



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 16th. Commissioner Black and I talked with residents at the Harrison Art Festival on November 21st. 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 20th.

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 20th 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 23rd and a winter maintenance workshop on October 7th). The NEMO planning team is assessing educational needs of local officials and will plan a 3rd 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.