in the best interest of the Commission to have the appropriate documentation ready for the December meeting. Chair de Lambert agreed that the Commission should prepare the documents for the December meeting. Upon a vote, the motion carried 9-0. [Alternate Commissioner McDonald Black voted on behalf of the City of Golden Valley].

## **F. Consider Approval of Technical Advisory Committee Recommendations**

### **i. Channel Maintenance Fund Policy**

Erick Francis reported that the Technical Advisory Committee (TAC) met on September 8 and November 5 and discussed multiple topics. He said that at the September TAC meeting, Administrator Jester raised the issue of the discrepancies that she and Engineer Chandler have found among different BCWMC documents regarding policies and uses of the BCWMC's Channel Maintenance Fund. Administrator Jester said that there are discrepancies between the Commission's 2004 and 2015 Plans and the 2011 Policies and Procedures document as well as with the way that the funds have been applied in practice. She said that the meeting packet includes the TAC's recommended revisions to the BCWMC's Creek and Streambank Maintenance, Repair, and Sediment Removal Fund Policy (Channel Maintenance Fund), including the strategies to implement the policy and the agreement template for use of the funds. Administrator Jester summarized the recommended changes.

Commissioner Black moved to adopt the amended Channel Maintenance Fund policy and agreement. Commissioner Mueller seconded the motion.

Commissioner Mueller asked for a more detailed explanation of the changes. Administrator Jester went through the history of the Channel Maintenance Fund and gave a detailed explanation of the revised policy and agreement. Commissioner Mueller said that it would be helpful to the Commission to be able to see how much Channel Maintenance Funds are left and to include a chart. Administrator Jester said that information could be added.

Alternate Commissioner McDonald Black brought up the idea of a "use it or lose it" policy. There was discussion of this idea. Alternate Commissioner Tobelmann suggested that the Commission



review the Channel Maintenance Fund use over the next year or two to determine if accumulating funds is an issue rather than moving forward to develop such a policy now. Mr. Oliver commented that he would be very hesitant to limit the city's ability to use the funds. Commissioner Black said that the Commission could put into the policy a review clause that the Channel Maintenance Fund Policy will be reviewed every five years. The Commission indicated consent. Commissioner Black withdrew her motion so that staff can make modifications to the policy and bring back to the Commission next month.

**ii. Request by City of Crystal for Use of Channel Maintenance Funds**

Mr. Francis stated that the City of Crystal has requested use of Channel Maintenance Funds to repair an eroding section of the North Branch Bassett Creek in the area of a 2011 CIP project. He said that he, Mark Ray of the City of Crystal, Commission Engineer Weiss, and Administrator Jester visited the site and discussed stabilization options. Mr. Francis talked about the 2011 CIP project and the efforts at the time to save two large trees on the top of a steep bank, which has degraded and now has slope failures. He said that the City is requesting \$31,675 to implement one of the two options. Administrator Jester noted that the revised Channel Maintenance Fund Policy explicitly states that this is an appropriate use of the Channel Maintenance Funds, but the Commission didn't adopt the revised policy in the previous agenda item. She said that if the Commission agrees that the work proposed in this project is an approved use of the Commission's Channel Maintenance Funds then it should be okay to take action on the City of Crystal's request. Commissioner Mueller moved to approve the request. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 9-0. [Commissioner Hoschka resumed voting on behalf of the City of Golden Valley].

**iii. Agreement with City of Crystal for Use of Channel Maintenance Fund**

Commissioner Black moved to approve the agreement with the City of Crystal. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 9-0.

**iv. Study of Roles and Responsibilities of Flood Control Project**

Mr. Francis reported that the TAC is continuing to discuss the roles and responsibilities and possible funding mechanisms for long term maintenance, repair and replacement of the Flood Control Project structures.

**G. Receive Update on Feasibility Studies for 2017 Projects**

**i. Plymouth Creek Restoration Project**

Administrator Jester stated that a technical stakeholder meeting was held October 26. She reported on who attended, including representatives of the U.S. Army Corps of Engineers and the Minnesota Department of Natural Resources. She said the group walked the area and the staff received valuable feedback. Administrator Jester said that on the evening of October 26, the Commission held a public open house. She reported on who attended, including eight property owners. She noted that none of the property owners raised major concerns about the project.

Engineer Chandler reported that Jeff Weiss of Barr Engineering said that having the agency input so early on in the process is valuable and is shaping the design concepts. Commissioner Mueller said that he would be interested in learning about the historic natural channel of the creek. Mr. Asche and Engineer Chandler said that they have access to aerial photos and they could share the information with him.

**ii. Main Stem Erosion Repair Project**

Administrator Jester announced that the project has been renamed from a channel restoration project to an erosion repair project based on the actual scope of the project. She said that the meeting packet includes the public communication plan for this project. Administrator Jester reported that this week a postcard about the project was mailed to 2,500 residents in the Bryn Mawr and Harrison neighborhoods, and the postcard noted three public opportunities for people to come ask questions, including one this Saturday during the Harrison Neighborhood Arts Festival. She noted that the City of Minneapolis paid for the printing and postage for the postcards.

Engineer Chandler reported that the Phase I investigation is nearing completion. She said that progress is being made on the Phase II work plan, which hopefully will be ready for the Commission's December meeting packet.

## 6. COMMUNICATIONS

### A. Administrator:

- i. Administrator Jester reported on the website redesign project. She noted that HDR did agree to move all of the content on the current website. She said that BCWMC staff is creating new content as well. Administrator Jester added that she hopes to be able to preview the website with the Commission at its next meeting.
- ii. Administrator Jester reminded the Commission that the monthly meetings from December 2015 to April or May 2016 will be held at Plymouth City Hall.

### B. Chair: No Communications

### C. Commissioners:

- i. Administrator Jester stated that Commissioner Mueller's report on the Water Resources Conference is in the Commission's meeting packet. Commissioner Mueller touched on some of the points in his report.

### D. TAC Members: No TAC Communications

### E. Committees: No Committee Communications

### F. Legal Counsel: No Legal Communications

### G. Engineer:

- i. Engineer Chandler provided an update on the Schaper Pond Diversion Project. She said that the contractor is on site but high flow due to recent rain is delaying construction. She reported that the baffle has been delivered but can't be installed with a lot of water flowing through the pond. Engineer Chandler said that once the installation is scheduled, she or Mr. Oliver will update the Commission with the details.

## 7. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/Meetings/2015/2015-November/2015NovemberMeetingPacket.htm>)

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet



- C. 2015 Water Resources Conferences Abstracts at <https://www.wrc.umn.edu/waterconf>
- D. NEMO Workshop Summaries
- E. West Metro Water Alliance Fall Water Links Newsletter at <http://content.govdelivery.com/accounts/MNHENNE/bulletins/11fe9ea>

## 8. ADJOURNMENT

Chair de Lambert adjourned the meeting at 10:16 a.m.

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Date

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Date

Bassett Creek Watershed Management Commission General Account  
 General Fund (Administration) Financial Report  
 Fiscal Year: February 1, 2015 through January 31, 2016  
 MEETING DATE: December 17, 2015

Item 4B. BCWMC 12-17-15
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(UNAUDITED)

<b>BEGINNING BALANCE</b>	<b>10-Nov-15</b>		<b>576,772.50</b>
<b>ADD:</b>			
	<b>General Fund Revenue:</b>		
	Interest less Bank Fees	(10.27)	
	<b>Permits:</b>		
	Met Council Blue Line LRT Reimburse Agmt	1,755.76	
	Duke Realty	3,000.00	
	Reimbursed Construction Costs	34,374.56	
		<b>Total Revenue and Transfers In</b>	<b>39,120.05</b>
<b>DEDUCT:</b>			
	<b>Checks:</b>		
	2803 Barr Engineering	November Engineering	61,637.72
	2804 D'Amico Catering	December Meeting	132.01
	2805 Amy Herbert LLC	November Secretary	2,964.82
	2806 Kennedy & Graven	October Legal	1,094.50
	2807 Keystone Waters LLC	November Administrator	5,150.00
	2808 HDR Engineering Inc	Website Design	1,611.78
	2809 Wenck Associates	Nov Outlet Monitoring	337.95
		<b>Total Checks</b>	<b>72,928.78</b>
Outstanding from previous month:			
	2796 Amy Herbert LLC	October Secretary	2,499.82
	2801 Henn County	River Watch Program	2,000.00
		<b>Total Expenses</b>	<b>72,928.78</b>
<b>ENDING BALANCE</b>	<b>9-Dec-15</b>		<b>542,963.77</b>



Bassett Creek Watershed Management Commission General Account  
 General Fund (Administration) Financial Report  
 Fiscal Year: February 1, 2015 through January 31, 2016  
 MEETING DATE: December 17, 2015

(UNAUDITED)

	2015 / 2016 BUDGET	CURRENT MONTH	YTD 2015 / 2016	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS TO CITIES-PREPAID		0.00	0.00	
ASSESSMENTS TO CITIES	490,345	0.00	490,342.00	3.00
PERMIT REVENUE	60,000	3,000.00	54,600.00	5,400.00
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
TRANSFERS FROM LONG TERM FUND & CIP	35,000	0.00	0.00	35,000.00
<b>REVENUE TOTAL</b>	<b>590,345</b>	<b>3,000.00</b>	<b>549,442.00</b>	<b>40,903.00</b>
<b>EXPENDITURES</b>				
<b>ENGINEERING &amp; MONITORING</b>				
TECHNICAL SERVICES	120,000	7,170.71	97,329.05	22,670.95
DEV/PROJECT REVIEWS	65,000	6,297.00	44,410.95	20,589.05
NON-FEE/PRELIM REVIEWS	15,000	3,975.00	34,233.27	(19,233.27)
COMMISSION AND TAC MEETINGS	14,500	816.00	10,073.65	4,426.35
SURVEYS & STUDIES	20,000	1,915.39	21,646.67	(1,646.67)
WATER QUALITY/MONITORING	63,000	1,752.50	42,174.03	20,825.97
WATER QUANTITY	11,500	829.80	8,165.60	3,334.40
WATERSHED INSPECTIONS	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	1,080.50	5,352.50	4,647.50
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
WOMP	17,000	1,643.23	13,266.94	3,733.06
<b>ENGINEERING &amp; MONITORING TOTAL</b>	<b>339,000</b>	<b>25,480.13</b>	<b>276,652.66</b>	<b>62,347.34</b>
<b>PLANNING</b>				
WATERSHED-WIDE SP-SWMM MODEL	0	0.00	0.00	0.00
WATERSHED-WIDE P8 WATER QUALITY MODEL	0	0.00	0.00	0.00
NEXT GENERATION PLAN	30,000	0.00	28,277.50	1,722.50
<b>PLANNING TOTAL</b>	<b>30,000</b>	<b>0.00</b>	<b>28,277.50</b>	<b>1,722.50</b>
<b>ADMINISTRATION</b>				
ADMINISTRATOR	62,000	5,150.00	50,261.32	11,738.68
LEGAL COSTS	18,500	1,094.50	9,405.65	9,094.35
AUDIT, INSURANCE & BONDING	15,500	0.00	13,081.00	2,419.00
FINANCIAL MANAGEMENT	3,200	0.00	0.00	3,200.00
DIGITIZE HISTORIC PAPER FILES	2,500	0.00	0.00	2,500.00
MEETING EXPENSES	2,500	132.01	1,432.12	1,067.88
ADMINISTRATIVE SERVICES	32,000	3,015.80	25,862.29	6,137.71
<b>ADMINISTRATION TOTAL</b>	<b>136,200</b>	<b>9,392.31</b>	<b>100,042.38</b>	<b>36,157.62</b>
<b>OUTREACH &amp; EDUCATION</b>				
PUBLICATIONS/ANNUAL REPORT	4,000	0.00	1,430.00	2,570.00
WEBSITE	12,000	1,611.78	9,753.85	2,246.15
PUBLIC COMMUNICATIONS	3,000	0.00	2,270.42	729.58
EDUCATION AND PUBLIC OUTREACH	17,000	0.00	12,745.31	4,254.69
WATERSHED EDUCATION PARTNERSHIPS	15,500	0.00	7,200.00	8,300.00
<b>OUTREACH &amp; EDUCATION TOTAL</b>	<b>51,500</b>	<b>1,611.78</b>	<b>33,399.58</b>	<b>18,100.42</b>
<b>MAINTENANCE FUNDS</b>				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
<b>MAINTENANCE FUNDS TOTAL</b>	<b>50,000</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>
<b>TMDL WORK</b>				
TMDL STUDIES	0	0.00	0.00	0.00
TMDL IMPLEMENTATION REPORTING	20,000	2,070.00	9,333.00	10,667.00
<b>TMDL WORK TOTAL</b>	<b>20,000</b>	<b>2,070.00</b>	<b>9,333.00</b>	<b>10,667.00</b>
<b>TOTAL EXPENSES</b>	<b>626,700</b>	<b>38,554.22</b>	<b>447,705.12</b>	<b>178,994.88</b>

BCWMC Construction Account  
 Fiscal Year: February 1, 2015 through January 31, 2016  
 December 2015 Financial Report

(UNAUDITED)

Cash Balance 11/10/15			
Cash		2,194,966.92	
	Total Cash		2,194,966.92
	Ally Bk Midvale Utah C/D (9/25/2017 1.25%)	248,000.00	
	Capital One Bk-McLean VA C/D (9/25/2017 1.15%)	248,000.00	
	Capital One Bk-Glen Allen VA C/D (9/25/2017 1.15%)	248,000.00	
	Key Bk Natl Assn Ohio C/D (10/02/2017 1.15%)	248,000.00	
	Total Investments		992,000.00
	<b>Total Cash &amp; Investments</b>		<b>3,186,966.92</b>
Add:			
	Interest Revenue (Bank Charges)	(59.02)	
	Henn County Property Tax Levy	488,473.73	
	<b>Total Revenue</b>		<b>488,414.71</b>
Less:			
	CIP Projects Levied - Current Expenses - TABLE A	(471.00)	
	Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B	(26,379.38)	
	<b>Total Current Expenses</b>		<b>(26,850.38)</b>
	<b>Total Cash &amp; Investments On Hand 12/09/15</b>		<b><u>3,648,531.25</u></b>
	Total Cash & Investments On Hand	3,648,531.25	
	CIP Projects Levied - Budget Remaining - TABLE A	(3,361,594.08)	
	<b>Closed Projects Remaining Balance</b>	<b>286,937.17</b>	
	2012 - 2014 Anticipated Tax Levy Revenue - TABLE C	7,123.77	
	2015 Anticipated Tax Levy Revenue - TABLE C	5,157.95	
	<b>Anticipated Closed Project Balance</b>	<b><u>299,218.89</u></b>	
	Proposed & Future CIP Project Amount to be Levied - TABLE B	1,633,070.00	

**TABLE A - CIP PROJECTS LEVIED**

	Approved Budget	Current Expenses	2015 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Plymouth Creek Channel Restoration (2010 CR)	965,200.00	0.00	5,350.56	939,039.17	26,160.83
CLOSED JUNE 2015					(26,160.83)
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	0.00	580,200.00	0.00
Wirth Lake Outlet Modification (WTH-4)(2012)	202,500.00	0.00	0.00	201,513.94	986.06
5/13 Increase Budget - \$22,500					
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	471.00	678,386.05	856,840.00	(840.00)
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	11,589.50	184,410.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	0.00	25,866.35	127,501.84	862,498.16
<b>2014</b>					
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	0.00	0.00	89,594.90	522,405.10
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	0.00	0.00	19,598.09	230,401.91
Twin Lake Alum Treatment Project (TW-2)	163,000.00	0.00	432.00	24,225.65	138,774.35
<b>2015</b>					
Main Stem 10th to Duluth (CR2015)	1,503,000.00	0.00	68,862.65	80,042.00	1,422,958.00
	<u>6,317,900.00</u>	<u>471.00</u>	<u>778,897.61</u>	<u>2,930,145.09</u>	<u>3,361,594.08</u>

**TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED**

	Approved Budget - To Be Levied	Current Expenses	2015 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
<b>2016</b>					
Bryn Mawr Meadows (BC-5)	0.00	0.00	0.00	5,282.80	(5,282.80)
Honeywell Pond Expansion (BC-4)	810,930.00	2,258.00	6,250.53	13,712.48	797,217.52
Northwood Lake Pond (NL-1)	822,140.00	2,480.50	11,020.60	16,139.35	806,000.65
2016 Project Totals	1,633,070.00	4,738.50	17,271.13	35,134.63	1,597,935.37
<b>2017</b>					
Main Stem Cedar Lk Rd to Dupont (2017 CR-M)		18,781.88	21,458.88	21,458.88	(21,458.88)
Plymouth Creek Restoration (CR-P)		2,859.00	21,498.63	21,498.63	(21,498.63)
2017 Project Totals	0.00	21,640.88	42,957.51	42,957.51	(42,957.51)
<b>Total Proposed &amp; Future CIP Projects to be Levied</b>	<b>1,633,070.00</b>	<b>26,379.38</b>	<b>60,228.64</b>	<b>78,092.14</b>	<b>1,554,977.86</b>

**BCWMC Construction Account**

Fiscal Year: February 1, 2015 through January 31, 2016

(UNAUDITED)

December 2015 Financial Report

**TABLE C - TAX LEVY REVENUES**

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2015 Tax Levy	1,000,000.00		1,000,000.00	489,926.31	994,842.05	994,842.05	5,157.95	1,000,000.00
2014 Tax Levy	895,000.00	(2,576.10)	892,423.90	(210.98)	2,883.00	887,420.42	5,003.48	895,000.00
2013 Tax Levy	986,000.00	(13,785.61)	972,214.39	(741.94)	160.89	970,909.87	1,304.52	986,000.00
2012 Tax Levy	762,010.00	(5,103.74)	756,906.26	(585.49)	(532.85)	756,090.49	815.77	762,010.00
2011 Tax Levy	863,268.83	(8,962.04)	854,306.79	12.06	(83.48)	854,223.31	83.48	862,400.00
2010 Tax Levy	935,298.91	(9,027.10)	926,271.81	73.77	274.76	926,546.57	(274.76)	935,000.00
				<b>488,473.73</b>			<b>12,090.44</b>	

**OTHER PROJECTS:**

	Approved Budget	Current Expenses / (Revenue)	2015 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
<b>TMDL Studies</b>					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
<b>TOTAL TMDL Studies</b>	<b>254,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>156,117.37</b>	<b>97,882.63</b>
<b>Annual Flood Control Projects:</b>					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	623,373.00	7,524.18	73,532.19	116,727.67	506,645.33
Sweeney Lake Outlet (2012 FC-1)	250,000.00	0.00	0.00	179,742.18	70,257.82
<b>Annual Water Quality</b>					
Channel Maintenance Fund	300,000.00	0.00	26,777.35	121,242.95	178,757.05
<b>Total Other Projects</b>	<b>1,927,373.00</b>	<b>7,524.18</b>	<b>100,309.54</b>	<b>573,830.17</b>	<b>1,353,542.83</b>



Bassett Creek Construction Project Details

12/9/2015

CIP Projects Levied

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)-Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)
<b>Original Budget</b>	<b>6,295,400</b>	<b>965,200</b>	<b>580,200</b>	<b>180,000</b>	<b>856,000</b>	<b>196,000</b>	<b>990,000</b>	<b>612,000</b>	<b>250,000</b>	<b>163,000</b>	<b>1,503,000</b>
<b>Added to Budget</b>	<b>(3,661)</b>	<b>(26,160.83)</b>		<b>22,500</b>							
<b>Expenditures:</b>											
Feb 2004 - Jan 2005	637.50					637.50					
Feb 2005 - Jan 2006											
Feb 2006 - Jan 2007											
Feb 2007 - Jan 2008											
Feb 2008 - Jan 2009	20,954.25	20,954.25									
Feb 2009 - Jan 2010	9,319.95	9,319.95									
Feb 2010 - Jan 2011	70,922.97	30,887.00	34,803.97	2,910.00	1,720.00		602.00				
Feb 2011 - Jan 2012	977,285.99	825,014.32	9,109.50	22,319.34	71,647.97	1,476.00	8,086.37	39,632.49			
Feb 2012 - Jan 2013	153,174.66	47,378.09	9,157.98	4,912.54	20,424.16	2,964.05	61,940.82	4,572.97	152.80	1,671.25	
Feb 2013 - Jan 2014	819,686.41	135.00	527,128.55	171,341.06	42,969.42	6,511.95	31,006.30	19,079.54	6,477.29	13,678.55	1,358.75
Feb 2014 - Jan 2015	99,265.75			31.00	41,692.40			26,309.90	12,968.00	8,443.85	9,820.60
Feb 2015-Jan 2016	778,897.61	5,350.56			678,386.05		25,866.35			432.00	68,862.65
<b>Total Expenditures:</b>	<b>2,930,145.09</b>	<b>939,039.17</b>	<b>580,200.00</b>	<b>201,513.94</b>	<b>856,840.00</b>	<b>11,589.50</b>	<b>127,501.84</b>	<b>89,594.90</b>	<b>19,598.09</b>	<b>24,225.65</b>	<b>80,042.00</b>
<b>Project Balance</b>	<b>3,361,594.08</b>			<b>986.06</b>	<b>(840.00)</b>	<b>184,410.50</b>	<b>862,498.16</b>	<b>522,405.10</b>	<b>230,401.91</b>	<b>138,774.35</b>	<b>1,422,958.00</b>

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)-Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)
<b>Project Totals By Vendor</b>											
Barr Engineering	384,410.60	47,863.10	48,811.20	30,565.19	102,283.38	6,338.95	28,670.54	75,251.50	13,089.74	15,712.00	15,825.00
Kennedy & Graven	16,246.65	2,120.10	1,052.50	2,225.15	1,862.25	1,200.55	2,471.95	993.40	1,038.35	1,058.65	2,223.75
City of Golden Valley	753,797.11		526,318.80	165,485.06							61,993.25
City of Minneapolis	785,775.66				736,882.66		49,893.00				
City of Plymouth	892,360.77	866,494.42					25,866.35				
Blue Water Science	3,900.00									3,900.00	
S E H											
Misc											
2.5% Admin Transfer	92,654.30	22,561.55	4,017.50	3,238.54	15,811.71	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00	
Transfer to General Fund											
<b>Total Expenditures</b>	<b>2,930,145.09</b>	<b>939,039.17</b>	<b>580,200.00</b>	<b>201,513.94</b>	<b>856,840.00</b>	<b>11,589.50</b>	<b>127,501.84</b>	<b>89,594.90</b>	<b>19,598.09</b>	<b>24,225.65</b>	<b>80,042.00</b>

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)-Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)
<b>Levy/Grant Details</b>											
2009/2010 Levy	902,462	902,462									
2010/2011 Levy	160,700		160,700								
2011/2012 Levy	762,010			83,111	678,899						
2012/2013 Levy	986,000					162,000	824,000				
2013/2014 Levy	895,000							534,000	218,800	142,200	
2014/2015 Levy	1,000,000										1,000,000
2015-2016 Levy											
Construction Fund Balance	1,384,228	62,738	419,500	21,889	177,101	34,000	166,000				503,000
BWSR Grant- BCWMO	504,750	212,250		75,000	217,500						
MPCA Grant-CWPGrant											
<b>Total Levy/Grants</b>	<b>6,595,150</b>	<b>1,177,450</b>	<b>580,200</b>	<b>180,000</b>	<b>1,073,500</b>	<b>196,000</b>	<b>990,000</b>	<b>534,000</b>	<b>218,800</b>	<b>142,200</b>	<b>1,503,000</b>

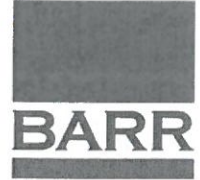
BWSR Final 4/8/13 67,500 108,750  
 FY11 Competitive Grant Program - received \$7500 on 11/6/14  
 MPCA Grant-CWP (Total \$300,000)

Bassett Creek Construction Project Details

Bassett Creek Construction Project Details

Proposed & Future CIP Projects (to be Levied)							Other Projects							Totals - All Projects
Total Proposed & Future CIP Projects (to be Levied)	2016 Bryn Mawr Meadows	2016 Honeywell Pond Expansion (BC-4)	2016 Northwood Lake Pond (NL-1)	2017 Main Stem-Cerar Lk Rd to Dupont (2017 CR-M)	2017 Plymouth Creek Restoration (2017 CR-P)	MPCA Grant From GF	Total Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long Term Maintenance	2012 Sweeney Lake Outlet (FC-1)	Channel Maintenance	
<b>Original Budget Added to Budget</b>	1,633,070		810,930	822,140			1,647,373.00	105,000.00	119,000.00	500,000.00	748,373.00 (250,000.00)	250,000.00	175,000.00	9,575,843.00 (3,660.83) 163,870.64 280,000.00
<b>Expenditures:</b>														
Feb 2004 - Jan 2005							6,949.19				3,954.44		2,994.75	637.50
Feb 2005 - Jan 2006							10,249.09	637.20			9,611.89			6,949.19
Feb 2006 - Jan 2007							113,141.44	23,486.95	89,654.49					10,249.09
Feb 2007 - Jan 2008							117,455.33	31,590.12	47,041.86					113,141.44
Feb 2008 - Jan 2009							76,184.64	31,868.63	44,316.01				38,823.35	138,409.58
Feb 2009 - Jan 2010							45,375.25	15,005.25	25,920.00			4,450.00		85,504.59
Feb 2010 - Jan 2011							12,656.65	168.00	5,290.50			7,198.15		116,298.22
Feb 2011 - Jan 2012							21,094.00	3,194.00					17,900.00	989,942.64
Feb 2012 - Jan 2013							174,826.03	1,815.00			4,917.00			174,268.66
Feb 2013 - Jan 2014	17,863.50	5,282.80	7,461.95	5,118.75			59,459.65				24,712.15	168,094.03		994,512.44
Feb 2014 - Jan 2015	60,228.64		6,250.53	11,020.60	21,458.88	21,498.63	100,309.54				73,532.19		34,747.50	176,588.90
Feb 2015-Jan 2016													26,777.35	939,485.79
<b>Total Expenditures:</b>	<b>78,092.14</b>	<b>5,282.80</b>	<b>13,712.48</b>	<b>16,139.35</b>	<b>21,458.88</b>	<b>21,498.63</b>	<b>737,700.81</b>	<b>107,765.15</b>	<b>212,222.86</b>	<b>500,000.00</b>	<b>116,727.67</b>	<b>179,742.18</b>	<b>121,242.95</b>	<b>3,745,938.04</b>
<b>Project Balance</b>	1,554,977.86	(5,282.80)	797,217.52	806,000.65	(21,458.88)	(21,498.63)	1,353,542.83	27,234.85	70,647.78	500,000.00	506,645.33	70,257.82	178,757.05	6,270,114.77
<b>Project Totals By Vendor</b>														
Barr Engineering	76,072.29	5,282.80	12,916.48	14,915.50	21,458.88	21,498.63	312,482.83	104,888.70	94,948.17		94,636.06	18,009.90	354.75	772,965.72
Kennedy & Graven	2,019.85		796.00	1,223.85			6,982.14	1,164.30	2,902.59		1,099.35	1,461.15		25,248.64
City of Golden Valley							215,558.63					160,271.13	55,287.50	969,355.74
City of Minneapolis							38,823.35							786,775.66
City of Plymouth														931,184.12
Blue Water Science														3,900.00
S E H							105,590.36		101,598.10		3,992.26			105,590.36
Misc							14,486.15	1,712.15	12,774.00					14,486.15
2.5% Admin Transfer							17,000.00				17,000.00			92,654.30
Transfer to General Fund														17,000.00
<b>Total Expenditures</b>	<b>35,134.63</b>	<b>5,282.80</b>	<b>13,712.48</b>	<b>16,139.35</b>	<b>21,458.88</b>	<b>21,498.63</b>	<b>710,923.46</b>	<b>107,765.15</b>	<b>212,222.86</b>	<b>500,000.00</b>	<b>116,727.67</b>	<b>179,742.18</b>	<b>94,465.60</b>	<b>3,719,160.69</b>
<b>Levy/Grant Details</b>														
2009/2010 Levy							163,870.64		163,870.64					902,462
2010/2011 Levy							60,000.00	10,000			25,000		25,000	220,700
2011/2012 Levy							60,000.00	10,000			25,000		25,000	822,010
2012/2013 Levy							60,000.00	10,000			25,000		25,000	1,046,000
2013/2014 Levy							50,000.00				25,000		25,000	945,000
2014/2015 Levy														
2015-2016 Levy														
Construction Fund Balance							50,000.00				25,000		25,000	1,434,228
BWSR Grant- BCWMO														504,750
MPCA Grant-CWPGrant	75,000			75,000										
<b>Total Levy/Grants</b>	<b>75,000</b>			<b>75,000</b>			<b>443,870.64</b>	<b>30,000</b>	<b>163,870.64</b>	<b>500,000.00</b>	<b>125,000</b>		<b>125,000</b>	<b>5,875,150</b>





## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Bassett Creek 2015 Flood Control Project Inspection  
**Date:** December 9, 2015  
**Project:** 23/27 0051.36 2015 065

In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection is required to review the condition of the flood control features. The flood control project was turned over to the local sponsor during 2002. Therefore, inspection of the flood control features was initialized during the fall of 2002, which was the first formal inspection by the BCWMC. Except as noted the annual inspections have been performed during the years 2002-2015. Inspections were not performed during 2003, 2011, and 2013 due to BCWMC budget considerations. Some of the municipalities have performed independent inspections of several of the structures. The municipalities are responsible for routine cleaning, including debris removal, brushing, and tree removal from the BCWMC Flood Control Project features located within their city. The TAC is in the process of discussing the municipal and BCWMC responsibilities for maintenance and repair of the Flood Control Project features beyond routine cleaning.

Following are the 2015 inspection comments and recommendations:

### **Plymouth Features**

**Inspection Date: October 14, 2015**

**Personnel: Jake Burggraff & Patrick Brockamp (Barr)**

#### **1. Plymouth Creek Fish Barrier (Constructed 1987)**

- a. The water flow over the weir structure was about two inches deep.
- b. The overall condition of the structure was satisfactory and appeared similar to the previous inspection (the concrete appeared to be in good condition).
- c. There are a few small cracks in the downstream portion of the left wing wall. No change from previous inspection notes.
- d. The expansion joint in the middle of the right abutment wall appears to be consistent to last few years and the gap was measured at approximately  $\frac{3}{4}$  inch.

Note: references to "right" and "left" are with respect to facing downstream.

- e. Both sides of the downstream banks were stabilized with riprap a few years ago. Some of the riprap on the west (right) slope downstream of the structure has slid, exposing the filter fabric underlayment, which was noted on the inspections in 2012 and 2014.
- f. Sediment has continued to accumulated upstream of the structure. The upstream pool is filling with sediment and has formed a delta/island with vegetation growing on it. The island appears to be deflecting flow to the east (left) bank, and sediment is accumulating along the west (right) bank.
- g. Rust was noted on railings. The upstream end of the railing on both sides of the structure has rusted off below the water line where the railing connects to the concrete. The railing is still functional but should be repaired.

Recommended Action:

- Remove accumulation of sediment from upstream pool.
- Monitor west downstream slope and replace riprap as necessary.
- Monitor width of joint opening during future inspection.
- Repair railing connections.

## **2. Medicine Lake Outlet Structure (Constructed 1996)**

- a. The overall condition of the structure appeared satisfactory. The concrete appeared to be in good condition with no major cracks.
- b. Water was trickling over the weir at the time of the inspection.
- c. Some erosion was noted around the east end of the weir where it ties into the east bank of the creek. During high flow conditions this erosion could increase and flow could bypass the weir.
- d. There was a large tree, noted in the 2014 inspection, on the east bank that is tipping and exposing soil and roots. If the tree falls, it will leave a void in the bank. The tree is underneath an existing chain link fence.
- e. The channel between the lake and the weir was full to the level of the weir notch.
- f. Geotextile fabric flap referenced and submerged during previous inspections was observed as a lapped joint in 2008. In 2009 more of the filter fabric was exposed than in the previous year. The fabric joint was submerged during this year's inspection and was not observed.
- g. Private green chain link fence on west end of structure is damaged, missing top rail and tipping over.

Note: references to "right" and "left" are with respect to facing downstream.



**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Bassett Creek 2015 Flood Control Project Inspection  
**Date:** December 9, 2015  
**Page:** 3

---

Recommended Action:

- The tree that is falling over on the east bank should be removed along with the root ball and the bank should be stabilized with additional riprap. The chain link fence should be repaired after removal.
- The erosion around the east end of the weir should be monitored.

## **Golden Valley Features**

**Inspection Date: October 14, 2015**

**Personnel: Jake Burggraff, Patrick Brockamp (Barr), & Matthew Jefferson (City of Golden Valley)**

### **1. Wisconsin Avenue Control Structure (Constructed 1987)**

- a. The overall condition of the structure appeared to be satisfactory.
- b. The culverts appear to have settled approximately 3-4 inches directly under Wisconsin Avenue (water is deeper in the middle). This comment was noted in previous inspections and no noticeable change has occurred since 2005 inspection. The portion of the gabion baskets that were below water have deteriorated and baskets are not intact; riprap has fallen out of the baskets at some locations (the deterioration has increased over the years and since the 2002 inspection).
- c. The flood gate was in the down-position at the time of the inspection; the gate had some rust forming along the bottom of the gate and there was some paint peeling off of the gate during the 2014 inspection. The bottom of the gate was currently under water and could not be inspected.

Recommended Action:

- Monitor gabion baskets and potential erosion during future inspections.
- Sand, prime and paint lower portion of gate and other steel members, as necessary.

### **2. Golden Valley Country Club—Includes Box Culvert, Overflow Weir, D/S Channel (Constructed 1994)**

- a. The channel appeared to be in satisfactory condition with no change as stated in previous inspections. The riprap is in place along the channel and there was no erosion noted on either bank. Some riprap had collected in the channel bottom. Weeds and grass have grown in the

**Note:** references to "right" and "left" are with respect to facing downstream.

riprap in the lower part of the channel. No debris, trees or brush have accumulated in the channel.

- b. The box culvert structure appears to be satisfactory. No debris was found around the structure to obstruct the flow. The box culvert was inspected and no issues were found with joints or concrete.
- c. The handrails at each end of the box culvert appeared to be in good condition.
- d. The overflow weir (earth berm) appeared in good condition. The turf grass was in good condition and there was complete coverage of the overflow weir with manicured fairway turf.

Recommended Action:

- None

### **3. Westbrook Road Crossing (Constructed 1993)**

- a. The overall condition of the structure appeared satisfactory.
- b. The interior of the culvert was inspected. Cracking in the ceiling was present in previous inspections and does not appear to have changed.
- c. Spalled concrete (approx. 4 inch x 4 inch) noted at top of wing wall section at downstream right (east) side; there has been no change to the top of the wing wall since the 2007 inspection.
- d. The last Bebo culvert section on the downstream end has separated at the top of the section. The joint gap appears to be wider between the last two sections and there are signs of pressure points where the last section has pushed against the top of the two wing walls, the east side had some concrete fractured out in the last few years, potentially due to the movement. This should continue to be monitored.
- e. Storm sewer pipe entering Bebo from left (west) side has exposed rebar and could use some mortar around the pipe to form a better seal to the Bebo.

Recommended Action:

- Repair/patch storm sewer connection entering Bebo section on west side of culvert.
- Monitor cracks in the Bebo arch sections and the road surface during future inspections.
- Monitor spalling at the top of the wing wall at the downstream right (east) side and last joint gap between the last two sections on the downstream end.

Note: references to "right" and "left" are with respect to facing downstream.



#### **4. Regent Avenue Crossing (Constructed 1981–1984)**

- a. The overall condition of the structure is satisfactory. The interior of the culvert was partially inspected. The channel bottom being very soft along with deep water prevented full inspection of the interior. Cracking in the ceiling was present in previous inspections and does not seem to have changed.
- b. Some scour/erosion was observed around the end of the left downstream bank and at the upstream right side wing wall, as noted during previous years. Riprap is gone and filter fabric is now exposed on the south side (right) upstream end of the culvert.
- c. Top of upstream left/north wing wall has minor spalling with a long end section joint as noted in previous inspections.
- d. Diagonal hairline crack near top of upstream left wing wall as noted in previous inspections.

Recommended Action:

- Monitor erosion of bank at downstream of left wing wall and consider repair of bank with riprap.
- Repair erosion at upstream right wing wall by adding new fabric/filter and riprap on creek bank.
- Monitor depth of water at upstream end of culvert for possible scouring, depth of water on upstream end has increased over the past few years.

#### **5. Noble Avenue Crossing (Constructed 1981–1984)**

- a. The overall condition of the structure appeared satisfactory.
- b. Hairline cracks were noted along the top of the Bebo arch culvert. Most Bebo pre-cast sections had 2-4 hairline cracks across each section. Most cracks were either along the center or spaced 2 ft. off-center (same comment noted in past inspections since 2002). Spalling has occurred exposing some plastic joint material in some of the culvert sections near the downstream end and along the cracks approximately two feet either side of center, as noted in previous inspections since 2014. The cement paste covering the plastic joint material is separating and exposing the plastic.
- c. Downstream right wing wall tilted in (toward creek) 1-1/8-inch. Measurement increased by 1/8 inch since 2008 inspection.
- d. Spalled concrete noted at top of the left downstream wing wall and cracks nearby as noted in previous inspections. Some of the cracking appears to be expanding.

Note: references to "right" and "left" are with respect to facing downstream.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Bassett Creek 2015 Flood Control Project Inspection  
**Date:** December 9, 2015  
**Page:** 6

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- e. Erosion noted along outside edge of the upstream right wing wall. Filter fabric is exposed. Creek is entering the Bebo arch culvert at an angle. Additional riprap may minimize erosion.
- f. Storm sewer pipe on the north side entering the Bebo arch under the road has exposed rebar and should be patched with mortar. This has been noted in previous inspections since 2002.
- g. The hand rails have been painted since last inspection.

**Recommended Action:**

- Repair/patch storm sewer connection entering Bebo section on north side of culvert.
- Monitor cracks, spalling and scour during future inspections, especially at the downstream left wing wall.
- Repair erosion at upstream wing wall by adding riprap.
- Monitor cracks in crown exposing plastic expansion material to determine if spalling is from weathering or movement of the Bebo sections.
- Monitor depth of water at upstream end of culvert for possible scouring, depth of water on upstream end has increased over the past few years.

## **Golden Valley/Minneapolis Features**

**Inspection Date: October 15, 2015**

**Personnel: Jake Burggraff & Patrick Brockamp (Barr)**

### **1. Highway 55 Control Structure (Constructed 1987)**

- a. The overall condition of the structure appeared satisfactory.
- b. Erosion was observed around both the east and west sides of the structure from water flowing along the sides of the structure that runs off of the bituminous path from above the structure as noted in 2007 inspection. The east side is more noticeable than the west side. Riprap and filter fabric could be placed on both sides. Some gravel had been dumped off the trail down the east side along the structure wall.
- c. There is a small hairline crack in the left wall of the inlet structure. The crack is positioned in the middle of the wall extending full height, this crack has been noted in previous inspections and there is no apparent change.
- d. Silt has accumulated at upstream pool in front of weir. Pool used to be relatively deep and was only 8 to 12 inches deep during inspection. The silt/sediment has filled the pool and was generally the same elevation as the overflow weir.

**Note:** references to "right" and "left" are with respect to facing downstream.



Recommended Action:

- Remove accumulation of sediment from upstream pool.
- Monitor cracks and erosion during future inspections
- Consider adding riprap and filter to each side of the structure, same comment since 2010 (not urgent).

## **Crystal Features**

**Inspection Date: October 14 & 15, 2015**

**Personnel: Jake Burggraff & Patrick Brockamp (Barr)**

### **1. 36th Ave. & Hampshire Ave. Crossing/Markwood 8 ft. x 6 ft. Box Culverts (Constructed 1981–1984)**

- a. The overall condition of the structure appeared satisfactory.
- b. Riprap was in the box culverts as noted in previous inspections; most of the riprap was located in the upstream end of the left (north) box culvert. The amount of riprap in the box culverts has decreased since the last inspection in 2014; the riprap has either been removed or has flushed through the culverts.
- c. The crack located in the right/top of the south culvert noted in previous inspections has not changed.
- d. On both culverts, the fifth joint from the downstream end had a 2 ½ inch gap, no change from previous inspections.
- e. Trees have been removed at upstream and downstream ends of the box culverts.
- f. New natural boulder riprap was added to the downstream end of the culverts since the 2012 inspection. Riprap appears undersized and has been redistributed somewhat by high flows.

Recommended Action:

- Monitor cracks and joint gaps during future inspections.

### **2. Markwood Open Channel (Constructed 1981–1984)**

- a. Channel banks have become vegetated with trees and brush as noted in previous inspections. The trees are becoming large now and the brush thick; most of the brush is buckthorn. The bottom of the channel is mostly free of vegetation, there was one large tree that eroded away from the bank and is now in the middle of the channel. There has been significant clearing and

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**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Bassett Creek 2015 Flood Control Project Inspection  
**Date:** December 9, 2015  
**Page:** 8

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- tree/brush removal throughout the channel. The railing at the downstream end was removed and left nearby; caution tape was put up in its place.
- b. Erosion exists at the toe of both channel banks along most of the channel, cutting a vertical wall 2 to 3 feet up from the bottom of the channel. This erosion has expanded since the last inspection and may have been worsened by clearing activities.
  - c. Some retaining walls and fences (likely installed by homeowners) along the channel are leaning toward the channel and appear to be failing. Some of the blocks at one of the retaining walls have been removed from the channel after falling in and placed on top of the wall.
  - d. The CMP storm sewer discharging into the channel between 6833 and 6825 Markwood Drive is in poor condition – the pipe bottom is corroded and there is erosion around the pipe.

Recommended Action:

- Erosion on the banks should continue to be monitored.
- Although not part of flood control project, retaining walls should be inspected on regular basis in case they fail and impede the channel flow.
- Although not part of flood control project, City may want to consider CMP storm sewer repairs.

**3. Markwood Channel Gabion Section (Constructed 1981–1984)**

- a. Most of the trees that were growing through the gabion baskets have been cut to prevent damage to the baskets.

Recommended Action:

- Monitor for new tree/brush growth from the gabion baskets and remove as needed.

**4. Markwood D/S Overflow (Constructed 1981–1984)**

- a. The inlet to the overflow appears satisfactory; there is a slight build-up of sediment that should be monitored during future inspections.

Recommended Action:

- None.

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**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Bassett Creek 2015 Flood Control Project Inspection  
**Date:** December 9, 2015  
**Page:** 9

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**5. Markwood 8 ft. x 4 ft. Box Culvert (Constructed 1981–1984)**

- a. The undermining of the downstream box culvert has been repaired and new natural boulder riprap was installed in 2014.
- b. Trees were removed from around outlet in 2014.

Recommended Action:

- None.

**6. Georgia Ave. Crossing (Constructed 1981–1984)**

- a. The overall condition of the two culverts is satisfactory.
- b. Repairs were made to the channel banks, inlet section ends, and outlet section ends in 2014. The undermining at the end sections was filled in and new natural boulder riprap was placed on the inlet section ends, and outlet section ends. Riprap appears undersized and has been redistributed somewhat by high flows.
- c. The casting assembly on the manhole over the north culvert on the east side of Georgia is off-set on the concrete opening of the manhole top exposing soil when observed from below. The manhole is in the boulevard area and the soil around it appears to be stable. This was first noted in the 2007 inspection and was noted again during 2015 inspection.
- d. Some small trees are growing around upstream and downstream ends of the culverts.

Recommended Action

- Remove trees near culvert ends, as necessary

**7. Edgewood Embankment (Constructed 1981–1984)**

- a. The overall condition of the feature appeared satisfactory.
- b. There is a small amount of erosion on the upstream end, north side (left) of the culvert at the embankment.
- c. There is no visible settlement along the embankment.
- d. The trees on the west side of the berm that have been referenced in previous inspections are now 6 to 8 inches in diameter or larger.
- e. The pool on the downstream side of the culvert and the creek banks downstream of the pool were repaired and new natural boulder riprap was installed in 2014.

Note: references to "right" and "left" are with respect to facing downstream.

Recommended Action

- Trees should be removed from west side of embankment, as necessary.

**8. Douglas Drive (Constructed 1981–1984)**

- a. The overall condition of the structure appeared satisfactory.
- b. All trees and brush have been removed from the downstream end of the culvert.
- c. New creek monitoring equipment has been installed on upstream end of box culvert on south side of creek 2015.

Recommended Action

- None.

**9. 34th Ave. Crossing (Constructed 1981–1984)**

- a. The overall condition of the structure is satisfactory.
- b. Erosion at upstream end of culvert was repaired and natural boulder riprap was installed in 2014.
- c. The creek channel was restored upstream of the culvert, new natural boulder riprap was installed.
- d. Except as noted, the invert of the culvert is generally clean. Twelve to eighteen inches of sediment was accumulated in the bottom of the culvert where a storm sewer discharges from a manhole into the culvert. This may be caused by riprap that has accumulated in front of the pipe and trapped sediment at the downstream end.
- e. The tie rods are rusty and flaking near the center section of the culvert, as noted in previous inspections.
- f. Road guardrail cables have been replaced with new galvanized guard rails on both sides of the road.
- g. Sanitary sewer manhole exposed on west (right) creek bank downstream was relocated in 2014, tucked into the bank. The channel downstream has been repaired and natural boulder riprap has been placed on both sides of the creek.

Recommended Action

- None.

Note: references to "right" and "left" are with respect to facing downstream.



#### **10. Brunswick Crossing (Constructed 1981–1984)**

- a. The overall condition of the structure appeared satisfactory, but the tie rods are broken and the joints have opened up - similar condition noted in previous inspections.
- b. The creek upstream and downstream of the culverts was restored with natural boulder riprap in 2014.
- c. On the south culvert, the fourth pipe joint from the downstream side has two broken ties and had been re-grouted by the City. The joint appears to be moving and is now about a 3-inch opening, with a gap between the pipe joint and the new grout. There is little change with the several other broken culvert tie-rods along each culvert as noted in previous inspections, with joint offsets up to 3/4 inch. Grout that was placed to fill the separating joints has started to detach due to joint movement and is falling out.
- d. The cracks in the pavement over the culverts did not appear to have changed since previous inspection.
- e. New natural boulder riprap that was installed in 2014 on the upstream end of the two culverts is in good condition.
- f. Small trees and brush have started to regrow at the upstream and downstream ends of the culvert.

#### Recommended Action

- Repair or replace pipe ties, weld new rods on pipe ties.
- Monitor concrete pipe joints condition during future inspections.
- Continue to monitor for cracks in pavement.
- Cut and remove trees and brush near culvert ends. Spray stumps to prevent regrowth.

#### **11. 32nd Ave. Crossing (Constructed 1981–1984)**

- a. The overall condition of the structure appeared satisfactory.
- b. The creek channel upstream of the culvert, as well as the upstream and downstream ends of the culvert, was repaired and restored with new natural boulder riprap along each side of the creek in 2014. These repairs are in good condition.
- c. New galvanized guard rails have been installed on each side of the road.

Note: references to "right" and "left" are with respect to facing downstream.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Bassett Creek 2015 Flood Control Project Inspection  
**Date:** December 9, 2015  
**Page:** 12

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- d. A small amount of debris has started collecting at the upstream end between the 2 flared ends.

Recommended Action

- Monitor debris at culvert inlets and remove as necessary.

**12. Bassett Creek Park Pond and Outlet (Constructed 1995)**

- a. The overall condition of the outlet pipes appears satisfactory. The large trees present in the 2014 inspection have since been removed from the outlet.
- b. The creek stabilization done in 2014 along the reach where the pond outlet culvert discharges to Bassett Creek is in good condition.
- c. There is a large amount of sediment that has accumulated in the northwest corner of the pond where the creek enters the pond. This has been noted in previous inspections; small and large trees, brush and vegetation is now growing in these areas on the sediment deltas.
- d. The shoreline of the pond was in good condition.

Recommended Action

- Dredging of Bassett Creek Park Pond and upstream channel improvements (BCP-2) is included in the BCWMC CIP Table 5-3. Actual date for performing improvements has not been set.

**13. Detention Pond and Outlet**

- a. The overall condition of the outlet structure appears satisfactory.
- b. Although the pond appears in good condition from the surface, a survey is needed to assess accumulated sediment.

Recommended Action

- Pond should be surveyed in future to determine if it has accumulated sediment from Highway 100, which would reduce treatment volume.

Note: references to "right" and "left" are with respect to facing downstream.



## **Crystal/Golden Valley Features**

**Inspection Date: October 15, 2015**

**Personnel: Jake Burggraaf & Patrick Brockamp (Barr)**

### **1. HWY 100 Double Box Culverts**

- a. The control inlet structure condition appeared satisfactory.
- b. The improvements to the creek channel upstream of the structure are in good condition.
- c. The large cracks and transition joint damage as noted in previous inspections were repaired by Mn/DOT in 2007. The repairs remain in good shape with just a few hairline cracks observed and should continue to be monitored. During the 2014 inspection it was noticed that some of the concrete patching has become dislodged at the top of the culvert, additional deterioration of the patching was noted during this year's inspection.
- d. As noted in previous inspections, sediment has accumulated in the northern (left) box culvert. The sediment is approximately 12 to 24 inches deep. In previous years the sediment had collected downstream of the right angled bend in the northern culvert and is now progressing further upstream in the culvert up to the Mn/DOT storm sewer connection. Although the inlet structure controls the flow into the double box culverts, the accumulated sediment in the north culvert is reducing the capacity of the twin culvert section.
- e. The outlet portion of the structure appeared in satisfactory condition.

Recommended Action:

- Monitor accumulated silt in northeasterly (left) box culvert and consider removal in future.

## **Minneapolis Features**

**Inspection Date: October 15, 2015**

**Personnel: Jake Burggraaf & Patrick Brockamp (Barr)**

### **1. Inlet Structure**

- a. The overall condition of the inlet structure appeared satisfactory.
- b. The overall condition of the fence and railing appeared satisfactory.
- c. Minor cracks were noted in the concrete, especially where handrail posts were embedded. Some spalling was noted on the back of the south wing wall as indicated in previous inspections.

Note: references to "right" and "left" are with respect to facing downstream.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Bassett Creek 2015 Flood Control Project Inspection  
**Date:** December 9, 2015  
**Page:** 14

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- d. There was only a minor amount of debris collected on the inlet structure grate, mostly leaves, at the time of the inspection.
- e. The creek channel was fully inspected this year. The banks are generally covered with brush and trees about 3-4 feet above the channel bottom. Below the level of the trees and brush, the banks are eroding on both sides for most of the length of the channel.

Recommended Action:

- The feasibility study currently underway for the 2017 Bassett Creek Main Stem Erosion Repair Project (CIP 2017 CR-M) should address the noted erosion issues.

## **2. Debris Barrier**

- a. The debris barrier cable has come detached and/or broken off of the wood poles and needs to be reinstalled or replaced.
- b. Barrier is clear of debris.

Recommended Action:

- Repair/replace steel cable on debris barrier.

## **3. Double Box Culvert**

- a. The 5-year double box culvert inspection was performed on December 9-10, 2014. In cooperation with the City of Minneapolis, a separate report was prepared.

Note: references to "right" and "left" are with respect to facing downstream.



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Exceptional outcomes.

Item 4F.  
BCWMC 12-17-15  
Includes contract

December 8, 2015

**Ms. Laura Jester**  
Bassett Creek Watershed Management Commission  
16145 Hillcrest Lane  
Eden Prairie, MN 55346

RE: 2016 Bassett Creek Watershed Outlet Monitoring Program Services

**Dear Ms. Jester:**

Thank you for the opportunity to provide a scope and budget to continue operating the 2016 Met Council Environmental Services' (MCES) Watershed Outlet Monitoring Program (WOMP) station for Bassett Creek. Wenck has a long history of providing stream monitoring expertise to our clients and are confident this expertise will provide the Bassett Creek Watershed Management Commission (BCWMC) the highest quality stream monitoring.

**Scope of Work**

Wenck Associates will complete the following tasks MCES requires for local WOMP cooperators in accordance with the attached Metropolitan Council Environmental Services Quality Assurance Program Plan: Stream Monitoring, dated December 2003, updated January 2011 and the Grant Agreement between Bassett Creek and MCES.

1. Ensure that monitoring equipment is in working order
2. Routine maintenance of the WOMP site and equipment.
3. Collect a minimum of 12 non storm event grab samples throughout the year as well as 10-15 flow-weighted composite samples during storm runoff events in the open-water (ice-free) season.
4. Make in-situ field measurements according to procedures specified by the terms of a contractual agreement with Met Council Environmental Services.
5. Coordinate sample delivery to MCES Laboratory

**Cost Estimate**

Wenck proposes to perform the Scope of Work stated above on a time and materials basis for a total estimated cost of \$10,686 for the 2016 monitoring season. A detailed breakdown of our cost estimate is provided below.

**Table 1: Tasks and estimated costs.**

<b>Task(s)</b>	<b>Description</b>	<b>Total Cost</b>
1 and 2	2 staff hours per month	\$2,640
3, 4 and 5	2.5 staff hours per event for sample collection and delivery (approx. 27 sampling events)	\$7,425 (labor)
	40 miles per sampling event (approx. 27 events)	\$621 (mileage)
<b>TOTAL (tasks 1-5)</b>		<b>\$10,686</b>



**Ms. Laura Jester**  
Bassett Creek WMC  
December 8, 2015



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## Summary

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Thank you for this opportunity to work with the Bassett Creek Watershed Management Commission. If you have any questions or need additional information, please do not hesitate to contact me at (763) 252-6833 or [jstrom@wenck.com](mailto:jstrom@wenck.com).

Sincerely,

**Wenck Associates, Inc.**

A handwritten signature in black ink, appearing to read 'Jeff Strom', is written over a light gray horizontal line.

Jeff Strom  
Associate



8. NOTICE AND OFFICIALS

WENCK will appoint a Project Manager who shall be in charge of the Project for WENCK. CLIENT shall designate in writing an official who shall be authorized to act for the CLIENT. The person so appointed by WENCK will maintain close contact with the authorized representative of CLIENT. All notices to WENCK, including without limitation, those concerning changes in the scope of Services shall be directed in writing to the appointed Project Manager at the address shown above. Notices to CLIENT shall be directed in writing to CLIENT at the address of CLIENT shown above or to such other address as the CLIENT may in writing designate.

9. MISCELLANEOUS

This Agreement i) constitutes the entire agreement between the Parties, ii) supersedes any previous representations or agreements between the Parties with respect to the Service, iii) may be modified or amended only in a writing signed by the Parties, and iv) shall inure to the benefit of and be binding upon the Parties, their respective permitted successors and assigns. Neither Party may assign this Agreement in whole or in part without the express written consent of the other Party. Nothing in this Agreement is to be construed to create any rights in any third party (including without limitation vendors and contractors working on the Project whether as third party beneficiaries or otherwise. WENCK shall comply with all applicable laws, rules, and regulations in providing the Services. WENCK agrees to comply with the Minnesota Data Practices Act with respect all data created, collected, received, stored, used, maintained, or disseminated by WENCK in the course of providing Services under this Agreement. This Agreement does not require data on individuals to be made available to WENCK. The books, records, documents, and accounting procedures of WENCK related to the Services are subject to examination by CLIENT and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.

10. GRANT REQUIREMENTS

WENCK recognizes that CLIENT intends to undertake certain obligations as part of the "Grant Agreement Between the Metropolitan Council and Bassett Creek Watershed Commission For The Metropolitan Area Watershed Outlet Monitoring Program (WOMP2)" ("Metropolitan Council Grant"), if CLIENT is provided a Metropolitan Council Grant. Such grant, if awarded, includes a State Grant and both documents shall be incorporated in and made part of this Agreement. WENCK agrees that obligations imposed by the Metropolitan Council Grant on subgrantees and subcontractors shall be made binding on WENCK, and that the terms of said agreement shall be incorporated into this Agreement to the extent necessary for the Metropolitan Council to meet its obligations under the State Grant Agreement. Terms of the Metropolitan Council Grant that are specifically incorporated shall include, without limitation, the terms of paragraphs 4.02 and 9.10 of the Metropolitan Council Grant. If CLIENT does not receive the Metropolitan Council Grant, it will evaluate its needs for the Services for the remainder of the term and may elect to implement a Change Order or may elect to terminate this Agreement as provided herein.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

"CLIENT"

"WENCK"

Wenck Associates, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
[Chair]

\_\_\_\_\_  
[Signing Officer]



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5A – Douglas Drive Project – Golden Valley  
BCWMC December 17, 2015 Meeting Agenda  
**Date:** December 9, 2015  
**Project:** 23270051 2015 2063

### 5A Douglas Drive – Golden Valley

#### Summary:

**Proposed Work:** road reconstruction on Douglas Drive from Highway 55 to Medicine Lake Road (27<sup>th</sup> Avenue North), box culvert reconstruction at a Bassett Creek crossing at Douglas Drive, utility reconstruction, surface improvements, and landscaping

**Basis for Commission Review:** work within the floodplain, Bassett Creek crossing reconstruction, road construction project disturbing over 5 acres

**Impervious Surface Area:** Increase 2.26 acres

**Recommendation:** Conditional approval

#### General Background & Comments

The proposed project includes reconstruction of Douglas Drive from Highway 55 to Medicine Lake Road (27<sup>th</sup> Avenue North), box culvert reconstruction at the Bassett Creek crossing at Douglas Drive, utility reconstruction, surface improvements, landscaping, and construction of an underground infiltration system at 1576 Douglas Drive North (water for the underground infiltration system will be pumped from Honeywell Pond). This project will be completed in conjunction with the Honeywell Pond project, which will provide stormwater reuse and volume control by pumping stormwater from Honeywell Pond to the Sandburg Ball Fields. Major considerations for the Douglas Drive review include the Bassett Creek crossing at Douglas Drive and compliance with the MIDS performance goal requirements. The project is in the Bassett Creek Main Stem subwatershed and 32.87 acres will be graded as part of the Douglas Drive and Honeywell Pond projects. The proposed project results in an increase of 2.26 acres of impervious surface and a total proposed impervious area of 20.55 acres.

#### Floodplain

The project involves reconstruction of the Bassett Creek crossing at Douglas Drive, which will include work within the floodplain of the Bassett Creek Main Stem. The floodplain elevation upstream of Douglas Drive is 871.0, and the floodplain elevation downstream of Douglas Drive is 870.2. Construction plans provided indicate that the project will result in 46 cubic yards of cut and 41 cubic yards of fill on the upstream side of Douglas Drive and 60 cubic yards of cut and 23 cubic yards of fill on the downstream side of Douglas Drive. The city's consultant provided a HEC-RAS model to document the flood level in Bassett Creek after

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5A – Douglas Drive Project – Golden Valley  
**Date:** December 9, 2015  
**Page:** 2  
**Project:** 23270051 2015 2063

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construction of the project. The model results show that there will be no rise in flood level along the Bassett Creek trunk system as a result of the project.

## **Wetlands**

The project appears to involve work in and adjacent to wetlands. The City of Golden Valley is the LGU for administering the Minnesota Wetland Conservation Act of 1991.

## **Stormwater Management**

Under existing conditions, a small portion of the project drains north to Medicine Lake Road, the middle portion of the site drains to storm sewer along the Canadian Pacific Railway, and the southern portion of the project drains to storm sewer along the Union Pacific Railroad. Under proposed conditions, the drainage patterns will ultimately remain similar; however, stormwater treatment will be provided within the project area by diverting water to Honeywell Pond and an underground infiltration system.

## **Water Quality Management**

Water quality treatment in the project area is currently provided by Honeywell Pond. Because the project is a linear redevelopment that creates one acre or greater of new and/or fully reconstructed impervious surfaces, the September 2015 BCWMC Requirements for Improvements and Development Proposals (Requirements) document requires that the project capture and retain the larger of 1) 0.55 inches of runoff from the new and fully reconstructed impervious surfaces, or 2) 1.1 inches of runoff from the net increase in impervious area. In this case, 0.55 inches of runoff from the new and fully reconstructed impervious surfaces is the larger volume, resulting in a required treatment volume of 0.94 acre-feet. If the performance goal is unable to be met due to site restrictions, the Requirements document requires that the MIDS flexible treatment options approach be used, following the MIDS design sequence flow chart.

The city proposes to construct an infiltration system to provide water quality treatment for the project. The infiltration system will provide a storage volume of 0.31 acre-feet. This is equivalent to 0.18 inches of runoff from the new and fully reconstructed impervious surfaces. However, because the infiltration system will receive water pumped from Honeywell Pond, not direct runoff from storm events, the applicant converted the single storm event-based treatment requirement to an annualized treatment requirement to be consistent with treatment provided by the Honeywell Pond project. The required annualized treatment volume for the project is 21.5 acre-feet. The proposed infiltration system provides 5.2 acre-feet of annualized treatment volume (24% of the required volume). The Honeywell Pond project will provide approximately 28 acre-feet of annualized treatment. The Honeywell Pond project is part of the BCWMC CIP (partially funded by the BCWMC), and was intended to improve water quality in the watershed beyond required practices, not to provide required water quality treatment for proposed projects. The city is planning to meet treatment requirements by taking credit for the portion of the Honeywell Pond project that is funded by the city. Based on the Honeywell Pond CIP project costs provided previously to the commission, the city's share/credit would be 36% of the project cost (\$450,000 from the city and a total project cost of \$1,260,000). However, the city's financial contribution to the project is more than \$450,000. The additional city contributions include:



**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5A – Douglas Drive Project – Golden Valley  
**Date:** December 9, 2015  
**Page:** 3  
**Project:** 23270051 2015 2063

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- \$117,000 to furnish and install irrigation lines in the ball fields
- \$28,000 in parts and labor to install an additional zone of irrigation
- \$25,000 to connect the pumping system to the SCADA system
- \$175,000 to remove 600 feet of overhead power line and power pole (pole is in pond) and bury the line around the pond.

With the above additional city contributions, the total revised city contribution to the Honeywell Pond project is \$795,000 (\$450,000 + \$345,000). The total revised project cost for the Honeywell Pond project is \$1,605,000 (\$1,260,000 + \$345,000). The city is contributing 49.5% of the Honeywell Pond project costs (\$795,000/\$1,605,000), and can therefore take credit for 49.5% of the treatment provided by the Honeywell Pond project. Taking credit for the city contribution to the Honeywell Pond project and the underground infiltration system, the city is able to provide 19.1 acre-feet of annualized treatment.

Because the city is not able to meet the MIDS performance goal, the city's consultant provided a sequencing analysis following the MIDS design sequence flow chart and indicating what treatment options were explored and feasible on the site. Based on the flow chart, the first alternative to be considered for this project is Flexible Treatment Option #2 (FTO 2). The flow chart analysis indicates that FTO 2 is feasible on the site. FTO 2 requires volume reduction to the maximum extent practicable, removal of 60% of the annual total phosphorus (TP) load, and discussion of options considered toward relocating elements and addressing varying soil conditions and constraints across the site.

The applicant has limited right of way area in which to construct stormwater BMPs because the project is primarily road reconstruction. Low areas in the project area have Type C and D soils with low infiltration rates, which do not allow significant infiltration. Also, many of the low areas that would be considered for infiltration are wetlands. The area within the project with soils suitable for infiltration is located at a high point. The infiltration system will be constructed at this location and will treat stormwater runoff pumped from Honeywell Pond. Based on limited right of way, presence of wetlands, and soils with low infiltration rates, the applicant has demonstrated volume reduction to the maximum extent practicable by maximizing the size of the underground infiltration system.

To meet the removal of 60% of the annual TP load requirement, the applicant is using treatment provided by the underground infiltration system and taking credit for the portion of the Honeywell Pond project that the city is funding. Based on the BCWMC's P8 model, the 20.55-acre project watershed generates 35 pounds of TP annually. 60% removal of this annual load is 21 pounds of TP. The city is contributing 49.5% of the Honeywell Pond project costs, and can therefore take credit for 49.5% of the TP treatment provided by the Honeywell Pond project. Using treatment provided by the underground infiltration system and the city contribution to the Honeywell Pond project, the applicant demonstrated that the project removes 21.5 pounds of TP annually, 61% of the annual TP load, and is therefore in compliance with the FTO 2 criteria. The TP removal provided by the Honeywell Pond project and the underground infiltration system is summarized below.



**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5A – Douglas Drive Project – Golden Valley  
**Date:** December 9, 2015  
**Page:** 4  
**Project:** 23270051 2015 2063

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	TP Removed (lbs/yr)	City Contribution (%)	City Credited TP Removal (lbs/yr)	Commission Credited TP Removal (lbs/yr)
Pond/Low Flow Diversion	24.6	49.5	12.2	12.4
Irrigate Sandburg Fields	12.3	49.5	6.1	6.2
Underground Infiltration System	3.2	100	3.2	0
Totals	40.1		<b>21.5</b>	18.6

The applicant has demonstrated that the project is a road reconstruction project with limited right-of-way in which to construct stormwater BMPs and the only additional land owned outside the right of way is being used for construction of the underground infiltration system. The project has demonstrated lack of right-of-way as required by FTO 2.

### **Erosion and Sediment Control**

Since the area to be graded is greater than 10,000 square feet, the proposed project must meet the BCWMC erosion control requirements. Proposed temporary erosion control features include silt fence, rock construction entrances, and inlet protection.

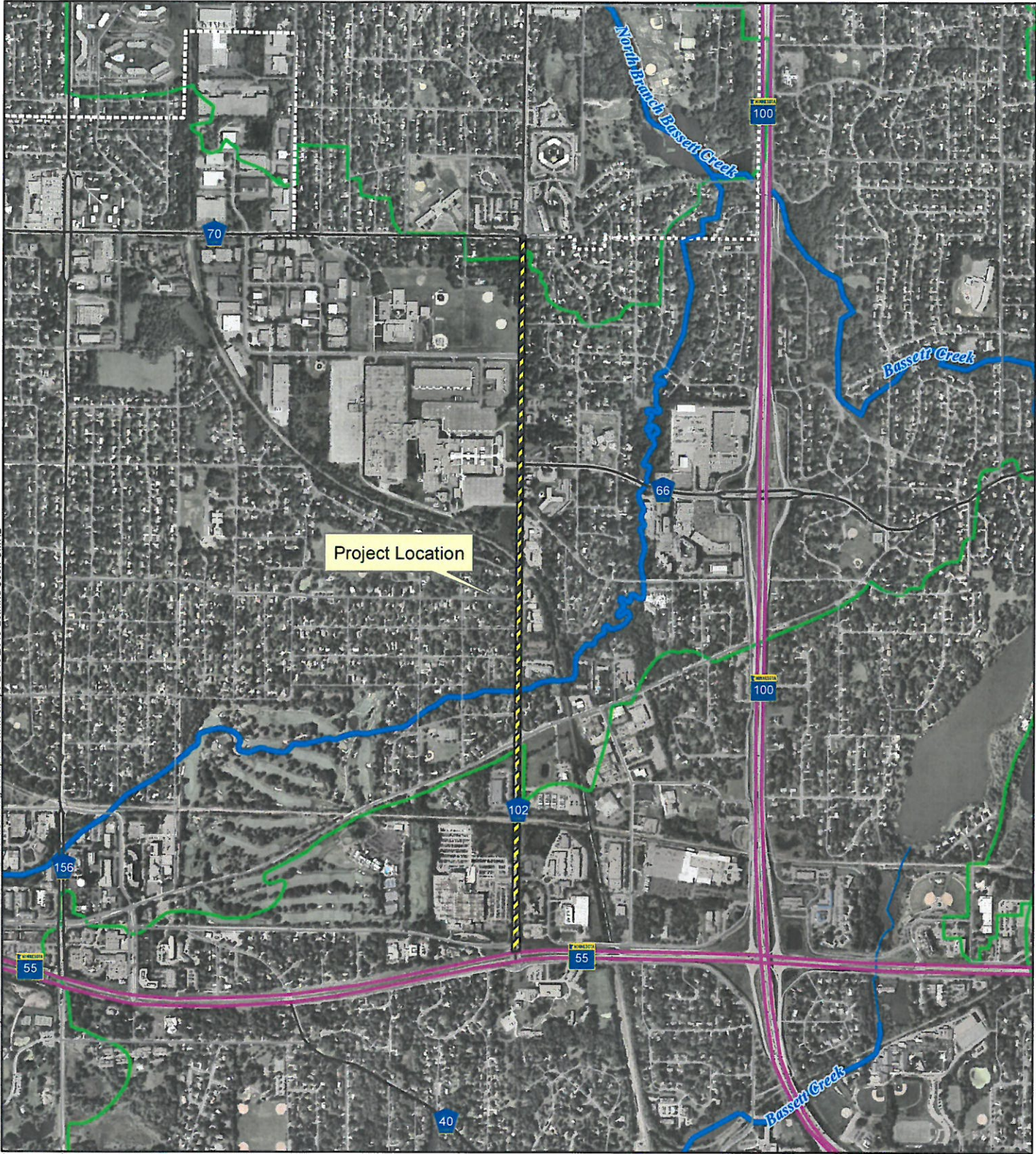
### **Recommendation**

Conditional approval based on the following comments:







1. Section XI.D of the submittal includes improvement plans for the Sandburg Learning Center Athletic Fields, which are dated May 18, 2015. The BCWMC reviewed improvements for the Sandburg Learning Center Athletic Fields as Application #2015-12. The approved plans are dated June 16, 2015. The approved/most recent set of plans needs to be included with the submittal and be consistent with the proposed irrigation plans.
2. A maintenance plan for the infiltration system must be developed.
3. Revised hard copy drawings must be provided to the BCWMC Engineer for final review and approval.

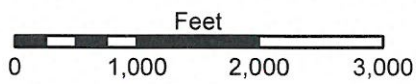


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Imagery Source: Aerial Express (2009)

-  Project Location
-  Bassett Creek
-  WMC Boundary
-  Major Subwatershed
-  Municipality
-  Stream



**LOCATION MAP  
APPLICATION 2015-32  
Douglas Drive Project  
Golden Valley, MN**





## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners  
From: Laura Jester, Administrator  
Date: December 8, 2015

**RE: Channel Maintenance Fund Policy Background and Funds-Available Table**

At the meeting in November, the Commission requested additional background information on the Channel Maintenance Fund including how and when funds are being used by the cities.

**Background:**

The Fund was originally established by the BCWMC on January 15, 2004 as the "Streambank Maintenance, Repair, and Sediment Removal Fund" (Channel Maintenance Fund). The fund was set up to be distributed back to cities for restoration and channel maintenance projects along the BCWMC Trunk System, based on the percent of the Trunk System in that city. The funds were meant to be used for projects that would be identified in the streambank inventories. The fund began with some "seed money" left over from the Flood Control Project and the Commission transferred general funds into the Channel Maintenance Fund each year. However, as the streambank inventories were completed, it became evident that the stabilization and restoration projects that were needed were very expensive and would take much more funding than the Channel Maintenance Fund would be able to provide. Hence, began the current practice of using Hennepin County to levy on the Commission's behalf through State Statute 103B.251.

This summer, BCWMC staff discovered discrepancies among various BCWMC documents regarding policies and uses of Channel Maintenance Funds and asked the TAC for assistance in refining the policies to better guide the program in the future. Policies that the TAC discussed and considered were compiled from several documents including the following:

- December 11, 2003 TAC Memo with recommendations approved by the Commission in January 2004
- Related policies from 2004 BCWMC Watershed Management Plan
- Channel Maintenance Fund policy from 2011 BCWMC Policy Manual
- Related policies from 2015 BCWMC Watershed Management Plan

The Commission currently transfers \$25,000 per year from its annual operating budget to the Channel Maintenance Fund. The funds are allocated to member cities based on their percentage in the overall Trunk System. This table shows the total funds budgeted over the life of the fund. A record of the uses and current fund balances are shown in the table on page 2.

Budget Year	Total Funds Budgeted
2003	\$50,000
2004 - 2013	\$250,000 (\$25,000 / year)
2014	\$25,000
2015	\$25,000
	<b>TOTAL: \$350,000</b>



### Fund Allocation Based on Percentage of Trunk System

Allocation Formula: (Percent of trunk system) x (\$350,000) = Allocation

City	% Trunk System	Accumulated Funds	Approved Project <sup>3</sup>	Funds Approved	Funds Reimbursed	Unused Project Funds	Unallocated Accumulated Funds Remaining <sup>1</sup>
Minneapolis	8.23	\$28,805	Supplemental funds for the Bassett Creek Main Stem Restoration Project (CR2012)	\$26,747.50 (Jan 2014)	\$26,747.50 (Nov 2015)	\$0	\$2,057.50
Golden Valley	48.99	\$171,465	Sweeney Lake Branch Streambank Stabilization at 215 King Road	\$2,640.00 (2004)	\$2,640.00 (11/2004)	\$0	-
			A 2012 stream bank restoration project immediately upstream of St. Croix Avenue, within the Main Stem Reach 1, Subreach 2.	\$82,100.00 (Jan 2012)	\$17,900.00 (Dec 2012) <sup>2</sup>	\$64,200.00	-
			Stabilization along Bassett Creek Main Stem at private residences at 4840 and 4820 Markay Ridge	\$75,000.00 (June 2014)	\$34,747.50 (Feb 2015)	\$40,252.50	-
			<b>Golden Valley SUBTOTAL</b>	<b>\$159,740.00</b>	<b>\$55,287.50</b>	<b>\$104,452.50</b>	<b>\$116,177.50</b>
Plymouth	26.42	\$92,470	Plymouth Creek Channel Stabilization/ Sediment Removal downstream of fish barrier	\$45,000.00 (Nov 2008)	\$38,823.35 (Mar 2009)	\$6,176.65	\$53,646.65
New Hope	7.31	\$25,585	North Branch Channel Excavation Project	\$18,100.00 (Nov 2008)	\$0	\$18,100.00	
			Northwood West Inlet Cleaning	\$16,448.00 (Jan 2010)	\$0	\$16,448.00	
			Northwood Wetland Cleaning	\$75,000.00 - \$200,000 (Nov 2010)	\$0	\$75,000.00 - \$200,000	
			<b>New Hope SUBTOTAL</b>	<b>\$109,548 - \$234,458</b>	<b>\$0</b>	<b>\$109,548 - \$234,458</b>	<b>\$0</b>
Crystal	9.05	\$31,675	North Branch Bassett Creek Erosion Repair Project	\$31,675.00 (Nov 2015)	\$0	\$31,675.00	\$0
<b>TOTAL</b>	<b>100.00</b>	<b>\$350,000</b>					<b>\$171,881.65</b>

<sup>1</sup> Unallocated accumulated funds = accumulated funds – total funds reimbursed – funds approved w/o reimbursement request

<sup>2</sup> Reimbursement for work property owners on portions of the Main Stem of Bassett Creek adjacent @ 5919 and 5929 St. Croix Ave.

<sup>3</sup> Table does not include approved projects that were either not constructed or completed and closed out without a reimbursement request from the city.

### 1.1 Creek and Streambank Maintenance, Repair and Channel Sediment Removal Fund (Channel Maintenance Fund)

**Policy:** The BCWMC will maintain a Channel Maintenance Fund through its annual assessment to help finance minor stream maintenance, repair, stabilization, restoration, and restoration project and/or portions of larger stream restoration projects. (2015 BCWMC Watershed Plan Policy 57)

**Policy:** The Channel Maintenance Fund may also be used to finance the BCWMC's share of maintenance projects that have a regional benefit, or to partially fund smaller, localized projects that cities wish to undertake. (2015 BCWMC Watershed Plan Policy 58)

**Policy:** The member cities are responsible for funding maintenance and repairs that are primarily aesthetic improvements. (2015 BCWMC Watershed Plan Policy 62)

**Description:** The BCWMC established the Creek and Streambank Maintenance, Repair, and Sediment Removal Fund (Channel Maintenance Fund) through its annual assessment to cities in 2004. This fund is used to finance minor stream maintenance, repair, restoration, or sediment removal projects or to help fund portions of larger projects. The BCWMC established this policy and fund to realize benefits including reduced potential for flooding, water quality improvement, and mitigating water quality impairments along the BCWMC Trunk System. Member cities contribute through the annual assessment.

**Applicable funding:** Streambank Maintenance, Repair, and Sediment Removal Fund

**Adopted:** January 2004

**Amended:** November 2015

**Citation:** 2015 BCWMC Watershed Management Plan; TAC memos 11/13/03 & 11/5/15

#### Strategies to Implement Policy:

1. Funds will be used for projects only along the BCWMC Trunk System as identified in the 2015 Watershed Management Plan, Table 2-9 and Figures 2.14 and 2.15.
2. Funds may be used to support creek bank maintenance projects that have regional benefit, or to partially fund relatively low-cost projects that cities wish to undertake.
3. Funds may be used for maintenance and repairs needed to restore and maintain designed flow rate. The designed flow rate is the flow for the regulatory flood levels used to set the Bassett Creek Flood Profiles Table 2.9 of the 2015 BCWMC Watershed Management Plan.
- ~~4. Based on an assessment of benefits to be realized, finance restoration of a damaged creek or streambank structures, and take steps to prevent imminent structural damage.~~
5. Funds may be used on a portion of a project that provides watershed benefits, including reduced potential for flooding, mitigation of water quality impairment, or minimizing the potential for water quality impairment.
- ~~6. Member cities will complete and update inventories of significant erosion and sedimentation areas along the Bassett Creek trunk system and will share this information with the BCWMC. The BCWMC will allocate funds from this fund only for those areas identified in a completed inventory.~~
7. Funds may be used to repair a previously constructed BCWMC Capital Improvement Project, but, except as noted in item 3 above, may not be used for regular and on-going maintenance of such projects including vegetation management.

8. Funds may be used for localized and permitted sediment removal projects along the BCWMC Trunk System.
9. The portion of the fund each member city is eligible to receive is based on the percentage of the BCWMC Trunk System that is located in each city.

City	Percent of Trunk System
Minneapolis	8.23
Golden Valley	48.99
Plymouth	26.42
New Hope	7.31
Crystal	9.05
<b>Total</b>	<b>100</b>

10. Funds may be used to pay for the project design, development of bid documents, and construction of the project.
11. The city will enter into an agreement with the BCWMC for use of the funds (Attachment 1).
12. Funds will be dispersed by the BCWMC after an approved reimbursement request and appropriate documentation from the city.
13. Cities may use the funds as a “cost share” with private landowners at the amount/percentage the city deems appropriate, or can use the funds to finance entire projects.
14. A cost share amount from the city will not be required by the BCWMC (although funds may not be adequate to finance entire projects).
- ✓ 15. The balance of unallocated funds for each city will be reviewed by the Commission once every three years to ensure that total funding accumulated is not unreasonably high.



Attachment 1

**AGREEMENT FOR USE OF BASSETT CREEK WATERSHED MANAGEMENT  
COMMISSION CHANNEL MAINTENANCE FUNDS**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization, (“BCWMC”) and the City of \_\_\_\_\_, a Minnesota municipal corporation (“City”);

WHEREAS, the BCWMC has established a program to work in cooperation with member cities to fund channel maintenance projects; and

WHEREAS, the City has applied to the BCWMC for funds for a channel maintenance project in the City, a description of which is attached hereto as Exhibit A and is made part of this Agreement (the “Project”); and

WHEREAS, the BCWMC is willing to provide funding for the City’s Project in accordance with the terms and conditions hereinafter set forth.

NOW, THEREFORE, on the basis of the premises and the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. The City agrees to undertake and complete the work of the Project as described in the attached Exhibit A, and in accordance with BCWMC’s policies regarding such grant projects. The City may request a change in the Project, which may be authorized, in writing, by the BCWMC’s Administrator or Engineer.
2. The plans for the Project shall be reviewed by the BCWMC’s Engineer, who may approve or require modifications to the Plans. Project design, construction and maintenance will conform to all conditions of approval imposed by the BCWMC.
3. The City shall require that engineers, architects and contractors for the work of each part of the Project have liability insurance in the amount of at least the current statutory limits specified in Minnesota Statutes, Chapter 466, and that the BCWMC and the BCWMC’s Engineer are named as additional insureds on such policies. Before commencing construction of the Project, the City shall provide to the BCWMC a Certificate of Insurance demonstrating compliance with this requirement. The Certificate shall provide that the insurance may not be cancelled without giving the certificate holder the same notice of cancellation as is given to the policyholder. The City will require that the contractor defend, indemnify, protect and hold harmless the BCWMC and the City, their agents, officers, and employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor.
4. The City shall undertake, or cause to be undertaken, the Project in accordance with the approved plans. Contracts will be awarded by the City in accordance with all applicable public bidding and contracting requirements including, but not limited to, requiring the contractor to provide performance and payment bonds to the extent required by law. The City will supervise the work of the contractor; however, the BCWMC may observe and review the work of the Project until it is completed. The City will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred.

5. The City shall be responsible for securing, or causing to be secured, all necessary permits for the work of the Project.
6. Upon completion of the work of the Project, the City shall secure record drawings prepared by the design engineer or architect, with a certification by the Contractor that the work was completed according to the approved plans. A copy of the record drawings and certification shall be forwarded to the BCWMC's Engineer.
7. The City will submit invoices to the BCWMC, no more frequently than monthly, for partial reimbursement for the work of the Project. Reimbursable expenses include out-of-pocket costs incurred for construction and the costs of design, engineering, and contract administration. Reimbursement will be made subject to the following limitations:
  - a) Total reimbursement for the work of the Project will not exceed \$\_\_\_\_\_, and no reimbursement will be made for costs paid to the City by other parties.
  - b) Reimbursements will be made from that part of the BCWMC's Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund (the "Channel Maintenance Fund") allocated to channel maintenance in the City. If the cost of the Project exceeds \$\_\_\_\_\_, the City may apply to the BCWMC for additional reimbursement from funds allocated to the City in the Channel Maintenance Fund.
8. Claims by the City for reimbursement shall be accompanied by such proof of costs as may reasonably be requested by the BCWMC, and the books and records of the City shall be available for inspection by the BCWMC upon reasonable notice during normal business hours. If the City intends to seek reimbursement for design, engineering, or contract administration by City staff, it is required to maintain and provide to the BCWMC detailed time records showing daily records of time spent, description of activities, staff personnel involved, and rate of total compensation. Hourly rates charged will include pro-rated salary and fringe benefits in accordance with the schedule of rates attached to this Agreement as Exhibit B, which rates are subject to annual adjustment commensurate with changes in City costs of salary and benefits.
9. The BCWMC shall reimburse the City for eligible expenses in accordance with this Agreement within 45 days of receipt of an invoice therefor, provided the BCWMC determines the invoice contains adequate details to allow reimbursement. If the BCWMC determines an invoice is not adequate, within 10 days of receipt it shall notify the City in writing of the additional information needed to make the invoice complete.
10. This Agreement will terminate on the third anniversary of the effective date of this Agreement, unless extended by mutual agreement of the City and the BCWMC. The BCWMC will have no obligation to reimburse claims not submitted prior to the termination date, or any agreed upon extension.
11. The parties agree that the BCWMC's participation in the Project is limited to the payment of channel maintenance grant funds in accordance with this Agreement. This Agreement does not make the BCWMC a partner, agent or co-venturer in the City's Project and the BCWMC will incur no responsibility or liability for the work of the City's Project.
12. The City will defend, indemnify, protect and hold harmless the BCWMC and its officers, employees, and agents from any claims arising out of the design, construction, or maintenance of the Project, including environmental claims. Nothing herein shall be deemed a waiver of the limitations of liability in Minnesota Statutes, Chapter 466.



13. This Agreement, including the attached exhibits and BCWMC Channel Maintenance Fund policies, contains all negotiations and agreements between BCWMC and City regarding the subject of this Agreement. No other agreements or understandings regarding this Agreement may be used to bind either party.
14. City's books, records, documents and accounting procedures and practices relevant to this Agreement are subject to examination by the State of Minnesota and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.
15. City shall comply with applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

By: \_\_\_\_\_  
Chair

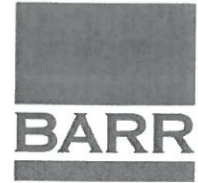
And by: \_\_\_\_\_  
Secretary

CITY OF \_\_\_\_\_

By: \_\_\_\_\_  
Mayor

And by: \_\_\_\_\_  
Manager





## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 5Cii. Consider request for change in budget for Phase II environmental investigation in the Bassett Creek Main Stem Erosion Repair Project Feasibility Study BCWMC December 17, 2015, Meeting Agenda  
**Date:** December 9, 2015

### **Item 5Cii. Consider request for change in budget for Phase II environmental investigation in the Bassett Creek Main Stem Erosion Repair Project Feasibility Study**

#### **Recommendations:**

Consider approving an increase in budget of \$9,300 to cover the proposed scope of work for the Phase II Environmental Investigation.

#### **Background**

The feasibility study for the Bassett Creek Main Stem Erosion Repair Project (CIP project 2017CR-M) includes a Phase II Environmental Investigation to characterize the soils in the areas targeted for repair or stabilization as part of the project. The information will be used to evaluate options for managing soils at targeted areas where repair or stabilization measures for the project will likely include planting, grading or excavation. Soils that are removed as part of the project and do not meet Minnesota Pollution Control Agency (MPCA) criteria for unregulated fill will likely require landfill disposal rather than being reused as fill material at other sites. If landfill disposal is required, chemical data are needed to assess whether the soil is characteristically hazardous or nonhazardous and to provide the landfill with documentation of the chemical concentrations in the soil.

The proposed scope of work includes collecting soil samples from six locations using geoprobe drilling methods and shallower samples from five locations using hand augering or similar methods. Based on the results of the Phase I Environmental Site Assessment (ESA) and review of previous investigation reports, elevated concentrations of several chemicals have been documented along many sections of the creek, but little soil data are available along the areas of the creek targeted for repair or stabilization. Therefore, soil sampling is proposed in all three reaches of the creek, along the Main Stem of Bassett Creek from Cedar Lake Road to Irving Avenue North (Reach 1), Irving Avenue North to the tunnel inlet plus the overflow section to Second Avenue North (Reach 2), and the reach adjacent to the Fruen Mill site (Reach 3).

Soil will be classified and assessed for debris and evidence of environmental impacts and samples will be submitted to a laboratory for chemical analysis. The detailed scope of work is outlined in the December

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 5Cii. Consider request for change in budget for Phase II environmental investigation in the Bassett Creek Main Stem Erosion Repair Project Feasibility Study  
BCWMC December 17, 2015, Meeting Agenda  
**Date:** December 9, 2015  
**Page:** 2

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2015 Environmental Investigation Work Plan (Draft), Bassett Creek Main Stem Erosion Repair Project (Work Plan) (agenda item 5Ci).

The original estimated budget amount for the Phase II Environmental Investigation was \$20,500, but was noted to be predicated on the results of the Phase I ESA and review of historical information. This estimate assumed that previously obtained soil data was available along some of the reaches, and could be used in lieu of collecting additional data.

## **Phase II Environmental Investigation Budget Request**

Additional budget is requested based on the results of the Phase I ESA and scope of work needed to obtain soil information along the sections of the creek targeted for repair or stabilization, which is outlined in the Work Plan. The Phase I ESA indicated that there is potential for and documented contamination along all three reaches of the creek, but review of multiple previous investigation reports indicated that little soil data is available adjacent to the creek along areas targeted for repair or stabilization. In particular, very little information is available near the creek on private properties including the Pioneer Paper property (Reach 1) and Fruen Mill property (Reach 3).

Given that investigations have been conducted on nearly all parcels adjacent to the project area, the original budget estimate assumed that some of these properties would not need additional investigation. Therefore, the original estimate assumed that the addition of Reaches 2 and 3 to the project area would not add significant cost to the investigation and reporting, or technical assistance for obtaining property access and liability assurances.

Our updated/revised cost estimate for the Phase II Investigation and Reporting is given below:

- Phase II Investigation – includes planning, contracting, lab and drilling costs, preparation of a health and safety plan and field work = \$14,400
- Phase II Investigation Reporting – includes drafting a report, addressing stakeholder comments and incorporating the investigation results into the Feasibility Study Report = \$11,400
- Meetings and Stakeholder Assistance – includes time for Commission Engineer to attend up to one external meeting, provide additional technical assistance for access negotiation and obtaining liability assurances = \$4,000

Total Budget = \$29,800

Original Estimate = \$20,500

Additional Request = \$9,300



**To:** Bassett Creek Watershed Management Commission  
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 BCWMC December 17, 2015, Meeting Agenda  
**Date:** December 9, 2015  
**Page:** 3

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### Total Work Scope and Cost Estimate

Tasks	Approved Budget for All Three Reaches <sup>1</sup>	Requested Change in Budget	Revised Total for All Three Reaches
<b>1. Initial meetings with USACE and MN DNR</b>	\$2,500	\$0	\$2,500
<b>2. Information review, reach evaluation and development of concept alternatives and cost estimates</b>	\$23,200	\$0	\$23,200
<b>3. Wetland assessment</b>	\$4,100	\$0	\$4,100
<b>4. Archeological evaluation</b>	\$1,000	\$0	\$1,000
<b>5a. Phase I soil contamination investigation</b>	\$10,000	\$0	\$10,000
<b>5b. Phase II Work Plan and submit for MPCA technical review</b>	\$5,500	\$0	\$5,500
<b>5c. Assist BCWMC Administrator and Legal Counsel in their efforts to obtain access for Phase II</b>	\$3,000	\$0	\$3,000
<b>5d. Phase II soil contamination investigation (scope dependent on Phase I results)</b>	\$20,500	\$9,300	\$29,800
<b>6. Public meetings</b>	\$2,500	\$0	\$2,500
<b>7. Feasibility Report</b>	\$23,400	\$0	\$23,400
<b>Total</b>	<b>\$95,300</b>	<b>\$9,300</b>	<b>\$104,600</b>

<sup>1</sup> Budget approved at October 15, 2015 Commission meeting

## **Northside Neighborhood Engagement and Opportunities in Clean Water Initiatives**

**Abstract:** This project addresses local water quality issues related to urban runoff pollution in alleyways and provides additional community benefits by actively engaging under-served communities in the Harrison Neighborhood of Minneapolis in an effort to create local expertise in the planning, installation and maintenance of stormwater best management practices (BMPs).

To achieve our project goals we will engage the neighborhood to install BMPs in their backyards and driveways to minimize runoff to the alley and work in collaboration with multiple partners to create youth and young adult career pathways through the project. Outcomes in year 1 include the creation of stormwater master plans that can be used to implement a demonstration installation of stormwater BMPs at 7-10 properties, and to secure local funding for installation of practices throughout the neighborhood in years 2 and 3, where a minimum of 25% of property owners along a single alleyway have agreed to install and maintain recommended practices.

The Bassett Creek Watershed Management Commission's recently released Water Management Plan identifies this area as a Priority 1 for water quality programs and Metro Blooms as a provider of education and engagement. BWMC support for the project will be an important leverage for additional Hennepin County (Opportunity Funds) and state funding (Clean Water Fund) for installation. Other potential sources to expand project scope to include apprenticeships and career pathways to green jobs. Potential funding includes the following pending requests to Youthprise (\$150,000 annually for 3 years) and EPA Urban Waters (\$60,000).

**Applicant Organization and Potential Partners:** Metro Blooms' is the applicant working with the Harrison Neighborhood Association and pursuing multiple partners. Metro Blooms partners with community organizations, citizens, businesses, and local governments to promote, design, install and maintain landscapes with an ecological function. Our do-it-yourself raingarden workshops have educated over 9,000 citizens since 2005. Since 2009 Metro Blooms has worked with over 20 communities throughout the Twin Cities Metro area to install nearly 500 stormwater BMPs, including raingardens, permeable pavement, trench drains, and native plantings. These community-based projects have been successful due to their focus on citizen engagement through neighborhood leadership.

Our first large scale neighborhood project, Powderhorn Lake Neighborhood of Raingardens, was funded through the Minnesota Environmental Trust Fund (\$279,000). It included multiple partners and subcontractors, including the City of Minneapolis, Minnehaha Creek Watershed District, among others. The project installed 130 practices (goal: 120-150 properties) and was completed on time and within budget. In 2012, Powderhorn Lake was delisted as a impaired water body and the neighborhood efforts to install raingardens was noted as a contributing factor in the water quality improvements. Awards: 2010 Minnehaha Creek Watershed Hero for Citizen Engagement, 2011 Environmental Initiative Award for Environmental Education.

The ongoing Lake Nokomis Neighbors for Clean Water project has received state-funding from the state Clean Water Fund (\$399,000). The City of Minneapolis was the applicant and Metro Blooms is project manager. Metro Blooms secured matching funds from local governments



including the City of Minneapolis (\$35,000), Minnehaha Creek Watershed District (\$100,000) and Hennepin County (\$50,000). By 2017, 160-180 stormwater BMPs will be installed adjacent to alleyways within the Lake Nokomis Watershed.

Staff Expertise/Qualifications/Length of Service: Becky Rice, Executive Director, B.S. Business Finance, Minnesota State University; (2007) Andy Novak, Landscape Designer, MLA University of MN, (2013); Rich Harrison, MLA, University of Minnesota, Registered Landscape Architect (2014); Laura Hurley Scholl, Environmental Program Director, BS in Fisheries and Wildlife, University of Minnesota, (2012).

**The Harrison Neighborhood**, which is part of the North Minneapolis HUD promise zone, is comprised primarily of people of color and people who are living in conditions of economic poverty. This project is dedicated to ensuring that the expanding community of gardeners and engaged citizens are active participants in helping to restore the ecological function of the neighborhood in a way that ensures environmental justice goals are advanced.

**Metropolitan Council, Office of Equal Opportunity** has expertise in regard to development of pathways to education and careers: providing a potential \$4,000 in kind technical assistance with a potential \$50,000 cash match to fund installation of the projects.

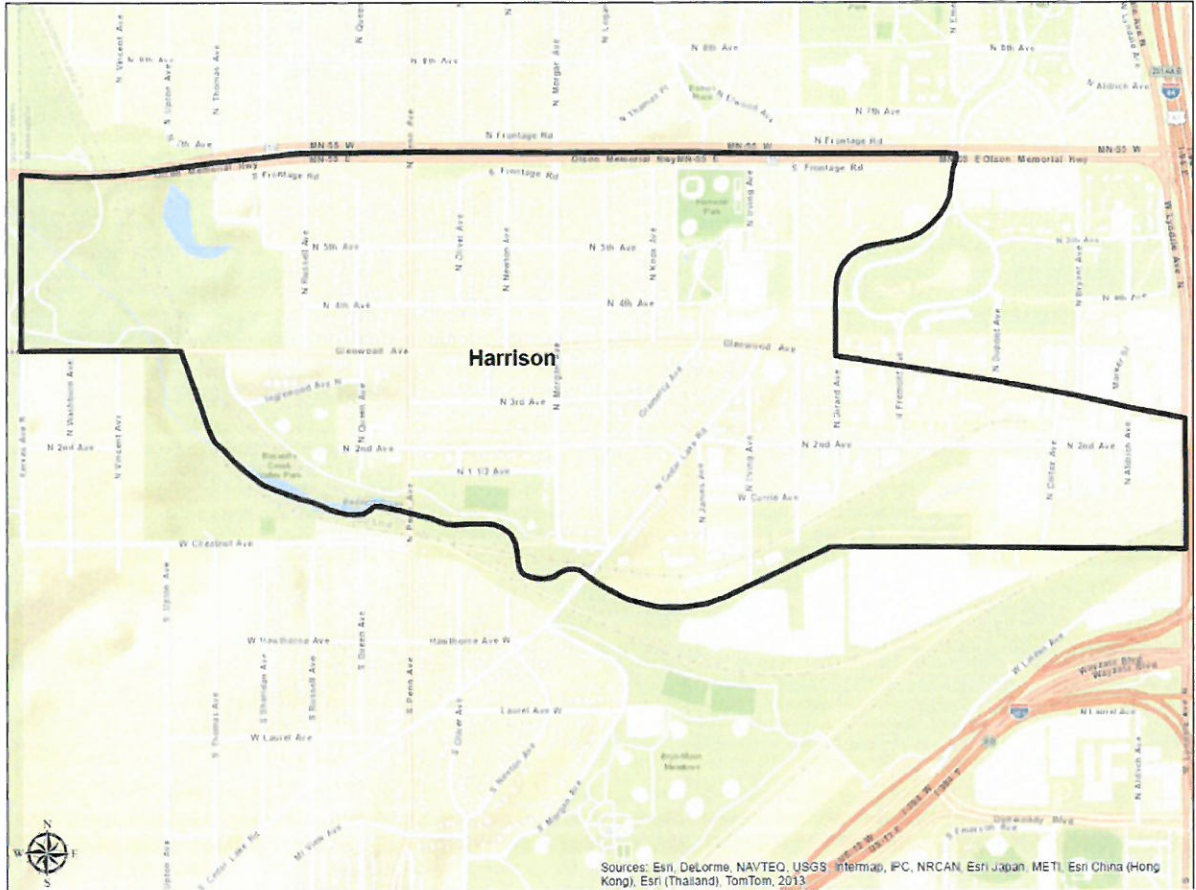
**Youth Outdoors Programs:** Established youth outdoors programs bring expertise in youth development, job skills training and conservation education, as well as equipment for project activities. This project builds on the effectiveness of two strong programs in the community by expanding their work in the neighborhood.. Youth participate in workforce training and assist with project activities, such as community engagement, leading design charrettes and site consultations. Programs include: Minneapolis Park and Recreation Board’s Teen Teamworks/Green Team and Conservation Corps of Minnesota and Iowa.

**Preliminary Summary Budget with Potential Sources: Year 1 Water Quality Budget: \$53,000** (Demonstration Installation Contractor Services: \$34,000; Design, Project Management Construction Oversight Services: \$6,960; Engagement, Onsite Consultations, Stormwater Plans: \$12,000).

	Project	Bassett CreekWMC / MWMO	CWF	Hennepin/ Met Council	Youthprise/ EPA	City of Minneapolis
Totals	993000.00	63000.00	350000.00	100000.00	450000.00	30000.00
2016	203000.00	3000.00	0.00	50000.00	150000.00	0.00
2017	428000.00	10000.00	175000.00	33000.00	200000.00	10000.00
2018	345000.00	0.00	175000.00	10000.00	150000.00	10000.00
2019	242000.00	50000.00	175000.00	7000.00	0.00	10000.00

# Project Area Map:

## Harrison Neighborhood, Minneapolis





Project Cost Estimate

PROJECT: Northside Neighborhood Engagement and Opportunities in Clean Water Initiatives

<u>DEMONSTRATION CONSTRUCTION MATERIALS &amp;</u>				<u>QTY</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Amount</u>
Permeable Paver Sections				895	sq ft	\$ 31.00	\$ 27,750.00
Raingardens				465	sq ft	\$ 8.00	\$ 3,740.00
Native Plantings				200	sq ft	\$ 6.75	\$ 1,350.00
Gutters, Downspout Redirection				5	properties	\$ 240.00	\$ 1,200.00
Materials & Labor Subtotal							\$ 34,040.00
<u>DESIGN, PROJECT MANAGEMENT, &amp; CONSTRUCTION</u>				<u>QTY</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Amount</u>
Permeable Pavement Design/Oversight				8	flat fee	\$ 325.00	\$ 2,600.00
Raingarden Design/Oversight				4	flat fee (per 150 sq. ft.)	\$ 390.00	\$ 1,560.00
Native Planting Design/Oversight				3	flat fee	\$ 200.00	\$ 600.00
Construction/Project Management				9	flat fee/property	\$ 245.00	\$ 2,200.00
Design & Oversight Subtotal							\$ 6,960.00
<u>Site Consultations &amp; SWMPs</u>				<u>QTY</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Amount</u>
Site Consultations				36	flat fee	\$ 100.00	\$ 3,600.00
SWMPs + Stormwater Calculations				36	flat fee	\$ 150.00	\$ 5,400.00
Site Consults & SWMPs Subtotal							\$ 9,000.00
<b>Project Total</b>							<b>\$50,000.00</b>

\*SWMP: Storm Water Management Plan



## Bassett Creek Watershed Management Commission

### MEMO

Date: November 9, 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)

**2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P):** *No change since last update:* The feasibility study for this project is underway by the Commission. (Feasibility study proposal was approved at the September meeting.) A first draft of the study will be reviewed by the City of Plymouth in December. A technical stakeholder meeting was held on 10/26/15 at the project site and included me, the Commission Engineer, Commissioner Black, City of Plymouth staff (including Parks and Recreation and Public Works staff), Army Corps of Engineers, and the MDNR. The group walked the entire length of the project site and had a good discussion about options for restoration. A public meeting was held the evening of 10/26/15 and was attended by me, the Commission Engineer, Mr. Asche, Commissioner Black, and Alt. Commissioner Crough. Eleven residents attended from 8 different properties adjacent to the project area. No residents raised major concerns about the project – they were in support of restoration here even if some trees are removed in the process. A second public input meeting will be held in January to get feedback on the draft feasibility study before it goes to the Commission. A webpage for the project was established at:

<http://www.bassettcreekwmo.org/CIP-Information/CIP-Projects/Plymouth/PlymouthCreek-Plymouth-2017/PlymouthCreek-CIP-Project2017-Plymouth.htm>.

**2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (See Item 5D):** The feasibility study for this project is underway by the Commission. (Feasibility study proposal was approved at the October meeting.) The Commission Engineer is beginning the technical portions of the study. A public stakeholder engagement plan is being implemented to inform and engage the residents and businesses in the Bryn Mawr and Harrison Neighborhoods. A postcard was mailed to all households in both neighborhoods the week of November 16<sup>th</sup>. Commissioner Black and I talked with residents at the Harrison Art Festival on November 21<sup>st</sup>. I am scheduled to present information about the project at both the Bryn Mawr and Harrison Neighborhood Association Board meetings in early December. A webpage for the project was established at:

<http://www.bassettcreekwmo.org/CIP-Information/CIP-Projects/Minneapolis/MainStem-Minneapolis-2017/MainStem-CIP-Project2017-Minneapolis.htm>

**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 2015 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. Mobilization began on November 11 and construction began on November 24, the baffle was installed and scheduled for full deployment on December 9, and project completion is expected by mid-December. The contractor will perform final clean-up and any needed site restoration in the spring.

**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, 2015 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 20<sup>th</sup>.

**2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7):** *No change since last update:* 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. The project is being constructed in two phases, each under separate contract. Phase one includes stream bank shaping, placement of field stone rock and 12-inch bio-logs, and repair of storm sewer outlets. Phase two includes the establishment of native vegetation along the stream which will commence immediately after phase one is completed and continue over two additional growing seasons to ensure proper establishment. Bids for the first phase of the project were opened on September 16, 2015. The five bids ranged from \$765,736 to over \$1M. The Golden Valley City Council awarded the contract to Rachel Contracting on October 20<sup>th</sup> in the amount of \$765,736.20. Project construction is underway, despite the wet conditions. Clearing and grubbing are complete in Areas A, C1,2,3, and E. Streambank shaping and stone toe are complete in Area A, with vegetative bench and biolog in process in Area A this week. The bid package for native vegetation establishment will go out in early 2016. It is anticipated that the total contract amounts for phase one and phase two work will be within the project budget.

**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 were presented and approved at the November Commission meeting.

**2016 Honeywell Pond Expansion Project, Golden Valley (BC-4):** 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 were presented and approved at the

November Commission 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:** The last meeting I attended was in September. I did not attend the December meeting as it dealt with the emerald ash borer. (However, I did notify member city staff about the meeting and encouraged attendance by their forestry departments.)

**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.

**Non-Point Education for Municipal Officials (NEMO) Workshops:** Two of the three workshops were held in 2015 (Lake Minnetonka on July 23<sup>rd</sup> and a winter maintenance workshop on October 7<sup>th</sup>). The NEMO planning team is assessing educational needs of local officials and will plan a 3<sup>rd</sup> workshop for early 2016.

**Website Redesign Project: (See Item 5E)** At this meeting Amy and I will preview the new BCWMC website. The Commission should discuss plans for an official launch of the site.

**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.



December 8, 2015

Bassett Creek Watershed Management Commission  
Attn: Laura Jester, BCWMC Administrator  
16145 Hillcrest Lane  
Eden Prairie, MN 55346

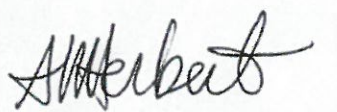
Dear Bassett Creek Watershed Management Commission,

As the BCWMC looks ahead to its 2016 fiscal year, I would like to notify you that after January 31, 2016, I will no longer be available to record and prepare the minutes of the Commission's meetings. I would be available to continue providing other administrative services to the Commission on a contractual basis if the Commission so desires, and beginning February 1, 2016, the rate for my administrative services will increase from \$60 per hour to \$62 per hour.

Services that I can continue to provide include: preparing, mailing, and posting meeting packets, noticing meetings and maintaining the online meeting calendar, coordinating public meeting notice publication, developing press releases, managing the BCWMC's Facebook page, and maintaining Commission files. Additionally, with the launch of the Commission's revised website, new website management tasks beyond the tasks currently handled may be necessary. I would be available to handle website management and content production tasks. My M.S. degree in technical communication from the University of Minnesota focused on website usability and content management, and I have broad professional experience in website management work.

I have appreciated working with the BCWMC for the past ten years, and I look forward to hearing from you regarding services that I could continue to provide after January 31, 2016.

Best regards,



Amy Herbert  
Amy Herbert LLC