



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: August 10, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 8/18/16 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 – July 21, 2016 Commission meeting- ACTION ITEM with attachment
 - B. Approval of August 2016 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – I have reviewed the following invoices and recommend approval of payment.
 - i. Keystone Waters, LLC – July 2016 Administrator Services
 - ii. Barr Engineering – July 2016 Engineering Services
 - iii. Amy Herbert – July 2016 Secretarial Services
 - iv. ACE Catering – August 2016 Meeting Refreshments
 - v. Wenck – July 2016 WOMP Monitoring
 - vi. Kennedy Graven – June Legal Services
 - D. Approval to Reimburse Commissioners for Registration Expenses to Upcoming Conferences – ACTION ITEM no attachment – Commissioner Mueller and Alt. Commissioner Scanlan are requesting reimbursement of registration costs to attend the Water Resources Conference for a total of \$415. Additionally, Alt. Commissioner Scanlan is requesting reimbursement of registration costs to attend the Clean Water Summit for a total of \$70. These amounts are within the Commission’s education budget and staff recommends approval of the requests.
 - E. Approval to Set Fall Technical Advisory Committee Meeting – ACTION ITEM no attachment – The TAC should meet in late September or early October to discuss a number of items including establishing a policy for an “request for proposals” process, considering a future shoreline and habitat monitoring program, being updated on the new State buffer requirements, continuing the discussion about MIDS in linear projects, etc. Staff requests approval to schedule a TAC meeting for this fall.
 - F. Approval of Resolution Amending the Budget for the Northwood Lake Improvement Project (NL-1) – ACTION ITEM with attachment – At the meeting in February 2016, the Commission amended the budget for the Northwood Lake Improvement Project and the agreement with the City of New Hope due to higher than expected construction bids and the receipt of another State grant. The Commission’s Deputy Treasurer noted that the financial audit will need a formal resolution amending the project’s budget (rather than the simple action taken in February). The Commission’s Legal Counsel developed and the Deputy Treasurer reviewed the attached resolution. Staff recommends approval of the resolution.
5. **BUSINESS**
 - A. Consider Assisting with Blake School Watershed 360 Project – ACTION ITEM with attachment – The Blake School is requesting assistance from Commission staff and/or city staff in creating a 360-degree view of the watershed with scrollable photographs. The end product could be used in educational materials and linked on the BCWMC website. Staff with the Blake School will present their idea and request at this meeting. Staff requests approval to assist with the project for a limited amount of time.

- B. Consider Partnership on Four Seasons Redevelopment Project – **ACTION ITEM with attachment** – *Please see the attached cover memo from me and proposal from Solution Blue regarding stormwater treatment at the Agora Development (Four Seasons Mall redevelopment project).*
- C. Receive Draft Response Action Plan for 2017 Main Stem Erosion Repair Project – **ACTION ITEM with attachment** - *The Commission Engineer is finalizing a Response Action Plan (RAP) for the Main Stem Erosion Repair Project, working for Hennepin County under their Brownfield grant funding. Preparation of the RAP for the Main Stem Erosion Control project will (i) allow for MPCA Brownfield regulatory review, (ii) position the project for potential Hennepin County Environmental Response Funding (ERF) to assist with soil remediation costs during project construction, and (iii) inform the final design of the project. Hennepin County staff, Minneapolis staff, and I reviewed the draft RAP and provided comments, which were incorporated into the draft attached here. The RAP is due to the MPCA Brownfield program by September 1, 2016 to maintain the schedule for pursuing an ERF grant (see next item). Staff recommends approval of the draft RAP and direction to submit the RAP to the MPCA for their approval.*
- D. Consider Applying for Hennepin County Environmental Response Fund Grant for 2017 Main Stem Erosion Repair Project – **ACTION ITEM with attachment** - *The feasibility study scope of work for the Main Stem Erosion Repair Project and the RAP (see previous item) anticipated there would be approximately \$137,000 in environmental response costs during project construction. The project is strongly positioned to apply for (and receive) a Hennepin County ERF grant to assist with environmental costs, and the next round of grant applications is due November 1, 2016. To position for the grant, the Commission Engineer, Minneapolis staff, and I will begin developing the ERF application and supporting information, which will include seeking a Minneapolis City Council resolution in support of the Project. Staff recommends the Commission apply for the grant and requests direction to prepare and submit the ERF application to the County. The ERF grant application is attached and additional information about the ERF can be found here: <http://www.hennepin.us/business/property/environmental-response-fund>*
- E. Review Status of 2016 Operating Budget - **INFORMATION ITEM no attachment** – *The end of July marked the half way point for the Commission’s fiscal year (Feb 1 – Jan 31). (The August financial report in Item 4B reflects Commission’s financial standing through July.) The Commission’s 2016 operating budget is looking healthy in most areas and staff projects ending the year under budget, overall. Staff will provide a verbal update at this meeting.*
- F. Consider Approval of Budget Committee Recommendations for 2017 Operating Budget and Assessments to Cities – **ACTION ITEM with attachments** – *At the May 2016 meeting, the Commission reviewed the Budget Committee’s initial recommendations on the 2017 Operating Budget, approved sending a proposed budget to cities for comment, and requested input from the TAC on water monitoring projects slated for 2017. The TAC met on June 28th; the Budget Committee met on August 8th to review the TAC’s recommendations, comments from cities (including the attached resolution from the City of Plymouth), and my recommendations. The committee meeting minutes and recommendations are attached, along with the final proposed 2017 budget. The Commission should approve a 2017 budget at this meeting.*
- i. Minutes from August 8th Budget Committee Meeting
 - ii. Resolution from City of Plymouth
 - iii. Proposed 2017 Operating Budget and City Assessments
 - iv. 2017 Budget Detail Document – online only
- G. Resolution of Appreciation for Services of Amy Herbert to the Bassett Creek Watershed Management Commission – **ACTION ITEM with attachment** – *Amy submitted her intent to cancel her contract with the BCWMC effective August 16th. Although Amy won’t be at the meeting, it’s appropriate to approve a resolution of appreciation as the Commission has done with other long-standing staff members. I am meeting with Amy on August 11th to discuss tasks and needs. The Administrative Committee should meet in the coming weeks to discuss options for completing the Recording Secretary’s work.*

6. COMMUNICATIONS

- A. Administrator's Report – **INFORMATION ITEM with attachment**
 - i. BCWMC Display at Golden Valley Arts and Music Festival – *Volunteers are needed to engage residents at the Golden Valley Arts and Music Festival on Saturday September 17th. More details will be available at the meeting.*
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
 - i. APM/AIS Committee – **INFORMATION ITEM no attachment**
- F. Legal Counsel
- G. Engineer
 - i. Schaper Pond Diversion Project Update – **INFORMATION ITEM no attachment**

7. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. Clean Water Fund Grant Application – Plymouth Creek Restoration Project
- D. Clean Water Fund Grant Application – Harrison Neighborhood Project
- E. Interim Report for MPCA Clean Water Partnership Grant for Northwood Lake Improvement Project
- F. West Metro Water Alliance June Meeting Minutes
- G. Hennepin County Natural Resources Partnership Meeting August 23rd - “Envisioning the future of environmental education for youth” <http://www.hennepin.us/business/work-with-henn-co/envisioning-future-environmental-education>
- H. Clean Water Summit September 22nd, Minnesota Landscape Arboretum, Register at <http://www.arboretum.umn.edu/2016cleanwatersummit.aspx>
- I. Water Resources Conference, October 18 – 19, St. Paul RiverCentre, <http://www.wrc.umn.edu/news-events/waterconf>

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC APM/AIS Committee Meeting: Tuesday August 16th, 8:30 – 10:00 a.m., Medicine Lake Room, Plymouth City Hall
- BCWMC Regular Meeting: Thursday August 18th, 8:30 a.m., Council Conference Room, Golden Valley City Hall
- Clean Water Summit: Thursday September 22nd, 9:00 – 4:30; Minnesota Landscape Arboretum; register at <http://www.arboretum.umn.edu/2016cleanwatersummit.aspx>.
- Water Resources Conference, October 18 – 19, St. Paul RiverCentre, <http://www.wrc.umn.edu/news-events/waterconf>
- BCWMC Public Hearing and Regular Meeting: Thursday September 15, 2016, Council Conference Room, Golden Valley City Hall
- Golden Valley Arts and Music Festival: Saturday September 17, 2016, Golden Valley City Hall