



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 8, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/15/16 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA** – ACTION ITEM with attachment
4. **CONSENT AGENDA**
 - A. Approval of Minutes – November 16, 2016 Commission meeting- ACTION ITEM with attachment
 - B. Approval of December 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 – November 2016 Administrator Services
 - ii. Keystone Waters, LLC – November Meeting Materials Distribution Expenses
 - iii. Barr Engineering – November 2016 Engineering Services
 - iv. Triple D Espresso – December 2016 Meeting Refreshments
 - v. Wenck – November 2016 WOMP Monitoring
 - vi. Lawn Chair Gardener – November 2016 Educational Services
 - vii. Kennedy Graven – October 2016 Legal Services
 - viii. MPCA – 2017 Main Stem Project Document Review
 - D. Approval to Set February 2, 2017 TAC Meeting – ACTION ITEM no attachment – *Staff recommends setting a Technical Advisory Committee Meeting for February 2nd in order to address XP-SWMM model results (if needed) and begin reviewing and adjusting the 5-year CIP list.*
 - E. Approval to Reimburse Alternate Commissioner Scanlan for MAWD Workshop Registration – ACTION ITEM no attachment – *At the October meeting, the Commission approved a request from Commissioner Scanlan to be reimbursed for registration costs and mileage to attend the MN Association of Watershed Districts conference. Upon further review of conference materials, Alt. Commissioner Scanlan also registered for and attended a pre-conference workshop on effective practices and public process for engaging the public. Staff recommends the Commission reimburse Alt. Commissioner Scanlan the \$85 workshop registration fee which fits into the BCWMC's overall education budget.*
 - F. Approval of Contract with Wenck Associates for Operation of WOMP (Watershed Outlet Monitoring Program) Station 2017 – ACTION ITEM with attachment - *The BCWMC is under contract with the Met Council to operate Bassett Creek's Watershed Outlet Monitoring Program station. The Commission has contracted with Wenck Associates for the past four years to operate the station including collecting and delivering water samples and maintaining the station and its equipment. BCWMC staff recommends continuing the contract with Wenck in 2017. A proposal from Wenck and contract for work is attached. The Met Council recently changed WOMP monitoring protocols, requiring additional sample collections. The budget line for WOMP work in 2017 is likely to be over budget by a few thousand dollars but is still in line with overall BCWMC expenditures.*
 - G. Approval to Submit Grant Application to Minnesota Conservation Corps on Behalf of Metro Blooms for Harrison Neighborhood Project – ACTION ITEM with attachment – *The Harrison Neighborhood Project being implemented by Metro Blooms is continuing, having recently received funding from Met*

Council (through a grant awarded to the BCWMC), and 2017 Clean Water Funds being recommended for approval by BWSR. The Commission will receive an update on the project at a meeting in the near future. Currently, Metro Blooms is requesting that the BCWMC apply for crew labor from the Conservation Corps of Minnesota (CCM) to assist with the project. 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 crew time spent. The Commission approved a similar grant application to CCM on Metro Blooms' behalf in January 2016. Staff recommends submitting the application on behalf of Metro Blooms.

- H. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U. S. Army Corps of Engineers – **ACTION ITEM with attachment (full document online)** - In accordance with the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection of the flood control features was recently performed by the Commission Engineer to assess and document conditions. The attached report includes conditions of each structure and a list of recommended actions. The report should be forwarded to member cities, the MN Department of Natural Resources and the U.S. Army Corps of Engineers.

5. BUSINESS

- A. Receive Update on Clean Water Fund Grant Applications – **INFORMATION ITEM no attachment** – Staff submitted two Clean Water Fund grant applications to the BWSR in August ([see 7C and D](#)). Staff is pleased to report that the BWSR Board is expected to approve the Clean Water Fund grants to the BCWMC at their meeting next week. The Plymouth Creek Restoration Project is slated to receive \$400,000 in grant funding. The Harrison Neighborhood Project is slated to receive \$134,595 in grant funds. Once approved, staff will work with BWSR to develop work plans for the projects.
- B. Consider Approval of Resolution of Appreciation for Commissioner Ginny Black – **ACTION ITEM with attachment** – This meeting will be Commissioner Black's last meeting as a Commissioner. A resolution of appreciation for Ginny's twelve + years of service is appropriate!
- C. Consider Approval of Southwest Light Rail Transit Project – **ACTION ITEM with attachment** – The Commission approved SWLRT's requested connection to the new Bassett Creek tunnel at their [March 17, 2016](#) meeting. The Commission reviewed the SWLRT project at their [June 16, 2016](#) meeting. The Commission did not approve the project plans, but directed BCWMC staff to submit comments to the project proposer and bring revised plans to a future meeting. Staff recommends approval of the proposed project and an extension of the approval expiration date through December 2021.
- D. Consider Approval to Provide Financial Contributions for Stormwater Management at Agora Development, Plymouth – **ACTION ITEM with attachment** – At their meeting this [August](#), the Commission received a presentation from Solution Blue on the stormwater management components of a redevelopment project on the old Four Seasons Mall site. At the time, the Commission was asked to consider providing funding toward stormwater management features that would go "above and beyond" pollutant removal requirements for the redevelopment. In August the Commission took action to "move forward with exploring a partnership with Rock Hill Management through an agreement with the City of Plymouth and for Commission staff to gather and assess additional information for further consideration including technical and legal issues." The developer is seeking a decision on Commission funding commitments. Revised and more detailed information was analyzed by the Commission Engineer. Please see the attached memo for information and staff recommendations.
- E. Consider Approval to Submit Aquatic Invasive Species Prevention Grant Application to Hennepin County – **ACTION ITEM with attachment** – The BCWMC Aquatic Plant Management/Aquatic Invasive Species (APM/AIS) Committee and Commission staff recommend applying for an AIS Prevention Grant from Hennepin County, due 1/20/17. See the attached memo for background and further recommendations.

- F. Receive Information on Application of Atlas 14 Flood Levels to Blue Line LRT Project – **INFORMATION ITEM with attachment** – *The Commission Engineer wishes to inform the Commission about the use of preliminary XP-SWMM flood elevations by the Blue Line LRT project consultants and the possibility of requests for variances for pieces of this project in the future. Please see attached memo.*
- G. Consider Approval of Administrative Services Committee Recommendations – **ACTION ITEMS with attachment** – *The Administrative Services Committee met on December 5th to consider multiple policy issues. Please see the attached memo with background and recommendations for each of the items below.*
 - i. Policy Manual Updates – **ACTION ITEM with attachment** – *Committee recommends approval of policies 2.6 and 3.1 – 3.7 as presented in the attachment.*
 - ii. Resolution Approving Records Retention Schedule – **ACTION ITEM with attachments** – *Committee recommends approval of the attached records retention schedule by way of the attached resolution.*
 - iii. Report on Staff Performance Evaluation – **INFO ITEM no attachment** – *Committee Chair Mueller will provide information on the results of staff evaluations.*
 - iv. Solicit Letters of Interest Proposals for Technical and Legal Services – **ACTION ITEM no attachment** – *Committee recommends directing staff to solicit “letters of interest proposals” for engineering and legal services per State requirements.*
 - v. Amendments to Administrator Contract – **ACTION ITEM with attachment** – *Committee recommends revisions to my contract to align with job duties and 2017 budget.*

H.

6. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - i. Report on MAWD Conference
- B. Chair
- C. Commissioners
 - i. Report on MAWD Conference
- D. TAC Members
 - i. Report on 11/28/16 Meeting
 - ii. Next Meeting 2/2/17
- E. Committees
 - i. APM/AIS Committee – Next Meeting 1/24 – [Meeting Materials](#)
- F. Legal Counsel
- G. Engineer
 - i. Report on Meeting with Hennepin County on West Mesonet

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. WMWA Meeting Minutes
- D. HennepinWest Mesonet
- E. WCA Notice of Decision, Plymouth
- F. WCA Notice of Application, Plymouth
- G. WCA Notice of Decision, Plymouth
- H. WCA Notice of Application, Crystal

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC APM/AIS Committee Meeting: Tuesday January 24th, 8:30 – 10:00 a.m., Medicine Lake Room, Plymouth City Hall
- BCWMC Technical Advisory Committee Meeting: Thursday February 2nd, 1:30 – 3:30 p.m. Council Chambers, Golden Valley City Hall
- BCWMC Regular Meeting: Thursday January 19th, 8:30 a.m., Council Conference Room, Golden Valley City Hall