



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: October 12, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 10/20/16 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 – September 15, 2016 Commission meeting- ACTION ITEM with attachment
 - B. Approval of October 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 – September 2016 Administrator Services
 - ii. Keystone Waters, LLC – September Meeting Materials Distribution Expenses
 - iii. Barr Engineering – September 2016 Engineering Services
 - iv. Triple D Espresso – October 2016 Meeting Refreshments
 - v. Wenck – September 2016 WOMP Monitoring
 - vi. Lawn Chair Gardener – September 2016 Educational Services
 - vii. Kennedy Graven – August 2016 Legal Services
 - viii. LCMIT – Bond Insurance Coverage
 - ix. ECM Publishers – Public Hearing Notice Publications (2)
 - D. Approval to Set November/December TAC Meeting – ACTION ITEM no attachment – The Technical Advisory Committee should meet in November or December to continue their discussion and make recommendations on the use of MIDS performance standards for linear projects.
5. **BUSINESS**
 - A. Receive Update on Minnesota Buffer Initiative from Board of Water and Soil Resources (BWSR) – INFORMATION ITEM with attachment – In June 2015 Governor Dayton signed a Water Quality Buffer Initiative into law. The law requires a perennial vegetative buffer—50 feet wide along public waters and 16.5 feet wide on public ditches. BWSR staff will provide an overview of the law and how it will be implemented in municipal areas. An overview of the law and the “MS4” (i.e., city) exemption policy are included in meeting materials. The “buffer map” will also be discussed with Item 5Bi below.
 - B. Consider Technical Advisory Committee (TAC) Recommendations – ACTION ITEM with attachments - The TAC met on October 6th to discuss a variety of topics. Please see their recommendations in the attached memo along with a separate document, the “city checklist,” included for item 5Biii.
 - i. MDNR Buffer Map
 - ii. Checklist of BCWMC Policy Implementation by Cities
 - iii. Guidance for Using Request for Proposals (RFP) Process
 - iv. Engineering Pool
 - v. Schaper Pond Effectiveness Monitoring

- C. Consider Request from Administrator to Attend Minnesota Association of Watershed Districts (MAWD) Annual Conference – ACTION ITEM with attachment (full document online) – I am seeking approval to attend the MAWD conference December 1 – 2 in Alexandria, MN again this year including the pre-conference workshop on the “Art of Facilitation” (\$85), conference registration (\$185), one night’s lodging (\$99), mileage (\$154), and time attending sessions (approximately 16 hours or \$1,072) for a total of \$1,595. These costs would fit within the “Administrator” budget line.

6. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
- i. Reminder of Wednesday November 16th BCWMC Meeting
- B. Chair
- C. Commissioners - **INFORMATION ONLY no attachments**
- i. Update on Bassett Creek Greenway Corridor Discussions, Minneapolis
 - ii. Report on Clean Water Summit
 - iii. Report on Water Resources Conference
 - iv. Report on Westwood Nature Center Event
- D. TAC Members
- E. Committees - **INFORMATION ONLY no attachments**
- i. APM/AIS Committee – [Meeting Materials](#)
 - ii. Administrative Services Committee – Upcoming Meeting 11/4
- F. Legal Counsel
- G. Engineer

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. Water Links Fall Newsletter - <https://content.govdelivery.com/accounts/MNHENNE/bulletins/16822da>
- D. West Metro Water Alliance September Meeting Minutes
- E. WCA Notice of Decision for Exemption, Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC APM/AIS Committee Meeting: Tuesday October 25th, 8:30 – 10:00 a.m., Community Room, Golden Valley Byerlys
- BCWMC Administrative Services Committee Meeting: Friday November 4th, 8:30 – 10:30 a.m., Council Conference Room, Golden Valley City Hall
- BCWMC Regular Meeting: Wednesday November 16th, 8:30 a.m., Council Conference Room, Golden Valley City Hall