



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: November 6, 2018

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 11/14/18 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 – October 18, 2018 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of November 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 – October 2018 Administrative Services
 - ii. Keystone Waters, LLC – October 2018 Printing Expenses
 - iii. Barr Engineering – October 2018 Engineering Services
 - iv. Triple D Espresso – October 2018 Meeting Refreshments
 - v. Wenck – October 2018 WOMP Monitoring
 - vi. Lawn Chair Gardener – October 2018 Administrative and Education Services
 - vii. Kennedy Graven – September 2018 Legal Services
 - viii. Metro Blooms – Harrison Neighborhood Project Grant Reimbursement
 - ix. Metropolitan Council – 2018 CAMP Fee
 - x. Lawn Chair Gardener – Reimbursement for Stream Crossing Signs
 - D. Approval to Reimburse Commissioner Scanlan for MAWD Registration – **ACTION ITEM no attachment** – *Commissioner Scanlan is requesting reimbursement of \$200 for registration costs to attend the annual meeting and conference of the [Minnesota Association of Watershed Districts](#) in Alexandria, MN. There are still funds for Commissioner training in the 2018 Education Budget for this expense. Staff recommends approval.*
 - E. Approval of Hennepin County GIS User Agreement – **ACTION ITEM with attachment** – *Staff recommends approval of this user agreement allowing the Commission Engineer to access and use pictometry and other geographic mapping data provided by the County. Legal Counsel Gilchrist reviewed the agreement.*
 - F. Approval of Ridgedale Executive Apartments Project – **ACTION ITEM with attachment** - *The proposed project in the Crane Lake subwatershed in Minnetonka and includes the demolition of an existing one-story building and parking lot and construction of a 78-unit apartment building, parking lot, and stormwater management system resulting in 2.9 acres of disturbance (grading). The proposed project reduces impervious surfaces by 0.09 acres and proposes to use a BMP not included in the MN Stormwater Manual. Staff recommends approval with conditions noted in the attached memo.*

5. BUSINESS

- A. Administrative Services Committee Report (20 minutes)
 - i. Review Results of Performance Reviews– **DISCUSSION ITEM no attachment** – *The Administrative Services Committee met on October 24th to complete performance evaluations for me and Commission Engineer Chandler. Results are considered private data and will be brought to the meeting and presented by Chair de Lambert.*
 - ii. Consider Recommendations for Soliciting Technical and Legal Services – **ACTION ITEM no attachment** – *By State Law, once every two years the Commission must solicit proposals for professional services including technical/engineering and legal. The Commission last solicited proposals in December 2016. The Administrative Services Committee recommends that the Commission solicit “letters of interest” proposals from interested firms rather than complete proposals as the Commission is not seeking to change its current engineering and legal firms.*
- B. Review Report on Lake Leaders Workshop and Determine Next Steps (30 minutes) – **DISCUSSION ITEM with attachment** - *At their meeting in March the Commission approved an [agreement](#) with the Freshwater Society to design, facilitate, and report on the outcomes of a meeting among lake leaders in the watershed to learn about their options for organizing. (This was a recommendation from the AIS/APM Committee last year.) Seventeen leaders representing five different lakes attended the workshop held on October 3rd. The final report from Freshwater is attached. The Commission should discuss if there are next steps that should be considered for future Commission engagement with the lake groups.*
- C. Review Draft Letter to Minnesota Association of Watershed Districts (10 min) – **ACTION ITEM with attachment** – *At the meeting in November the Commission declined to become members of the MAWD at this time and directed me to draft a letter to the MAWD President requesting that the MAWD Board consider granting watershed management organizations full membership in MAWD, including voting rights. A draft letter is attached for the Commission’s consideration and the chair’s signature, if appropriate.*
- D. Consider Approval of Resolution Approving New Hope Local Surface Water Management Plan (10 min) – **ACTION ITEM with attachment** – (Response to comments and actual plan available online) - *At their meeting in October the Commission reviewed the Commission comments on New Hope’s local plan. The city revised the plan according to the Commission’s comments and the plan is consistent with the Bassett Creek Watershed Management Plan and requirements. Staff recommends approval of the attached resolution approving New Hope’s Local Surface Water Management Plan.*
- E. Consider Approval of Resolution Approving Plymouth Surface Water Resources Management Plan (10 min) – **ACTION ITEM with attachment** – (Response to comments and actual plan available online) – *On October 19th, the Commission Engineer submitted comments to the City of Plymouth on their Surface Water Resources Management Plan. The city revised the plan according to the Commission’s comments and the plan is consistent with the Bassett Creek Watershed Management Plan and requirements. Staff recommends approval of the attached resolution approving Plymouth’s Surface Water Resources Management Plan with the caveat that if additional changes are made to the plan to satisfy other watershed requirements, the provisions applicable to the BCWMC remain unchanged.*
- F. Consider Approval of Resolution Approving Minneapolis Water Resources Management Plan (10 min) - **ACTION ITEM with attachment** – (Response to comments and actual plan available online) – *At their meeting in July the Commission reviewed the Commission comments on Minneapolis’ local plan. The city revised the plan according to the Commission’s comments and the plan is consistent with the Bassett Creek Watershed Management Plan and requirements. Staff recommends approval of the attached*

resolution approving the Minneapolis Water Resources Management Plan with the caveat that if additional changes are made to the plan to satisfy other watershed requirements, the provisions applicable to the BCWMC remain unchanged.

6. COMMUNICATIONS (20 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachment**
 - i. BWSR Watershed Based Funding Meeting
 - ii. Developing Scope for Further Study in Bassett Creek Valley
- B. Education Consultant
 - i. Chloride Education Efforts
- C. Chair
- D. Commissioners
- E. TAC Members
- F. Committees
 - i. CIP Prioritization Committee
- G. Legal Counsel
- H. Engineer

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet
- D. Sun Sailor Article: Westwood Lake Improvement Project
- E. WCA Notices of Application (5), Plymouth
- F. WCA Notice of Application, Golden Valley

8. ADJOURNMENT

Upcoming Meetings & Events

- Minnesota Association of Watershed Districts Annual Meeting: November 29 – December 1, Alexandria MN
- BCWMC CIP Prioritization Committee Meeting: Wednesday December 5, 2018, 8:30 – 10:00 a.m. location TBD
- Bassett Creek Watershed Management Commission Meeting: Thursday December 20th, 8:30 a.m., Golden Valley City Hall