



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: January 13, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 1/21/16 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 – December 17, 2015 Commission meeting- ACTION ITEM with attachment
 - B. Approval of January 2016 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – December 2015 Administrator Services
 - ii. Barr Engineering – December 2015 Engineering Services
 - iii. Amy Herbert – December 2015 Secretarial Services
 - iv. ACE Catering – January 2016 Meeting Refreshments
 - v. Kennedy Graven – November 2015 Legal Services
 - vi. Wenck – December 2015 WOMP Monitoring
 - vii. Met Council – 2015 CAMP Monitoring Program
 - viii. Golden Valley – 2015 Financial Management Services
 - D. Set February 5th and March 3rd Technical Advisory Committee Meeting – ACTION ITEM no attachment – *The TAC should continue discussing and forming recommendations on roles and responsibilities for long term maintenance and rehabilitation of the Flood Control Project and should begin discussing the 2018 – 2022 CIP Project List.*
 - E. Approval of Amended Contract with Recording Secretary – ACTION ITEM with attachment – *At the December Commission meeting Amy Herbert submitted a [request to change](#) the services she provides to the Commission effective February 1st, along with a slight increase in hourly rate. The amended contract with Amy is attached. Staff recommends approving the amended contract. The Administrative Services Committee will meet in the coming weeks to determine alternatives for preparing meeting minutes.*
 - F. Approval of Proposal from MMKR to Perform 2015 – 2016 Financial Audit – ACTION ITEM with attachment - *Staff (including the Commission’s Deputy Treasurer) recommends accepting the attached proposal from MMKR to perform the FY2015 – 2016 financial audit.*
 - G. Approval of Final Financial Report on 2012 Main Stem Restoration Project for Clean Water Fund Grant – ACTION ITEM with attachment - *The BCWMC received \$217,500 in 2012 Clean Water Fund grant dollars for the stabilization of erosion sites along the main stem of Bassett Creek through Wirth Park (CR2012). This project was completed in 2015 and all reimbursements have been made to member cities for expenses incurred. A [final project report](#) was presented to the Commission in November. Staff recommends that the Commission authorize the Commission Chair to sign the Final Financial Report for the 2012 Minnesota Board of Water and Soil Resources (BWSR) Clean Water Fund grant and authorize staff to submit the executed form to BWSR.*
 - H. Approval of Commissioner Request for Reimbursement of Registration Fee for Road Salt Symposium – ACTION ITEM no attachment – *Alternate Commissioner Scanlan would like to attend the Annual Road Salt Symposium on February 4th. At their meeting in March 2015 the Commission approved the 2015 Education and Outreach Budget and Work Plan including funding for “Training for*

Commissioners” in which Commissioners, Alternate Commissioners and Committee members could be reimbursed for conference expenses, with approval from the Commission. Staff recommends approving reimbursement to Alternate Commissioner Scanlan for the registration fee of \$135.00. The BCWMC is still in its 2015 fiscal year and there are ample educational funds remaining to cover this expense.

- I. Approval of Resolution to Transfer Funds from CIP Account to Administrative Account – ACTION ITEM with attachment - Each year the Commission transfers 2.5% of the taxes levied for CIP projects to the Commission’s administrative account (or annual operating funds) to offset the administrative costs of managing the CIP projects. In 2015, the Commission levied \$1M through Hennepin County. Staff recommends approving the resolution to transfer \$25,000 from the CIP account to the administrative account.
- J. Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long Term Maintenance Fund – ACTION ITEM with attachment - Each year the Commission transfers \$25,000 from the administrative account into the channel maintenance fund and another \$25,000 from the administrative account into the long term maintenance account. The Commission then transfers from the long term maintenance account into the administrative account the cost of Flood Control Project inspections for that year. Staff recommends approving the resolution to transfer \$25,000 into the channel maintenance fund and \$18,400 into the long term maintenance account (which is \$25,000 less the cost of 2015 inspections of the Flood Control Project).

5. BUSINESS

- A. Blue Line LRT – Process for Wetland Conservation Act (WCA) Decisions – ACTION ITEM with attachments - The BCWMC is the Local Government Unit (LGU) responsible for administration of the Minnesota Wetland Conservation Act (WCA) for projects within the Bassett Creek Watershed in the cities of Robbinsdale, Medicine Lake, and St. Louis Park. The BCWMC does not often make WCA decisions; however, the BCWMC must now make WCA decisions that affect the City of Robbinsdale as part of the preliminary work/planning for the Blue Line LRT project. The decision needed at this meeting is presented in the attached memo along with information about future WCA decisions needed and options for the Commission to process those decisions.
 - i. Consider Approval of Blue Line LRT Wetland Boundaries and Types – ACTION ITEM
 - ii. Discuss Future WCA Decision Points Regarding Blue Line LRT Project – DISCUSSION ITEM
- B. Consider Approval of Agreement with Metropolitan Council for Reimbursement of Commission Tasks Related to Southwest LRT - ACTION ITEM with attachment – Commission staff recently negotiated an agreement with the Metropolitan Council for the reimbursement of costs for some past and future work related to the Southwest LRT Project. This is similar to the [agreement](#) reached last year with the Met Council for reimbursement for work related to the Blue Line LRT. The Met Council recognizes the significant amount of time required of the Commission to assist with storm water management planning and review of plans for these large, complex projects and has agreed to reimburse the Commission for up to \$20,000 for work related to the Southwest LRT. Staff recommends approval of the agreement.
- C. Consider Approval to Submit Commission Projects for Inclusion in Hennepin County All Hazard Mitigation Plan – ACTION ITEM with attachment – The Commission Engineer and I recently met with Hennepin County Emergency Management staff regarding the Hennepin County Multi-Jurisdictional All-Hazards Mitigation Plan (Plan). County staff recommends the BCWMC be included in the Plan as a local jurisdiction with goals and objectives such as with future Commission CIP projects and other major projects. In the event of a natural disaster, funding may be available to implement the projects included in the Plan. The purpose of the Plan is to develop a unified approach among local government for dealing with identified natural hazards and hazard management problems. The process follows methodology prescribed by FEMA. The Plan puts forth mitigation goals and objectives that are based on the results of a risk assessment. To meet identified goals and objectives, the plan also includes specific recommendations for actions that can mitigate future disaster losses. The Plan serves as a guide

for local governments in their efforts to reduce vulnerability to natural hazards. The attached table shows some information/BCWMC projects that could be included in the Plan. Staff is seeking Commission direction to continue working with County officials to include appropriate information in the Plan.

D. Receive Update on New BCWMC Website

- i. Consider Approval of Contract with HDR for Website Maintenance and Hosting – **ACTION ITEM with attachment** – Staff recommends having an agreement in place for website hosting, updates, maintenance, and any modifications to the site that are too complex for Commission staff to perform. Staff recommends approval of the attached contract with HDR for an amount not to exceed \$4,420 in 2016. (Of this amount, approximately \$530 is for website hosting and the domain name. The remainder is earmarked for HDR staff time, as needed.) This amount is in line with the Commission’s 2016 budget.
 - ii. Discuss Website Promotion Plan – **DISCUSSION ITEM with attachment** – Amy Herbert developed the attached website promotion plan to help disseminate information about the new BCWMC website. Staff is happy to take recommendations on this plan including the addition of groups or individuals to the email distribution list or other avenues of disseminating the announcement.
- E. Consider Directing Staff to Submit Grant Application to Minnesota Conservation Corps on Behalf of Metro Blooms for Harrison Neighborhood Project – **ACTION ITEM with attachment** – At the December meeting, Commissioners received a presentation from Metro Blooms regarding a proposed project to install best management practices and engage youth and residents in the Harrison Neighborhood. Commissioners were very supportive of the project and agreed to act as the fiscal agent for a Metropolitan Council grant. That grant application to the Met Council is still in process. In the meantime, Metro Blooms is requesting that the BCWMC apply for Conservation Crew labor to assist with the project. (See the application attached. Although the grant deadline has passed, there are typically labor hours left over from other projects that are available to new applicants.) Contracting and reporting is minimal with this program: the application to CCM is the agreement. Once approved, CCM notifies the applicant and arranges crew scheduling. At year end, Metro Blooms would report to CCM (through the BCWMC) on the actual dollars spent. Staff recommends submitting the application on behalf of Metro Blooms.
- F. Receive Updates on Feasibility Studies for 2017 CIP Projects: Main Stem Erosion Repair Project and Plymouth Creek Restoration Project – **INFORMATION ITEM no attachment** – See the Administrator’s Report in 6A for a brief update on these projects. Staff will verbally update the Commission on the latest progress regarding these projects.

6. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - a. Reminder of Campaign Finance and Public Disclosure Board – **INFO ITEM with attachment**
 - b. Reminder about Commission Officers and Committees – **INFO ITEM no attachment**
- B. Chair
- C. Commissioners
- D. TAC Members
 - a. Report on January 7th TAC Meeting – **INFO ITEM no attachment**
- E. Committees
- F. Legal Counsel
- G. Engineer

7. INFORMATION ONLY (Information online only)

- A. CIP Project Update Chart

B. Grant Tracking Summary and Spreadsheet

C. Star Tribune Article: Possible Daylighting Old Bassett Creek Tunnel:

<http://www.startribune.com/downtown-minneapolis-park-ideas-bubbling-in-planning-for-next-25-years/361249421/>

8. ADJOURNMENT

Upcoming Meetings & Events

- Annual Road Salt Symposium: Thursday February 4th, 7:45 a.m. – 3:00 p.m., MN Landscape Arboretum, <http://freshwater.org/annual-road-salt-symposium-fights-chloride-pollution/>
- BCWMC Technical Advisory Committee: Friday February 5th, 8:30 – 10:30 a.m., Fire Administration, Plymouth City Hall
- BCWMC Regular Meeting: Thursday February 18th, 8:30 a.m., Medicine Lake Room, Plymouth City Hall
- Mississippi River Forum: Representing the Mississippi River at International Climate Talks; Mayor Chris Coleman: Friday February 26th, 8:00 – 9:30 a.m.; 179 Robie Street East, St. Paul; <http://www.nps.gov/miss/learn/nature/riverforum.htm>
- BCWMC Technical Advisory Committee: Thursday March 3rd, 1:30 – 3:30 p.m., Medicine Lake Room, Plymouth City Hall