



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: January 12, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 1/19/17 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 – December 15, 2016 Commission meeting- **ACTION ITEM with attachment**
  - B. Approval of January 2017 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 – December 2016 Administrator Services
    - ii. Keystone Waters, LLC – December Meeting Materials Distribution Expenses
    - iii. Barr Engineering – December 2016 Engineering Services
    - iv. Triple D Espresso – January 2017 Meeting Refreshments
    - v. Wenck – December 2016 WOMP Monitoring
    - vi. Lawn Chair Gardener – December 2016 Educational Services
    - vii. Kennedy Graven – November 2016 Legal Services
    - viii. Met Council – 2016 CAMP Contribution
    - ix. HDR – Website Assistance
    - x. City of Golden Valley – 2016 Financial Assistance
    - xi. CNA Suety – 2017 Insurance
  - D. Approval to Reimburse City of Golden Valley for Main Stem Restoration Project (2015CR) Expenses – ACTION ITEM with attachment – *At their meeting 11/19/15 the BCWMC entered into an agreement with the City of Golden Valley to design/construct the Main Stem Restoration Project from 10<sup>th</sup> Avenue to Duluth Street. The construction of the project is largely complete and the city has submitted a second reimbursement request for the work. I reviewed all documentation and invoices and recommend approval of the reimbursement. Planting, vegetation management, and minor structural work will continue on the site through 2018.*
  - E. Approval of Proposal from MMKR to Perform 2016 Financial Audit – ACTION ITEM with attachment – *Staff (including the Commission’s Deputy Treasurer) recommends accepting the attached proposal from MMKR to perform the FY2016 – 2017 financial audit (full document online).*
  - F. Approval of Resolution to Transfer Funds from CIP Account to Administrative Account – ACTION ITEM with attachment – *Per its fiscal policies, each year the Commission transfers up to 2.5% of the taxes levied for CIP projects to the Commission’s administrative account (annual operating funds) to offset the administrative costs of managing the CIP projects. In 2016, the Commission levied \$1.222M through Hennepin County; the 2016 administrative budget included \$17,055 as a transfer from the CIP account. Staff recommends approving the resolution to transfer 1.4% of the levy amount or \$17,055 from the CIP*

account to the administrative account.

- G. Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long Term Maintenance Fund – **ACTION ITEM with attachment** – *Per its fiscal policies, each year the Commission transfers \$25,000 from the administrative account into the Channel Maintenance Fund and another \$25,000 from the administrative account into the Long Term Maintenance Fund. The Commission then transfers from the Long Term Maintenance Fund into the administrative account the cost of Flood Control Project inspections for that year. Staff recommends approving the resolution to transfer \$25,000 into the Channel Maintenance Fund and \$16,000 into the Long Term Maintenance Fund (which is \$25,000 less the cost of 2016 inspections of the Flood Control Project).*
- H. Approval of Northwood North Area Infrastructure Improvements, City of New Hope – **ACTION ITEM with attachment** - *The proposed project includes street reconstruction, water main and sanitary sewer replacement, and storm sewer improvements in the Northwood North neighborhood in the City of New Hope. The area currently drains untreated stormwater to Northwood Lake. The project will provide stormwater treatment by diverting water to underground filtration trenches and is designed to meet MIDS standards for linear projects. Staff recommends conditional approval of the project with conditions stated in Engineer’s memo.*

## 5. BUSINESS

- A. Consider Approval of Resolution of Appreciation for Alternate Commissioner David Tobelmann – **ACTION ITEM with attachment** – *The Plymouth City Council recently appointed a new Alternate Commissioner to represent Plymouth starting February 1<sup>st</sup>. The Commission should recognize the contributions of David Tobelmann over the past four years with a resolution of appreciation.*
- B. Receive Presentation from Commission Engineer on XP-SWMM Phase II Results – **INFORMATION ITEM with attachment** – *At their meeting on 4/16/15 the Commission Engineer approved a proposal to complete a comprehensive XP-SWMM hydrologic model of the watershed. The project is now complete and results will be presented at this meeting. Staff recommends the following actions by the Commission:*
- i. *Commission approve the draft BCWMC Phase 2 XPSWMM report and direct the Commission Engineer to finalize the report after comments have been received by Administrator, Commissioners and TAC.*
  - ii. *Commission request the TAC to review the new flood elevations presented in Table 3-7 based on the BCWMC Phase 2 XPSWMM Model (Atlas 14) results and provide recommendation to the Commission to adopt the new flood elevations.*
  - iii. *Commission direct the TAC to consider how to handle locations where the Phase 2 XPSMMM flood elevations are lower than existing flood elevations listed in the BCWMC plan or potentially lower than the elevations in the current Flood Insurance Study for Hennepin County.*
  - iv. *Commission direct the TAC to review Table 3-7 and identify or “ground-truth” locations of significant change that may require additional review or explanation by Engineer.*
- C. Consider Approval of Recommendations from Technical Advisory Committee – **ACTION ITEM with attachment** – *The TAC met on November 28<sup>th</sup> and forwards recommendations to the Commission on the following topics. Please see the memo included with meeting materials.*
- i. *MIDS in Linear Project*
  - ii. *Shoreland and Habitat Monitoring*
  - iii. *Letter of Understanding for MS4 Reporting on BCWMC Education Activities*

- D. Discuss Structure of Agreement for Contributing Capital Improvement Program Funds to Agora Development, Plymouth – **DISCUSSION ITEM with attachment** – *At the December meeting, the Commission took action approving a financial contribution of CIP funds to the Agora development in Plymouth. BCWMC staff and city staff have been working to determine the best way for the Commission to cooperate with the city and the project developer. Staff recommends the Commission consider entering an agreement directly with Rock Hill Management rather than with the City of Plymouth. Please see the memo in the meeting materials.*
  
- E. Receive Update on Timeline and Requirements for Conformance with 2015 Watershed Management Plan Through City Ordinances and Local Water Plans – **INFORMATION ITEM with attachment** – *The latest BCWMC Watershed Management Plan was adopted in September 2015. The Plan requires that member cities update their ordinances or other controls to comply with the Plan within two years of Plan adoption, September of this year. Updates to a city’s ordinances/controls may be needed in a variety of areas including erosion and sediment control; wetland management; floodplain/zoning; stormwater management, etc. Additionally, cities must update their Local Water Management Plan (LWMP) to conform with the BCWMC Plan. LWMPs are updated along with the city’s Comprehensive Plan, due in 2018. The checklist included in the meeting packet was developed to assist cities with their updates.*
  
- F. Consider Directing Staff to Submit Aquatic Invasive Species Prevention Grant Application to Hennepin County – **ACTION ITEM with attachment** – *At the December meeting the Commission approved a recommendation from the Aquatic Plant Management/Aquatic Invasive Species (AIS) Committee to submit a grant application to Hennepin County for the inventory of AIS in Sweeney, Parkers, and Medicine Lakes plus a pathways analysis, vulnerability and suitability assessment, and management plan development. The draft grant application is included in the packet along with the draft budget indicating a cash match from the BCWMC of \$5,000 and in-kind administrative support. Staff recommends approval to submit the application after final editing.*
  
- G. Receive Update on Compliance with New State Buffer Law in BCWMC – **INFORMATION ITEM with attachment** – *At the October meeting Commissioners received an update on the new [State Buffer Law](#). Hennepin County staff have completed a review of compliance within the watershed and found no parcels out of compliance with the new law. Please see the letter attached.*
  
- H. Receive Update on Various Grant Applications, Awards, and Development of Grant Work Plans – **INFORMATION ITEM no attachment** – *At this meeting staff will update Commissioners on the various grants currently awarded, recommended for award, or being implemented throughout the watershed.*

## 6. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
- B. Chair
- C. Commissioners
- D. TAC Members
  - i. New Meeting Date – 2/3, 9:00 a.m.
- E. Committees
  - i. APM/AIS Committee – Next Meeting 1/24 – [Meeting Materials](#)
- 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. [16<sup>th</sup> Annual Road Salt Symposium February 2<sup>nd</sup>](#)
- D. WMWA Meeting Minutes
- E. WCA Notice of Decision, Golden Valley
- F. WCA Notices of Application (multiple), Plymouth
- G. WCA Notice of Decision, Plymouth
- H. WCA Notice of Decision, 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
- 16<sup>th</sup> Annual Road Salt Symposium: Thursday February 2<sup>nd</sup>, 8:00 a.m. – 3:00 p.m., Mounds View Event Center
- BCWMC Technical Advisory Committee Meeting: Friday February 3<sup>rd</sup>, 9:00 – 11:00 a.m. Council Conference Room, Golden Valley City Hall
- BCWMC Regular Meeting: Thursday February 16, 8:30 a.m., Council Conference Room, Golden Valley City Hall