



# Bassett Creek Watershed Management Commission

Regular Meeting  
Thursday December 20, 2018  
8:30 – 11:00 a.m.

Council Conference Room, Golden Valley City Hall, Golden Valley, MN

## AGENDA

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
  - A. Approval of Minutes – November 14, 2018 Commission Meeting
  - B. Acceptance of December 2018 Financial Report
  - C. Approval of Payment of Invoices
    - i. Keystone Waters, LLC – November 2018 Administrative Services
    - ii. Keystone Waters, LLC – November 2018 Printing Expenses
    - iii. Barr Engineering – November 2018 Engineering Services
    - iv. Triple D Espresso – December 2018 Meeting Refreshments
    - v. Wenck – November 2018 WOMP Monitoring
    - vi. Lawn Chair Gardener – November 2018 Administrative and Education Services
    - vii. Kennedy Graven – October 2018 Legal Services
    - viii. Three Rivers Park District – Decontamination Unit Cover
  - D. Approval to Reimburse City of Crystal for Winnetka Pond Dredging Project (CIP BCP-2)
  - E. Approval to Amend Agreement with Metropolitan Council for Work on SWLRT
  - F. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U. S. Army Corps of Engineers
5. **BUSINESS**
  - A. Consider Administrative Services Committee Recommendations for Soliciting Technical and Legal Services (15 min)
  - B. Receive Update on Decision by MAWD Regarding Watershed Management Organization Membership and Consider Options (20 min)
  - C. Consider Ideas for Aquatic Invasive Species Prevention Grant Application (20 min)
  - D. Consider Approval of Resolution Approving Crystal Surface Water Management Plan (10 min)
  - E. Consider Approval of Resolution Approving Minnetonka Water Resources Management Plan (10 min)

## 6. COMMUNICATIONS (15 minutes)

- A. Administrator's Report
  - i. MAWD Annual Meeting
  - ii. AMLAC Meeting
  - iii. Developing Scope for Further Study in Bassett Creek Valley
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
  - i. CIP Prioritization Committee
- F. Legal Counsel
- G. Engineer
  - i. Tunnel Inspection Update
  - ii. Jevne Park CIP Project Update
  - iii. FEMA Modeling Project Update

## 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. WCA Notice of Decision, Plymouth
- E. WCA Notice of Decision, Golden Valley
- F. WCA Notice of Decision, Jevne Park CIP Project

## 8. ADJOURNMENT

### Upcoming Meetings & Events

- Salt Solutions Workshop for Places of Worship and Non-profits: Tuesday January 8<sup>th</sup>, 6:30 – 8:30 p.m., Nine Mile Creek Discovery Center
- BCWMC CIP Prioritization Committee Meeting: Wednesday January 9, 2018, Golden Valley City Hall
- Bassett Creek Watershed Management Commission Meeting: Thursday January 17<sup>th</sup>, 8:30 a.m., Golden Valley City Hall



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: December 12, 2018

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/20/18 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 – November 14, 2018 Commission Meeting- ACTION ITEM with attachment
  - B. Acceptance of December 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 – November 2018 Administrative Services
    - ii. Keystone Waters, LLC – November 2018 Printing Expenses
    - iii. Barr Engineering – November 2018 Engineering Services
    - iv. Triple D Espresso – December 2018 Meeting Refreshments
    - v. Wenck – November 2018 WOMP Monitoring
    - vi. Lawn Chair Gardener – November 2018 Administrative and Education Services
    - vii. Kennedy Graven – October 2018 Legal Services
    - viii. Three Rivers Park District – Decontamination Unit Cover
  - D. Approval to Reimburse City of Crystal for Winnetka Pond Dredging Project (CIP BCP-2)– ACTION ITEM with attachment (full documentation available upon request) – The City of Crystal is requesting reimbursement for expenditures related to design of the Winnetka Pond Dredging Project. This is the first reimbursement request for this project. I reviewed all materials and documentation submitted by the city and recommend approval to reimburse.
  - E. Approval to Amend Agreement with Metropolitan Council for Work on SWLRT – ACTION ITEM with attachment – Staff (including the Commission’s legal counsel) recommends approval of this amendment to extend the term (deadline) of the agreement with Met Council regarding work on the SWLRT as design work will continue into early next year.
  - F. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U. S. Army Corps of Engineers – ACTION ITEM with attachment online - In accordance with the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection of the flood control features was recently performed by the Commission Engineer to assess and document conditions. The report (online) includes conditions of each structure and a list of recommended actions. The report should be forwarded to member cities, the MN Department of Natural Resources and the U.S. Army Corps of Engineers.
5. **BUSINESS**
  - A. Consider Administrative Services Committee Recommendations for Soliciting Technical and Legal Services (15 minutes) - ACTION ITEM no attachment – This item was tabled at the November meeting. 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. Receive Update on Decision by MAWD Regarding Watershed Management Organization Membership and Consider Options (20 min) – **DISCUSSION ITEM with attachment** – *On November 30<sup>th</sup>, the MN Association of Watershed Districts (MAWD) approved a bylaws change that would allow WMOs (like the BCWMC) to join MAWD with full membership rights. The memo, updated bylaws, and other information attached should give commissioners a general sense of what MAWD membership (and member with corresponding groups) would entail. The Commission should discuss whether or not to become a MAWD member in 2019 and whether or not to participate in corresponding groups).*
- C. Consider Ideas for Aquatic Invasive Species Prevention Grant Application (20 min) – **ACTION ITEM with attachment** – *The Hennepin County Aquatic Invasive Species (AIS) pass-through grant applications are due January 14<sup>th</sup>. I have checked briefly with a few partners and gathered some ideas for activities that could be included in an application. Although there are still conversations to have with city staff, TRPD, MPRB, and lake groups regarding ideas for programs, projects, and collaboration for AIS prevention, I am requesting approval to submit a grant application on behalf of the BCWMC for up to \$20,740. Please see the attached memo for more information.*
- D. Consider Approval of Resolution Approving Crystal Surface Water Management Plan (10 min) – **ACTION ITEM with attachment** – (Commission comments and actual plan available online) - *The Commission Engineer reviewed the Crystal Surface Water Management Plan and provided comments to the city on November 21<sup>st</sup>. 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 Crystal’s Local Surface Water 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.*
- E. Consider Approval of Resolution Approving Minnetonka Water Resources Management Plan (10 min) – **ACTION ITEM with attachment** - (Response to comments available online. Actual plan available upon request.) - *I reviewed the Minnetonka Water Resources Management Plan on behalf of the Commission and provided comments to the city on October 29<sup>th</sup>. 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 Minnetonka’s Water Resources Management Plan.*

## **6. COMMUNICATIONS (20 minutes)**

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
  - i. MAWD Annual Meeting
  - ii. AMLAC Meeting
  - iii. Developing Scope for Further Study in Bassett Creek Valley
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
  - i. CIP Prioritization Committee
- F. Legal Counsel
- G. Engineer
  - i. Tunnel Inspection Update

- ii. Jevne Park CIP Project Update
- iii. FEMA Modeling Project Update

**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. WCA Notice of Decision, Plymouth
- E. WCA Notice of Decision, Golden Valley
- F. WCA Notice of Decision, Jevne Park CIP Project

**8. ADJOURNMENT**

**Upcoming Meetings & Events**

- Salt Solutions Workshop for Places of Worship and Non-profits: Tuesday January 8<sup>th</sup>, 6:30 – 8:30 p.m., Nine Mile Creek Discovery Center
- BCWMC CIP Prioritization Committee Meeting: Wednesday January 9, 2018, Golden Valley City Hall
- Bassett Creek Watershed Management Commission Meeting: Thursday January 17<sup>th</sup>, 8:30 a.m., Golden Valley City Hall





Item 4A.  
BCWMC 12-20-18

## Bassett Creek Watershed Management Commission

**DRAFT Minutes of Regular Meeting  
Wednesday, November 14, 2018  
8:30 a.m.**

**Golden Valley City Hall, Golden Valley MN**

**1. CALL TO ORDER and ROLL CALL**

On Wednesday, November 14, 2018 at 8:32 a.m. in the Council Conference Room at Golden Valley City Hall (7800 Golden Valley Rd.), Chair de Lambert called the meeting of the Bassett Creek Watershed Management Commission (BCWMC) to order.

**Commissioners and city staff present:**

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Dave Anderson	Vacant Position	Mark Ray
Golden Valley	Absent	Jane McDonald Black	Eric Eckman
Medicine Lake	Absent	Gary Holter	Absent
Minneapolis	Michael Welch	Vacant Position	Absent
Minnnetonka	Absent	Mike Fruen*	Chris LaBounty
New Hope	Absent	Pat Crough	Megan Hedstrom
Plymouth	Absent	John Byrnes	Ben Scharenbroich
Robbinsdale	Absent	Absent	Richard McCoy and Marta Roser
St. Louis Park	Jim de Lambert	Absent	Absent
<b>Administrator</b>	Laura Jester, Keystone Waters		
<b>Engineer</b>	Karen Chandler, Barr Engineering		
<b>Recorder</b>	Dawn Pape, Lawn Chair Gardener Creative Services		
<b>Legal Counsel</b>	Troy Gilchrist, Kennedy & Graven		
<b>Presenters/ Guests/Public</b>			

\*Arrived after Item 4.

**2. CITIZEN FORUM ON NON-AGENDA ITEMS**

None.

**3. APPROVAL OF AGENDA**

**MOTION:** Alternate Commissioner McDonald Black moved to approve the agenda. Commissioner Welch seconded the motion. Upon a vote, the motion carried 7-0. [Cities of Minnetonka and Robbinsdale absent from the vote].

**4. CONSENT AGENDA**

Administrator Jester noted that Item 4D should be deleted from the consent agenda as Commissioner Scanlan is no longer able to attend MAWD. The following items were approved as part of the consent agenda: October 18, 2018 Commission meeting minutes, acceptance of the November 2018 financial report, payment of invoices, approval of Hennepin County GIS user agreement.

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

Checking Account Balance	\$ 510,686.36
<hr/>	
TOTAL GENERAL FUND BALANCE	\$ 510,686.36
<hr/>	
TOTAL CASH & INVESTMENTS ON-HAND (11/6/18)	\$ 3,211,624.87
<hr/>	
CIP Projects Levied – Budget Remaining	(\$4,028,639.21)
<hr/>	
Closed Projects Remaining Balance	(\$ 817,014.34)
<hr/>	
2012-2016 Anticipated Tax Levy Revenue	\$ 4,537.93
<hr/>	
2017 Anticipated Tax Levy Revenue	\$ 3,895.88
<hr/>	
Anticipated Closed Project Balance	(\$808,580.53)
<hr/>	

**MOTION:** Alternate Commissioner McDonald Black moved to approve the consent agenda as amended. Alternate Commissioner Byrnes seconded the motion. Upon a vote, the motion carried 7-0. [Cities of Minnetonka and Robbinsdale absent from the vote.]

[Alt. Commissioner Fruen arrives.]

**5. BUSINESS**

**A. Administrative Services Committee Report**

- i. Review Results of Performance Reviews  
 Chair de Lambert reported that few comments regarding the performance of staff were received from the Commissioners or TAC members. He noted that in short, staff are doing a fine job. He also noted a couple of suggestions regarding streamlining meetings and getting materials out for review earlier. There was a brief open discussion. Chair de Lambert listed the comments from the Administrative Services Committee Meeting for Administrator Jester. It was noted that the minutes are perhaps too detailed, but helpful at the same time. Regarding the question of future trends or Commission goals, there were some concerns about managing CIP funding requests in the future. Administrator Jester will talk to the county staff about this.

Commissioner de Lambert added that a recommendation for Barr Engineering is to get ahead of the appropriate scope and budget for studies.

- ii. Consider Recommendations for Soliciting Technical and Legal Services  
 Administrator Jester noted that the Commission must solicit proposals for technical and legal services once every two years according to State law and that the Commission last solicited proposals in December 2016. Chair de Lambert noted that the Administrative Services Committee recommends soliciting only “letters of interest proposals” rather than full blown proposals as the Commission isn’t likely to replace Barr Engineering or Kennedy Graven.

**MOTION:** Alt. Commissioner Crough moved to approve the Administrative Services Committee recommendation to solicit letters of interest proposals for engineering and legal services. Alt. Commissioner Fruen seconded the motion.



Before the motion was voted upon, Commissioner Welch stated that he would like to do some research on the solicitation item and bring more information to the December meeting. He stated that the Commission deals with a unique situation between city versus Commission activity.

**MOTION: Commissioner Welch moved to table the prior motion. Alternate Commissioner McDonald Black seconded the motion. Upon a vote, the motion carried 8-0. [City of Robbinsdale absent from the vote.]**

Regarding staff performance, Commissioner Welch noted that determining the CIP budget isn't the Administrator's job. It was noted that Administrator Jester does a good job and Commission Engineer Chandler and Administrator Jester work well together.

Commissioner Welch brought up that there are new Hennepin County commissioners that may need education/information about BCWMC and its responsibilities.

Administrator Jester responded by bringing the Commission's attention to some additions she has added to the website that will also be included in materials for the 50<sup>th</sup> anniversary.

**B. Review Report on Lake Leaders Workshop and Determine Next Steps**

Administrator Jester reviewed workshop report prepared by Freshwater Society. She noted that on October 3, 2018, leaders from five lake groups in the watershed gathered for a workshop to review and discuss options available to further organize. The workshop was commissioned by BCWMC in response to a recommendation by the APM/AIS Committee. Representatives from Lost Lake, Medicine Lake, Northwood Lake, Parkers Lake, and Sweeney Lake attended. Administrator Jester reported that three different speakers gave presentations on various types of lake organizations and then each lake group participated in small group discussions to further explore the idea of more formally organizing.

The report notes that the Commission could look at offering specific opportunities to help groups advance goals they have in common and that it would be useful to clarify the role of the BCWMC and how it fits with various types of lake organizations. The report notes that the lake groups agreed that expanding outreach and education and building environmental awareness and ethic – especially beyond the lakeshore – were important functions. In addition to increasing the volunteer base, several groups also commented on the benefit of increased funding, cost sharing, partnering on grants, and other opportunities that might be available to reach common goals. Engineer Chandler noted that it might be useful to engage groups in early detection of AIS.

Administrator Jester recommended that the Commission facilitate two or three lake group meetings or workshops per year to keep the momentum going. It was noted that it would be beneficial to have similar messaging, learning, and workshops available for lake leaders across all of the west metro watersheds. Administrator Jester reported she would talk with West Metro Water Alliance group about that idea.

**C. Review Draft Letter to Minnesota Association of Watershed Districts (MAWD)**

Administrator Jester reported that at the last Commission meeting, she was directed to write a letter to MAWD advocating for full membership by watershed management organizations, including the ability to vote. She noted that in talking with MAWD, she found out that there is already a resolution to allow WMOs full voting membership for consideration by the MAWD Board at their meeting at the end of the month. One change to the letter was suggested. Administrator Jester agreed to make the change and get the Chair's signature.

**D. Consider Approval of Resolution Approving New Hope Local Surface Water Management Plan**

In speaking broadly about all three local plans being considered at this meeting, Commission Engineer Chandler reported that all three cities made the recommended changes and she is satisfied with the results. It was noted that the resolutions for 5D, 5E and 5F have the caveat that the Commission is approving local

plans as presented but that there may be slight changes to the plans once comments from other watersheds have been addressed.

Commissioner Welch asked if the engineers had concerns about the cities' plan for official controls in place. Commission Engineer Chandler responded that since each plan includes implementation items to update ordinances, this wasn't a concern.

TAC member Megan Hedstrom added that once a plan is completely updated, ordinance updates will follow. Mr. Scharenbroich agreed and commented that was the same in Plymouth. He noted the new city council will address ordinances in January.

Commissioner Welch noted that although this issue cannot be resolved here, local plans must outline how they will enforce Commission requirements, but that the Commission cannot bind cities to pass appropriate ordinances. He noted that according to the Commission's joint powers agreement, it cannot implement ordinances on the city's behalf. He commented that this issue needs to be fixed in the language of the joint powers agreement.

**MOTION:** Alt. Commissioner Crough moved to approve Resolution 18-07, New Hope Local Surface Water Management Plan as presented with the caveat that there may be slight alterations. Commissioner Welch seconded the motion. Upon a vote, the motion carried 8-0. [City of Robbinsdale absent from the vote.]

**E. Consider Approval of Resolution Approving Plymouth Surface Water Resources Management Plan**

**MOTION:** Alt. Commissioner Byrnes moved to approve Resolution 18-08, Plymouth Surface Water Resources Management Plan. Commissioner Welch seconded the motion. Upon a vote, the motion carried 8-0. [City of Robbinsdale absent from the vote.]

**F. Consider Approval of Resolution Approving Minneapolis Water Resources Management Plan**

Commission Engineer Chandler noted that the stormwater code will be updated within 180 days of approval.

**MOTION:** Commissioner Welch moved to approve Resolution 18-09, Minneapolis Water Resources Management Plan. Alt. Commissioner Byrnes seconded the motion. Upon a vote, the motion carried 8-0. [City of Robbinsdale absent from the vote.]

**6. COMMUNICATIONS**

**A. Administrator's Report**

Administrator Jester reported on the following:

- i. She was appointed to represent watershed management organizations in a group working on the BWSR Watershed-Based Funding issues. She noted the group is scheduled to meet in December.
- ii. Developing Scope for Further Study in Bassett Creek Valley  
Staff is working with the City of Minneapolis and other stakeholders to develop scope for the study of floodplain management with redevelopment along the creek corridor in Minneapolis. Administrator Jester noted that direction was given at a prior meeting to allow staff to work on this issue up to \$2,000 and this figure has not been reached. TAC member Liz Stout is also working with the project. Commission Engineer Chandler reported that it's a great idea to have a comprehensive study and plan because a piecemeal approach would likely result in running out of stormwater storage before final parcels would be developed.

**B. Education Consultant**

- i. Chloride Education Efforts. Dawn Pape is working with area watershed districts, the City of Minnetonka and Growing Green Hearts to reach nonprofits and faith-based institutions (that typically have large parking lots) with salt education. Ms. Pape noted there is a workshop this afternoon at Oak Knoll Church and another scheduled for January. Despite the extensive outreach efforts of the partners (Nine Mile Creek

Watershed District, Minnehaha Creek Watershed District, Riley Purgatory Bluff Creek Watershed District, Bassett Creek Watershed Management Commission, the City of Minnetonka and Growing Green Hearts), there were only nine registrations for this workshop. However, it was noted that one institution's changed practices has the potential to reach thousands of members.

Commissioners Fruen and Welch suggested that going to the institutions where people gather might be a better outreach method. Ms. Pape agreed that this was a method she has used before and proved to be successful, but also a big time commitment. Ms. Pape's contract with BCWMC for salt education would need to be amended to include these types of outreach efforts.

Alt. Commissioner McDonald Black suggested partnering with the Humane Society because they are also concerned about salt on animals' paws. Information could be distributed to the volunteers who walk the dogs. Mr. Scharenbroich mentioned that Hennepin County Chloride Consortium is working on this salt issue too.

**C. Chair**

Nothing to report.

**D. Commissioners**

Commissioner Welch plans to meet with his new county commissioner to inform them about BCWMC's role. Jester added the materials being created for the 50<sup>th</sup> anniversary will be helpful tools. He also noted he and Administrator Jester will be meeting with Metro Blooms to debrief on the pollinators event and to understand possible engagement opportunities.

**E. TAC Members**

- i. Chris LaBounty, from the City of Minnetonka, updated the commission on the Ridgedale Drive/Crane Lake CIP Project noting that the preferred options can be constructed outside of Ridgedale Drive reconstruction, so project timing should move back to a normal CIP process schedule. He also noted that Met Council now has a group working on the question of chlorides in wastewater.

**F. Committees**

- i. CIP Prioritization Committee met on November 5<sup>th</sup>. The next meeting is on December 5<sup>th</sup>

**G. Legal Counsel**

Attorney Gilchrist wrote a letter to BWSR about the 150% penalty issue in the Clean Water Fund grant agreement. It was noted the same issue was raised by other WMOs and BWSR agreed to take language out of future agreements.

**H. Engineer**

- i. Commission Engineer Chandler gave an update on the FEMA modeling study, noting that some survey data was received from the DNR, but they didn't get all of the needed data. It's not presently clear, but Barr may need to do some additional surveying which would mean a contract change order. However, the project is still on schedule.

**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**

The meeting adjourned at 9:56 a.m.

\_\_\_\_\_  
Signature/Title Date

\_\_\_\_\_  
Signature/Title Date



**Bassett Creek Watershed Management Commission General Account  
 General Fund (Administration) Financial Report  
 Fiscal Year: February 1, 2018 through January 31, 2019  
 MEETING DATE: December 20, 2018**

**Item 4B.  
 BCWMC 12-10-18**

**(UNAUDITED)**

<b>BEGINNING BALANCE</b>	<b>6-Nov-18</b>		<b>510,686.36</b>
<b>ADD:</b>			
<b>General Fund Revenue:</b>			
Interest less Bank Fees		55.03	
<b>Permits:</b>			
Kimley-Horn and Associates	BCWMC 2018-29	1,500.00	
Stantec Consulting	BCWMC 2018-30	1,500.00	
Reimbursed Construction Costs		73,052.68	
		<b>Total Revenue and Transfers In</b>	<b>76,107.71</b>
<b>DEDUCT:</b>			
<b>Checks:</b>			
3134 VOID		-200.00	
3135 Barr Engineering	Nov Engineering	34,236.07	
3136 Kennedy & Graven	Oct Legal	557.20	
3137 Keystone Waters LLC	Nov Administrator	4,250.46	
3138 Lawn Chair Gardener	Nov Admin Serv/Educ	945.00	
3139 Triple D Espresso	Dec Meeting	111.75	
3140 Wenck Associates	Nov WOMP	675.65	
3141 Three Rivers Park District	Decontamination Unit C	1,172.03	
3142 City of Crystal	Winnetka Pond	63,749.85	
		<b>Total Checks/Deductions</b>	<b>105,498.01</b>
Outstanding from previous month:			
3132 Metro Blooms	Harrison Proj	13,320.14	
<b>ENDING BALANCE</b>	<b>12-Dec-18</b>		<b>481,296.06</b>

## Bassett Creek Watershed Management Commission General Account

## General Fund (Administration) Financial Report

(UNAUDITED)

Fiscal Year: February 1, 2018 through January 31, 2019

MEETING DATE: December 20, 2018

	2018 /2019 BUDGET	CURRENT MONTH	YTD 2018 /2019	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS TO CITIES	515,000	0.00	515,050.00	(50.00)
PROJECT REVIEW FEES	55,000	3,000.00	49,000.00	6,000.00
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
METROPOLITAN COUNCIL - LRT		0.00	6,881.45	
METRO BLOOMS - MET COUNCIL GRANT		0.00	38,081.77	
HENNEPIN COUNTY GRANT-AIS PREVENTION GRANT		0.00	18,281.90	
TRANSFERS FROM LONG TERM FUND & CIP	75,000	0.00	0.00	75,000.00
<b>REVENUE TOTAL</b>	<b>650,000</b>	<b>3,000.00</b>	<b>631,795.12</b>	<b>81,450.00</b>
<b>EXPENDITURES</b>				
<b>ENGINEERING &amp; MONITORING</b>				
TECHNICAL SERVICES	125,000	6,556.00	103,694.83	21,305.17
DEV/PROJECT REVIEWS	75,000	2,632.65	40,175.47	34,824.53
NON-FEE/PRELIM REVIEWS	10,000	1,761.81	20,599.76	(10,599.76)
COMMISSION AND TAC MEETINGS	12,000	402.50	8,712.67	3,287.33
SURVEYS & STUDIES	12,000	0.00	0.00	12,000.00
WATER QUALITY/MONITORING	80,700	3,605.00	101,179.24	(20,479.24)
WATER QUANTITY	6,300	875.78	5,168.37	1,131.63
WATERSHED INSPECTIONS -EROSION CONTROL	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	48,000	2,091.50	9,331.17	38,668.83
REVIEW MUNICIPAL PLANS	8,000	6,938.00	21,862.70	(13,862.70)
WOMP	20,500	675.65	15,407.27	5,092.73
XP-SWMM MODEL UPDATES/REVIEWS	10,000	0.00	8,918.00	1,082.00
APM / AIS WORK	32,000	1,242.03	27,993.27	4,006.73
<b>ENGINEERING &amp; MONITORING TOTAL</b>	<b>440,500</b>	<b>26,780.92</b>	<b>363,042.75</b>	<b>77,457.25</b>
<b>ADMINISTRATION</b>				
ADMINISTRATOR	67,200	3,972.50	51,205.00	15,995.00
LEGAL COSTS	17,000	557.20	10,626.60	6,373.40
AUDIT, INSURANCE & BONDING	15,500	0.00	17,648.00	(2,148.00)
FINANCIAL MANAGEMENT	3,200	0.00	0.00	3,200.00
MEETING EXPENSES	1,600	111.75	1,182.87	417.13
ADMINISTRATIVE SERVICES	15,000	970.96	11,861.75	3,138.25
<b>ADMINISTRATION TOTAL</b>	<b>119,500</b>	<b>5,612.41</b>	<b>92,524.22</b>	<b>26,975.78</b>
<b>OUTREACH &amp; EDUCATION</b>				
PUBLICATIONS/ANNUAL REPORT	1,500	0.00	937.00	563.00
WEBSITE	4,200	0.00	221.53	3,978.47
PUBLIC COMMUNICATIONS	2,500	0.00	499.28	2,000.72
EDUCATION AND PUBLIC OUTREACH	22,000	52.00	17,132.78	4,867.22
WATERSHED EDUCATION PARTNERSHIPS	13,850	0.00	8,530.00	5,320.00
<b>OUTREACH &amp; EDUCATION TOTAL</b>	<b>44,050</b>	<b>52.00</b>	<b>27,320.59</b>	<b>16,729.41</b>
<b>MAINTENANCE FUNDS</b>				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
<b>MAINTENANCE FUNDS TOTAL</b>	<b>50,000</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>
<b>TMDL WORK</b>				
TMDL IMPLEMENTATION REPORTING	10,000	0.00	4,668.00	5,332.00
<b>TMDL WORK TOTAL</b>	<b>10,000</b>	<b>0.00</b>	<b>4,668.00</b>	<b>5,332.00</b>
<b>TOTAL EXPENSES</b>	<b>664,050</b>	<b>32,445.33</b>	<b>487,555.56</b>	<b>176,494.44</b>

Cash Balance 11/06/18				
<b>Cash</b>			688,538.14	
	Transfer to purchase investments			
		<b>Total Cash</b>		688,538.14
<b>Investments:</b>				
	Minnesota Municipal Money Market (4M Fund)		2,500,000.00	
	Dividends-prior months		23,086.73	
	Dividends-Current		8,130.63	
		<b>Total Investments</b>		<u>2,531,217.36</u>
		<b>Total Cash &amp; Investments</b>		3,219,755.50
<b>Add:</b>				
	Interest Revenue (Bank Charges)		187.27	
	Hennepin County - Tax Settlement		609,153.06	
		<b>Total Revenue</b>		<u>609,340.33</u>
<b>Less:</b>				
	CIP Projects Levied - Current Expenses - TABLE A		(64,149.83)	
	Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(6,424.85)	
		<b>Total Current Expenses</b>		<u>(70,574.68)</u>
		<b>Total Cash &amp; Investments On Hand 12/12/18</b>		<u><u>3,758,521.15</u></u>
	Total Cash & Investments On Hand		3,758,521.15	
	CIP Projects Levied - Budget Remaining - TABLE A		(3,964,489.38)	
	<b>Closed Projects Remaining Balance</b>		<b>(205,968.23)</b>	
	2012 - 2016 Anticipated Tax Levy Revenue - TABLE C		4,038.75	
	2017 Anticipated Tax Levy Revenue - TABLE C		3,219.59	
	<b>Anticipated Closed Project Balance</b>		<b>(198,709.89)</b>	
	Proposed & Future CIP Project Amount to be Levied - TABLE B		1,436,000.00	

**TABLE A - CIP PROJECTS LEVIED**

	Approved Budget	Current Expenses	2018 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget	Grant Funds Received	
Lakeview Park Pond (ML-8) (2013)	196,000	0.00	0.00	11,589.50	184,410.50		
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000	0.00	0.00	162,907.34	827,092.66		
<b>2014</b>							
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000	399.98	22,938.56	372,599.96	239,400.04		
Briarwood / Dawnview Nature Area (BC-7)	250,000	0.00	0.00	250,000.00	0.00		
Twin Lake Alum Treatment Project (TW-2)	163,000	0.00	0.00	91,037.82	71,962.18		
<b>2015</b>							
Main Stem 10th to Duluth (CR2015)	1,503,000	0.00	0.00	1,003,746.24	499,253.76		
<b>2016</b>							
Honeywell Pond Expansion (BC-4) <sup>1</sup>	810,930	0.00	725,298.17	750,605.17	60,324.83		
Northwood Lake Pond (NL-1) <sup>2</sup>	822,140						
Budget Amendment	611,600	1,433,740	0.00	2,000.00	1,447,143.38	(13,403.38)	700,000
<b>2017</b>							
Main Stem Cedar Lk Rd-Dupont (2017CR-M)	2017 Levy 400,000	1,064,472	0.00	0.00	126,376.39	938,095.61	
	2018 Levy 664,472						
Plymouth Creek Restoration (2017 CR-P)	2017 Levy 580,930	863,573	0.00	422,683.49	581,400.72	282,172.28	200,000
	2018 Levy 282,643						
<b>2018</b>							
Bassett Creek Park & Winnetka Ponds Dredging (BCP-2)	1,000,000	63,749.85	63,749.85	124,819.10	875,180.90		
		<u>8,886,715</u>	<u>64,149.83</u>	<u>1,236,670.07</u>	<u>4,922,225.62</u>	<u>3,964,489.38</u>	

**TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED**

	Approved Budget - To Be Levied	Current Expenses	2018 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget	
<b>2019</b>						
Decola Ponds B&C Improvement(BC-2,BC-3,BC-8)	1,031,500	0.00	41,003.40	85,512.56	945,987.44	34,287
Westwood Lake Water Quality Improvement Project(Feasibility)	404,500	424.00	38,554.00	41,064.20	363,435.80	
2019 Project Totals	1,436,000	424.00	79,557.40	126,576.76	1,309,423.24	
<b>2020</b>						
Bryn Mawr Meadows (BC-5)	0	862.00	63,863.24	95,105.56	(95,105.56)	
Jevne Park Stormwater Mgmt Feasibility (ML-21)	0	5,138.85	25,145.78	25,145.78	(25,145.78)	
Crane Lake Improvement Proj (CL-3)	0	0.00	5,162.35	5,162.35	(5,162.35)	
2020 Project Totals	0	6,000.85	94,171.37	125,413.69	(125,413.69)	
Total Proposed & Future CIP Projects to be Levied	1,436,000	6,424.85	173,728.77	251,990.45	1,184,009.55	

**BCWMC Construction Account**

Fiscal Year: February 1, 2018 through January 31, 2019

December 2018 Financial Report

(UNAUDITED)

**TABLE C - TAX LEVY REVENUES**

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2019 Tax Levy	1,436,000.00							
2018 Tax Levy	1,346,815.00		1,346,815.00	607,977.59	1,327,447.31	1,327,447.31	19,367.69	947,115.00
2017 Tax Levy	1,303,600.00	(10,691.48)	1,292,908.52	676.29	(1,448.47)	1,289,688.93	3,219.59	1,303,600.00
2016 Tax Levy	1,222,000.00	(9,526.79)	1,212,473.21	169.26	(1,452.87)	1,209,762.69	2,710.52	1,222,000.00
2015 Tax Levy	1,000,000.00	32.19	1,000,032.19	35.64	294.54	999,226.24	805.95	1,000,000.00
2014 Tax Levy	895,000.00	(8,533.75)	886,466.25	16.28	150.16	885,786.68	679.57	895,000.00
2013 Tax Levy	986,000.00	(10,510.52)	975,489.48	278.00	690.43	975,646.77	(157.29)	986,000.00
				<b>609,153.06</b>			<b>7,258.34</b>	

**OTHER PROJECTS:**

	Approved Budget	Current Expenses / (Revenue)	2018 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
<b>TMDL Studies</b>					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
TOTAL TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
<b>Flood Control Long-Term</b>					
Flood Control Long-Term Maintenance	690,573.00	2,478.00	10,745.50	331,487.91	
Less: State of MN - DNR Grants			(4,542.00)	(97,542.00)	
	690,573.00	2,478.00	6,203.50	233,945.91	456,627.09
<b>Annual Flood Control Projects:</b>					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
<b>Annual Water Quality</b>					
Channel Maintenance Fund	375,000.00	0.00	73,461.65	255,619.60	119,380.40
<b>Metro Blooms Harrison Neighborhood CWF Grant Project</b>					
BWSR Grant	134,595.00	0.00	13,320.14	21,717.03	112,877.97
	134,595.00	0.00	13,320.14	(67,298.00)	(67,298.00)
				(45,580.97)	
Total Other Projects	1,835,168.00	2,478.00	92,985.29	484,451.69	1,148,822.31



**CIP Projects Levied**

	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017	2018
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (CR-M)	Plymouth Creek Restoration (CR-P)	Bassett Cr Pk & Winnetka Ponds Dredging (BCP-2)
Original Budget	8,275,115	196,000	990,000	612,000	250,000	163,000	1,503,000	810,930	822,140	1,064,472	863,573	1,000,000
Added to Budget	611,600								611,600			
Expenditures:												
Feb 2004 - Jan 2014	269,971.68	11,589.50	101,635.49	89,594.90	19,598.09	23,793.65	11,179.35	7,461.95	5,118.75			
Feb 2015-Jan 2016	313,510.98		25,866.35			432.00	93,862.65	6,442.53	94,823.44	42,671.88	49,412.13	
Feb 2016-Jan 2017	2,835,773.05		14,350.00	213,668.55	230,401.91	66,812.17	841,405.15	11,402.52	1,338,331.79	71,889.91	16,192.00	31,319.05
Feb 2017-Jan 2018	266,299.84		21,055.50	46,397.95			57,299.09		6,869.40	11,814.60	93,113.10	29,750.20
Feb 2018-Jan 2019	1,236,670.07			22,938.56				725,298.17			422,683.49	63,749.85
<b>Total Expenditures:</b>	<b>4,922,225.62</b>	<b>11,589.50</b>	<b>162,907.34</b>	<b>372,599.96</b>	<b>250,000.00</b>	<b>91,037.82</b>	<b>1,003,746.24</b>	<b>750,605.17</b>	<b>1,447,143.38</b>	<b>126,376.39</b>	<b>581,400.72</b>	<b>124,819.10</b>
<b>Project Balance</b>	<b>3,964,489.38</b>	<b>184,410.50</b>	<b>827,092.66</b>	<b>239,400.04</b>		<b>71,962.18</b>	<b>499,253.76</b>	<b>60,324.83</b>	<b>(13,403.38)</b>	<b>938,095.61</b>	<b>282,172.28</b>	<b>875,180.90</b>

	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017	2018
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (CR-M)	Plymouth Creek Restoration (CR-P)	Bassett Cr Pk & Winnetka Ponds Dredging (BCP-2)
<b>Project Totals By Vendor</b>												
Barr Engineering	606,485.34	6,338.95	64,076.04	144,588.01	13,089.74	15,712.00	15,825.00	13,157.98	17,966.00	111,939.39	78,973.13	124,819.10
Kennedy & Graven	11,961.70	1,200.55	2,471.95	993.40	1,038.35	1,058.65	2,223.75	796.00	1,701.45	318.40	159.20	
City of Golden Valley	2,196,878.29			213,668.55	230,401.91	66,812.17	960,697.49	725,298.17				
City of Minneapolis												
City of Plymouth	570,027.74		75,759.35								494,268.39	
City of New Hope	1,415,267.55								1,415,267.55			
City of Crystal												
MPCA	2,500.00									2,500.00		
Blue Water Science	3,900.00					3,900.00						
Metro Blooms												
Misc												
2.5% Admin Transfer	115,205.00	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00	25,000.00	11,353.02	12,208.38	11,618.60	8,000.00	
Transfer to General Fund												
<b>Total Expenditures</b>	<b>4,922,225.62</b>	<b>11,589.50</b>	<b>162,907.34</b>	<b>372,599.96</b>	<b>250,000.00</b>	<b>91,037.82</b>	<b>1,003,746.24</b>	<b>750,605.17</b>	<b>1,447,143.38</b>	<b>126,376.39</b>	<b>581,400.72</b>	<b>124,819.10</b>

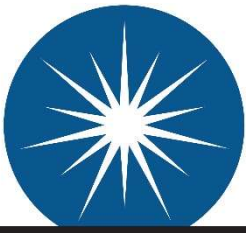
	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017	2018
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (CR-M)	Plymouth Creek Restoration (CR-P)	Bassett Cr Pk & Winnetka Ponds Dredging (BCP-2)
<b>Levy/Grant Details</b>												
2010 -2014 Levies	1,881,000	162,000	824,000	534,000	218,800	142,200						
2014/2015 Levy	1,000,000						1,000,000					
2015-2016 Levy	1,222,000							810,930	411,070			
2016-2017 Levy	1,303,600								322,670	580,930	400,000	
2017-2018 Levy	947,115								282,643	282,643	664,472	
Construction Fund Balance	703,000	34,000	166,000				503,000					
BWSR Grant- BCWMO	470,000								470,000			
DNR Grants-LT Maint												
<b>Total Levy/Grants</b>	<b>7,526,715</b>	<b>196,000</b>	<b>990,000</b>	<b>534,000</b>	<b>218,800</b>	<b>142,200</b>	<b>1,503,000</b>	<b>810,930</b>	<b>1,203,740</b>	<b>863,573</b>	<b>1,064,472</b>	
BWSR Grants Received									700,000		200,000	
MPCA Grant-CWP (Total \$300,000)									75,000.00			
									19,932.80			

Bassett Creek Construction Project Details

Proposed & Future CIP Projects (to be Levied)

Other Projects

	Proposed & Future CIP Projects (to be Levied)						DNR Grant From GF	Other Projects						Totals - All Projects
	Total Proposed & Future CIP Projects (to be Levied)	2019 DeCola Ponds B&C Improve (BC-2,BC- 3,BC-8)	2019 Westwood Lake Water Quality (Feasibility)	2020 Bryn Mawr Meadows (BC 5)	2020 Jevne Park Feasibility (ML-21)	2020 Crane Lake Improve Proj (CL-3)		Total	TMDL Studies	Flood Control Emergency Maint	Flood Control Long-Term Maint	Channel Maint	Metro Blooms Harrison Project	
Original Budget Added to Budget	1,436,000	1,031,500	404,500				1,278,373.00 (250,000.00) 97,542.00 422,200.00	105,000.00	500,000.00	748,373.00 (250,000.00) 97,542.00 192,200.00	175,000.00	134,595.00	10,989,488.00 361,600.00 97,542.00 422,200.00	
Expenditures:	5,282.80			5,282.80			245,426.23 137,357.54 152,070.74 75,811.00 84,207.15	107,765.15		43,195.48 110,580.19 152,070.74 14,896.00 10,745.50	94,465.60 26,777.35		520,680.71 450,868.52 2,987,843.79 415,089.72 1,494,606.00	
Total Expenditures:	251,990.46	85,512.56	41,064.20	95,105.56	25,145.79	5,162.35	694,872.66	107,765.15		331,487.91	255,619.60	21,717.03	5,869,088.74	
Project Balance	1,184,009.54	945,987.44	363,435.80	(95,105.56)	(25,145.79)	(5,162.35)	1,103,242.34	27,234.85	500,000.00	456,627.09	119,380.40	112,877.97	6,251,741.26	
Project Totals By Vendor	251,990.46	85,512.56	41,064.20	95,105.56	25,145.79	5,162.35	398,685.00 2,648.25 55,287.50 38,823.35 100,209.15	104,888.70 1,164.30		293,796.30 1,099.35	384.60 55,287.50 38,823.35 100,209.15 29,240.00 31,675.00		1,257,160.80 14,609.95 2,252,165.79 38,823.35 670,236.89 1,415,267.55 2,500.00 3,900.00	
Misc 2.5% Admin Transfer Transfer to General Fund							5,704.41	1,712.15		3,992.26			5,704.41 115,205.00 32,600.00	
Total Expenditures	251,990.46	85,512.56	41,064.20	95,105.56	25,145.79	5,162.35	694,872.66	107,765.15		331,487.91	255,619.60	21,717.03	5,808,173.74	
Levy/Grant Details							42,200.00	30,000		175,000 17,200	175,000 25,000		1,881,000 1,042,200	
2010-2014 Levies 2014/2015 Levy 2015-2016 Levy 2016-2017 Levy 2017-2018 Levy Construction Fund Balance BWSR Grant- BCWMO													703,000 470,000	
DNR Grants-LT Maint Total Levy/Grants BWSR Grants Received							93,000.00			93,000			4,096,200	
							515,200.00	30,000		285,200	200,000		67,298	



**CITY of CRYSTAL**

4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • [www.crystalmn.gov](http://www.crystalmn.gov)

Item 4D.  
BCWMC 12-20-18  
Documentation available upon request

November 20, 2018

Dear Ms. Jester,

Enclosed you will find documentation for design expenses for the Winnetka Pond Sediment Removal Project approved by the Commission in 2018. This is the first request to the Bassett Creek Watershed Management Commission (BCWMC) for reimbursement of City expenses incurred for this project.

The project will be done to remove accumulated sediment from Winnetka Pond, construct some storm water pipes to eliminate existing erosion into the pond, reconstruct the outlet wier, and construct a native buffer.

The requested reimbursement for the Winnetka Pond Sediment Removal Project is \$63,749.85 and reflects a portion of funding available to the City at the time the project was approved (\$1,000,000). The expenses incurred by the City total \$63,749.85, including for engineering and legal expenses. No construction costs have been incurred yet. The contract for construction was awarded by the Council on November 20, 2018. The bids for construction were lower than originally estimated.

Thank you again for your support of this project. If you have any questions regarding the submission, please contact me at 763.531.1160 or [mark.ray@crystalmn.gov](mailto:mark.ray@crystalmn.gov)

Sincerely,

Mark Ray, PE  
Director of Public Works

Enclosures



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • [www.ci.crystal.mn.us](http://www.ci.crystal.mn.us)

**Billing Address:** 114751  
BASSETT CREEK WATERSHED MGMT COMMISSION  
ATTN: LAURA JESTER, ADMINISTRATOR  
16145 HILLCREST LANE  
EDEN PRAIRIE MN 55346

## INVOICE

7280

**Invoice Date** 11/19/2018

**Due Date** 11/19/2018

Page: 1

<u>Item</u>	<u>Remark</u>	<u>Amount</u>
001	Reimb for Winnetka Pond Design	63,749.85
	<b>Total Amount Invoiced</b>	63,749.85
	<b>Tax Amount</b>	
	<b>Balance Due</b>	<u>63,749.85</u>



Item 4E.  
BCWMC 12-20-18

Reference Numbers  
SWLRT Project: 61001  
Metropolitan Council: 18I000  
BCWMC:

**AMENDMENT NUMBER ONE  
to  
Metropolitan Council Contract No. 18I000  
Service Agreement for Preliminary Engineering Activities**

The **Bassett Creek Watershed Management Commission (“BCWMC”)**, and the **Metropolitan Council (“Council”)** agreement for the reimbursement of staff time entered into on March 08, 2018 establishing services to be performed by the parties and provisions governing reimbursements to BCWMC is amended in the following particulars:

**IV. TIME OF PERFORMANCE: TERMINATION OF AGREEMENT**

- 1. The material in **Section 3.01 Term and Termination** is deleted and the following is inserted in its place:

**Section 3.01 Term and Termination.** This Agreement is effective upon execution and will terminate on the earlier of March 31, 2019 or the date that all obligations have been satisfactorily fulfilled. This Agreement may be terminated upon 30 days' written notice by either Party, or immediately upon mutual agreement of the Parties. Termination of this agreement will not relieve the Council from its obligation to reimburse the BCWMC for its actual costs up to the amount specified in Section 2.01, until the effective date of the termination.

**IN WITNESS WHEREOF**, the parties have caused this amendment to be executed by their duly authorized officials as of the dates indicated below. The individuals executing this amendment represent and warrant that they are authorized to execute this amendment on behalf of their respective organizations.

BASSETT CREEK WATERSHED  
MANAGEMENT COMMISSION

METROPOLITAN COUNCIL

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Jim de Lambert

Printed Name: Jim Alexander

Title: Chair

Title: Director, Transit Systems Development

Date: \_\_\_\_\_

Date: \_\_\_\_\_





Item 5B.  
BCWMC 12-20-18

## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners  
From: Laura Jester, Administrator  
Date: December 12, 2018

**RE: Minnesota Association of Watershed Districts Membership Changes**

On November 30<sup>th</sup>, the MN Association of Watershed Districts (MAWD) approved a bylaws change that would allow WMOs (like the BCWMC) to join MAWD with full membership rights (see attached). In 2019, the membership dues for WMOs will be \$500. Membership dues are by March 31<sup>st</sup>.

In future years, the fee will be determined by the MAWD Board of Directors using the same formula that's currently used for watershed districts. In 2018, dues were = 2017 Taxable Market Value x 0.00048 x 0.005, not to exceed \$7,500.

If the Commission becomes a MAWD member, it would need to designate from among commissioners, two delegates to represent the watershed within MAWD. Additionally, members may designate alternate delegates to represent them in the absence of any originally designated delegate. Information on meetings, duties, and activities of MAWD and its members are included in the bylaws attached. A "MAWD benefits" fact sheet is also attached. Further information can be found on their website at: <https://www.mnwatershed.org/>.

The Commission should determine whether or not to become a member of MAWD for 2018 and beyond.

Additionally, there are other groups and organizations that the Commission and/or staff may wish to become involved with including Metro MAWD (a chapter within MAWD) which typically meets on the third Tuesday in January, April, July and October at 7:00 pm at Capitol Region Watershed District in St. Paul; and the Minnesota Association of Watershed Administrators (MAWA) - a professional and educational organization for the administrative executives in local watershed (water management) agencies. MAWA meets quarterly in conjunction with MAWD meetings. There are no membership dues for participation in these organizations.

The Commission should determine if participation in either or both of these groups is warranted or beneficial.

# 2018 Proposed Changes to MAWD Bylaws

The Governance Committee reviewed both the Bylaws and the Manual of Policies and Procedures (MOPP) during the summer of 2018. In addition to cleaning up the language to make the documents consistent both internally and with each other, the committee recommends adding language to allow for Water Management Organizations (WMOs) to join MAWD with full voting rights. Dues would be set by the Board of Directors and will use the same formula as used for Watershed District Members starting in 2020. For 2019, WMOs will not see an increase in the dues they are charged to be associate members (\$500.)

The MAWD Board of Directors accepted the changes as proposed in the MOPP at the September 21<sup>st</sup> Board Meeting in Sauk Centre. The MAWD Board further recommends the changes proposed to the Bylaws as shown below.

## BYLAWS

### MINNESOTA ASSOCIATION OF WATERSHED DISTRICTS, INC.

St. Paul, Minnesota

#### ARTICLE I.

##### Offices and Corporate Seal

- 1.1 Official Name. The official name of the corporation is the Minnesota Association of Watershed Districts, Inc., hereinafter referred to as MAWD.
- 1.2 Purpose. The purpose of MAWD is to provide educational opportunities, access to information resources, interface with other agencies, facilitate tours, meetings, ~~and other educational opportunities~~ and lobby on behalf of ~~watershed districts members~~. Additionally, MAWD will facilitate the exchange of information to help ~~members Watershed District Managers and Watershed staff~~ better comply with governmental regulations and laws while offering an informed interface with the community or communities being served.
- 1.3 Organized. The corporation is organized as a 501(c)(4) organization. Notwithstanding any provision of the Articles of Incorporation or Bylaws which may be interpreted to the contrary, MAWD shall not authorize or undertake any actions which jeopardize its status as a 501(c)(4) organization.
- 1.4 Office. The registered office of the corporation shall be designated by the Board of Directors.
- 1.5 Corporate Seal. The corporation shall have no corporate seal.
- 1.6 Manual of Policy and Procedures. The Board of Directors has established a management document identified as Manual of Policy and Procedures (MOPP) to support the orderly and timely details of regular operation. It may be revised at any time by a majority vote of the Board of Directors.



**ARTICLE II.**  
**Membership**

- 2.1 ~~Regular Membership.~~ Each dues-paying watershed district (WD) or water management organization (WMO) duly established and in good standing pursuant to Minnesota Statutes, Chapter 103B or 103D, shall be entitled to ~~a regular~~ membership in this corporation.
- 2.2 Delegates. Alternates. When a ~~watershed district~~WD or WMO becomes a ~~regular~~ member of this corporation, it shall designate from among its managers-board members two delegates to represent it in this corporation. In addition, each ~~regular~~ member may designate alternate delegates to represent such member in the absence of any originally designated delegate. Thereafter, each ~~regular~~ member shall annually designate its delegates and alternate delegates so long as it remains a member in good standing of this corporation.
- 2.3 Termination of Membership. Any member that has failed to pay its dues ~~as provided in the Policy and Procedure Manual~~ is not in good standing and shall be stricken from the membership roll.
- 2.4 Resignation of Member. Any member may withdraw from this corporation effective immediately by notifying the secretary in writing. ~~45 days prior to the end of the fiscal year. Regardless of the date of termination, there shall be no refund of the annual dues paid by the member.~~
- 2.5 Associate Membership. The Board of Directors may from time to time extend associate membership to this corporation upon payment of dues as determined by the Board of Directors. An associate member shall not be entitled to submit resolutions, vote, or serve on the Board of Directors, but shall otherwise be afforded all the rights and privileges granted to ~~regular~~ members, their delegates and alternate delegates by law and by the Articles of Incorporation and Bylaws of this corporation.
- ~~2.6 Members or Memberships. Subject to the corporation's Articles of Incorporation and paragraph 2.5 herein, the terms "member" and "membership," or the plural of either, appearing in these Bylaws shall mean both regular members and associate members and memberships, unless a contrary meaning is clearly indicated.~~

**ARTICLE III.**  
**Meetings of Membership**

- 3.1 Annual Meeting. An annual meeting of this corporation shall be held to vote for the election of the Board of Directors and to transact such other business as shall properly come before them. Notice of the time and place of such annual meeting shall be mailed, either physically or electronically, by the secretary to all members at least thirty (30) days in advance thereof.
- 3.2 Special Meeting. Special meetings of the members of the corporation shall be called by the president upon request of a majority of directors of the Board of Directors or upon the written request of one-third of the ~~regular~~ members of the corporation in good standing. This request shall be in writing addressed to the president or the secretary of the corporation. Within thirty days of receipt of said request, the Board of Directors shall, mail (either physically or electronically) notice of said special meeting to all members. This notice shall state the objective of the meeting and the subjects to be

considered.

- 3.3 Quorum. A majority of the delegates (two per ~~regular~~ member) shall constitute a quorum for the transaction of business.
- 3.4 Voting. Any action taken by the ~~regular~~ members shall be by majority vote of the delegates present unless otherwise specifically provided by these Bylaws. Each member shall be entitled to one (1) vote for each delegate present.

#### **ARTICLE IV. Board of Directors**

- 4.1 General Powers. The business activities of the corporation shall be directed and managed by the Board of Directors. ~~(hereinafter referred to as the board)~~. The Board of Directors shall be authorized to pay officers and directors of the corporation per diem allowances and expenses as may from time to time be submitted to the Board of Directors, and such other expenses as may from time to time be necessary for the furtherance of the corporation's business, consistent with the rate and provisions of watershed ~~manager board member~~ per diem allowances and expense reimbursement provided in state law. The Board of Directors is authorized to hire and/or contract for services needed.
- 4.2 Directors to be Elected by Regions. For the purpose of election of the Board of Directors, ~~the State of Minnesota is divided~~ members are grouped into three regions; three Directors shall be elected from each region, with staggered three-year terms. Members from each region shall elect one director for a three-year term at the annual meeting of the Association. No ~~Watershed District~~ WD or WMO shall have more than one ~~Manager board member~~ elected to be a Director on the Board of Directors of the Corporation. Regional caucuses shall elect a Chairman and Recording Secretary from its delegates for the purpose of its election procedure and report the election results to the Convention at a designated time.
- 4.3 Regions. ~~At the annual meeting, the delegates~~ The Board of Directors may re-align the regions or the ~~watershed districts~~ members contained therein, it being the intent and purpose that each region contain the approximate same number of ~~watershed districts~~ members. Any ~~watershed district~~ WD or WMO in Minnesota not presently a member of this corporation, upon admission to membership, will be assigned to a region by the Board of Directors. Regional membership shall be listed in the Policy and Procedure Manual.
- 4.4 Number, Qualification and Term of Office. The number of directors constituting the board shall be nine. Each director elected at the annual meeting shall be elected for a three-year term. Directors shall be on the board of a watershed member in good standing of this corporation.
- 4.5 Vacancies. If there be a vacancy among the officers of the corporation or among the directors by reason of death, resignation, termination of membership, or removal as provided by law, the Articles of Incorporation, or these Bylaws, or otherwise or for non-excused absences for three consecutive meetings, such vacancy shall be filled by the Board of Directors until the next Annual Meeting of the Association.

4.6 Removal of Directors by Members. At a special meeting of the Board of Directors called solely for that reason, the notice of which meeting shall have been given in writing to members of this board at least thirty days prior thereto and not more than fifty days prior thereto, a majority of the members of this board may remove one or more directors from their term of office without cause.

4.7 Meetings. Actions. The Board of Directors shall hold the annual meeting of the Board of Directors immediately after the annual meeting of the members of this corporation, and at such annual meeting shall elect the officers as above provided for. Regular meetings of the Board of Directors shall be held at a time and place to be fixed by resolution or adopted by the majority of the Board of Directors.

The majority of the Board of Directors shall constitute a quorum. Directors may participate and vote in Board of Directors meetings by telephone or other electronic means approved by the Board in the MOPP.

Actions may be taken by a majority vote of those Directors present or participating by telephone or other electronic means approved by the Board in the MOPP. The secretary of the board shall give written or electronic notice to each director at least ten (10) days in advance of any regular or special directors' meeting. Special meetings may be called at the discretion of the President of the board or upon demand in writing to the secretary by three (3) directors of the Board of Directors.

4.8 Conflicts of Interest. Members of the Board of Directors shall act at all times in the best interests of the corporation. This means setting aside personal self-interest and performing their duties in transacting the affairs of the corporation in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. No Director shall directly or indirectly receive any profit from his/her position as such, and Directors shall serve without remuneration other than as provided in Section 4.1 of these Bylaws for the payment for reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate family members or close personal or business associates of a Director are considered to also be the pecuniary interest of the Director.

4.9 Indemnification. All directors and officers of the corporation shall be indemnified against any and all claims that may be brought against them as a result of action taken by them on behalf of the corporation as provided for and subject to the requirements of Chapter 317A of Minnesota Statutes as amended.

## **ARTICLE V. Board Officers**

5.1 Officers and Duties. There shall be four officers of the board, consisting of a president, vice-president, secretary and treasurer. All officers shall be directors of the corporation. Their terms and duties are as follows:

5.2 President. The president shall serve a term of office of one year and may, upon re-election succeed himself/herself for two additional successive terms. The president shall have the following duties:

- Convene and preside over regularly scheduled board meetings.

- Have general powers and duties of supervision and management usually vested in the office of president.
- Appoint such committees as he/she shall deem necessary with the advice and consent of the Board of Directors.

5.3 Vice-President. The Vice-President shall serve a term of office of one year and may, upon re-election succeed himself/herself for two additional successive terms. The Vice-President shall have the following duties:

- Assume and perform the duties of the president in case of his/her absence or incapacity; and shall chair committees on special subjects as designated by the President.
- Have general powers and duties of supervision and management usually vested in the office of Vice-President.

5.4 Secretary. The Secretary shall serve a term of office of one year and may, upon re-election succeed himself/herself for two additional successive terms.

The Secretary shall be responsible for preparing and keeping all records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained.

5.5 Treasurer. The Treasurer shall serve a term of office of one year and may, upon re-election succeed himself/herself for two additional successive terms.

The treasurer shall chair the finance committee, maintain account of all funds deposited and disbursed, disburse corporate funds as designated by the Board of Directors, assist in the preparation of the budget, collect membership dues, and make financial information available to board members and the public.

## ARTICLE VI.

### **Fiscal Year, Dues and ~~Audit~~Annual Review of Financial Procedures**

6.1 Fiscal Year. The fiscal year of the corporation shall end on September 30 each year.

6.2 Membership Dues. Dues will be determined annually by the Board of Directors as specified in the Policies and Procedures Manual.

6.3 Annual Dues. Annual dues shall be payable in ~~advance during the month of~~ January of each year. If a member's dues are not paid on or before April 30 of each year, such member's name shall be stricken from the membership roll. Reinstatement shall be upon such terms and conditions as prescribed by the Board of Directors.

The Board of Directors shall have the authority to suspend or defer dues of any newly organized ~~watershed district~~WD or WMO that joins this association until such member ~~watershed district~~WD or WMO is in actual receipt of its first authorized fund. The Board shall send out the annual dues statement with payment directed to the Authorized ~~District~~ Accounting firm. The Board of Directors

may consider deferring, suspending, or reducing dues on an individual case basis when an appeal is made by a ~~Watershed District member~~ because of hardship or funding problems.

- 6.4 ~~Annual~~ Audit Review of Financial Procedures. The Board of Directors of this corporation shall provide for an annual audit-review of financial procedures of all its resources and expenditures. A full report of such audit-review and financial status shall be furnished at each annual meeting of the members. This audit-review will be conducted by an auditing firm selected by the Board of Directors with experience in the field of government and water management. The audit-review results shall be furnished to all members ~~s-districts~~ within forty-five days after receipt thereof by the Treasurer.

#### **ARTICLE VII.**

##### **Employees**

- 7.1 Employees. At the discretion of and under the direction of the Board of Directors, MAWD may choose to hire and administer various employees. Their positions and job expectations shall be individually developed and included in the Policies and Procedures Manual.

#### **ARTICLE VIII.**

##### **Resolutions and Petitions**

- 8.1 Resolutions: The Chair of the MAWD Resolutions/Policy Committee will send a request for resolutions, along with a form for submission, to the membership at least 3 months prior to the annual MAWD membership meeting. Resolutions and their justification must be submitted to the MAWD Resolutions/Policy Committee in the required format at least 2 months prior to the annual MAWD membership meeting for committee review and recommendation. The committee will present these resolutions and their recommendations to the ~~MAWD~~ Board of Directors and the MAWD membership at least 1 month prior to the start of the annual MAWD membership meeting. The ~~MAWD~~ Board of Directors may make additional recommendations on each proposed resolution through its board meeting process. This same procedure will be used when policy issues are to be considered at any special MAWD membership meeting.
- 8.2 Petitions: Any member or group of members may submit to the Board of Directors at any time a petition requesting action, support for, rejection of, or additional information on any issue of potential importance to the members. Such petitions require signed resolutions from that at least 15 members ~~s watershed-districts submit the petition~~ before a Special meeting of the membership will be convened.

#### **ARTICLE IX.**

##### **Chapters**

- 9.1 Chapters. Members ~~s-Districts~~ may form chapters to further the purposes stated in Article II of the Articles of Incorporation, to carry out policies of the Board of Directors, and to suggest policies for consideration by the Board of Directors. ~~The chapters shall report on their activities at the Annual Meeting of the Association.~~

**ARTICLE X.  
Rules of Order**

10.1 Rules. When consistent with its Articles of Incorporation and these Bylaws, Robert's Rules of Order shall govern the proceedings of this corporation. For consistency in operation, a copy of Robert's Rules of Order shall be available for consultation if requested at every scheduled meeting of the Board of Directors and Membership meetings.

**ARTICLE XI.  
Amendments**

11.1 Amendments. These Bylaws may be amended by a majority vote of the ~~regular~~ members of this corporation only as provided below.

11.2 Annual Meeting. At the annual meeting of the ~~regular~~ members of this corporation, the Bylaws may be amended by the majority of the ~~regular~~ members present if there is a quorum at said annual meeting and due notice has been given to the membership of the changes 30 days in advance of the meeting.

11.3 Special Meeting. These Bylaws may be amended by the ~~regular~~ members at a special meeting called for that reason but only by a majority vote of the entire ~~regular~~ membership of the corporation, and only if there has been thirty days' written notice to all ~~regular~~ members of such special meeting. Such special meeting may be called upon the request of one-third of the ~~regular~~ members of this corporation by notice in writing to the secretary or president, which notice shall ask for said special meeting and shall state the proposed Bylaws changes, and upon receipt of such request, the secretary or president must send written notice of the meeting to the members of this corporation within thirty days of receipt of such request, which shall be not less than thirty days nor more than fifty days of the date of the written notice.

# MEMBER BENEFITS

MN Association of Watershed Districts, 18681 Lake Dr East, Chanhassen MN 55317  
(612) 790-0700 office | [www.mnwatershed.org](http://www.mnwatershed.org) | @mnwd46 | [facebook.com/mnwd46](https://facebook.com/mnwd46)



*Land and Water Shall be Preserved*

## What is the Minnesota Association of Watershed Districts?

The Minnesota Association of Watershed Districts (MAWD) is a non-profit organization that represents the local governments that focus on the management of water on watershed boundaries rather than political boundaries, such as cities and counties. Members benefit from having an organization that provides a **unified voice for watershed management** and works diligently to maximize the availability of the tools and resources that allow members to most effectively and efficiently meet their water management goals. Primary areas of focus include providing education and training opportunities, lobbying and advocacy services, and regular communications.

---

## Education and Training for Watershed Managers and Staff



Every year, MAWD provides members with opportunities to learn from other members, as well as industry experts, at a variety of workshops, a summer tour, and an annual convention and trade show. Training topics typically include the following: watershed planning, permitting, flood control, education and outreach programs, innovative technologies, effective administration, public relations, data collection and assessment, aquatic invasive species, urban and rural best management practices, governance, and leadership.

---

## Lobbying and Advocacy for Effective and Efficient Watershed Management



MAWD lobbies for funding and programs that enhance the restoration and protection of Minnesota's water resources. Members drive the organization's policy issues through an annual resolutions process and the MAWD Board of Directors sets each year's priorities. Although legislative solutions are often needed to maximize resources, sometimes MAWD will find the best solutions by working directly with state agencies and other non-profits such as wildlife groups, lake associations, environmental groups, and farm organizations.

---

## Organizational Support through Regular Communications



MAWD maintains regular communication with its members to ensure they are kept informed on the latest watershed news including trainings they may find useful, changes to legislation that may impact them, and information to help them stay in compliance with governmental regulations and laws. Formats used to distribute information include newsletters, social media (Facebook and Twitter), email updates and alerts, fact sheets, press releases, and the organization's website: [www.mnwatershed.org](http://www.mnwatershed.org). Check us out today!

---

For more information, contact Emily Javens, Executive Director, at (612) 790-0700 or [exec.mawd@gmail.com](mailto:exec.mawd@gmail.com).







Item 5C.  
BCWMC 12-20-18

## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners  
From: Laura Jester, Administrator  
Date: December 12, 2018

**RE: AIS Prevention Grant Application Ideas**

The Hennepin County Aquatic Invasive Species (AIS) pass-through grant application process is now open. Applications are due on Monday, January 14<sup>th</sup>. (See grant flyer and guidelines attached.)

I have checked briefly with a few partners and gathered some ideas for activities that could be included in an application (see below). (Many of these came from the AIS Specialist with the Minneapolis Park and Rec Board, Mike Sorenson). I added a general estimate of funds needed for each activity. There are still conversations to have with city staff, TRPD, MPRB, and lake groups regarding ideas for programs, projects, and collaboration. I am requesting approval to submit a grant application on behalf of the BCWMC for up to \$20,740 for some or all of the activities below or others that may be developed before the application is due.

1. Send several lake residents through the U of M's AIS Detector Training. <https://www.maisrc.umn.edu/ais-detector>. Find one or two residents on each lake interested in taking the training and becoming the local "AIS expert". [\$195/person \* 6 lakes \* 2 people = \$2,340]
2. Host a "starry trek event" where volunteers meet in a central location, learn how to identify starry stonewort and other AIS, then split up to go look for it. The funds could be used to hire an AIS consultant and/or buy refreshments and educational materials. [\$500/event (??) \* 2 events = \$1,000]
3. Hire Fortin Consulting or Blue Water Science to host an AIS identification workshop for lake resident volunteers. [\$1,500/training (??) \* 1 training = \$1,500]
4. Host AIS education workshop for law enforcement representatives. This could be an overview of AIS laws and a brief hands-on identification lesson. [\$1,500/training (??) \* 1 training = \$1,500]
5. Hire intern/consultant (perhaps through West Metro Water Alliance) to attend community events and lake association meetings in the summer to educate the public about AIS. [\$40/hour \* 10 hours/wk \* 16 weeks = \$6,400.]
6. Perform aquatic plant surveys on lakes where monitoring isn't scheduled in 2019 in order to detect starry stonewort or other invasive plants early when a rapid response may still be feasible (Parkers, Sweeney/Twin, Wirth, Westwood, Lost) [\$8,000/survey \* 1 survey = \$8,000]

# Aquatic Invasive Species Prevention Grants

Hennepin County has up to \$300,000 of grant funds available to help local units of government and organizations implement projects that prevent the spread of aquatic invasive species (AIS).

<p><b>Eligible recipients</b></p>	<ul style="list-style-type: none"> <li>• Local government agencies, such as cities, watershed organizations and park districts</li> <li>• Nonprofit organizations</li> <li>• Public companies and institutions</li> <li>• Private, for-profit companies</li> </ul>
<p><b>Examples of projects</b></p>	<p>Eligible prevention activities:</p> <ul style="list-style-type: none"> <li>• Assess the risk of AIS introduction and the resources available to respond.</li> <li>• Increase available resources and leverage partnerships.</li> <li>• Broaden knowledge and participation in early detection and rapid response.</li> <li>• Prevent the spread of AIS.</li> <li>• Address specific pathways of introduction.</li> <li>• Increase enforcement resources.</li> <li>• Increase public awareness and participation in prevention.</li> <li>• Promote research.</li> </ul>
<p><b>Eligible expenses</b></p>	<p>Consulting fees, staff time, materials, supplies, labor, printing and promotions.</p>
<p><b>Application timeline</b></p>	<p>Applications due <b>January 14, 2019</b>. Depending on the number and quality of proposals submitted, this may be the only time the county solicits for proposals.</p>
<p><b>Amount of funding available</b></p>	<ul style="list-style-type: none"> <li>• Typical projects awards range from \$15,000 to \$25,000.</li> <li>• Maximum amount awarded per grant is \$50,000.</li> </ul>
<p><b>Matching funds</b></p>	<ul style="list-style-type: none"> <li>• No match required.</li> </ul>
<p><b>Project timeline</b></p>	<ul style="list-style-type: none"> <li>• 12 to 24 months to complete project.</li> <li>• Project start times cannot occur before contract approval by Hennepin County.</li> </ul>
<p><b>Reporting requirements</b></p>	<ul style="list-style-type: none"> <li>• Each project must enter into a formal project contract/ agreement with the county addressing conditions of the award.</li> <li>• Work plan and budget.</li> <li>• Project design and specifications (if applicable)</li> <li>• Documentation regarding expenses , such as time sheets, invoices and receipts.</li> <li>• Interim and final reports as identified in the grant agreement.</li> </ul>



## Contact us today

Our staff is available to answer questions and offer resources:

- Visit [hennepin.us/aisprevention](http://hennepin.us/aisprevention)
- Contact Tony Brough at 612.348.4378 or [Tony.Brough@hennepin.us](mailto:Tony.Brough@hennepin.us)



# Aquatic invasive species prevention grants

## Aquatic invasive species prevention grant guidelines

Hennepin County works to protect and preserve natural resources to enhance the quality of life for current and future generations. Through the Aquatic Invasive Species (AIS) Prevention Program, the county has about \$200,000 of grant funds available to help local units of government and organizations implement projects that prevent the spread of aquatic invasive species.

### Application due date

**Applications are due by 3 p.m. on Monday, January 14, 2019.** Apply in the Hennepin County [Supplier Portal](#). All application documents can be found in Supplier Portal.

### Questions and technical assistance

Learn more about the program and examples of past projects at [www.hennepin.us/aisprevention](http://www.hennepin.us/aisprevention).

Prospective applicants may also contact the project manager for assistance, including feedback on project ideas, suggestions for activities, help with the application, or general questions and concerns. Contact Tony Brough at [tony.brough@hennepin.us](mailto:tony.brough@hennepin.us) or 612-348-4378.

### Eligible activities

Eligible prevention activities include:

- Assess the risk of AIS introduction and the resources available to respond
- Increase available resources and leverage partnerships
- Broaden knowledge and participation in early detection and rapid response
- Prevent the spread of AIS
- Address specific pathways of introduction
- Increase enforcement resources
- Increase public awareness and participation in prevention
- Promote research

## Selection criteria

Hennepin County staff will evaluate applications based on the following criteria.

### **Project goals, activities and outcomes**

- Project goals clearly focus on preventing the spread of aquatic invasive species in Hennepin County.
- Proposed activities are consistent with project goals and have identified outcomes.
- Identified outcomes are reasonable and measurable.
- Project focus is holistic, long-term, new, or innovative.
- Activities balance being scientifically sound, financially responsible, and culturally acceptable.

### **Organizational need and capacity**

- Application clearly describes the need for AIS prevention funding.
- Demonstrates the applicant's capacity and commitment regarding project implementation.
- Demonstrates ability to properly administer grant funds and meet all reporting requirements.

### **Geographic spread**

Hennepin County is interested in engaging partners located throughout the county. The geographic location of programs, projects and activities may be considered to ensure program coverage throughout the county.

## General terms

This application is an invitation for applicants to submit a request to the county to receive an aquatic invasive species grant and not a confirmed grant award. Submission of an application shall neither obligate nor entitle an applicant to enter into a contract with the county. The county will consider all the material submitted by the applicant to determine whether the applicant's offer is in compliance with the terms and conditions set forth in this application. Applications that do not comply with the provisions in this application may be considered nonresponsive and may be rejected.

The county reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in their application, the right to seek clarification from any applicants, the right to request additional information during the evaluation period, the right to negotiate with any applicants whether or not they submitted an application, the right to reject any or all applications with or without cause, the right to waive any irregularities or informalities in an application, the right to award multiple contracts to applicants and/or the right to award a contract to an entity that did not submit an application.

All contracts recommended by Hennepin County Environment and Energy are advisory only, subject to approval by the Hennepin County Board of Commissioners.

## Program guidelines and requirements

<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Projects must be located in Hennepin County</li> <li>• Eligible organizations include:             <ul style="list-style-type: none"> <li>○ Non-profit organizations</li> <li>○ Local governments, such as cities, watershed organizations and park districts</li> <li>○ Public companies and institutions</li> <li>○ Private, for-profit companies</li> </ul> </li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>• Funding is available for eligible activities that prevent the spread of AIS.</li> <li>• Grant amounts will be based on the funds available, application score/rank, and the submitted work plan and budget.</li> </ul>
<b>Award amount</b>	<ul style="list-style-type: none"> <li>• Maximum of \$50,000 per project</li> <li>• Typical awards range from \$5,000 to \$25,000</li> </ul>
<b>Timeline and important dates</b>	<ul style="list-style-type: none"> <li>• <b>Applications are due by 3 p.m. on Monday, January 14, 2019.</b> Depending on the number and quality of proposals submitted, this may be the only time the county solicits for proposals.</li> <li>• Hennepin County review and board approval in February or March, 2019.</li> <li>• Project start times cannot occur before contract approval by Hennepin County.</li> <li>• 12 to 24 months to complete project.</li> <li>• Semi-annual project progress/summary reports.</li> <li>• Final report within 2 months after project completion.</li> </ul>
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>• Work plan and budget</li> <li>• Project design and specifications (if applicable)</li> <li>• Documentation regarding expenses, such as time sheets and invoices</li> <li>• Interim and final reports as identified in the grant agreement</li> </ul>
<b>Acceptable expenses</b>	<p>Grant funds may be used for consulting fees, staff time, materials, supplies, labor, printing and promotions.</p>
<b>Project agreement</b>	<p>Each grant recipient must formally enter into a grant agreement with the county. The agreement will address the conditions of the award, including implementation of the project and a final report. The agreement is a legal, binding document. Grant recipients are expected to keep accurate financial records of the project which includes documentation of all expenses.</p>
<b>Payments</b>	<p>Payments will be provided pursuant to the terms and conditions of the grant agreement based on documented expenditures and completion of objectives</p>



BASSETT CREEK WATERSHED MANAGEMENT COMMISSION  
RESOLUTION NO. 18-10

A RESOLUTION APPROVING THE LOCAL SURFACE WATER  
MANAGEMENT PLAN PREPARED BY THE CITY OF CRYSTAL

WHEREAS, the Bassett Creek Watershed Management Commission (“Commission”) is a joint powers watershed management organization established in accordance with Minnesota Statutes, Section 103B.211; and

WHEREAS, the Commission has prepared a water management plan, which has been reviewed by all appropriate state and local agencies and has been approved by the Board of Water and Soil Resources; and

WHEREAS, the Commission’s water management plan and Minnesota Statutes require that local water management plans be prepared in accordance with Minnesota Statutes, Section 103B.235 and Minnesota Rules, Chapter 8410; and

WHEREAS, the City of Crystal (“City”) has prepared and submitted to the Commission the City’s local surface water management plan; and

WHEREAS, Minnesota Statutes, Section 103B.235, subdivision 3 authorizes the Commission to review and approve local water management plans and to take other actions necessary to assure that the local plan is in conformance with the Commission’s plan and the standards set forth therein; and

WHEREAS, the Commission reviewed the City’s plan, considered the comments provided by the Metropolitan Council regarding the plan, and has determined the plan was prepared in accordance with the requirements of Minnesota Statutes, Section 103B.235 and Minnesota Rules, Parts 8410.0160 and 8410.0170, it contains the requirements for a local plan, and is consistent with the Commission’s water management plan.

NOW, THEREFORE, BE IT RESOLVED, by the Bassett Creek Watershed Management Commission, as follows:

1. The Crystal Surface Water Management Plan dated December 12, 2018 is hereby approved.
2. In accordance with Minnesota Statutes, Section 103B.235, subdivision 4, the City shall adopt and implement its local plan within 120 days of this approval and amend its official controls in accordance with the plan within 180 days.
3. Pursuant to Minnesota Statutes, Section 103B.235, subdivision 5, and to be consistent with the Commission’s water management plan, the City shall submit any proposed amendments to its local plan to the Commission for review and approval prior to adoption.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the 20<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary





BASSETT CREEK WATERSHED MANAGEMENT COMMISSION  
RESOLUTION NO. 18-11

A RESOLUTION APPROVING THE WATER RESOURCES  
MANAGEMENT PLAN PREPARED BY THE CITY OF MINNETONKA

WHEREAS, the Bassett Creek Watershed Management Commission (“Commission”) is a joint powers watershed management organization established in accordance with Minnesota Statutes, Section 103B.211; and

WHEREAS, the Commission has prepared a water management plan, which has been reviewed by all appropriate state and local agencies and has been approved by the Board of Water and Soil Resources; and

WHEREAS, the Commission’s water management plan and Minnesota Statutes require that local water management plans be prepared in accordance with Minnesota Statutes, Section 103B.235 and Minnesota Rules, Chapter 8410; and

WHEREAS, the City of Minnetonka (“City”) has prepared and submitted to the Commission the City’s local water resources management plan; and

WHEREAS, Minnesota Statutes, Section 103B.235, subdivision 3 authorizes the Commission to review and approve local water management plans and to take other actions necessary to assure that the local plan is in conformance with the Commission’s plan and the standards set forth therein; and

WHEREAS, the Commission reviewed the City’s plan, considered the comments provided by the Metropolitan Council regarding the plan, and has determined the plan was prepared in accordance with the requirements of Minnesota Statutes, Section 103B.235 and Minnesota Rules, Parts 8410.0160 and 8410.0170, it contains the requirements for a local plan, and is consistent with the Commission’s water management plan.

NOW, THEREFORE, BE IT RESOLVED, by the Bassett Creek Watershed Management Commission, as follows:

1. The Minnetonka Water Resources Management Plan dated December 2018 is hereby approved with the understanding that the final plan may include changes required to respond to comments from other watersheds, but conditioned on those changes not revising the provisions applicable within the Bassett Creek Watershed.
2. In accordance with Minnesota Statutes, Section 103B.235, subdivision 4, the City shall adopt and implement its local plan within 120 days of this approval and amend its official controls in accordance with the plan within 180 days.
3. Pursuant to Minnesota Statutes, Section 103B.235, subdivision 5, and to be consistent with the Commission’s water management plan, the City shall submit any proposed amendments to its local plan to the Commission for review and approval prior to adoption.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the 20<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary





## Bassett Creek Watershed Management Commission

# MEMO

Date: December 12, 2018  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

### **CIP Projects** (more resources at <http://www.bassettcreekwmo.org/projects.>)

**2019 Medicine Lake Road and Winnetka Avenue Area Long Term Flood Mitigation Plan Implementation Phase I: DeCola Ponds B & C Improvement Project (BC-2, BC-3 & BC-8), Golden Valley:** A feasibility study for this project was completed in May after months of study, development of concepts and input from residents at two public open houses. At the May meeting, the Commission approved Concept 3 and set a maximum 2019 levy. Also in May, the Minnesota Legislature passed the bonding bill and the MDNR has since committed \$2.3M for the project. The Hennepin County Board approved a maximum 2019 levy request at their meeting in July. A BCWMC public hearing on this project was held on August 16<sup>th</sup> with no comments being received. Also at that meeting the Commission officially ordered the project and entered an agreement with the City of Golden Valley to design and construct the project. In September, the City of Golden Valley approved the agreement with the BCWMC. The [Sun Post](#) ran an article on this project October 2. Another public open house and presentation of 50% designs are expected in February. An EAW report was completed and will be available for public review and comment December 17 – January 16. Project website: <http://www.bassettcreekwmo.org/index.php?cid=433> .

**2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis:** A feasibility study by the Commission Engineer began last fall and included wetland delineations, soil borings, public open houses held in conjunction with MPRB's Bryn Mawr Meadows Park improvement project, and input from MPRB's staff and design consultants. At their meeting in April, the Commission approved a TAC and staff recommendation to move this project from implementation in 2019 to design in 2020 and construction in 2021 to better coincide with the MPRB's planning and implementation of significant improvements and redevelopment Bryn Mawr Meadows Park where the project will be located. A draft feasibility study was presented at the October meeting. At direction of the Commission, staff discussed Penn Pond function and maintenance with MnDOT to better understand treatment options. The final feasibility study is expected at the January meeting. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project>

**2019 Westwood Lake Water Quality Improvement Project (WST-2) St. Louis Park (No change since Nov):** At their meeting in September 2017, the Commission approved a proposal from the Commission Engineer to complete a feasibility study for this project. The project will be completed in conjunction with the Westwood Hills Nature Center reconstruction project. After months of study, several meetings with city consultants and nature center staff, and a public open house, the Commission approved Concept 3 (linear water feature) and set a maximum 2019 levy at their May meeting. 50% designs were approved at the July meeting and 90% design plans were approved at the August meeting. The Hennepin County Board approved a maximum 2019 levy request at their meeting in July. A BCWMC public hearing on this project was held on August 16<sup>th</sup> with no comments being received. Also at that meeting the Commission officially ordered the project and entered an

agreement with the City of St. Louis Park to design and construct the project and directed the Education Committee to work with the Commission Engineer and city staff to develop a BCWMC educational sign for inside the nature center. The draft sign was presented at the October meeting and will be finalized soon. The Sun Sailor printed [an article](#) on the project in October. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/westwood-lake-water-quality-improvement-project>

**2018 Bassett Creek Park Pond Phase I Dredging Project: Winnetka Pond, Crystal (BCP-2):** The final feasibility study for this project was approved at the May 2017 meeting and is available on the project page online at <http://www.bassettcreekwmo.org/index.php?cID=403>. At the September 2017 meeting, the Commission held a public hearing on the project and adopted a resolution officially ordering the project, certifying costs to Hennepin County, and entering an agreement with the City of Crystal for design and construction. Hennepin County approved the 2018 final levy request at their meeting in November 2017. The City of Crystal hired Barr Engineering to design the project. At their meeting in April, the Commission approved 50% design plans. A public open house on the project was held May 24<sup>th</sup> where four residents asked questions, provided comments, and expressed support. 90% design plans were approved at the June 2018 meeting. An Environmental Assessment Worksheet was recently approved and a construction company was awarded the contract. A pre-construction meeting will happen soon. Construction bids are due mid-November. Construction is expected this winter.

**2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P): (No change since August)** All project documents including the feasibility study and 90% design plans are available online at <http://www.bassettcreekwmo.org/index.php?cID=284>. The BCWMC executed agreements with the BWSR for a \$400,000 Clean Water Fund grant and with Hennepin County for a \$50,000 Opportunity Grant and a subgrant agreement with the City was executed. Project design was completed by the city's contractor, Wenck Associates, with 60% and 90% design plans approved by the Commission at the April and August 2017 meetings, respectively. Plymouth City Council awarded a construction contract in early December 2017 and construction got underway on December 11, 2017. Streambank restoration work is complete in all three reaches. Vegetation is currently being established. Requests for reimbursement to the city were approved at the June and July BCWMC meetings. I will work on submitting a grant request to the State, if appropriate given expenditures.

**2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (No change since June):** The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. A Response Action Plan to address contaminated soils in the project area was completed by Barr Engineering with funding from Hennepin County and was reviewed and approved by the MPCA. The Commission was awarded an Environmental Response Fund grant from Hennepin County for \$150,300 and a grant agreement is in the process of being signed by the county. A subgrant agreement with the City will be developed. The City hired Barr Engineering to design and construct the project. Fifty-percent and 90% designs were approved at the August and October Commission meetings, respectively. In September, design plans were presented by Commission and city staff to the Harrison Neighborhood Association's Glenwood Revitalization Team committee and through a public open house on the project. Bidding for construction is complete and a pre-construction meeting was recently held. Construction was to begin this summer but will be delayed until winter/spring 2019 due to the unanticipated need for a field based cultural and historical survey of the project area required by the Army Corps of Engineers and the preference for Pioneer Paper (a significant landowner and access grantor) for a spring/summer construction window. The cultural and historical survey fieldwork is complete and a final report is expected in mid-December.

**2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR) (No change since October 2017):** The restoration project is being constructed in two phases, each under separate contract. Phase one included stream bank shaping, placement of field stone rock and 12-inch bio-logs, and repair of storm sewer outlets. The first phase of the project began in November 2015 and was finished in June 2016. Turf establishment and minor restoration repairs in Phase 1 were accepted in late October 2016. Repairs to some areas where flooding impacted rocks or biologists were completed and accepted in mid-December 2016. Phase 1 of the construction project has entered the warranty period.

Phase 2 of the project includes the establishment of native vegetation along the stream, including grasses, wildflowers, shrubs, live stakes and fascines, and cordgrass plugs. The project has been seeded and stabilized and maintenance mowing and spot treatments have been completed. Applied Ecological Services (AES) installed live stakes and fascines this spring and completed the tree and shrub planting along the restoration project. AES will continue to monitor and maintain the native vegetation through 2018. It is anticipated that the total contract amount for both Phase one and Phase two will be within the Watershed's overall project budget.

**2014 Schaper Pond Diversion Project, Golden Valley (SL-3) (No change since October):** Repairs to the baffle structure were made in 2017 after anchor weights pulled away from the bottom of the pond and some vandalism occurred in 2016. The city continues to monitor the baffle and check the anchors, as needed. Vegetation around the pond was planted in 2016 and a final inspection of the vegetation was completed last fall. Once final vegetation has been completed, erosion control will be pulled and the contract will be closed. The Commission Engineer began the Schaper Pond Effectiveness Monitoring Project last summer and presented results and recommendations at the May 2018 meeting. Additional effectiveness monitoring is being performed this summer. At the July meeting the Commission Engineer reported that over 200 carp were discovered in the pond during a recent carp survey. At the September meeting the Commission approved the Engineer's recommendation to perform a more in-depth survey of carp including transmitters to learn where and when carp are moving through the system.

**2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): (No change since June)** At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. There were no complaints or comments from residents during or since the treatment. Water monitoring continues to determine if and when a second alum treatment is necessary. Lake monitoring results from 2017 were presented at the June 2018 meeting. Commissioners agreed with staff recommendations to keep the CIP funding remaining for this project as a 2<sup>nd</sup> treatment may be needed in the future.

**2013 Four Season Area Water Quality Project/Agora Development (NL-2) (No change since May):** At their meeting in December 2016, the Commission took action to contribute up to \$830,000 of Four Seasons CIP funds for stormwater management at the Agora development on the old Four Seasons Mall location. At their February 2017 meeting the Commission approved an agreement with Rock Hill Management (RHM) and an agreement with the City of Plymouth allowing the developer access to a city-owned parcel to construct a wetland restoration project and to ensure ongoing maintenance of the CIP project components. At the August 2017 meeting, the Commission approved the 90% design plans for the CIP portion of the project. At the April 2018 meeting, Commissioner Prom notified the Commission that RHM recently disbanded its efforts to purchase the property for redevelopment. I will be writing letters to the

RHM and the City of Plymouth to officially cancel the agreements. Staff will work with the City of Plymouth to determine another possible option for treatment in this area.

## **Other Work**

### **CIP Project Work and Technical Assistance**

- Met with Commission Engineers, Minneapolis staff, Wenck staff and others to discuss developing a scope to study floodplain impacts and mitigation opportunities during development
- Fielded calls from project proposers regarding BCWMC review process and requirements

### **Administration and Education**

- Finalized November CIP Prioritization Committee meeting notes; met with Commission Engineers to plan for next meeting; participated in committee meeting
- Participated in BWSR Watershed Based Funding forum, representing watershed management organizations
- Invoiced member cities for 2019 assessments
- Coordinated local water management plan reviews and timeline; updated status table
- Reviewed revised Minnetonka Water Resources Management Plan
- Reviewed draft December education press release
- Reviewed/commented on next version of draft BCWMC Education sign for Westwood Hills Nature Center
- Attended and gave presentation at Minnesota Association of Watershed District Conference
- Gathered signatures on resolutions; distributed and filed final resolutions
- Coordinated with TRPD re: invoicing
- Gathered ideas and communicated with partners re: AIS grant application