



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday December 21, 2017
8:30 – 11:30 a.m.

Council Conference Room, Golden Valley City Hall, Golden Valley, MN

AGENDA

1. CALL TO ORDER and ROLL CALL

2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. Approval of Minutes – November 15, 2017 Commission Meeting
- B. Approval of December 2017 Financial Report
- C. Approval of Payment of Invoices
 - 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 and Education 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
- E. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U. S. Army Corps of Engineers
- F. Approval to Reimburse Commissioner Scanlan for Road Salt Symposium Registration Costs
- G. Approval of Resolution of Appreciation for Services of Jacob Millner

5. BUSINESS

- A. Receive Presentation on Results of Stormwater Pond Maintenance Prioritization Analysis
- B. Receive Update on Zebra Mussels in Medicine Lake and Consider Recommendations for Next Steps
- C. Receive Update on BWSR's Watershed Based Funding Pilot Program
- D. Consider Recommendations of Administrative Services Committee
- E. Review Feedback from Staff, Commissioners, TAC Members on Staff Performance and Commission Direction

6. COMMUNICATIONS

- A. Administrator
 - 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



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
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Bassett Creek Watershed Management Commission

**DRAFT Minutes of Regular Meeting
Wednesday, November 15, 2017
8:30 a.m.**

Golden Valley City Hall, Golden Valley MN

Commissioners and city staff present:

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	<i>Absent</i>	<i>Absent</i>	
Golden Valley	Stacy Harwell	<i>Absent</i>	Tom Hoffman
Medicine Lake	Clint Carlson	<i>Absent</i>	
Minneapolis	<i>Absent</i>	<i>Absent</i>	
Minnnetonka	<i>Absent</i>	<i>Absent</i>	
New Hope	<i>Absent</i>	Pat Crough	
Plymouth	Jim Prom	John Byrnes	
Robbinsdale	Michael Scanlan	<i>Absent</i>	
St. Louis Park	<i>Absent</i>	<i>Absent</i>	
Administrator	Laura Jester, Keystone Waters		
Engineer			
Recorder			
Legal Counsel			
Public			

1. CALL TO ORDER and ROLL CALL

On Wednesday, November 15, 2017 at 8:32 a.m. in the Council Conference Room at Golden Valley City Hall (7800 Golden Valley Rd.), Secretary Scanlan called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken.

2. CITIZEN FORUM ON NON-AGENDA ITEMS - None.

3. APPROVAL OF AGENDA

MOTION: Commissioner Prom moved to approve the agenda. Alternate Commissioner Crough seconded the motion. Upon a vote, the motion carried 5-0. [Cities of Crystal, Minneapolis, Minnetonka, & St. Louis Park absent from the vote.]

4. CONSENT AGENDA

The following items were approved as part of the consent agenda: the October 19, 2017 Commission Meeting Minutes, the November 2017 Financial Report, the payment of invoices, approval of Minneapolis Impound Lot Facility Improvement Project, Minneapolis.

The general and construction account balances reported in the November 2017 Financial Report are as follows:

Checking Account Balance	\$510,474.27
TOTAL GENERAL FUND BALANCE	\$510,474.27
TOTAL CASH & INVESTMENTS ON-HAND (11/08/17)	\$3,309,591.78
CIP Projects Levied – Budget Remaining	(4,364,861.10)
Closed Projects Remaining Balance	(1,055,269.32)
2012-2016 Anticipated Tax Levy Revenue	\$10,014.74
2017 Anticipated Tax Levy Revenue	643,220.55
Anticipated Closed Project Balance	(402,034.03)

MOTION: Commissioner Prom moved to approve the consent agenda. Commissioner Carlson seconded the motion. Upon a vote, the motion carried 5-0. [Cities of Crystal, Minneapolis, Minnetonka, & St. Louis Park absent from the vote.]

5. COMMUNICATIONS

A. Administrator – Administrator Jester noted her written report is included with meeting materials. She also reviewed information from the Commission Engineer regarding the discovery of zebra mussels (ZM) in Medicine Lake. She noted that ZM were found on a dock by a resident on November 1 and verified by MnDNR November 2; that the MDNR found two additional ZM on docks at different locations; that the ZM estimated to range in age from 1 to 3 years; that if the infestation consists of 3 small, isolated clusters, a rapid response would be feasible but if it’s a lake-wide population, rapid response treatment would not be feasible. She noted the MnDNR suspects the infestation is lake-wide. She reported the possible next step includes the BCWMC working with the Minnesota Aquatic Invasive Species Research Center (MAISRC) and MnDNR to design and implement a spring 2018 monitoring program for Medicine Lake to define the extent of the infestation (adults and veligers). The results would determine whether or not a rapid response chemical treatment is advised.

There was discussion about the lifecycle of the ZM and how/when they may have entered the lake. Commissioners Prom and Carlson indicated their intent to contact lakeshore residents in order to search for more ZM yet this fall.

B. Chair – None

C. Commissioners – Alt. Commissioner Crough reported that he attended the DeCola Ponds Improvement Project Open House and he was impressed by the work that went into the information presented to residents. Commissioner Prom noted the sale of the Four Seasons Mall Property still was not final.

D. TAC Members – None

E. Committees – None

F. Legal Counsel – None

G. Engineer – (update on zebra mussels given by Administrator)

7. INFORMATION ONLY (Information online only)

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet
- C. WCA Notice of Application, Plymouth
- D. WCA Notice of Decision, Plymouth

Signature/Title Date

Signature/Title Date

8. ADJOURNMENT The meeting was adjourned at 8:52 a.m.

Bassett Creek Watershed Management Commission General Account
 General Fund (Administration) Financial Report
 Fiscal Year: February 1, 2017 through January 31, 2018
 MEETING DATE: December 21, 2017

Item 4B.
 BCWMC 12-21-17 UNAUDITED)

BEGINNING BALANCE	8-Nov-17	510,474.27
ADD:		
General Fund Revenue:		
Interest less Bank Fees	22.99	
Assessments:		
Permits:		
Engelsma	BCWMC 2017-38	1,500.00
SRF Consulting	BCWMC 2017-37	100.00
Reimbursed Construction Costs		11,922.00
	Total Revenue and Transfers In	13,544.99
DEDUCT:		
Checks:		
3023 Barr Engineering	Nov Engineering	49,027.07
3024 Kennedy & Graven	October Legal	815.90
3025 Keystone Waters LLC	Nov Admin/Mtg Materials	5,148.54
3026 Lawn Chair Gardener	Minutes/newsletter/Social Media	560.00
3027 Triple D Espresso	Nov Meeting	137.27
3028 Wenck Associates	Outlet Monitor/Lake Monitor	5,739.33
	Total Checks/Deductions	61,428.11
Outstanding from previous month:		
3022 Hennepin County	River Watch Program	2,000.00
ENDING BALANCE	13-Dec-17	462,591.15

Bassett Creek Watershed Management Commission General Account

General Fund (Administration) Financial Report

(UNAUDITED)

Fiscal Year: February 1, 2017 through January 31, 2018

MEETING DATE: December 21, 2017

	2017 / 2018 BUDGET	CURRENT MONTH	YTD 2017 / 2018	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS TO CITIES-PREPAID			0.00	
ASSESSMENTS TO CITIES	500,000	0.00	500,001.00	(1.00)
PROJECT REVIEW FEES	60,000	1,600.00	70,700.00	(10,700.00)
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
MET COUNCIL REIMBURSEMENTS-LRT PROJECTS	7,000	0.00	13,001.72	(6,001.72)
MET COUNCIL - METRO BLOOMS	0	0.00	60,918.23	(60,918.23)
MISCELLANEOUS	0	0.00	2,889.50	(2,889.50)
TRANSFERS FROM LONG TERM FUND & CIP	38,072	0.00	0.00	38,072.00
REVENUE TOTAL	610,072	1,600.00	652,010.45	(41,938.45)
EXPENDITURES				
ENGINEERING & MONITORING				
TECHNICAL SERVICES	125,000	16,306.50	116,547.25	8,452.75
DEV/PROJECT REVIEWS	65,000	6,365.35	67,896.16	(2,896.16)
NON-FEE/PRELIM REVIEWS	15,000	1,293.00	19,591.46	(4,591.46)
COMMISSION AND TAC MEETINGS	14,000	0.00	9,413.04	4,586.96
SURVEYS & STUDIES	20,000	0.00	16,347.15	3,652.85
WATER QUALITY/MONITORING	74,300	7,309.40	58,497.80	15,802.20
WATER QUANTITY	11,500	1,211.72	7,939.01	3,560.99
WATERSHED INSPECTIONS -EROSION CONTROL	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	12,000	746.93	4,962.43	7,037.57
REVIEW MUNICIPAL PLANS	8,000	0.00	1,179.00	6,821.00
WOMP	15,500	987.93	15,382.46	117.54
XP-SWMM MODEL UPDATES/REVIEWS	10,000	0.00	4,019.00	5,981.00
APM / AIS WORK	35,000	8,468.57	29,062.02	5,937.98
ENGINEERING & MONITORING TOTAL	406,300	42,689.40	350,836.78	55,463.22
ADMINISTRATION				
ADMINISTRATOR	67,200	5,067.30	49,131.14	18,068.86
LEGAL COSTS	18,500	815.90	13,920.63	4,579.37
AUDIT, INSURANCE & BONDING	15,500	0.00	17,304.00	(1,804.00)
FINANCIAL MANAGEMENT	3,200	0.00	40.76	3,159.24
MEETING EXPENSES	2,000	137.27	1,093.74	906.26
ADMINISTRATIVE SERVICES	18,000	641.24	10,924.09	7,075.91
ADMINISTRATION TOTAL	124,400	6,661.71	92,414.36	31,985.64
OUTREACH & EDUCATION				
PUBLICATIONS/ANNUAL REPORT	2,500	0.00	1,138.50	1,361.50
WEBSITE	4,400	0.00	525.99	3,874.01
PUBLIC COMMUNICATIONS	2,500	0.00	731.61	1,768.39
EDUCATION AND PUBLIC OUTREACH	20,000	0.00	87,562.12	(67,562.12)
WATERSHED EDUCATION PARTNERSHIPS	15,500	0.00	7,794.25	7,705.75
OUTREACH & EDUCATION TOTAL	44,900	0.00	97,752.47	(52,852.47)
MAINTENANCE FUNDS				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
MAINTENANCE FUNDS TOTAL	50,000	0.00	0.00	50,000.00
TMDL WORK				
TMDL IMPLEMENTATION REPORTING	20,000	155.00	697.50	19,302.50
TMDL WORK TOTAL	20,000	155.00	697.50	19,302.50
TOTAL EXPENSES	645,600	49,506.11	541,701.11	103,898.89

Cash Balance 10/11/17			
Cash		3,309,591.78	
	Total Cash		3,309,591.78
	Total Cash & Investments		3,309,591.78
Add:			
Interest Revenue (Bank Charges)		195.80	
Hennepin County - Tax Settlement		619,699.28	
	Total Revenue		619,895.08
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(1,273.50)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(10,648.50)	
	Total Current Expenses		(11,922.00)
	Total Cash & Investments On Hand	12/13/13	<u>3,917,564.86</u>
	Total Cash & Investments On Hand	3,917,564.86	
	CIP Projects Levied - Budget Remaining - TABLE A	(4,363,587.60)	
	Closed Projects Remaining Balance	(446,022.74)	
	2012 - 2016 Anticipated Tax Levy Revenue - TABLE C	9,558.89	
	2017 Anticipated Tax Levy Revenue - TABLE C	23,977.12	
	Anticipated Closed Project Balance	(412,486.73)	
	Proposed & Future CIP Project Amount to be Levied - TABLE B	0.00	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2017 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget	Grant Funds Received
Lakeview Park Pond (ML-8) (2013)	196,000	0.00	0.00	11,589.50	184,410.50	
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000	0.00	20,953.50	162,805.34	827,194.66	
2014						
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000	0.00	42,797.95	346,061.40	265,938.60	
Briarwood / Dawnview Nature Area (BC-7)	250,000	0.00	0.00	250,000.00	0.00	
Twin Lake Alum Treatment Project (TW-2)	163,000	0.00	0.00	91,037.82	71,962.18	
2015						
Main Stem 10th to Duluth (CR2015)	1,503,000	0.00	57,299.09	1,003,746.24	499,253.76	
2016						
Honeywell Pond Expansion (BC-4) ¹	810,930	0.00	0.00	25,307.00	785,623.00	
Northwood Lake Pond (NL-1) ²	822,140					
Budget Amendment	611,600	1,433,740	0.00	416.00	1,438,689.98	(4,949.98)
2017						
Main Stem Cedar Lk Rd-Dupont (2017CR-M)	2017 Levy 400,000	1,064,472	0.00	196.00	114,757.79	949,714.21
	2018 Levy 664,472					
Plymouth Creek Restoration (2017 CR-P)	2017 Levy 580,930	863,573	1,273.50	13,528.20	79,132.33	784,440.67
	2018 Levy 282,643					267,298
		7,886,715	1,273.50	135,190.74	3,523,127.40	4,363,587.60

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2017 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2018					
Bassett Creek Park & Winnetka Ponds Dredging (BCP-2)		0.00	29,750.20	61,069.25	(61,069.25)
2018 Project Totals	0	0.00	29,750.20	61,069.25	(61,069.25)
2019					
Bryn Mawr Meadows (BC-5)	0	691.00	18,111.51	23,394.31	(23,394.31)
Decola Ponds B&C Improvement(BC-2,BC-3,BC-8)		8,798.50	39,483.16	39,483.16	(39,483.16)
Westwood Lake Water Quality Improvement Project(Feasibility)		1,159.00	1,415.50	1,415.50	(1,415.50)
2019 Project Totals	0	10,648.50	59,010.17	64,292.97	(64,292.97)
Total Proposed & Future CIP Projects to be Levied	0	10,648.50	88,760.37	125,362.22	(125,362.22)

BCWMC Construction Account

Fiscal Year: February 1, 2017 through January 31, 2018

(UNAUDITED)

November 2017 Financial Report

TABLE C - TAX LEVY REVENUES

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2017 Tax Levy	1,303,600.00		1,303,600.00	619,243.43	1,279,622.88	1,279,622.88	23,977.12	1,303,600.00
2016 Tax Levy	1,222,000.00	(6,075.91)	1,215,924.09	(185.66)	847.63	1,211,804.09	4,120.00	1,222,000.00
2015 Tax Levy	1,000,000.00	1,935.37	1,001,935.37	193.11	(1,043.36)	998,994.40	2,940.97	1,000,000.00
2014 Tax Levy	895,000.00	(7,436.49)	887,563.51	223.42	(508.63)	885,673.38	1,890.13	895,000.00
2013 Tax Levy	986,000.00	(10,440.29)	975,559.71	115.71	286.33	975,004.13	555.58	986,000.00
2012 Tax Levy	762,010.00	(7,488.24)	754,521.76	109.27	335.90	754,469.55	52.21	762,010.00
				<u>619,699.28</u>			<u>33,536.01</u>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2017 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
TOTAL TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
Flood Control Long-Term					
Flood Control Long-Term Maintenance	673,373.00	0.00	14,912.00	320,742.41	
Less: State of MN - DNR Grants			(9,300.00)	(93,000.00)	
	673,373.00	0.00	5,612.00	227,742.41	445,630.59
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Annual Water Quality					
Channel Maintenance Fund	350,000.00	0.00	60,915.00	182,157.95	167,842.05
Total Other Projects	1,658,373.00	0.00	66,527.00	517,665.51	1,140,707.49

CIP Projects Levied											
	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (CR-M)	Plymouth Creek Restoration (CR-P)
Original Budget	7,275,115	196,000	990,000	612,000	250,000	163,000	1,503,000	810,930	822,140	1,064,472	863,573
Added to Budget	611,600								611,600		
Expenditures:											
Feb 2004 - Jan 2014	269,971.68	11,589.50	101,635.49	89,594.90	19,598.09	23,793.65	11,179.35	7,461.95	5,118.75		
Feb 2015-Jan 2016	313,510.98		25,866.35			432.00	93,862.65	6,442.53	94,823.44	42,671.88	49,412.13
Feb 2016-Jan 2017	2,804,454.00		14,350.00	213,668.55	230,401.91	66,812.17	841,405.15	11,402.52	1,338,331.79	71,889.91	16,192.00
Feb 2017-Jan 2018	135,190.74		20,953.50	42,797.95			57,299.09		416.00	196.00	13,528.20
Total Expenditures:	3,523,127.40	11,589.50	162,805.34	346,061.40	250,000.00	91,037.82	1,003,746.24	25,307.00	1,438,689.98	114,757.79	79,132.33
Project Balance	4,363,587.60	184,410.50	827,194.66	265,938.60		71,962.18	499,253.76	785,623.00	(4,949.98)	949,714.21	784,440.67

CIP Projects Levied											
	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (CR-M)	Plymouth Creek Restoration (CR-P)
Project Totals By Vendor											
Barr Engineering	455,025.68	6,338.95	63,974.04	118,049.45	13,089.74	15,712.00	15,825.00	13,157.98	17,966.00	111,939.39	78,973.13
Kennedy & Graven	11,961.70	1,200.55	2,471.95	993.40	1,038.35	1,058.65	2,223.75	796.00	1,701.45	318.40	159.20
City of Golden Valley	1,471,580.12			213,668.55	230,401.91	66,812.17	960,697.49				
City of Minneapolis			75,759.35								
City of Plymouth	75,759.35										
City of New Hope	1,413,267.55								1,413,267.55		
City of Crystal										2,500.00	
MPCA	2,500.00										
Blue Water Science	3,900.00					3,900.00					
Misc											
2.5% Admin Transfer	83,378.02	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00	25,000.00	11,353.02			
Transfer to General Fun											
Total Expenditures	3,517,372.42	11,589.50	162,805.34	346,061.40	250,000.00	91,037.82	1,003,746.24	25,307.00	1,432,935.00	114,757.79	79,132.33

CIP Projects Levied											
	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (CR-M)	Plymouth Creek Restoration (CR-P)
Levy/Grant Details											
2010 - 2014 Levies	1,881,000	162,000	824,000	534,000	218,800	142,200					
2014/2015 Levy	1,000,000						1,000,000				
2015-2016 Levy	1,222,000							810,930	411,070		
2016-2017 Levy	1,303,600								322,670	580,930	400,000
2017-2018 Levy	947,115									282,643	664,472
Construction Fund Balance	703,000	34,000	166,000				503,000				
BWSR Grant- BCWMO	470,000								470,000		
DNR Grants-LT Maint											
Total Levy/Grants	7,526,715	196,000	990,000	534,000	218,800	142,200	1,503,000	810,930	1,203,740	863,573	1,064,472
BWSR Grants Received									670,000		267,298
MPCA Grant-CWP (Total \$300,000)									75,000.00		
									19,932.80		



Item 4D.
BCWMC 12-21-17
Original agreement online

METROPOLITAN COUNCIL
390 North Robert Street, St. Paul, MN 55101-1805
(651) 602-1000

AMENDMENT NUMBER ONE
to
COOPERATIVE AGREEMENT
Metropolitan Council Contract No. 151071

Bassett Creek Watershed Management Commission and the **Metropolitan Council (“COUNCIL”)** agree that the contract entered into on October 1, 2015, relating to “Agreement for Reimbursement of Staff Time,” is amended in the following particulars.

1. II. COMPENSATION, METHOD OF PAYMENT

2.01 Maximum Total Compensation is deleted and the following inserted in its place.

“MAXIMUM TOTAL COMPENSATION. The maximum total compensation to be paid to the to BCWMC for work performed under this Agreement must not exceed \$45,000:

- A. \$30,000 pursuant to the contract, as originally executed; and
- B. \$45,000 pursuant to Amendment Number One.”

2. III. GENERAL TERMS

3.01 Term and Termination is deleted and the following inserted in its place:

“3.01 Term and Termination. This Agreement is effective as of June 29, 2015 and will terminate on the earlier of December 31, 2019 or the date that all obligations have been satisfactorily fulfilled. This Agreement may be terminated upon 30 days’ written notice by either Party, or immediately upon mutual agreement of the Parties. Termination of this agreement will not relieve the Council from its obligation to reimburse the SCWMC for its actual costs up to the effective date of the termination.

The termination date of this contract:

- A. as originally executed was December 31, 2017; and
- B. is extended to December 31, 2019, by Amendment Number One.”

Except as amended hereby, the provisions of the above-referenced contract shall remain in force and effect without change.

IN WITNESS WHEREOF, the parties have caused this amendment to be executed by their duly authorized officers on the dates set forth below.

**BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION**

METROPOLITAN COUNCIL

By: _____
(Please print name legibly below)

By: _____
Daniel Soler

Its: _____

Its: Assist. General Mgr. TSD-BLRT

Date: _____

Date: _____



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Bassett Creek 2017 Flood Control Project Inspection
Date: December 13, 2017
Project: 23270051.38 2017 4065

In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection is required to review the condition of the Flood Control Project (FCP) features. The FCP was turned over to the local sponsor during 2002. Therefore, inspection of the FCP features was initialized during the fall of 2002, which was the first formal inspection by the BCWMC. Except as noted, the annual inspections have been performed during the years 2002-2017. Inspections were not performed during 2003, 2011, and 2013 due to BCWMC budget considerations. Some of the municipalities have performed independent inspections of several of the FCP structures. The municipalities are responsible for routine maintenance and repair of the BCWMC FCP features located within their city (see Table 1 at the end of this memo). The municipalities are also responsible for submitting the completed Bassett Creek Flood Control Project Maintenance Record from the previous year's inspection. It is important that the BCWMC receive these records, as the inspection and reporting are essential to ensure the BCWMC maintains its eligibility to receive federal funds to repair or replace FCP features in the event of a catastrophe.

The municipalities may request reimbursement from the BCWMC for maintenance and repairs that exceed \$25,000. However, the municipalities must perform regular, routine maintenance and submit the required reporting before requesting and receiving BCWMC reimbursement. This will help prevent the situation wherein the BCWMC pays for maintenance work over \$25,000 because the municipalities neglected routine maintenance for several years. The BCWMC expects the municipalities to inform the Commission in advance (e.g., two years) of their request for reimbursement.

The BCWMC will consider adding maintenance and repair projects that are more than \$100,000 to the BCWMC CIP. Table 1 (at the end of this memo) provides examples of maintenance and repairs that are major or could be major.

In addition, the cities (or other road authority) where the FCP features are located are responsible for maintenance, repair and replacement of road crossings, and their corresponding conveyance structures, that were installed as part of the FCP.



BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

A RESOLUTION OF APPRECIATION FOR SERVICES OF JACOB MILLNER
TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the "Commission") is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to the Metropolitan Surface Water Management Act); and

WHEREAS, under the Act and the Commission's joint powers agreement the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, Jacob Millner served as a representative from the City of Minnetonka from 2011 to 2017; and

WHEREAS, Jacob served as secretary of the Commission in 2014 and 2015; and

WHEREAS, Jacob served on the Commission's Administrative Services Committee in 2014 and 2015; and

WHEREAS, Jacob gave generously of his time and talents, without compensation, to protect and improve the environment and to serve the public with integrity, vision, and respect for others.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Bassett Creek Watershed Management Commission, its member cities, and the public hereby express its sincere and grateful appreciation to Jacob Millner for his distinguished service to the public.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 21st day of December, 2017.

Chair



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5B – Update on Zebra Mussels in Medicine Lake and Consider Recommendations for Next Steps
BCWMC December 21, 2017 Meeting Agenda
Date: December 13, 2017

5B. Update on Zebra Mussels in Medicine Lake and Consider Recommendations for Next Steps

1.0 Recommendations:

Consider approving the following next steps in response to Medicine Lake zebra mussel infestation:

1. Direct staff to discuss and work with Three Rivers Park District and, if deemed appropriate, apply for Hennepin County [AIS Prevention Grant](#), to help fund either a) installing a [CD3 \(Clean, Drain, Dry, Dispose\) unit](#) at the French Regional Park boat launch, or b) additional inspection hours at the park boat launch; and to include up to \$5,000 of BCWMC AIS/APM 2018 funding as a grant match. [Note: Grant application deadline is January 12, 2018 – before the January Commission meeting.]
2. Perform a “meandering” survey of zebra mussel adults to determine the extent of the infestation in the lake and use up to \$8,000 of 2018 APM/AIS funds for this work, if needed. [Note: although the survey is not required until after ice-out, coordination with agency and contractor staff will be required ahead of time.]
3. If the meandering survey finds zebra mussels in a few locations (i.e., isolated clusters), and the MnDNR and MAISRC staff agree that the lake is a candidate for a rapid response treatment, use up to \$1,500 of staff time to apply for a MnDNR treatment permit.
4. If the MnDNR issues the treatment permit, apply for a Hennepin County Rapid Response Grant (different from the AIS Prevention Grant discussed in #1 above) to pay/help pay for quarantine and treatment costs.

2.0 Background

On November 1, a resident notified MnDNR of a zebra mussel on a dock pulled from Medicine Lake. On November 2, MnDNR staff verified it was a zebra mussel; on the same day, MnDNR staff found two additional zebra mussels on two docks at two different locations on the lake (see attached map). The MnDNR estimated the three zebra mussels to range in age from one to three years (attached photo shows the three zebra mussels). If the infestation consists of three small, isolated clusters, a rapid

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
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BCWMC December 21, 2017 Meeting Agenda
Date: December 13, 2017
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response (i.e., chemical treatment in hopes of eradication) would be feasible. If the infestation is lake-wide, a rapid response treatment would not be feasible. The MnDNR's first impression is that the infestation is lake-wide.

To better understand zebra mussels (e.g., life cycle, food sources, etc.) and potential responses to the infestation, BCWMC staff met with staff from the Minnesota Aquatic Invasive Species Research Center ([MAISRC](#)), and held discussions with staff from the MnDNR, Three Rivers Park District (TRPD) and Hennepin County. If the Commission or the MnDNR decides a rapid response to the zebra mussel infestation is inappropriate, the zebra mussel population will likely continue to spread across Medicine Lake, eventually becoming problematic. In the short term (first 2 or 3 years), the water clarity of Medicine Lake could improve, due to the water filtering activity of the zebra mussels. However, after 3 years, there could be poorer water quality in the form of algal blooms (filamentous and blue-green), because zebra mussels do not feed on these types of algae, only the "good" (e.g. green) algae. Removal of the "good" types of algae from the water column enables the blue-green algae to monopolize the community. In addition, waste products excreted from the zebra mussels enrich the water with nutrients. The lack of competition for the blue-green algae and enrichment of the water column by the zebra mussels has been shown to cause severe algal blooms. Because toxin-producing blue-green algae dominate the Medicine Lake algal community each summer, increases in these algae have the potential of causing public health concerns for lake users. Current blue-green algae levels in Medicine Lake are well below the World Health Organization threshold for a moderate risk of adverse health impacts. However, increases in numbers of toxin-producing blue-green algae due to zebra mussel impacts on the algal community could push the blue-green algae numbers above this threshold. If that were to occur and subsequent algal toxin testing determined toxin levels exceeded public health thresholds, the public would be advised to have no contact with the water until the toxin levels subsided. According to MAISRC staff, zebra mussels are one of the worst aquatic invasive species, in terms of their ecological impact, as they completely "re-route" the food chain in the water body.

3.0 Potential Next Steps

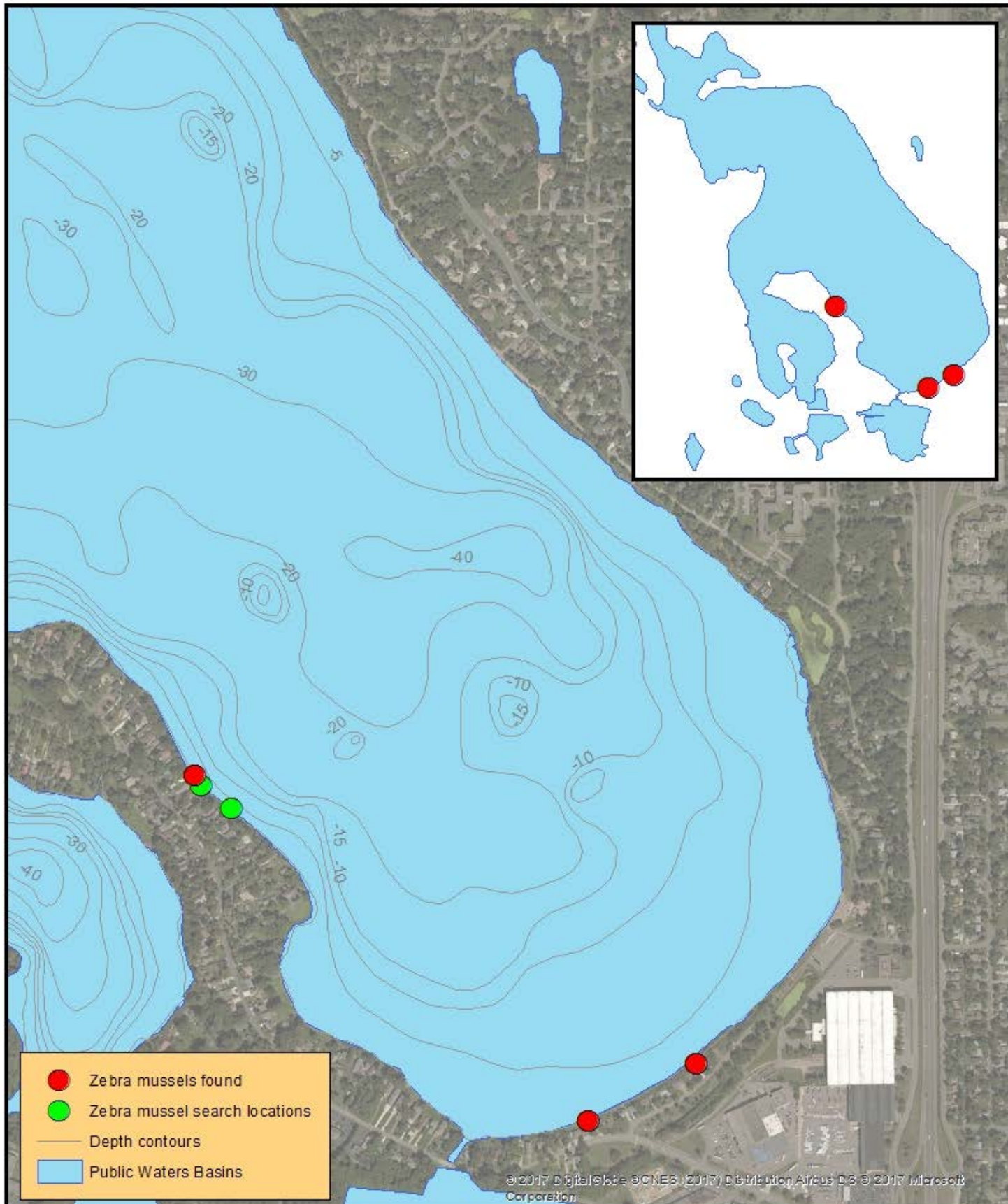
First, the BCWMC should consider applying for a Hennepin County AIS Prevention Grant to help stop the spread of AIS to other lakes. Each year since 2014, Hennepin County has received State funding for AIS prevention. The County uses much of these funds as [grants to local partners](#) for AIS research, education, and prevention activities. County staff have indicated the State funding may not be available in future years. The grant application deadline is January 12th – before the next Commission meeting. Commission staff and TRPD staff have been discussing the possibility of applying for an AIS grant to purchase a [CD3 \(Clean, Drain, Dry, Dispose\) unit](#) at the Medicine Lake launch. Although the Commission would be the grant applicant, TRPD staff would install, use, and maintain the CD3 machine – so their involvement in the grant application is critical. Staff should continue to discuss the need, timing, and applicability of the CD3 unit for Medicine Lake. Another possible use of grant funds would be to increase inspections at the Medicine Lake launch. Staff is seeking approval to continue discussions, apply for a grant if deemed appropriate, and contribute up to \$5,000 as a local match (see #1 below).

Secondly, it should be determined whether or not a rapid response to zebra mussels in Medicine Lake is feasible, which means investigating the full extent of the infestation. There are several partners to help design and implement a lake-wide survey, including TRPD, MnDNR, MAISRC, and contractors like Blue Water Science. If a rapid response is deemed feasible, there is a short window (approximately 6 weeks) between ice-out when the survey would be completed and the time a rapid response (chemical treatment) would be most effective. A permit from the MnDNR is needed to carry out a rapid response. Hennepin County has funding available for rapid response efforts which should be sought by the BCWMC if we get to this point. Staff is seeking approval to continue working with key experts and partners to design and implement a survey, apply for a MnDNR permit if needed, and seek funding for a rapid response from Hennepin County (see #2 - 4 below).

1. Direct staff to discuss and work with Three Rivers Park District and, if deemed appropriate, apply for Hennepin County [AIS Prevention Grant](#), to help fund either a) installing a [CD3 \(Clean, Drain, Dry, Dispose\) unit](#) at the French Regional Park boat launch, or b) additional inspection hours at the park boat launch. No match is required for this grant, but staff recommends including up to \$5,000 as match. The maximum grant can be \$50,000, and most grants are in the range of \$15,000 to \$25,000. The estimated cost of a CD3 unit is \$20,000. The estimated cost for additional inspection hours varies depending on the number of inspection hours. [Note: Grant application deadline is January 12, 2018 – before the January Commission meeting.]
2. Perform a “meandering” survey of zebra mussel adults to determine their locations in the lake. The MnDNR requires a meandering survey to ascertain if the lake’s zebra mussel population is isolated or widespread. The survey would include SCUBA diving in the deeper waters and snorkeling/wading in the shallower waters of the lake. There is the potential that a combination of TRPD staff, MnDNR staff and volunteers could perform the meandering survey, at no cost to the Commission (other than coordination costs). However, it is possible that a consultant (Blue Water Science) would be required to perform some or all of the meandering survey. Blue Water Science’s cost estimate to perform the entire meandering survey is \$16,000. However, we recommend the Commission authorize allocating up to \$8,000 for the survey. This assumes TRPD staff, MnDNR staff and/or volunteers perform about half of the survey work, and Blue Water Science performs the remaining work.
Schedule: As soon as possible after ice-out (April – May 2018).
3. Apply for a MnDNR treatment permit if the meandering survey finds zebra mussels in a few locations (i.e., isolated clusters), and the MnDNR and MAISRC staff agree that the lake is a candidate for a rapid response treatment. There is no permit application fee for AIS treatments, but there would be BCWMC staff time involved in applying for the permit and coordinating with MnDNR staff. The coordination cost would likely range from \$500 to \$1,500, but the actual cost will depend upon how much discussion with MnDNR staff is required to obtain the permit.
Schedule: April – May 2018

4. Apply for a Hennepin County Rapid Response Grant (different from the AIS Prevention Grant discussed in #1 above) to pay/help pay for quarantine and treatment costs if the MnDNR issues the treatment permit. We recommend that the Commission direct staff to obtain cost estimates for quarantine and treatment and bring these costs back to the Commission at a future meeting.
Schedule: April – May 2018
5. Prior to treatment, work with MAISRC staff to complete a detailed survey of the treatment areas to determine pre-treatment zebra mussel density. Although the MnDNR does not require a mussel density survey, it will help to gauge the effectiveness of the treatment. MAISRC would perform this work at no cost to the Commission.
Schedule: May 2018, prior to treatment
6. Contract with applicator to quarantine the treatment areas and perform treatment. The treatment areas must be quarantined using vinyl curtains to prevent water exchange with the rest of the lake. Zebra mussels require exposure to a lethal dose of chemical for several days. If the treatment area is not quarantined, water exchange with untreated waters would reduce the chemical dose below the lethal threshold. Surrounding the treatment area with vinyl curtains sustains the lethal dose long enough to kill the zebra mussels. The chemical used for the treatment will be a copper compound (Earthtech QZ).
Schedule: May 2018, or as soon as possible after obtaining permit and completing mussel density survey (the zebra mussel reproductive “season” begins in May and continues through mid-August)
7. Perform post-treatment survey to determine zebra mussel density (i.e., check effectiveness of treatment), working with MAISRC staff to complete the survey. Unlike pre-treatment, the MnDNR requires a post-treatment survey to monitor treatment effectiveness. MAISRC would perform this work at no cost to the Commission.
Schedule: Summer 2018 (e.g., after May 2018 treatment)
8. If the MnDNR does not permit chemical treatment of the zebra mussels because they consider the infestation too widespread to qualify for rapid response treatment, we recommend that the Commission evaluate the feasibility and cost of hand removal of zebra mussels by scuba divers in the infested areas. According to MAISRC experts, every zebra mussel removed would reduce the next year’s population by a half a million mussels. If feasible, we recommend the Commission remove the zebra mussels to prevent the serious lake-wide problems that are expected to occur if not managed.
9. Install the already-purchased zebra mussel sampling plates to achieve widespread monitoring of zebra mussels in Medicine Lake, regardless of whether a rapid response treatment occurs or not.

Medicine Lake, Hennepin County: 2017 Zebra Mussel Infestation Search



0 65 130 260 390 520 Meters

MNDNR Invasive Species Program
Inspected on: 2 November 2017
Map Updated: 13 November 2017

Medicine Lake, Hennepin County

Date: 2 November 2017

ZEBRA MUSSELS CONFIRMED

26 mm



23 mm



14 mm





Bassett Creek Watershed Management Commission

MINUTES AND RECOMMENDATIONS
Administrative Services Committee Meeting
Wednesday November 15, 2017
8:30 – 10:30 a.m.
Golden Valley City Hall, Managers Conference Room

Attending: Committee Chair Mueller, Commission Chair Jim de Lambert, Commission Secretary Scanlan, Commission Treasurer Harwell*, Commissioner Prom, Alt. Commissioner Crough, Commissioner Carlson*, Administrator Jester *denotes partial attendance

On Wednesday, November 15, 2017 at 8:57 a.m., Committee Chair Mueller called to order a meeting of the Bassett Creek Watershed Management Commission’s Administrative Services Committee.

I. Evaluation Procedure for Staff

Committee Chair Mueller noted that in the last few years Commission staff have been evaluated through surveys that offered numeric scores. He noted he was hoping the Commission could strategize more broadly with a more meaningful approach to staff evaluations. He distributed a draft evaluation form with questions meant for staff responses regarding their own performance, their view of their most important job functions, their views on the direction of the Commission, etc. Committee members liked the new approach and noted that self-evaluations are common in the “human resources world,” and that it would be good to understand what’s working well and where improvements are needed. Committee members noted it would be important to also get feedback from Commissioners and TAC members specific to the Administrator’s and Engineer Chandler’s performance. Administrator Jester also noted her appreciation for the new approach.

Committee Chair Mueller agreed to develop a separate, shorter evaluation form for TAC members and Commissioners. The group agreed evaluations should be returned and responses compiled in time for presentation at the December Commission meeting.

II. Update on Records Retention and Management

Administrator Jester gave an update on her latest work to digitize paper records and organize and secure electronic records. She noted that:

- iDrive backup software is being used to regularly back up and securely store the Commission’s electronic files that are in the care of the Administrator.
- The Administrator is working with other Commission consultants (engineering, legal, finance) to ensure that official documents in their care are secure and regularly backed up, or regularly transferred to the Administrator for storage.

- The Administrator is working with Plymouth staff and their volunteers to scan historic Commission documents so they can be stored electronically and paper copies can be destroyed. (This practice is allowed under the records retention schedule.)

Administrator Jester also reported that the City of Plymouth has requested that all physical files of the Commission be removed from their basement by the end of the year. She noted that the City of Plymouth offered to facilitate contracting with an offsite storage company in Plymouth (Advanced Records Management) for \$15/month.

Committee members requested that the electronic files “in the Administrator’s care” (which constitutes the vast majority of the files) be accessible to multiple people including the Commission’s Legal Counsel and possibly the chair or vice chair. Committee members also noted that there should be written documentation regarding the electronic file system. Administrator Jester indicated she would work toward that goal.

Recommendation: The Administrative Services Committee recommends that the Commission contract with Advanced Records Management for the storage of the Commission’s paper files.

Update: Since the committee meeting, the City of Crystal offered to house the Commission’s paper files and three file cabinets at their Public Works Facility. Administrator Jester recommends moving files to Crystal rather than using Advanced Records Management because there is no expense to the Commission and the records would be easily accessible. (Access to documents at the private offsite facility would cost \$5.00/visit in addition to the \$15/month fee and would likely be less convenient to access and manage.)

III. Commission Role and Ability to Lobby

Administrator Jester reminded the committee that at the October Commission meeting there was a brief discussion about the Commission’s ability to lobby elected officials and/or be a member of an organization that lobbies. The committee reviewed Attorney Gilchrist’s analysis on the question:

- The initial question is whether the commission has the authority to spend money to become a member of any outside organizations. This is an issue cities have dealt with over the years and there are opinions out there indicating that cities can only spend money to be members of organizations if there is statutory authority for such membership. That is why you see statutes such as Minn. Stat. § 465.58 expressly authorizing cities to be members of the League of Cities.
- There is no express statutory authority for WMOs to be members of outside organizations (like the statute cited above for cities to join the League). However, you must also look at the Commission’s Joint Powers Agreement (JPA) to determine the scope of the commission’s authority.
- Chapter VI of the JPA which deals with the powers and duties of the board contains the following provision among the list of the board’s powers:

- Subdivision 18. It may make contracts, incur expenses and make expenditures necessary and incidental to the effectuation of these purposes and powers and may disburse therefor in the manner hereinafter provided.
- My position is that this authority includes the authority for the Board to vote to become a member of specific outside organizations, provided it determines that such membership will assist it in effectuating the commission's purposes. This may mean access to information important to its work, reduced rates on training sessions, the benefit of the lobbying efforts of the organization, etc.

The committee discussed the pros and cons of the Commission's involvement in lobbying legislators on topics specific to its mission and work and noted that direct lobbying and paying dues to organizations that lobby are two different actions. It was also recognized that providing information, data, and testimony to legislators is different from lobbying for or against specific legislation. Some committee members felt strongly that the Commission should stay away from the political arena while others noted there are instances where contacting legislators would be completely in line with the Commission's mission.

[Commissioner Harwell departs.]

Recommendation: The Administrative Services Committee recommends that since the Joint Powers Agreement allows for expenditures necessary to implement its purposes and powers, that the Commission discuss and seek legal advice on any lobbying or related membership requests that come before the Commission on a case by case basis.

IV. Monthly Administrator's Report

Administrator Jester requested feedback on her monthly report asking if the report is useful in its current form, if there's anything missing from the report or too detailed in the report. Committee members agreed the report is appropriate as presented and did not recommend changes.

[Commissioner Carlson arrives.]

V. Ideas for Celebrating/Recognizing Commission's 50th Anniversary in 2019

Administrator Jester reported that since the Commission turns 50 years old in 2019, the committee could consider and offer ideas for celebrating the anniversary. She noted that it may be valuable to capitalize on the landmark year by disseminating information about the Commission, its history, successes, and on-going work, as well as the challenges still facing surface waters. She reviewed some of her ideas including extra tours, events, creek clean ups, presentations, reports, videos, etc. Administrator Jester noted that most activities will have budget implications for 2019 and that planning should get underway before the 2019 budget is set. The committee agreed that some level of celebration was warranted and offered additional suggestions including getting groups like scouts and community organization involved and possibly seeking partnerships and funding from large corporations housed in the watershed.

Recommendation: The Administrative Services Committee recommends that the Commission's Education Committee develop plans and budget recommendations for anniversary events.

VI. Process for Discussions and Recommendations on Future of Storm Water Management Projects

Administrator Jester noted that the committee may wish to discuss the process by which the Commission review its Capital Improvement Program (CIP) and general implementation of the storm water management projects. For instance, she reported that the TAC is interested in addressing how CIP projects are chosen and scheduled and that some commissioners have expressed interest in developing a grant program for the implementation of BMPs. Further, she noted that she would like the Commission to consider a strategy for engaging private businesses to incorporate "above and beyond" storm water management during redevelopment.

Committee members agreed that better prioritization of the Commission's capital projects is needed in order to better evaluate what CIP projects should be implemented and when. It was recognized that most CIP projects are scheduled according to opportunity and in order to avoid large swings in the levy amount from year to year. Committee Chair Mueller noted that the original source of pollution should be abated whenever possible. Administrator Jester noted that subwatershed analyses and water quality impairments should be used to target projects where the need is greatest.

Recommendation: The Administrative Services Committee recommends that the Technical Advisory Committee draft a process to evaluate and prioritize projects as a first step in refining the implementation of the Commission's Capital Improvement Program.

VII. Adjourn

The committee meeting adjourned at 10:30 a.m.



Bassett Creek Watershed Management Commission

MEMO

Date: December 13, 2017
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

CIP Projects (more resources at <http://www.bassettcreekwmo.org/projects.>)

2019 Medicine Lake Road and Winnetka Avenue Area Long Term Flood Mitigation Plan Implementation Phase I: DeCola Ponds B & C Improvement Project (BC-2, BC-3 & BC-8), Golden Valley: At their meetings in September and October, the Commission approved a proposal and additional proposed actions (respectively) from the Commission Engineer to complete a feasibility study for this project. Feasibility study field work began in late September. A project kick-off meeting was held October 6th, a public open house was held November 9th, and a meeting with permitting agencies was held December 8th. The Commission Engineer submitted the workplan to the MPCA related to the environmental investigation, documentation, and reporting tasks, including the participation in the VIC program. City staff continue to communicate with Dover Hills Apartment property manager about the easement adjacent to Pond B and possible uses within the easement. Project website: <http://www.bassettcreekwmo.org/index.php?cID=433>

2019 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis: At their meeting in September, the Commission approved a proposal from the Commission Engineer to complete a feasibility study for this project. A project kick-off meeting was held on October 23rd. Preliminary concepts were developed. The development and implementation of the project will coincide nicely with the MPRB's planning and implementation of significant improvements and redevelopment of Bassett Creek Park where the project will be located. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project>

2019 Westwood Lake Water Quality Improvement Project (WST-2), St. Louis Park: At their meeting in September, the Commission approved a proposal from the Commission Engineer to complete a feasibility study for this project. The project will be completed in conjunction with the Westwood Hills Nature Center reconstruction project. A kick-off meeting was held November 21st. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/westwood-lake-water-quality-improvement-project>

2018 Bassett Creek Park Pond Phase I Dredging Project: Winnetka Pond, Crystal (BCP-2) (No change since November): The final feasibility study for this project was approved at the May 2017 meeting and is now available on the project page online at <http://www.bassettcreekwmo.org/index.php?cID=403>. Hennepin County Commissioners approved the 2018 maximum levy request for this project and will consider the final levy request at their meeting in November. At the September 2017 meeting, the Commission held a public hearing on the project and adopted a resolution officially ordering the project, certifying costs to Hennepin County, and entering an agreement with the City of Crystal for design and construction. The City is hiring Barr Engineering to design the project which will get underway this winter.

2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P): All project documents including the feasibility study and 90% design plans are available online at <http://www.bassettcreekwmo.org/index.php?cID=284>. The BCWMC executed agreements with the BWSR for a

\$400,000 Clean Water Fund grant and with Hennepin County for a \$50,000 Opportunity Grant and a subgrant agreement with the City was executed. Project design was recently completed by the city's contractor, Wenck Associates, with 60% and 90% design plans being approved by the Commission at the April and August 2017 meetings, respectively. Plymouth City Council awarded a construction contract earlier this month and construction got underway on December 11th. Landowners adjacent and their attorney continued to communicate with Plymouth City Council members and staff, BCWMC Commissioners, and me about their objections to the project. No legal action has been taken to date and the project continues to move forward.

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (No change since October): The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. A Response Action Plan to address contaminated soils in the project area was completed by Barr Engineering with funding from Hennepin County and was reviewed and approved by the MPCA. The Commission was awarded an Environmental Response Fund grant from Hennepin County for \$150,300 and a grant agreement is in the process of being signed by the county. A subgrant agreement with the City will be developed. The City hired Barr Engineering to design and construct the project. Fifty-percent and 90% designs were approved at the August and October Commission meetings, respectively. In September, design plans were presented by Commission and city staff to the Harrison Neighborhood Association's Glenwood Revitalization Team committee and through a public open house on the project.

2016 Northwood Lake Improvement Project, New Hope (NL-1): (No change since August.) Northwood Lake Improvement Project is nearing completion with all major work complete. The storm water tank was fully operational in June and will be irrigating the fields for the summer. The educational sign is being designed and will be installed soon. The 2nd rain garden was planted with the fescue grass in June.

I recently submitted grant audit materials to MPCA which were approved. A grand opening of the park was held on May 15th. Friends of Northwood Lake disseminated water quality educational materials, including BCWMC materials. A semi-annual grant report was submitted to the MPCA in July.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4) (No change since October): In spring 2016, the Honeywell Pond Project was bid as part of the City of Golden Valley and Hennepin County's Douglas Drive (CSAH 102) Reconstruction Project. The reconstruction project began in June 2016. Excavation of the pond basin is complete and the disturbed soils around the pond were temporarily stabilized. The force main work was recently completed. The lift station and pumps have been installed and will be connected to the Sandburg Athletic complex this fall. Park Construction is working with Excel Energy to complete the final connection of power to the lift station. Final stabilization of the pond is set to be completed later this month. The area will be seeded with a mix of natives including wetland and upland species.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR) (No change since October): The restoration project is being constructed in two phases, each under separate contract. Phase one included stream bank shaping, placement of field stone rock and 12-inch bio-logs, and repair of storm sewer outlets. The first phase of the project began in November 2015 and was finished in June 2016. Turf establishment and minor restoration repairs in Phase 1 were accepted in late October 2016. Repairs to some areas where flooding impacted rocks or biologs were completed and accepted in mid-December 2016. Phase 1 of the construction project has entered the warranty period.

Phase 2 of the project includes the establishment of native vegetation along the stream, including grasses, wildflowers, shrubs, live stakes and fascines, and cordgrass plugs. The project has been seeded and stabilized and maintenance mowing and spot treatments have been completed. Applied Ecological Services (AES) installed live stakes and fascines this spring and completed the tree and shrub planting along the restoration project. AES will

continue to monitor and maintain the native vegetation through 2018. It is anticipated that the total contract amount for both Phase one and Phase two will be within the Watershed's overall project budget.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3) (No change since October): Last August (2016), the Commission Engineer reported that the structure had been vandalized and repair was needed. The City executed a change order with Sunram Construction to add weights to some of the baffle anchors; which was accomplished this spring. After another anchor pulled out earlier this year, the City's utility department added 200 pounds to the remaining anchors and replaced and reinstalled the anchor that had pulled out. The city continues to monitor the baffle and check the anchors. Vegetation around the pond was planted last year. Final inspection of the vegetation will be completed this fall to see if there is any necessary action needed from the contractor. Once final vegetation has been completed, erosion control will be pulled and the contract will be closed. This summer, the Commission Engineer began monitoring the effectiveness of the pond.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): (No change since January 2017) At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. There were no complaints or comments from residents during or since the treatment. Water monitoring continues to determine if and when a second alum treatment is necessary. Lake monitoring this summer will help determine if a second dose of alum is needed to retain water quality.

2013 Four Season Area Water Quality Project/Agora Development (NL-2) (No change since August): At their meeting in December 2016, the Commission took action to contribute up to \$830,000 of Four Seasons CIP funds for stormwater management at the Agora development on the old Four Seasons Mall location. At their February 2017 meeting the Commission approved an agreement with Rock Hill Management and an agreement with the City of Plymouth allowing the developer access to a city-owned parcel to construct a wetland restoration project and to ensure ongoing maintenance of the CIP project components. At the August 2017 meeting, the Commission approved the 90% design plans for the CIP portion of the project.

Other Work

CIP Project Work and Technical Assistance

- Attended DeCola Ponds Improvement Project public open house and agency permitting meeting
- Corresponded with multiple partners and staff about zebra mussels in Medicine Lake and possible next steps and attended meeting with Commission Engineers and Minnesota Aquatic Invasive Species Research Center staff
- Corresponded with Plymouth staff, Commission attorney, Hennepin County staff, BWSR staff and landowners regarding landowners' concerns and questions on Plymouth Creek Restoration Project
- Developed brief presentation on BCWMC monitoring program and participated in (and gave presentation) Met Council's first Water Monitoring Data Group meeting
- Participated in Hennepin County Natural Resources Partnership meeting

Administration and Education

- Organized, reviewed, culled Commission's paper files and prepped some files for scanning and others for transfer from Plymouth City Hall
- Reviewed press release on Harrison Neighborhood Project and reviewed Metro Bloom's communication plan

- Communicated with D. Pape re: outreach efforts
- Attended WMWA meeting
- Met with new Watershed Steward from Golden Valley and new alternate commissioner from Minnetonka to review Commission, its work and history
- Prepped for and attended BCWMC Administrative Services Committee meeting; completed self-evaluation/reflection questionnaire
- Attended 1.5 days of Minnesota Association of Watershed Districts annual meeting in Alexandria
- Attended Hennepin County Commissioners Committee meeting re: 2018 levy
- Communicated with Met Council regarding amendment to reimbursement agreement for Blue Line LRT work and new reimbursement agreement for Southwest LRT work