



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: January 10, 2018

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 1/18/18 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 – December 21, 2017 Commission meeting- **ACTION ITEM with attachment**
 - B. Approval of January 2018 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 – December 2017 Administrator Services
 - ii. Keystone Waters, LLC – December 2017 Meeting Materials Distribution Expenses
 - iii. Barr Engineering – December 2017 Engineering Services
 - iv. Triple D Espresso – January 2018 Meeting Refreshments
 - v. Wenck – December 2017 WOMP Monitoring
 - vi. Wenck – December Routine Lake Monitoring
 - vii. Lawn Chair Gardener December 2017 Administrative and Education Services
 - viii. Kennedy & Graven – November Legal Services
 - ix. Metro Blooms – Harrison Neighborhood Project Local Match
 - x. Metropolitan Council – 2017 CAMP Payment
 - xi. HDR – Website Assistance and Hosting
 - xii. City of Golden Valley – 2017 Financial Services
 - xiii. CNA Surety – Premium Payment
 - D. Approval to Reimburse City of Plymouth for Plymouth Creek Restoration Project (2017 CR-P) Expenses – **ACTION ITEM with attachment (full document online)** – *At their meeting in September 2016, the Commission approved an [agreement](#) with the City of Plymouth to design and construct the Plymouth Creek Restoration Project. The city is requesting reimbursement for project design activities from March to December 2017. Staff recommends approving the request.*
 - E. Approval to Reimburse Commissioner Scanlan for Aquatic Invaders Summit Registration Costs – **ACTION ITEM no attachment** – *At their 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 \$169 for the cost of the registration for the Aquatic Invaders Summit in Brooklyn Park. Staff recommends approval.*
 - F. Approval of Resolution to Transfer Funds from CIP Account to Administrative Account – **ACTION ITEM with attachment** – *Per its fiscal policies, each year the Commission transfers up to 2.5% of the taxes levied for CIP projects to the Commission’s administrative account (annual operating funds) to offset the administrative costs of managing the CIP projects. In 2017, the Commission levied \$1,303,600 through Hennepin County; the 2017 administrative budget included \$26,072 as a*

transfer from the CIP account. Staff recommends approving the resolution to transfer 2.0% of the levy amount or \$26,072 from the CIP account to the administrative account.

- G. Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund – **ACTION ITEM with attachment** – *Per its fiscal policies, each year the Commission transfers \$25,000 from the administrative account into the Channel Maintenance Fund and another \$25,000 from the administrative account into the Flood Control Project Long Term Maintenance Fund. The Commission then transfers from the Flood Control Project Long Term Maintenance Fund into the administrative account the cost of Flood Control Project inspections for that year. Staff recommends approving the resolution to transfer \$25,000 into the Channel Maintenance Fund and \$17,200 into the Flood Control Project Long Term Maintenance Fund (which is \$25,000 less the cost of 2017 inspections of the Flood Control Project).*
- H. Approval of Proposal from MMKR to Perform 2017 Financial Audit – **ACTION ITEM with attachment online** – *Staff (including the Commission’s Deputy Treasurer) recommends accepting the proposal from MMKR to perform the FY2017 financial audit (see document online).*
- I. Approval of Contract with Lawn Chair Gardener for 2018 Administrative Services – **ACTION ITEM with attachment** – *Dawn Pape has been providing administrative services, including drafting and distributing press releases, newspaper columns, and newsletter articles and posting on the BCWMC Facebook page since 2016, and has been drafting meeting minutes since March 2017. I recommend continuing to use her services for these items throughout 2018 and approving the attached contract which fits into the 2018 Administrative Services budget.*
- J. Approval of Contract with Wenck Associates for 2018 WOMP Monitoring Services – **ACTION ITEM with attachment** – *Wenck Associates has been operating the Bassett Creek Watershed Outlet Monitoring Program (WOMP) station since 2013 and I recommend continuing to contract with them for this work. [Please note, the agreement between the BCWMC and the Met Council for WOMP activities (and some financial reimbursement from the Met Council) expired on 12/31/17. However, a new agreement (that will begin retroactively on 1/1/18) is being completed by Met Council and should be ready for approval at your February meeting.]*

5. BUSINESS

- A. Receive Presentation on Harrison Neighborhood Project – **INFORMATION ITEM no attachment** – *In July 2016, the BCWMC was awarded a \$100,000 Stormwater Grant from the Met Council for Metro Blooms’ Northside Neighborhood Engagement & Opportunities in Clean Water Initiatives (the Harrison Neighborhood Project). In the summer of 2016 and throughout 2017, Metro Blooms worked with Redeemer Lutheran Church and multiple residents in the Harrison Neighborhood to install “blooming boulevards” where ash trees were removed. The project exceeded expectations with more interest than expected and 37 areas being planted in one year! Metro Blooms staff will present results of the project at this meeting.*
- B. Review and Consider Approval of AIS Rapid Response Plan – **DISCUSSION (POSSIBLE ACTION) ITEM with attachment** – *At their meeting in September 2017, the Commission approved a [proposal](#) from the Commission Engineer to develop a draft AIS Rapid Response Plan (one of the recommendations of the APM/AIS Committee). The attached draft plan includes actions to take and the partner roles if AIS are discovered in Medicine, Parkers, Sweeney, Twin, Northwood, Westwood, and Wirth Lakes. Staff recommends reviewing and discussing the plan and the BCWMC roles laid out in the plan, and considering approval.*

C. Medicine Lake Items

- i. Receive Update on Zebra Mussels and Review Draft Grant Application – INFORMATION ITEM with attachment – *At their meeting in December, the Commission directed me to work with Three Rivers Park District, the MnDNR and others to plan for a zebra mussel survey in the spring and consider submitting an AIS Prevention Grant application to Hennepin County. Attached is a draft grant application for purchase of a decontamination unit for the boat launch at French Regional Park. I will verbally update the Commission on progress towards a survey.*
- ii. Consider Directing Staff to Apply for MnDNR Permit to Treat Curly-leaf Pondweed and Seek Contractors to Perform Treatment – ACTION ITEM no attachment - *At their meeting in January 2017, the Commission approved a recommendation from the APM/AIS Committee that the Commission perform herbicide spot treatments of aquatic invasive plants where the following conditions are met: 1) treatment of the plant is considered a management tool for improving water or habitat quality according to an approved management plan such as a TMDL; and 2) another entity or organization is sharing the cost of the treatment. The Commission treated curly-leaf pondweed in Medicine Lake in 2017 with financial and field support from Three Rivers Park District. Staff is seeking approval to begin plans for a similar treatment in 2018 including seeking a DNR permit, gathering quotes from contractors, and preparing an agreement with TRPD.*
- iii. Review Existing Data on Common Carp in Medicine Lake – INFORMATION ITEM with attachment – *At their meeting in October 2017, the Commission directed staff to gather and review existing data on carp populations in Medicine Lake (rather than waiting until routine monitoring there in 2019). Please see the attached memo and graph for results. There are no staff recommendations at this time, although staff may suggest the Commission consider performing a carp survey as part of the 2019 Medicine Lake monitoring.*

D. Review Draft Scope of Work for FEMA Modeling Project – INFORMATION ITEM with attachment – *At their meeting in October 2017, the Commission approved a [TAC recommendation](#) “that the Commission direct the Commission Engineer to develop a scope and budget for completing the tasks laid out for the FEMA modeling work and to submit that scope and budget to the DNR to seek FEMA grant funds to complete the work.” The attached scope was recently submitted to the MnDNR for this work, and final MnDNR approval is expected soon. Upon approval of the work scope, the DNR will provide an agreement for Commission consideration and approval. Staff expects to bring this agreement to the February Commission meeting.*

E. Consider Approval of Resolution Authorizing Consideration of Accepting Grant from MnDNR – ACTION ITEM with attachment – *In order to receive a grant from the MnDNR for the work contained in the scope in 5D above, the Commission must approve the attached resolution provided by the MnDNR.*

F. Receive Update on BWSR’s Watershed Based Funding Pilot Program and Direct Staff to Continue Meetings and Discussions – ACTION ITEM with attachment – *At the meeting December Commission meeting, I briefly described a new watershed funding policy approved by the BWSR Board. On January 8th, Commission Engineer Chandler and I attended an informational meeting*

about the new policy. Please see the attached memo for information and my recommendation to continue discussions with other watershed organizations in Hennepin County.

- G. Discuss Proposal from Freshwater Society for Lake Group Meeting Facilitation – **DISCUSSION (POSSIBLE ACTION) ITEM with attachment** – *At their meeting in October 2017, the Commission approved a recommendation from the APM/AIS Committee that the Commission “convene a meeting of lake groups and other interested groups/individuals in the BCWMC and request a presentation from the DNR and other experts to learn about lake improvement districts vs. lake associations and other less formal lake groups.” The Freshwater Society (a non-profit organization that promotes the conservation, protection and restoration of all freshwater resources) has facilitated these types of discussions with lake groups in other areas of the Metro and out-state. I recommend approving their proposal to facilitate one meeting with lake groups (for \$2,000) with funds from the 2018 AIS budget.*
- H. Consider Authorization to Increase Schaper Pond Effectiveness Monitoring Budget – **ACTION ITEM with attachment** – *At their meeting in August 2016, the Commission approved a Budget Committee recommendation that the Schaper Pond Effectiveness Monitoring budget of \$44,000 be paid with remaining funds from the Schaper Pond Diversion CIP Project. As part of the monitoring, the Commission Engineer encountered additional, unanticipated expenses totaling \$3,500. Please see the memo attached. I recommend increasing the monitoring budget to \$47,500.*

6. COMMUNICATIONS

- A. Administrator’s Report - **INFORMATION ITEM with attachment**
- 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. WCA Notice of Decision, Plymouth
- D. [Road Salt Symposium](#)
- E. [Fundamentals of Lake Processes Workshop](#) (Feb 22 in Farmington)
- F. [Aquatic Invaders Summit III](#) (Feb 28 – Mar 1 in Brooklyn Center)
- G. [2017 River Watch Report](#)

8. ADJOURNMENT

Upcoming Meetings & Events

- [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