



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: August 7, 2018

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 8/16/18 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 – July 19, 2018 Commission Meeting- ACTION ITEM with attachment
  - B. Acceptance of August 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 – July 2018 Administrative Services
    - ii. Keystone Waters, LLC – July 2018 Meeting Materials Distribution Expenses
    - iii. Barr Engineering – July 2018 Engineering Services
    - iv. Triple D Espresso – August 2018 Meeting Refreshments
    - v. Wenck – July 2018 WOMP Monitoring
    - vi. Lawn Chair Gardener – July 2018 Administrative and Education Services
    - vii. Wenck – Local Water Management Plan Review Services
    - viii. Metro Blooms – Harrison Neighborhood Grant Reimbursement
    - ix. Kennedy Graven – June 2018 Legal Services
  - D. Approval to Adopt Minor Amendment to 2015 Bassett Creek Watershed Management Plan – ACTION 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. On June 21, 2018, the Commission held a public hearing on the plan amendment and [reviewed correspondence](#) from review agencies indicating they had no comments. There were no comments during the public hearing. The Commission extended the deadline for review to July 25, 2018 to allow Hennepin County time to review and comment. At their meeting on July 24<sup>th</sup> the Hennepin County Board of Commissioners approved the minor plan amendment. Staff recommends adopting the plan amendment.
5. **PUBLIC HEARING**
  - A. Receive Comments on Proposed 2019 CIP Projects: DeCola Ponds B & C Improvement Project (BC-2,3,8) and Westwood Lake Water Quality Improvement Project (WST-2) PUBLIC INPUT ITEM with attachment - The public hearing will be opened and the public will be asked for comments on the 2019 CIP projects. All comments will be entered into the public record and will be considered before the Commission approves the resolution in 6A below.
6. **BUSINESS**
  - A. Consider Approval of Resolution 18-05 Ordering 2019 Improvements (15 minutes) - ACTION ITEM with attachments - Pending the outcome of the public hearing in 5A, the attached resolution should be considered for approval to order the project, designate members responsible for construction, make findings pursuant to MN Statutes 103B.25, certify the costs of the 2019 projects to Hennepin County, and approving agreements with the cities of Golden Valley and St. Louis Park for construction. Staff

*recommends approval of the resolution which, in turn, approves the following:*

- i. Ordering 2019 Improvements
  - ii. Making Findings Pursuant to Minnesota Statutes Section 103B.251
  - iii. Certifying Costs to Hennepin County - **with attachment** – *The attached memo shows the breakdown of estimated project costs for the 2019 projects and recommends the Commission direct staff to certify for payment by Hennepin County in 2019 a total (final) tax levy of \$1,436,000.*
  - iv. Approving Agreement with City of Golden Valley for Construction of DeCola Ponds B & C Improvement Project (BC-2,3,8) - **with attachment** - *The attached agreement between the City of Golden Valley and the BCWMC includes expectations and requirements of the city and the Commission for implementation of the Project.*
  - v. Approving Agreement with City of St. Louis Park for Construction of Westwood Lake Water Quality Improvement Project (WST-2) - **with attachment** - *The attached agreement between the City of St. Louis Park and the BCWMC includes expectations and requirements of the city and the Commission for implementation of the Project.*
- B. Consider Approval of 90% Design Plans for Westwood Lake Improvement Project (WST-2) (20 minutes) – **ACTION ITEM with attachment** - *At their meeting in May, the Commission approved the final feasibility report for this project and chose “Concept 3” – a linear water feature that will capture roof runoff and offer interactive educational opportunities. The Hennepin County Board recently approved the maximum levy for the project. The City hired Barr Engineering to design the project and 50% designs were approved at the July meeting. Barr staff will present the attached 90% designs. Staff recommends approval. At this meeting the Commission should also discuss the “watershed” educational sign that should be included in the overall project.*
- C. Receive Presentation on Sweeney Lake Aeration Study Results (30 minutes) – **INFORMATION ITEM with attachment** – *At their meeting in August 2016, the Commission approved a study by the Commission Engineer of the aeration system in Sweeney Lake to determine if the aerators are improving or degrading water quality in the lake. The study got underway with field work last summer. Analyses and modeling were recently completed. On August 1<sup>st</sup> an informational meeting for lake residents was held with a presentation of results and small and large group conversations about the findings and next steps. The Commission Engineer will present the results of the study at this meeting. A fact sheet on the study is attached.*
- D. Review Status of 2018 Operating Budget (15 minutes) – **ACTION ITEM with attachment** – *There are several items where Commission expenses will exceed the budgeted amount this year, including significant unexpected expenses with the Sweeney Lake Aeration Study. There are other areas where activities will be under budget. Please see the attached memo with my review of the budget status and recommendations.*
- E. Consider Approval of 2019 Operating Budget (15 minutes)- **ACTION ITEM with attachment** – *At the May meeting the Commission approved a 2019 operating budget recommended by the Budget Committee. The proposed budget and assessments were sent to city clerks for their review and comment. No comments were received from cities. As indicated in my memo for 6D, it’s likely the Commission’s fund balance will be less than anticipated at the beginning of FY 2019. However, staff still recommends approving the 2019 operating budget as originally proposed.*

## 7. COMMUNICATIONS (15 minutes)

- A. Administrator's Report - **INFORMATION ITEM with attachments**
  - i. Master Water Stewards Recruitment
  - ii. Update on Smart Salt Certification Course
  - iii. Update on Water Resources Conference Abstract Submittal
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
  - i. CIP Prioritization Committee
- F. Legal Counsel
- G. Engineer
  - i. AIS in Medicine Lake

## 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. Final Grant Report: Clean Water Fund, Northwood Lake Improvement Project
- E. Interim Grant Report: Met Council Stormwater Harrison Neighborhood Project
- F. WCA Notices of Application and Decision, Plymouth

## 9. ADJOURNMENT

### Upcoming Meetings & Events

- Golden Valley Arts and Music Festival: September 15<sup>th</sup>, 10:00 a.m. – 3:00 p.m., Golden Valley City Hall
- BCWMC Regular Meeting: September 20<sup>th</sup>, 8:30 a.m., Golden Valley City Hall
- Smart Salt Certification Training: September 26<sup>th</sup>, 8:30 a.m. – 1:30 p.m., Crystal Community Center