



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 9, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/17/15 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – November 18, 2015 Commission meeting- ACTION ITEM with attachment
 - B. Approval of December 2015 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
 - 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 7th Technical Advisory Committee Meeting – ACTION ITEM no attachment – The TAC should meet in early January to continue discussing and forming recommendations on roles and responsibilities for long term maintenance and rehabilitation of the Flood Control Project.
 - E. Authorize Commission Engineer to Submit Flood Control Project Inspection Report to Cities, MDNR, ACOE – ACTION ITEM with attachment – In accordance with the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection of the flood control features was recently performed by the Commission Engineer to assess and document conditions. The attached report includes conditions of each structure and a list of recommended actions. The report should be forwarded to member cities, the MN Department of Natural Resources and the U.S. Army Corps of Engineers.
 - F. Approval of Contract with Wenck Associates for Operation of WOMP Station in 2016 – ACTION ITEM with attachment - The BCWMC is under contract with the Met Council to operate Bassett Creek’s Watershed Outlet Monitoring Program station. The Commission has contracted with Wenck Associates for the past three years to operate the station including collecting and delivering water samples and maintaining the station and its equipment. BCWMC staff recommends continuing the contract with Wenck in 2016. A proposal from Wenck and contract for work is attached. The proposed budget is in line with the BCWMC budget for 2016.
5. **BUSINESS**
 - A. Consider Approval of Douglas Drive Project, Golden Valley – ACTION ITEM with attachments - The proposed project includes reconstruction of Douglas Drive from Hwy 55 to Medicine Lake Rd, replacement of the Bassett Creek box culvert crossing at Douglas Drive, utility reconstruction, surface improvements, landscaping, and construction of an underground infiltration system. This project will be completed in conjunction with the Honeywell Pond Expansion Project, which will provide stormwater reuse and volume control. 32.87 acres will be graded through these combined projects. The proposed Douglas Drive project results in an increase of 2.26 acres of impervious surface. At the November meeting, the Commission discussed the project with regards to which BCWMC development standards apply to this project (2004 water quality standards vs. 2015 Minimal Impact Design Standards

(MIDS)). At the time, it was unclear if the project could meet the new MIDS but the Commission Engineer was directed to review the project against the MIDS to determine “how close” the project could come to meeting the MIDS. After further information was provided by the city, and after providing pro-rated credit for the percent of the Honeywell Pond Project’s total costs being paid by Golden Valley, and performing an analysis following the MIDS design sequence flow chart, the project was found to comply with the BCWMC’s MIDS performance goal requirements. Staff recommends conditional approval of the project with recommendations in the attached memo. (Additional materials are included with meeting materials online.)

- B. Consider Approval of Revised Channel Maintenance Fund Policy – **ACTION ITEM with attachments** – At the November meeting, the TAC memo included a recommendation for revisions to the Channel Maintenance Fund Policy. After some discussion and questions, Commissioners requested more information on the history of the Fund, the use of the Fund over time and an accounting of remaining funds. The Commission also requested an additional strategy to implement the policy regarding regular Commission review of allocated vs. spent funds. Attached is background on the Fund and a table with an accounting of requested and use of funds to date. The revised policy is also included with strategy #15 having been added since the last meeting. Staff recommends approval of the revised 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 – **ACTION ITEM with attachments** – As included in the [feasibility study scope of work](#) for the Main Stem Erosion Repair Project, the Commission Engineer has developed a work plan for a Phase II Environmental Site Assessment for the Commission’s review and approval. Commissioners Welch and Goddard, Minneapolis city staff and I reviewed the draft work plan and provided comments which were incorporated into the draft attached here. Staff recommends approval of the work plan and direction to submit the work plan to the MPCA for their approval. (Additional materials are included online.)
 - ii. Consider Approval of Increase to Phase II Budget – **ACTION ITEM with attachment** – The original estimated budget for the Phase II Environmental Investigation in the [feasibility study scope of work](#) was \$20,500, but was to be predicated on the results of the Phase I Environmental Site Assessment (ESA) and review of historical information. The original estimate assumed that soil data was already available along some of the reaches, and could be used in lieu of collecting additional data. Based on the results of the Phase I 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. Staff recommends approval of an increase to the Phase II budget to \$29,800 as outlined in the attached memo.
- D. Receive Preview of New BCWMC Website – **INFORMATION ITEM no attachment** – The new BCWMC website is nearing completion. Staff will review the new website and its various features with Commissioners at this meeting. The Commission should discuss how and when to launch the site within the next month or two.
- E. Receive Updates on Feasibility Studies for 2017: Plymouth Creek Restoration Project and Main Stem Erosion Repair Project – **INFORMATION ITEM no attachment** – The feasibility studies for these projects continue to move forward as does outreach to the Minneapolis neighborhoods. Commissioner Welch, TAC members Eberhart and Stout, and I presented information about the project to the Bryn Mawr Neighborhood Association Board on 12/9 and will present to the Harrison Neighborhood Association Board on the 12/14. Commissioner Black and I attended the Harrison Art Festival on 11/21 and spoke with several people about the project. Recent progress on the technical aspects of the Plymouth Creek Project includes completing the Phase I ESA report and wetland assessment, near completion of the cultural and historical investigation, continuing revisions to the concepts for stabilization based on input from technical stakeholders, and completing additional site visits to “ground truth” concepts and add features as necessary. Staff anticipates submitting a draft of the feasibility

study to the City of Plymouth prior to the holidays. For the Main Stem Project, a technical stakeholder on-site meeting and site review was held on the 7th and was attended by me, the Commission Engineer, city staff, Army Corps of Engineers, and DNR. The Phase I ESA report and Phase II ESA work plan were developed, initial concepts were developed, a wetland delineation was completed, along with a review of past cultural and historic assessments.

- F. Consider Approval of Request from Metro Blooms to Act as Fiscal Agent for Metropolitan Council Grant – ACTION ITEM with attachment - Metro Blooms, the Harrison Neighborhood Association and the Metropolitan Council are pursuing a partnership on a project to engage neighborhood youth and residents and install best management practices (BMPs) on properties (mostly within alleyways) in the Harrison Neighborhood in Minneapolis. Grant funds are being sought from multiple entities including the EPA, National Fish and Wildlife Foundation, and Youthprise. The Youthprise grant application is due January 8th and requires a 1:1 funding match. A potential source of matching funds may be available from the Metropolitan Council, however, the Council cannot grant funds to non-profit groups such as Metro Blooms and the Harrison Neighborhood Association. Therefore, Metro Blooms is requesting that the Commission act as the fiscal agent for these funds, should they become available. Attached is information about the project and successful similar projects. Becky Rice with Metro Blooms will provide a presentation on the project at this meeting. Staff recommends approving the request to act as a fiscal agent for Met Council funding and directing staff to work with Metro Blooms, the Met Council, and the Commission's legal counsel to develop appropriate documents or contracts.

6. COMMUNICATIONS

- A. Administrator's Report - INFORMATION ONLY with attachment
- Changes in Services from Amy Herbert Starting February 2016 – INFO ONLY with attachment
 - Update on Clean Water Fund Grant from BWSR for Northwood Lake Improvement Project
 - Report on Minnesota Association of Watershed District Annual Meeting
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
- Update on Schaper Pond Diversion Project – **INFORMATION ONLY no attachment**

7. INFORMATION ONLY (Information online only)

- CIP Project Update Chart
- Grant Tracking Summary and Spreadsheet
- Letter of Support for Metro Blooms Project
- New West Metro Water Alliance Website: www.westmetrowateralliance.org

8. ADJOURNMENT

Upcoming Meetings & Events

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