



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 9, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 2/16/17 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 – January 19, 2017 Commission meeting- **ACTION ITEM with attachment**
 - B. Approval of February 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 – January Meeting Materials Distribution Expenses
 - ii. Barr Engineering – January 2017 Engineering Services
 - iii. Triple D Espresso – February 2017 Meeting Refreshments
 - iv. Wenck – January 2017 WOMP Monitoring
 - v. Lawn Chair Gardener – January 2017 Educational Services
 - vi. Kennedy Graven – December 2016 Legal Services
 - vii. Kennedy Graven – January 2017 Legal Services
 - viii. Metro Blooms – Harrison Neighborhood Project Met Council Grant Reimbursement
 - ix. Shingle Creek WMC – 2017 West Metro Water Alliance (WMWA) Contribution
 - D. Resolution 17-03 Designating Depositories for BCWMC Funds – **ACTION ITEM with attachment** – *The Commission annually designates official depositories for its funds. Staff (including the Deputy Treasurer) recommends approval of the attached resolution.*
 - E. Approval to Designate Finance and Commerce as the Official News Publication of the BCWMC – **ACTION ITEM no attachment** – *After review of publication options last winter, at their meeting in March 2016, the Commission took action to designate Finance and Commerce as the BCWMC official publication, to end the practice of using Lakeshore Weekly News as a publication outlet, and to use news outlets that cover all areas of the Commission within Minneapolis. Staff recommends to continue this practice and to designate Finance and Commerce as its official publication.*
 - F. Approval to Reimburse City of New Hope for Northwood Lake Improvement Project Expenses – **ACTION ITEM with attachment** *(additional documentation online and still more documentation available upon request)* – *At their meeting In February 2016, the Commission approved an amended agreement with the City of New Hope for construction of the Northwood Lake Improvement Project. This reimbursement request reflects Northdale Construction Company completing the majority off all work, excluding miscellaneous restoration and punch list items which will be addressed in the spring of 2017. The educational signage for the project will also be developed and installed this spring. Staff reviewed all documentation submitted with the reimbursement request and recommends approval of payment.*

- G. Approval of Contract with HDR, Inc. for Website Hosting and Assistance – **ACTION ITEM with attachment** – Staff recommends approving a 3-year contract with HDR to continue their hosting of the new BCWMC website and their continued technical support, as needed.
- H. Approval of French Regional Park Street Improvements Project – **ACTION ITEM with attachment** – Staff recommends conditional approval with comments from the Engineer on this street improvements project within French Regional Park adjacent to Medicine Lake. The proposed project includes approximately 25.1 acres of grading and results in a decrease of 0.8 acres of impervious surfaces.
- I. Approval of Contract with Wenck Associates for 2017 Lake Monitoring – **ACTION ITEM with attachment** – At their meeting in August 2016, the Commission approved a proposal from Wenck Associates to perform routine lake monitoring on Twin, Sweeney, and Lost Lakes for a total of \$38,277. The Sweeney Lake Aeration Study being performed this summer by the Commission Engineer includes the need for some additional data from Sweeney Lake. Since Wenck staff will be on the lake collecting routine data, there is economical efficiencies for them to also collect this extra data (totaling an additional \$1,971 to come from the Aeration Study budget). Staff (including Commission legal counsel) recommends approval of the attached agreement.
- J. Approval to Set March 2nd Technical Advisory Committee Meeting – **ACTION ITEM no attachment** – The TAC met on February 3rd and began discussing the XP-SWMM model results and the 5-year CIP. Discussions on both of these items need to continue at a future meeting. Staff recommends setting a March 2nd TAC meeting.

5. ORGANIZATIONAL MEETING

- A. Introduce New Commissioners – **INFORMATION ITEM no attachment**
- B. Elect Officers - **ACTION ITEM no attachment** - The Commission should appoint (or reappoint) a Chair, Vice Chair, Secretary and Treasurer. Officers hold one year terms. The Secretary and Treasurer can be combined into one position. Current officers = Chair de Lambert, Vice Chair Mueller, Secretary/Treasurer Harwell. More information on the duties of the officers can be found in the bylaws here: <http://www.bassettcreekwmo.org/application/files/1314/4424/7360/BCWMC-Bylaws.pdf>.
- C. Review 2017 Commission Calendar and Areas of Work – **INFORMATION ITEM with attachment** – February 1st marks the beginning of the Commission’s business and fiscal year. The attached document is an informational piece that shows items the Commission considers annually and/or will consider over the next 12 months. The document also lists the various Commission committees, the approximate timing of committee meetings, and work areas for the committees this year.
- D. Appoint Committee Members – **ACTION ITEM no attachment (see 5C)** - Committees are an important part of the Commission. Commissioners and alternate Commissioners should consider participating on at least one committee. Non-Commissioners can also sit on Commission committees. See the document in 5C above for a description of committees and their work slated for this year.
 - i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Education Committee
 - iv. Aquatic Plant Management/Aquatic Invasive Species Committee
 - v. Technical Advisory Committee Liaison
- E. Consider Approval of January Administrator Invoice – **ACTION ITEM with attachment** – The administrators contract in effect though the end of January states that the Administrator cannot invoice the Commission more than \$5,150/month (about 76 hours) without approval from the Commission. January was a very busy month for the Commission for a variety of reasons. As such, I spent nearly 100 hours on Commission

business totaling over \$6,800. Normally, I would only bill for the maximum of \$5,150 and would “hold” the over-budget amount to the following month. However, since January 31st is the end of your fiscal year, I believe it’s important to capture all actual expenditures for the year with this invoice. I’m seeking approval for payment of the entire invoiced amount. The amount does not constitute being over budget on the Administrator budget line for the year.

- F. Review and Consider Approval of Year End Financial Report (Feb 1, 2016 - Jan 31, 2017) – **INFORMATION ITEM with attachment** - *The annual organizational meeting is a good time to review the ending financial standing of the Commission’s prior fiscal year. Although some items were over budget, others were under budget and although the budget appears to have a deficit of more than \$18,500, there was over \$41,000 of unbudgeted revenue due to the Met Council grant for the Harrison Neighborhood Project, and income from Met Council as reimbursement for Commission work on the SWLRT and Blue Line LRT. Consequently, the Commission ended the year with a \$22,725 surplus. Staff is happy to answer questions and further explain the Commission’s financial standing.*
- G. Review Open Meeting Law – **INFORMATION ITEM with attachment** - *The attached document is included simply to remind Commissioners about key provisions of the open meeting law, ways in which the law can be easily broken, and links to further information.*

6. BUSINESS

- A. Agora Development
 - i. Consider Approval of Development Plans – **ACTION ITEM with attachment** - *This review summary addresses the development requirements on the Agora development site only, not the components for the BCWMC cost share for the “above and beyond” treatment. The proposed project includes full demolition and reconstruction of the Four Seasons Mall site. Redevelopment will include nine (9) individual buildings, parking, drives, stormwater features, etc. The submittal did not include detailed plans for the wetland restoration to the south of the development site. The proposed project includes approximately 17.1 acres of grading and results in an increase of impervious surface by 0.13 acres. Staff recommends conditional approval with comments in the attached engineer’s memo.*
 - ii. Consider Agreement with Rock Hill Management and City of Plymouth – **ACTION ITEM with DRAFT attachment** – *At their meetings in December and January, the Commission approved entering an agreement with Rock Hill Management to contribute CIP funds for the construction of stormwater management practices that remove pollution above and beyond what’s required for the development. At the time of this writing, the agreement attached is still in draft form and is being reviewed by the developer and his attorney. The Commission will have a separate agreement with the City of Plymouth for on-going maintenance of the wetland restoration portion of the project.*
- B. Receive Presentation on 2016 Water Quality Monitoring Results – **INFORMATION ITEM with attachments (3)** – *Medicine Lake, Crane Lake, and Northwood Lake were monitored by the BWCMC in 2016. The Commission Engineer developed the attached reports (which are considerably shorter and more “user friendly” than previous reports) and will present the results of the monitoring at this meeting.*
- C. Consider Recommendation from Aquatic Plant Management/Aquatic Invasive Species Committee – **ACTION ITEM with attachment** – *Although there is still some work needed by the committee to refine and prioritize their recommendations for the Commission, there is a time-sensitive recommendation from the committee for the Commission’s consideration. Please see the attached memo.*
- D. Receive Presentation of New Educational Displays – **INFORMATION ITEM no attachment** – *At their meeting in July 2016, the Commission entered an agreement with Dawn Pape to develop new educational display materials for the Commission’s use. Dawn will be on hand at the meeting to present the new materials.*

- E. Consider Contract with Dawn Pape for Administrative Services – **ACTION ITEM with attachment** – *Staff recommends continuing to partner with Dawn Pape on a variety of tasks previously performed by the Recording Secretary, Amy Herbert, until last summer and some of which were continued by Ms. Pape under a contract that recently expired. Staff recommends approving the attached contract (which was reviewed by the Commission’s Legal Counsel) for administrative tasks to come from the Administrative Services budget line item.*

- F. Review Letters of Interest Proposals for Legal and Technical Services – **ACTION ITEM no attachments** – *In December, the Commission submitted a solicitation for proposals for legal and technical engineering services to comply with State Law. The Commission received one proposal (from Kennedy Graven) for legal services and four proposals for engineering services from Barr Engineering, Northern Technologies LLC, Rani Engineering, and Cardno. The proposals themselves are not public documents and cannot be included with meeting materials. I will send them to Commissioners separately.*

7. COMMUNICATIONS

- A. Administrator’s Report - **INFORMATION ITEM with attachment**
 - i. Report on Road Salt Symposium
 - ii. Update on Enforcement of Buffer Law
- B. Chair
- C. Commissioners
 - i. Report on Road Salt Symposium
- D. TAC Members
 - i. Report on February 3rd Meeting
- E. Committees
- F. Legal Counsel
- G. Engineer
 - i. Update on Sweeney Lake Aeration Study
 - ii. Update on Bassett Creek Park Pond/Winnetka Pond Dredging Project

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. Northwood Lake Improvement Project Grant Reports (2)
- D. WMWA Winter Newsletter
- E. WCA Notices of Decision, Plymouth
- F. WCA Notice of Conditional Approval, Plymouth

9. ADJOURNMENT

Upcoming Meetings & Events

- Bassett Creek Park & Winnetka Pond Dredging Project Public Open House: Thursday February 16th, 5:30 – 7:30 p.m., The Heathers Manor, 3000 N. Douglas Drive, Crystal MN
- Turfgrass Maintenance Training: Thursday March 2nd, 7:30 a.m. – 2:00 p.m., Plymouth City Hall
- BCWMC Technical Advisory Committee Meeting: Thursday March 2nd, 1:30 – 3:30 p.m. Council Chambers, GV City Hall
- BCWMC Regular Meeting: Thursday March 16, 8:30 a.m., Council Conf Room, Golden Valley City Hall
- Plymouth Home Expo: Fri April 7th 6:00 – 9:00 p.m. & Sat April 8th 9:00 a.m. – 1:00 p.m., Plymouth Creek Center Fieldhouse