



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: June 14, 2018

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 6/21/18 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 – May 17, 2018 Commission Meeting- **ACTION ITEM with attachment**
 - B. Approval of June 2018 Financial Report - **ACTION ITEM with attachment**
 - C. Approval of Payment of Invoices - **ACTION ITEM with attachments (online)** – *I reviewed the following invoices and recommend approval of payment.*
 - i. Keystone Waters, LLC – May 2018 Administrative Services
 - ii. Keystone Waters, LLC – May 2018 Meeting Materials Distribution Expenses
 - iii. Barr Engineering – May 2018 Engineering Services
 - iv. Triple D Espresso – June 2018 Meeting Refreshments
 - v. Wenck – May 2018 WOMP Monitoring
 - vi. Lawn Chair Gardener – May 2018 Administrative and Education Services
 - vii. Kennedy Graven – April 2018 Legal Services
 - viii. MMKR – 2017 Financial Audit
 - ix. LMCIT – Insurance Premium Payment
 - x. PLM Lake and Land Management Corp – Medicine Lake Herbicide Treatment
 - xi. Three Rivers Park District – Equipment for zebra mussel survey
 - xii. Three Rivers Park District – Decontamination Unit for Medicine Lake
 - D. Approval of Reimbursement Request for Plymouth Creek Restoration Project (2017CR-P) – **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 this project. Most of the construction is complete. The city is requesting reimbursement for construction costs and construction-related expenses. Staff recommends approval.*
 - E. Approval of Reimbursement Request from New Hope for Northwood Lake Improvement Project (NL-1) – **ACTION ITEM with attachment** – *At their meeting in February 2016, the Commission approved an amended agreement with the City of New Hope to design and construct this project. All project components except the installation of an educational sign were completed and reimbursed last year. With the sign installed, final grant reports (due August 1st) can be prepared and closed out. The city will present a final report on this project at a future meeting. Staff recommends approval.*
 - F. Approval of Reimbursement Request for Workshop on the Water Registration – **ACTION ITEM no attachment** – *As allowed through the 2018 Education Workplan and Budget for commissioner reimbursements for trainings, Commissioner Scanlan is requesting reimbursement of \$20 for registration costs related to the Metro Watershed Partner’s Workshop on the Water. Staff recommends approval.*

- G. Set Public Hearing on 2019 Capital Improvement Projects for August 16, 2018 – **ACTION ITEM no attachment** – *After the maximum levy is approved by the County in July, the Commission should hold a public hearing on the 2019 capital projects. The August meeting will also include a resolution officially ordering the projects, setting a final levy amount, and entering agreements with the cities to design and construct the projects.*
- H. Approval to Submit Comments on Golden Valley Surface Water Management Plan – **ACTION ITEM with attachment** – *The City of Golden Valley recently submitted its Surface Water Management Plan (SWMP) for 60-day review by the Commission. Since Barr Engineering drafted the SWMP, staff with Wenck Associates and I reviewed the plan and drafted the attached letter with recommended revisions and required changes. I recommend approving the comment letter with the Chair’s signature and submitting it to Golden Valley. Once a final SWMP is submitted, the Commission will consider approval by resolution at a future meeting.*

5. PUBLIC HEARING

- A. Receive Comments from Cities and Public on Proposed Minor Plan Amendment (10 minutes) – **DISCUSSION ITEM with attachment** – *At the April meeting, the Commission approved a 5-year CIP and directed staff to begin a minor plan amendment process to incorporate new projects into the CIP. At this public hearing the Commission should consider comments from the public and its member cities on the proposed amendment.*
 - i. Comments from Review Agencies – **INFORMATION ITEM with attachment** - *The 30-day comment period for agencies began on May 3rd. The Board of Water and Soil Resources, Met Council, and MDNR all indicated support and had no comments (other than the MDNR requesting early coordination as these projects move forward).*
 - ii. Consider Extending Comment Period to July 25, 2018 per Hennepin County Request – **ACTION ITEM with attachment** - *Due to the timing of Hennepin County Board meetings, the County is requesting an extension of the comment period until July 25th. Staff recommends approval.*

6. BUSINESS

- A. Consider Approval of 90% Design Plans for Bassett Creek Park Phase I Dredging Project: Winnetka Pond (BCP-2) (20 minutes) **ACTION ITEM with attachment** - *In September 2017 the Commission entered an [agreement](#) with the City of Crystal to design and construct this CIP project. The city hired Barr Engineering to prepare project plans and specifications for the project. 50% design plans were approved at the April meeting. Staff recommends approving the plans; authorizing the city to proceed with final plans, contract documents, and permitting; and consider the request for reimbursement of easement development and acquisition costs.*
- B. Consider Approval of Final Report and Reimbursement Request for Honeywell Pond Expansion Project (BC-4) (20 minutes) – **ACTION ITEM with attachments** – *At the August 2015 meeting, the Commission approved an agreement with the City of Golden Valley to design and construct this project. The project is complete and the city is presenting a final report and requesting final reimbursement. Staff recommends approval of the report and reimbursement request.*
- C. Discuss Interest and Logistics of Inviting Commissioners to Participate in Bassett Creek Deep Tunnel Inspection (15 minutes) – **DISCUSSION ITEM with attachment** – *The Commission Engineer is scheduled to inspect the Bassett Creek deep tunnel this year. This presents an opportunity for commissioners/TAC members to enter and observe portions of the tunnel. If the Commissioners/TAC members are interested in participating in a tour, there are several logistical items regarding planning, safety, equipment, etc. to be considered and planned. Staff are seeking input regarding participation and an approximate head count of the interested Commissioners/TAC members.*

- D. Receive Report on Status of Twin Lake Alum Treatment and Consider Recommendations (15 minutes) – **ACTION ITEM with attachment** - *Twin Lake received the first phase of an alum treatment in the spring of 2015 (BCWMC CIP project TW-2). The first phase delivered half of the total dosage of aluminum to immobilize phosphorus in the lake sediments and reduce internal phosphorus loading, thus protecting the high water quality of the lake. The split dosage minimizes the potential impacts on aquatic biota and improves the overall treatment efficiency and longevity of the alum treatment. The Commission Engineer recently analyzed lake sediment and water quality data to determine when or if a second dose is needed. Please see memo and recommendations in the attached memo.*
- E. Receive Update on Process and Timelines on CIP Projects (15 minutes) – **INFORMATION ITEM with attachment** – *There are some upcoming CIP projects that are not following the Commission’s typical project development timeline for various reasons. Please see the attached memo with project-specific information.*

7. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - i. BCWMC- sponsored Smart Salt Training
 - ii. Analysis of Linear Project Requirements
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
 - i. CIP Prioritization Committee
- F. Legal Counsel
- G. Engineer
 - i. Zebra Mussels in Medicine Lake
 - ii. Schaper Pond Effectiveness Monitoring
 - iii. Sweeney Lake Aeration Study

8. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notice of Decision, Plymouth
- E. [One Water Summit](#)

9. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Regular Meeting: July 19th, 8:30 a.m., Golden Valley City Hall