



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 13, 2017

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/21/17 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 – November 15, 2017 Commission meeting- ACTION ITEM with attachment
 - B. Approval of December 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 – November Administrator Services
 - ii. Keystone Waters, LLC – November Meeting Materials Distribution Expenses
 - iii. Barr Engineering – November 2017 Engineering Services
 - iv. Triple D Espresso – December 2017 Meeting Refreshments
 - v. Wenck – November 2017 WOMP Monitoring
 - vi. Wenck – November Routine Lake Monitoring
 - vii. Lawn Chair Gardener – November 2017 Administrative Services
 - viii. Kennedy & Graven – October Legal Services
 - D. Approval of Amendment to Agreement with Metropolitan Council for Reimbursement of BCWMC Expenses Related to Blue Line LRT Project – ACTION ITEM with attachment – At the meeting in September 2015, the Commission approved an agreement with the Met Council to be reimbursed up to \$30,000 for Commission expenses related to assisting with and reviewing designs for the Blue Line LRT Project. The agreement expires December 31, 2017 and nearly the entire \$30,000 has been spent by the Commission and reimbursed the Met Council. Work continues on this project, including work related to the Wetland Conservation Act and future design reviews. The Met Council agreed to amend the agreement to extend the term and increase the maximum compensation from \$30,000 to \$45,000. Staff recommends approving the attached amendment.
 - E. 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 – 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.
 - F. Approval to Reimburse Commissioner Scanlan for Road Salt Symposium Registration Costs – ACTION ITEM no attachment – At the meeting in March 2017, the Commission approved the 2017 Education and Outreach Plan including allocating \$1,400 for reimbursement to Commissioners for applicable event registration and training costs. Commissioner Scanlan is requesting \$135 for the cost of the February 8, 2018 Road Salt Symposium. Staff recommends approval.

- G. Approval of Resolution of Appreciation for Services of Jacob Millner – **ACTION ITEM with attachment** *Minnetonka’s Alternate Commissioner, Jacob Miller, has stepped away from the Commission. Mr. Millner served the Commission from 2011 to 2017 and it’s appropriate to recognize his service with the attached resolution and a certificate of appreciation. Mr. Bill Monk was recently appointed by the City of Minnetonka as the new alternate commissioner.*

5. BUSINESS

- A. Receive Presentation on Results of Stormwater Pond Maintenance Prioritization Analysis – **INFORMATION ITEM no attachment** – *The Commission’s watershed-wide water quality (P8) model has been maintained and updated to provide a key tool for tracking the progress towards TMDL implementation and design aspects of CIP projects and development plan submittals. Commission Engineer, Greg Wilson, will present how the Commission and cities can use the model to evaluate specific best management practices and prioritize maintenance. He will describe the methodology and present examples of 1) stormwater “hotspot” mapping to target the highest pollutant loading subwatersheds for future BMP implementation; and 2) prioritized lists and mapping to help cities target pond/wetland inspection and maintenance resources at the “highest priorities” where basins combine higher effective pollutant removal and higher sedimentation filling rates.*
- B. Receive Update on Zebra Mussels in Medicine Lake and Consider Recommendations for Next Steps – **ACTION ITEM with attachment** – *Zebra mussels were discovered in Medicine Lake on November 1st and confirmed by the MnDNR on November 2nd. Commission staff have been communicating with several partners and experts to determine possible courses of action and next steps. The attached memo includes background information on zebra mussels and several recommendations for the Commission’s consideration.*
- C. Receive Update on BWSR’s Watershed Based Funding Pilot Program – **INFORMATION ITEM no attachment** – *At their meeting on December 20, 2017 the BWSR Board will make decisions about policy, funding levels, and procedures for a new Watershed-based Funding Pilot Program being rolled out beginning early next year. I will provide further information at this meeting (after the BWSR Board acts on the 20th). I also plan to attend an informational meeting on January 8th. (You can view BWSR Board meeting materials at <http://bwsr.state.mn.us/boardpackets/2017/December2017.pdf> – this item begins on page 30 of the PDF.)*
- D. Consider Recommendations of Administrative Services Committee – **ACTION ITEM with attachment** – *The Commission’s Administrative Services Committee met on November 15th to discuss several topics. The committee meeting minutes and recommendations are included in the attached memo.*
- E. Review Feedback from Staff, Commissioners, TAC Members on Staff Performance and Commission Direction – **INFORMATION ITEM no attachment** – *At their meeting on November 15th, the Administrative Services Committee discussed a mechanism to gather feedback from staff (Karen and I), commissioners, alternate commissioners and TAC members. Questionnaires were distributed and results will be presented by Committee Chair Mueller at this meeting.*

6. COMMUNICATIONS

- A. Administrator's Report - **INFORMATION ITEM with attachment**
 - i. Report on Minnesota Association of Watershed Districts Annual Meeting
 - ii. 2018 Road Salt Symposium – [Registration Open](#)
 - iii. Conflict of Interest Forms
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer

7. INFORMATION ONLY (Information online only)

- A. [CIP Project Update Chart](#)
- B. Grant Tracking Summary and Spreadsheet
- C. New [Fact Sheet](#) on Updated Flood Elevations and XP-SWMM Modeling Effort
- D. BCWMC Winter Maintenance Workshop Evaluations
- E. West Metro Water Alliance [Fall Newsletter](#)
- F. Children's Water Festival Thank You
- G. [Harrison Neighborhood Project Article](#)
- H. WCA Notice of Decision, Plymouth
- I. WCA Notice of Application, Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- January Commission Meeting: Thursday January 18th, 8:30 a.m., Golden Valley City Hall
- [2018 Road Salt Symposium](#): Thursday February 8th, 8:30 a.m. – 3:00 p.m., Plymouth Creek Center
- February Commission Meeting: Thursday February 15th, 8:30 a.m., Golden Valley City Hall