



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: May 11, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 5/18/17 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 – April 20, 2017 Commission meeting- **ACTION ITEM with attachment**
 - B. Approval of May 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 – April Administrator Services
 - ii. Keystone Waters, LLC – April Meeting Materials Distribution Expenses
 - iii. Barr Engineering – April 2017 Engineering Services
 - iv. Triple D Espresso – May 2017 Meeting Refreshments
 - v. Wenck – April 2017 WOMP Monitoring
 - vi. Wenck – April Routine Lake Monitoring
 - vii. Lawn Chair Gardener – April 2017 Administrative Services
 - viii. Kennedy & Graven – March Legal Services
 - ix. HDR – Website Hosting and Assistance
 - x. PLM Lake & Land Management – Curly-leaf Pondweed Control, Medicine Lake
 - xi. MMKR – 2016 Audit
 - xii. Metro Conservation District – Children’s Water Festival Contribution
 - D. Approval of BNSF Bridge 1.7 Project, Minneapolis – **ACTION ITEM with attachment** - *The proposed project includes completing a project originally proposed in 1995 consisting of the removal of an existing BNSF bridge and filling the embankment above the existing culverts for Bassett Creek. Staff recommends approval of the project with recommendations on erosion and sediment control outlined in the memo.*
 - E. Approval of Golden Valley – Minneapolis Interceptor Rehabilitation Project – **ACTION ITEM with attachment** - *The proposed project involves repairs to the existing sanitary interceptor sewer located in the Bassett Creek Main Stem subwatershed and resulting in 6.5 acres of disturbance (grading). Staff recommends approval of the project with recommendations included in the attached memo.*
 - F. Approval 10th Avenue North Culvert Replacement, Golden Valley – **ACTION ITEM with attachment** – *The proposed project includes the removal of three existing corrugated steel pipes, installation of two reinforced concrete box culverts (8’ x 6’), storm sewer replacement, reconstruction of roadway and sidewalk, and site grading. The project is located in the Bassett Creek Main Stem subwatershed and results in 1.25 acres of disturbance (grading), 0.53 acre of reconstructed impervious, and no new impervious surface. Staff recommends approval of the project with recommendations included in the attached memo.*
 - G. Approval of 2016 BCWMC Annual Report – **ACTION ITEM with attachment** (full document online) – *According to Minnesota Rules Chapter 8410, the BCWMC is required to submit an annual report (due at the end of May) to the MN Board of Water and Soil Resources. Staff is happy to take recommendations for additions or revisions to the report. Staff recommends approval of the attached report (which still needs a*

few pieces of updated information and the addition of appendices) and direction to submit the report once finalized.

5. PUBLIC HEARING

- A. Receive Comments from Member Cities and the Public on Proposed Minor Amendment to 2015 Bassett Creek Watershed Management Plan – INFORMATION ITEM with attachment – *At their meeting on March 16th the BCWMC set this public hearing date and directed staff to begin a request for a minor plan amendment to revise the Commission’s CIP project list and schedule (attached online). During this hearing, the Commission should receive and record comments from cities or the public and/or answer questions about the proposed plan amendment.*
 - i. Receive Comments from Review Agencies – INFORMATION ITEM with attachment – *A 30-day comment period for agency review began on April 10th. The BCWMC received minor comments from the DNR and the Metropolitan Council. The BWSR and the Department of Agriculture indicated they had no comments on the proposed amendment (see comment letters and email correspondence attached).*
 - ii. Consider Extending Comment Period to June 28, 2017 per Hennepin County Request – ACTION ITEM with attachment – *Staff recommends granting the County’s request to extend the comment period to June 28th in order to accommodate the County’s review process and Board meeting schedule. Extending the timeline does not impact the implementation schedule of the CIP projects included in the proposed amendment.*

6. BUSINESS

- A. Consider Accepting Final Feasibility Report for Bassett Creek Park Pond/Winnetka Pond Dredging Project (BCP-2) and Choose Alternative to Implement – ACTION ITEM with attachment (full document online) – *At their meeting in April, the Commission reviewed and discussed the first draft of the feasibility study for this project. The Commission agreed with the City of Crystal and the Commission Engineer’s recommendation to set aside the dredging of Bassett Creek Park Pond due to the high project cost and apparently low pollutant removal results. The Commission agreed that the dredging of Winnetka Pond was a more viable project with lower costs and better pollutant removal results. The Commission Engineer will present the final feasibility report and recommendations for alternatives to implement. The Commission should accept the final report and choose an alternative to implement so that a maximum 2018 levy can be set (see item 6B.)*
- B. Set 2018 Maximum Levy and Direct Staff to Submit to Hennepin County – ACTION ITEM with attachment – *A maximum 2018 levy amount for collection by Hennepin County on behalf of the Commission should be set at this meeting. Staff recommends a maximum levy of \$1,346,815 which includes 2nd year costs for the Plymouth Creek Restoration Project and the Main Stem Erosion Repair Project along with the estimated cost of the Bassett Creek Park Pond Dredging Project. (See table attached.) The Commission can lower the levy request when it submits its final levy amount in September of this year, but it cannot request more than the maximum levy amount.*
- C. Review Recommendations from Technical Advisory Committee - ACTION ITEM with attachments – *The TAC met on May 4th to discuss the XP-SWMM final report and results, along with performance standards for linear projects (as directed by the Commission). TAC recommendations on these items are included in the attached memo.*
 - i. Consider Approval of Final XP-SWMM Phase II Report – ACTION ITEM with final report online
 - ii. Consider Adoption of New Floodplain Elevations – ACTION ITEM with attached technical memo
 - iii. Consider Revising Water Quality Requirements for Linear Projects – ACTION ITEM (see TAC memo)

- D. Discuss Recommendations from Budget Committee on 2018 Operating Budget and Consider Purchasing Monitoring Equipment in 2017 – **DISCUSSION/ACTION ITEM with attachment** – *The Budget Committee met on March 27th and April 24th to discuss the 2018 operating budget, proposed program areas and costs, revenue, and member city assessments. A report on their discussions and their recommendations is included in the attached memo with budget tables and notes on expense categories. Since their last meeting, staff further refined some figures within the monitoring budget which are also reflected in the attached tables. The Commission should discuss the proposed budget; action on a budget is not required until the June Commission meeting. The Budget Committee also recommends the Commission purchase up to \$10,900 of monitoring equipment with the 2017 Surveys and Studies budget line for use on the Schaper Pond Effectiveness Monitoring Project in 2017 (eliminating the need for the Commission to rent equipment this year and which can then be used for stream monitoring starting next year).*
- E. Review Recommendations from Education Committee - **ACTION ITEM with attachments** – *At their meeting in March, the Commission approved a 2017 education work plan and budget with the understanding that the Education Committee would continue to develop additional educational projects and programs. The gray boxes in the attached table show the additional proposed projects recommended by the committee and staff. If these projects are approved, the committee and staff also recommend an amendment to the contract with Dawn Pape to help implement these projects.*
- i. Consider Approval of Additions to 2018 Education Work Plan and Budget – **ACTION ITEM with attachment**
 - ii. Consider Approval of Amended Contract with Dawn Pape – **ACTION ITEM with attachment**

7. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
- i. Volunteers Needed for June 3rd Events
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- i. APM/AIS Committee - Upcoming Meeting
- F. Legal Counsel
- G. Engineer

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Medicine Lake Curly-leaf Pondweed Treatment Report
- C. WMWA March and April Meeting Minutes
- D. WCA Notice of Decision, Plymouth

9. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC APM/AIS Committee Meeting: Tuesday May 23, 8:30 a.m., Council Conference Rm, Golden Valley City Hall
- Woodland Restoration Event: Saturday June 3, 8:30 a.m. – 12:30 p.m., Westwood Nature Center, St. Louis Park, volunteer pre-registration required: <https://www.greatrivergreening.org/events/june-3-westwood-hills-nature-center/>
- New Hope City Day: Saturday June 3, 9:00 a.m. – Noon, New Hope City Hall
- BCWMC Regular Meeting: Thursday June 15, 2017, 8:30 a.m., Golden Valley City Hall
- Woodland Restoration Event: Saturday June 3, 8:30 a.m. – 12:30 p.m., Westwood Hills Nature Center, St. Louis Park, volunteer pre-registration required: <https://www.greatrivergreening.org/events/june-3-westwood-hills-nature-center/>