



Bassett Creek Watershed Management Commission

MEMO

Date: May 11, 2016
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 (more resources at <http://www.bassettcreekwmo.org/projects.>)

2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P): The final feasibility study is not available online at <http://www.bassettcreekwmo.org/index.php?cID=284> and will be used to request 2017 levy funds from Hennepin County later this year. In September, the Commission is expected to hold a public hearing on the project, order the project, and enter an agreement with the City of Plymouth to design and construct the project.

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M): The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. In September, the Commission is expected to hold a public hearing on the project, order the project, and enter an agreement with the City of Plymouth to design and construct the project.

2013 Four Season Area Water Quality Project (NL-2): No change since November 2015 report. 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): There are no other changes regarding this project since February: 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. On December 10, the baffle was installed and fully deployed, and the contractor demobilized from the site for the season. This spring the contractor will perform final clean-up and any needed site restoration to ensure turf establishment.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): No change since July 2015 report. 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, 2015.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): 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. The first phase of the project began in November 2015. The initial stabilization work in Areas A, B, C, D and E wrapped up by March 2016, with the exception of the planned trail relocation work in Area E. The contractor returned in May to complete the trail relocation work and to touch up and final grade all areas of the project in preparation for Phase two construction.

Phase two of the project includes the establishment of native vegetation along the stream which will commence this spring and continue over two additional growing seasons to ensure proper establishment. The bid opening for Phase two, native vegetation establishment, was on March 16, 2016. On April 5, 2016, the Golden Valley City Council awarded the contract to the lowest responsible bidder, Applied Ecological Services for \$152,182.60, which was under the engineers estimate. It is anticipated that the total contract amount for both Phase one and Phase two will be within the Watershed's overall project budget.

2016 Northwood Lake Improvement Project, New Hope (NL-1): Construction on this project began recently. Photos and construction progress are available at: <http://www.ci.new-hope.mn.us/departments/publicworks/2016infrastructure.shtml>. The City of New Hope reports that:

- Tree removals are complete.
- Construction of the underground tank is underway, with walls recently formed.
- Storm sewer along Boone Avenue was installed.
- Lake sediment from the west outlet into the lake has been removed.
- The large 66" RCP pipe at Jordan Ave has been installed.
- Construction of Jordan Avenue water main and storm sewer is underway.
- Excavation of the storm water pond at Jordan Avenue (Concept C) is underway.

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 bid opening for this project (in conjunction with the Douglas Drive Project) was held April 12th. The county will be awarding the contract in a few weeks. The project was within budget and the entire project will be starting in June, including pipe work for the CIP project. Pond expansion will likely occur this winter.

Other Projects

2017 Budget and Other Financial Items: I reviewed responses to the RFP for 2017 water monitoring projects and developed recommendations for the Budget Committee's consideration. I worked with the Deputy Treasurer to close out older projects that were not previously officially closed out including the Wirth Lake Outlet and Sweeney Lake Outlet Projects, and the Sweeney Lake TMDL. I also reviewed the FY2015 Financial Audit Report and have been preparing monthly invoices to the Southwest and Blue Line LRT projects per agreements with the Met Council.

Hennepin County Natural Resources Partnership: I attended the meeting of this group met on April 26th on the new buffer law and Hennepin County's public GIS application.

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.