



Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting
Thursday, February 15, 2018
8:30 a.m.
Golden Valley City Hall, Golden Valley MN

1. CALL TO ORDER and ROLL CALL

On Thursday, February 15, 2018 at 8:35 a.m. in the Council Conference Room at Golden Valley City Hall (7800 Golden Valley Rd.), Vice Chair Mueller called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken.

Commissioners and city staff present:

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Guy Mueller	<i>Vacant</i>	Mark Ray
Golden Valley	Stacy Harwell	Jane McDonald Black	Eric Eckman
Medicine Lake	Clint Carlson	<i>Absent</i>	<i>Absent</i>
Minneapolis	Michael Welch	<i>Vacant</i>	<i>Absent</i>
Minnetonka	Mike Fruen (Arrived during 6A)	<i>Absent</i>	Tom Dietrich
New Hope	<i>Absent</i>	Pat Crough	Megan Albert
Plymouth	Jim Prom	John Byrnes	Derek Asche
Robbinsdale	Michael Scanlan (arrived during 5A)	<i>Absent</i>	Marta Roser
St. Louis Park	<i>Absent</i>	<i>Absent</i>	Erick Francis
Administrator	Laura Jester, Keystone Waters		
Engineer	Karen Chandler		
Recorder	Dawn Pape, Lawn Chair Gardener Creative Services		
Legal Counsel	Troy Gilchrist, Kennedy & Graven		
Presenters/ Guests/Public	Jeff Strom, Wenck Associates		

2. CITIZEN FORUM ON NON-AGENDA ITEMS

None

3. APPROVAL OF AGENDA

MOTION: Commissioner Prom moved to approve the agenda. Commissioner Carlson seconded the motion. Upon a vote, the motion carried 6-0. [Cities of Minnetonka, St. Louis Park, Robbinsdale absent from the vote.]

4. CONSENT AGENDA

The following items were approved as part of the consent agenda: January 18, 2018 commission meeting minutes, February 2018 financial report, payment of invoices, approval of Resolution 18-03 Designating Depositories for BCWMC Funds, approval to designate *Finance and Commerce* as the official news publication of the BCWMC, approval of agreement with Three Rivers Park District for curly-leaf pondweed control in Medicine Lake, approval of sub-grant agreement with City of Minneapolis for Hennepin County ERF Grant Implementation, approval of agreement with Met Council for reimbursement on SWLRT work, approval of agreement with MnDNR for FEMA modeling project, approval to set March 2nd Technical Advisory Committee meeting, and approval to reimburse Alternate Commissioner Crough for Road Salt Symposium registration.

The general and construction account balances reported in the January 2018 Financial Report are as follows:

Checking Account Balance	\$ 839,455.26
TOTAL GENERAL FUND BALANCE	\$ 839,455.26
TOTAL CASH & INVESTMENTS ON-HAND (2/7/18)	\$3,746,224.87
CIP Projects Levied – Budget Remaining	(\$4,262,228.70)
Closed Projects Remaining Balance	(\$516,003.83)
2012-2016 Anticipated Tax Levy Revenue	\$10,286.93
2017 Anticipated Tax Levy Revenue	\$12,462.60
Anticipated Closed Project Balance	(\$493,254.30)

MOTION: Commissioner Carlson moved to approve the consent agenda. Commissioner Prom seconded the motion. Upon a vote, the motion carried 6-0. [Cities of Minnetonka, St. Louis Park, Robbinsdale absent from the vote.]

5. ORGANIZATIONAL MEETING**A. Elect Officers**

Vice Chair Mueller reported that he is moving to Wisconsin at some point in 2018 and won't be able to serve as an officer. Commissioner Harwell nominated Commissioner de Lambert as Chair. Commissioner Prom nominated himself as Vice Chair. Commissioner Welch nominated Commissioner Scanlan for Secretary and Commissioner Harwell for Treasurer.

[Commissioner Scanlan arrives.]

VOITE: Upon a vote of the above nominations, the slate of candidates was approved unanimously 7-0. [The Cities of Minnetonka and St. Louis Park were absent from the vote.]

B. Review 2018 Commission Calendar and Areas of Work

Administrator Jester provided an overview of the Commission's known work for various months throughout the year. Commissioner Welch noted that soliciting proposals for consulting engineers, legal, and others should be added to October or November.

C. Appoint Committee Members

Administrator Jester noted the document in 5B includes a description of the various committees.

i. Administrative Services Committee

The Administrative Services Committee is responsible for addressing policy issues. Commissioners de Lambert, Prom, Harwell, and Scanlan offered to serve on this committee.

ii. Budget Committee

Commissioners Scanlan and de Lambert and Alternate Commissioners McDonald Black and Byrnes volunteered to serve on the Budget Committee.

iii. Education Committee

Commissioner Scanlan and Alternate Commissioners Byrnes and Noon volunteered to serve on the Education Committee. Commissioner Welch noted his interest in helping with ideas to celebrate BCWMC's 50th Anniversary.

iv. CIP Prioritization Process Committee

A new committee is being formed to work on the CIP prioritization process. This committee will need to include both commissioners and TAC members. The following commissioners volunteered to serve on this committee: Prom, Welch, Harwell, Mueller, Carlson (if Alt. Commissioner Holter doesn't want to serve on the committee). The following alternate commissioners volunteered to serve on this committee: Monk, McDonald Black. TAC members volunteering on this committee include Eckman or Oliver, and Asche.

v. Technical Advisory Committee Liaison

Administrator Jester announced she is looking for a liaison for the Friday, March 2, 2018 meeting. Commissioners Welch, Harwell indicated they would attend the TAC meeting. Administrator Jester noted that the new alternate commissioner from Minnetonka, Bill Monk, also wished to attend the TAC meeting.

Administrator Jester noted she will reach out to commissioners and TAC members absent from this meeting to gauge their interest in serving on these committees.

MOTION: Commissioner Welch moved to approve the committee appointees. Commissioner Prom seconded the motion. Upon a vote, the motion carried 7-0. [Cities of Minnetonka and St. Louis Park absent from the vote.]

D. Review Meeting Efficiency Ideas

Administrator Jester reviewed ideas she and Chair de Lambert had discussed about streamlining meetings. She noted that she added benchmark times to this agenda. She noted that pre-meeting workshops or informational sessions could be held for complicated issues where commissioners wanted more information, or additional committee work could be done between meetings. She noted that these ideas require additional meetings. She is not recommending this path at this time.

Administrator Jester continued by noting that is the staffs' job to provide appropriate materials and to bring topics to the Commission in a timely manner. But it is the commissioners' jobs to review the materials, come prepared with questions, and to focus the discussions to the topic at hand. She indicated that Chair de Lambert had noted that the meeting notice states that this is a 2.5-hour meeting and that it's rare the meetings exceed this length.

Administrator Jester concluded that she thinks a 2.5-hour meeting is justified for the \$1.6 million that the Commission spends annually, that this is a busy organization with much work and engaged commissioners. Commissioner Welch pointed out that effectiveness diminishes towards the end of the meeting. He noted that policy discussions should happen at a meeting before a vote is needed (i.e., first meeting to discuss policy, second meeting to vote).

Commissioner Harwell stated that the meetings used to be four hours long before Ms. Jester came on board. Her one suggestion was that presentation lengths be shortened. Commissioner Prom commented that he likes as many items as possible on the consent agenda and that if commissioners want to discuss an item, it can be pulled off consent. The idea of using resolutions for every recommended action was brought up. Attorney Gilchrist gave an overview of some pros and cons of using resolutions. Administrator Jester indicated that it would be onerous to have a resolution for every motion because of the staff time involved in preparing the motion and the possible need for resolution language revisions negotiated during the meeting. She thinks the current system of using motions is working and resolution are used for significant actions and expenditures. Alternate Commissioner McDonald Black, and Commissioners Scanlan and Welch agreed with Administrator Jester.

E. Review Open Meeting Law

Administrator Jester said the general provisions of the open meeting law were outlined in the board packet, but, in summary, this law ensures that meetings of governing bodies are conducted in public where the public has access to decision-making processes. She stated that one of the easier ways to violate the law is through email and reminded commissioners not to hit "reply all" on emails to the whole commission.

6. BUSINESS

A. Receive Presentation on 2017 Water Quality Monitoring Results

Jeff Strom from Wenck Associates gave a presentation on results of water quality monitoring on Sweeney, Twin and Lost Lakes in 2017.

- i. Twin Lake overview: Twin Lake is a priority-1 deep lake with a watershed area of 131 acres located in Golden Valley. It is 21 acres, has an average depth of 26 feet, and a maximum depth of 56 feet. The downstream receiving waterbody is Sweeney Lake. It has no MPCA impairments and the only aquatic invasive species is curly-leaf pondweed. There is public access to the lake. There was an alum treatment to control total phosphorus (TP) levels in 2015. TP readings have been in the 20-25 ug/liter range, which is well below the state standard of 40 ug/liter.
- ii. Water quality in Twin Lake: The BCWMC has monitored water quality conditions in the watershed's 10 priority lakes and six ponds since 1972. Results of 2017 monitoring show that Twin Lake met applicable Minnesota Pollution Control Agency (MPCA) and BCWMC water quality standards for lakes. The lake has generally maintained good water quality conditions since monitoring over the past 20 years. In addition, the plant community currently meets the Minnesota Department of Natural Resources (MDNR) plant index of biotic integrity (IBI) standards
- iii. Recommendations for this lake include continuing water quality and biological monitoring, evaluating effectiveness of first aluminum sulfate (alum) treatment in 2015, and proceed with a second treatment. Finally, continue to implement best management practices and capital improvement projects in the lake's watershed.
- iv. Sweeney Lake overview: Sweeney Lake is also classified as a priority-1 deep lake and is in Golden Valley. It has a watershed area of 2,397 acres. The lake size is 67 acres with an average depth of 12 feet and a maximum depth of 25 feet. The downstream receiving waterbody is Bassett Creek. MPCA impairments include nutrients and chloride. The aquatic invasive species curly-leaf pondweed is present. This lake has a public canoe launch.
- v. The 2017 water quality monitoring indicate that, overall, Sweeney Lake does not meet applicable Minnesota Pollution Control Agency (MPCA) and BCWMC water quality standards for total phosphorus and chlorophyll.

- vi. The recommendations for Sweeney Lake include:
 - a. Implementing management measures to reduce the internal phosphorus load from sediment (about one-third of the lake's annual phosphorus load). Alum treatment would reduce internal phosphorus load from sediment and improve water quality.
 - b. Continuing implementation of Sweeney Lake TMDL, including best management practices and capital improvement projects to reduce watershed nutrient loads.
 - c. Reducing winter/spring chloride loads to Sweeney Lake through road salt management initiatives. Identify and target directly connected impervious areas and other potential locations in watershed that may be contributing high chloride loads.
 - d. Continuing water quality and biological monitoring.
 - e. Further investigating possible trends/shifts in the vegetation community and the lower plant IBI scores observed in 2017.

Commissioner Scanlan asked if phosphorus loading is coming from lawns. Engineer Chandler said yes, but the TMDL says impervious surfaces are the biggest issue. Alternate Commissioner McDonald Black wondered about rain levels and how rain might wash pollutants from Interstate 394, Highway 55 and Highway 100. There was discussion about chloride inputs to the lake. Commissioner Harwell wondered if a chloride committee should be started. Administrator Jester noted that the Education Committee works on the education/training side of the chloride issue but that a separate committee may make sense and can be discussed at a future meeting.

- vii. Overview of Lost Lake: Lost Lake is located in Plymouth and is classified as a priority-2 shallow lake. It has a watershed area of 61 acres. It is 22 acres, has an average depth of 3.5 feet, and a maximum depth of 6.5 feet. This lake is landlocked with no downstream receiving waterbody. There are no MPCA impairments, no aquatic invasive species, and no public access.
- viii. The results of 2017 monitoring show that Lost Lake did not meet applicable MPCA and BCWMC water quality standards for lakes. Lost Lake is currently not on the State of Minnesota's 303(d) list of impaired waters, however the 2017 monitoring results indicate the lake would likely be considered impaired if more monitoring data were available to assess impairment. While there is not enough long-term monitoring data to perform trend analyses for Lost Lake, the lake has generally exhibited poor water quality conditions over the past 25 years. In addition, the plant community does not meet the Minnesota Department of Natural Resources (MDNR) plant index of biotic integrity (IBI) standards.
- ix. Recommendations include:
 - a. Continuing water quality and biological monitoring.
 - b. Assessing/quantifying internal and external drivers of poor water quality/clarity in the lake.
 - c. Focusing on flipping the lake from its current turbid water state (poor clarity) to a clear water state to promote greater species diversity and ecosystem health.
 - d. Performing fish surveys to determine presence/absence of fish in the lake and (if applicable) what fish species are present.
 - e. Assessing watershed nutrient loading and implementing best management practices and capital improvement projects.

[Commissioner Fruen arrives]

Engineer Chandler noted she recommends some revisions to the water quality reports and some minor data analysis changes so the Commission is accurately comparing data across years. Mr. Strom agreed that some revisions are needed.

B. Review Year End Financial Report (Feb 1, 2017 - Jan 31, 2018)

Administrator Jester reported that overall, the Commission is in good financial standing and ended the year approximately \$20,000 in the black. Items to be noted are: revenue was higher than expected bringing in an additional \$73,600, almost \$61,000 of which came from a Met Council grant for the Harrison Neighborhood Project

that was not included in the original 2017 budget. These funds were entirely passed through to Metro Blooms. In fact, the Met Council still owes the Commission more than \$36,000 for work already completed and paid to Metro Blooms.

Administrator Jester noted that on the expenses side, the Commission was slightly over budget on engineering and monitoring but well under budget on administration. For outreach and education, the large budget deficit on the "education and public outreach" line item reflects payments made to Metro Blooms for the Harrison Neighborhood Project (and reimbursed by the Met Council as described above). A deficit is shown because that project was not included in the original 2017 budget. Including the payments made to Metro Blooms, the Commission was almost \$54,000 over budget for the year. Taking the revenue and expenses together and including the \$36,000 still owed the Commission by the Met Council, the Commission ended the year approximately \$20,000 in the black.

- i. Consider Approval to Carry Over Municipal Plan Review Funds from 2017 to 2018
Administrator Jester recommended carrying over \$6,165 from Review Municipal Plans because no cities have submitted local water plans for review and the existing 2018 budget of \$8,000 will not cover the cost of reviewing nine plans.
- ii. Consider Approval to Carry Over Sweeney Lake Aeration Study Funds from 2017 to 2018
Administrator Jester recommended carrying over \$3,444 from Water Quality/Monitoring to help pay for the second half of the Sweeney Lake Aeration Study. The Sweeney Lake Aeration Study was budgeted at \$41,000 to be spread between 2017 and 2018. Unfortunately, a mistake was made and the 2018 funding was not included in the 2018 monitoring budget so there is a budget deficit of \$24,204 to complete the study. Carrying over \$3,444 helps and staff may recommend a 2018 budget amendment to pay for the remainder of the study.

[Commissioner Harwell departs; Alternate Commissioner McDonald Black assumes voting responsibility for Golden Valley.]

MOTION: Commissioner Scanlan moved to approve the year-end financial statement. Alternate Commissioner McDonald Black seconded the motion. Upon a vote, the motion carried 8-0. [St. Louis Park absent from the vote.]

MOTION: Commissioner Welch moved to approve carrying over \$6,165 and \$3,444 from the 2017 Review Municipal Plans and Water Quality/Monitoring line items, respectively, to the 2018 budget. Commissioner Scanlan seconded the motion. Upon a vote, the motion carried 8-0. [St. Louis Park absent from the vote.]

C. Receive Responses and Recommendations as Follow Up to Staff/Commission Evaluations

Engineer Chandler and Administrator Jester reported they had more closely reviewed the staff/commission evaluations that were submitted by five commissioners and four TAC members in December. They indicated they paid particular attention to frustrations, strategic priorities, and needed improvements. Administrator Jester walked through some of her impressions and recommendations outlined in her memo. She noted the work of the new CIP Prioritization Process Committee will hopefully address many of the issues raised.

Commissioner Welch commented that the Commission needs to talk about appropriate avenues to address chloride. It was noted that chloride is an issue that crosses multiple areas including CIP projects, education, and policy.

There was some discussion about the use of the P8 model and whether switching to a new model would make sense. Engineer Chandler acknowledged that the model has limitations, but it is currently the best tool available.

Commissioner Welch expressed disappointment that there wasn't a higher rate of participation from commissioners in the evaluation. There was also discussion about watershed grant programs. Commissioner Welch noted that all other WMOs have grant programs and he recommends that the Commission look at grant programs from Shingle Creek WMO, Mississippi WMO, and Minnehaha Creek WD. Further, he recommended consulting with Becky Christopher or James Whisker from MCWD to present on possibilities on public-private partnerships.

Alternate Commissioner McDonald Black noted she found the memo from Administrator Jester and Engineer Chandler helpful.

D. Receive Update on New Watershed Based Funding Process

Administrator Jester reported that eleven watersheds in Hennepin County met on January 23, 2018 and there was a good discussion about this topic. She noted the group had questions that BWSR couldn't answer at the meeting, so BWSR put together FAQs for the whole metro area. She noted that in general, all Hennepin County watersheds are willing to work collaboratively. She reported the group took a look at straw-man ideas, such as using a funding formula to distribute funding or identifying certain needs or resources. She noted the group liked the idea of breaking the county into the three river basins. She noted another meeting is set for February 27, 2018. There are no recommendations or actions to be taken now, but things are moving forward.

Commissioner Scanlan wondered about needing agreements to work with each other. Jester responded that BWSR isn't prescribing agreements and that it will be up to partners to determine if agreements are needed.

E. Recognize City of Plymouth for Environmental Leadership Award

Administrator Jester noted that the City of Plymouth was recognized for its environmental leadership at the Road Salt Symposium. TAC member Derek Asche humbly responded that many cities do great work. He further noted that the City of Plymouth has very engaged staff on the issue of reducing road salt use.

7. COMMUNICATIONS

A. Administrator's Report

Administrator Jester noted her written report in the packet and provided the following updates:

i. Medicine Lake Zebra Mussel Survey Update

Commission Engineers, Administrator Jester, Three Rivers Park District staff, MnDNR staff and MAISRC met and developed a plan for surveying zebra mussels in Medicine Lake. Also, the AIS Rapid Response Plan was sent out to partners. Since a few partners wished they could have provided input on the plan before it was finalized, a revised plan will come to the Commission in March.

Commissioner Prom noted he recently spoke to AMLAC board members and noted there are a lot of people on the lake that are interested in the zebra mussel issues. He noted the social media platform Nextdoor would be a great tool to communicate with residents. He recommended that the Education Committee consider finding a better way to work with lake associations. Administrator Jester replied that she was hoping to work with cities to communicate with residents about zebra mussels.

Administrator Jester also noted that the price of the chemical to treat the curly-leaf pondweed on Medicine Lake increased significantly over last year's prices. She is working with Three Rivers Park District and contractors on this issue.

[Commissioner Welch departs.]

B. Chair

Nothing to report.

C. Commissioners

- i. Commissioner Carlson and Alternate Commissioner Byrnes represented BCWMC at the Peace Lutheran event and said it was a good event, but attendance wasn't outstanding.
- ii. Commissioner Scanlan reported on the Road Salt Symposium and that the speaker from Cargill was outstanding and he learned a lot about how important road temperatures are.

D. TAC Members

New Hope TAC Member, Megan Albert, announced that there is a technical pre-proposal included with the meeting materials. She noted the city is working with the U of M on a potential project to use iron fillings in Northwood Lake to reduce phosphorus levels. She noted they are applying for grants and may approach the Commission with a funding proposal.

E. Committees

Administrator Jester noted that committee meetings will be set up soon.

F. Legal Counsel

Attorney Gilchrist reminded the Commission about the open meeting law. Since committees were appointed, the open meeting law also applies to quorums of committees.

G. Engineer

Nothing to report.

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. Northwood Lake Improvement Project Clean Water Partnership Grant Report
- D. Harrison Neighborhood Project Met Council Stormwater Grant Report
- E. WCA Notice of Decision, Plymouth
- F. Clean Streets, Clean Water Neighborhood Clean Up Kit
- G. Sun Post Article on Bassett Creek and Chloride Pollution
- H. Technical Pre-Proposal for Assessment & Treatment of Phosphorus in Northwood Lake
- I. WMWA Winter Newsletter

8. ADJOURNMENT

The meeting adjourned at 10:47 a.m.

Signature/Title

Date

Signature/Title

Date