



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: October 11, 2017

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 10/19/17 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 – September 21, 2017 Commission meeting- **ACTION ITEM with attachment**
 - B. Approval of October 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 – September Administrator Services
 - ii. Keystone Waters, LLC – September Meeting Materials Distribution Expenses
 - iii. Barr Engineering – September 2017 Engineering Services
 - iv. Triple D Espresso – October 2017 Meeting Refreshments
 - v. Triple D Espresso – Chloride Training Breakfast/Lunch
 - vi. Wenck – September 2017 WOMP Monitoring
 - vii. Wenck – September Routine Lake Monitoring
 - viii. Lawn Chair Gardener – September 2017 Administrative and Education Services
 - ix. Kennedy & Graven – August Legal Services
 - x. ECM – Public Hearing Legal Notice Publication
 - xi. Finance and Commerce – Public Hearing Legal Notice Publication
 - D. Approval to Reimburse City of Crystal for North Branch Bassett Creek Channel Maintenance Project – **ACTION ITEM with attachment** – *At their meeting in November 2015, the Commission entered an [agreement](#) with the City of Crystal to use Channel Maintenance Funds to repair an eroding bank on the North Branch of Bassett Creek. The project is complete and the city is requesting final reimbursement. Staff recommends approval.*
 - E. Approval of Metro Transit C Line Bus Rapid Transit Project, Minneapolis – **ACTION ITEM with attachment** - *The proposed project is partially located in the Bassett Creek Main Stem subwatershed along Penn Avenue and consists of construction of a new Bus Rapid Transit (BRT). The proposed work includes intersection and roadway reconstruction, and construction of bus station platforms at 11 intersections resulting in 5.5 acres of disturbance. The proposed project results in a decrease in impervious surfaces of 0.4 acres and does not involve work in the floodplain. Staff recommends approval with some comments in the attached memo.*
5. **BUSINESS**
 - A. Consider Approval of 90% Plans for Main Stem Erosion Repair Project (CIP: 2017CR-M), Minneapolis – **ACTION ITEM with attachment** – *At their meeting in August, the Commission approved the 50% design plans for this project, as prepared by Barr Engineering. 90% plans will be presented for consideration at this meeting including estimated project expenses, and a report on input gathered at the public open house.*

- B. Consider Approval of Agreement with Wenck Associates for Assistance with Review of Local Water Management Plans – **ACTION ITEM with attachment** – *At their meeting in July Commissioners were informed that the City of Minnetonka hired Barr Engineering to develop the city’s local water management plan (LWMP) and were reminded that Golden Valley also hired Barr to develop their LWMP. The Commission is required to review LWMPs for consistency with the Watershed Plan. This activity is typically performed by the Commission Engineer. Commissioners expressed concern that in this case, the Commission Engineer (Barr) would be reviewing a plan prepared by Barr. They briefly discussed alternatives. Commissioners indicated that one possible action would be to have me review the bulk of these city’s plans and hire an outside consultant to assist with review of the technical aspects of the plans. Attached for the Commission’s consideration is a simple agreement between the Commission and Wenck Associates to perform this technical review, as needed. Staff recommends approval of the agreement at a cost not to exceed \$6,000.*

- C. Consider Revision to Feasibility Study Scope and Budget for DeCola Ponds B & C Improvement Project (BC-2, 3, 8) – **ACTION ITEM with attachment** - *At their meeting last month, the Commission approved a proposal to complete a feasibility study for the DeCola Ponds B & C Improvement Project, with amendments. One of the amendments was to remove soil testing from the study due to liability concerns at the time. After discussions with various entities, staff recommends revising the scope and budget of the study to include soil testing and development of a soil testing work plan for submittal to the MPCA.*

- D. Consider Approval of Recommendations of the Aquatic Plant Management/Aquatic Invasive Species Committee – **ACTION ITEM see #6E attachment from 9/21/17 meeting** – HELD FROM SEPT MEETING: *At the July 20th meeting, the Commission began reviewing and discussing recommendations by the APM/AIS committee. At that meeting, recommendations #1 - #5 were approved. At this meeting, the Commission should continue discussing committee recommendations.*

- E. Consider Approval of Technical Advisory Committee Recommendations – **ACTION ITEM see #6C from 9/21/17 meeting** - *At their meeting last month the Commission approved TAC recommendations #1 and #2 but did not have time to address items #3 and #4. Staff recommends approval of these recommendations.*

- F. Consider Approval of Administrator’s Attendance at Minnesota Association of Watershed District Annual Meeting – **ACTION ITEM with attachment** (full program and registration documents online [here](#)) – *Again this year I am seeking approval to attend the MAWD conference Nov 30 – Dec 1 in Alexandria, MN. Costs would include conference registration (\$200), one night’s lodging (\$98), mileage (\$143), and time attending sessions (up to 16 hours or \$1,120) for a total of \$1,561. These costs would fit within the “Administrator” budget line.*

6. COMMUNICATIONS

- A. Administrator’s Report - **INFORMATION ITEM with attachment**
 - i. Report on Winter Maintenance Workshop
 - ii. Reminder of November’s WEDNESDAY Commission Meeting
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer

7. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. Letter to Commission Regarding Plymouth Creek Restoration Project
- D. Minnesota Association of Watershed Districts Annual Meeting
- E. Hennepin County Level II Performance Review Results
- F. WCA Notice of Decision, Golden Valley

8. ADJOURNMENT

Upcoming Meetings & Events

- Sidewalk and Parking Lot Winter Maintenance Training Course: Friday October 13th, 8:30 a.m. – 1:30 p.m., Crystal Community Center
- BCWMC Regular Meeting: WEDNESDAY November 15, 8:30 a.m., Golden Valley City Hall