



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: January 10, 2019

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 1/17/19 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 – December 20, 2018 Commission Meeting- ACTION ITEM with attachment
  - B. Acceptance of January 2019 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 – December 2018 Administrative Services
    - ii. Keystone Waters, LLC – December 2018 Printing Expenses
    - iii. Barr Engineering – December 2018 Engineering Services
    - iv. Triple D Espresso – January 2019 Meeting Refreshments
    - v. Wenck – December 2018 WOMP Monitoring
    - vi. Lawn Chair Gardener – December 2018 Administrative and Education Services
    - vii. Kennedy Graven – November 2018 Legal Services
    - viii. Metro Blooms – Harrison Neighborhood Project Met Council Grant Reimbursement
    - ix. Three Rivers Park District – Contribution for Medicine Lake Boat Launch Inspection Hours
    - x. City of Golden Valley – 2018 Financial Services
    - xi. Hennepin County – 2018 River Watch Program
    - xii. Shingle Creek WMC – Metro Blooms Workshop
    - xiii. CNA Surety – Surety Premium
  - D. Approval of Resolution 19-01 to Transfer Funds from CIP Account to Administrative Account – ACTION ITEM with attachment – Per its fiscal policies, each year the Commission transfers up to 2.5% of the taxes levied for CIP projects to the Commission’s administrative account (annual operating funds) to offset the administrative costs of managing the CIP projects. In 2018, the Commission levied \$1,346,815 through Hennepin County. Staff recommends approving the resolution to transfer 2.0% of the levy amount or \$26,936 from the CIP account to the administrative account.
  - E. Approval of Resolution 19-02 to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund – ACTION ITEM with attachment – Per its fiscal policies, each year the Commission transfers \$25,000 from the administrative account into the Channel Maintenance Fund and another \$25,000 from the administrative account into the Flood Control Project Long Term Maintenance Fund. The Commission then transfers from the Flood Control Project Long Term Maintenance Fund into the administrative account the cost of Flood Control Project inspections for that year. Staff recommends approving the resolution to transfer \$25,000 into the Channel Maintenance Fund and \$4,000 into the Flood Control Project Long Term Maintenance Fund (which is \$25,000 less the anticipated total cost of 2018 inspections of the Flood Control Project).

- F. Approval of Contract with Lawn Chair Gardener for 2019 Administrative Services – **ACTION ITEM with attachment** - Dawn Pape has been providing administrative services, including drafting and distributing press releases, newspaper columns, and newsletter articles and posting on the BCWMC Facebook page since 2016, and has been drafting meeting minutes since March 2017. I recommend continuing to use her services for these items throughout 2019 and approving the attached contract which fits into the 2019 Administrative Services budget and was reviewed by the Commission's legal counsel.
- G. Approval of Amended Contract with Keystone Waters LLC for Administrator Services – **ACTION ITEM with attachment** – At the August 2018 meeting, the Commission approved an operating budget for 2019 which included a 3% increase in my hourly rate (from \$70/hour to \$72/hour) for an average of 80 hours per month. The attached amended agreement reflects the hourly rate change and was reviewed by the Commission's legal counsel. Staff requests approval.
- H. Approval of Contract with Wenck Associates for 2019 WOMP Monitoring Services – **ACTION ITEM with attachment** – Wenck Associates has been operating the Bassett Creek Watershed Outlet Monitoring Program (WOMP) station since 2013 and I recommend continuing to contract with them for this work per the contract and proposal attached; reviewed by the Commission's legal counsel.
- I. Approval for Administrator to Attend Road Salt Symposium – **ACTION ITEM no attachment** – The 18<sup>th</sup> annual [Road Salt Symposium](#) will be held on February 7<sup>th</sup> in Plymouth. Registration is \$135. I am requesting permission to attend the conference this year as chloride pollution continues to be a critical threat to waterbodies in the watershed and I feel the need to stay apprised of the science and policy surrounding this topic.
- J. Approval to Reimburse Commissioner Scanlan for Road Salt Symposium Registration – **ACTION ITEM no attachment** – For the same reasons as noted above for me, I recommend approving the reimbursement of registration costs for Commissioner Scanlan to attend the Road Salt Symposium.
- K. Approval of Proposal from MMKR to Perform 2018 Financial Audit – **ACTION ITEM attachment online** - Staff (including the Commission's Deputy Treasurer) recommends accepting the proposal from MMKR to perform the FY2018 financial audit.

## 5. BUSINESS

- A. Consider Approval of Final Feasibility Study for Bryn Mawr Meadows Water Quality Improvement Project (30 min) – **ACTION ITEM with attachment** – At the October 2018 meeting the Commission reviewed and discussed the draft feasibility study. Since then, staff had a good conversation with MnDOT and MPRB staff regarding maintenance of the MnDOT ponds (see outcomes in report). Also during that time an error was discovered in the previous pollutant load calculations for the project resulting in a reduction of estimated pollutant removal totals and subsequent increase in the cost per pound of removal. The error in the draft study was due to reporting the TOTAL pounds removed for the entire model run over multiple years, rather than the ANNUAL pounds removed. The revised numbers are more in line with what we typically see for water quality projects. The Commission Engineer will present the final feasibility study and recommends approving the study and moving forward with Concepts 2 or 3.
- B. Review Information and Consider Recommendations for Flood Control Project Deep Tunnel Inspection and Potential Tour (20 min) – **ACTION ITEM with attachment** – At the meeting in June 2018, commissioners expressed interest in a tour for commissioners and TAC members of the deep tunnel during the routine inspection originally slated for that fall. Due to delays in receiving permission from the Army Corps of Engineers, the inspection is now scheduled for the end of February. Please see the attached memo and recommendations from the Commission Engineer.

- C. Receive Update on Minnesota Association of Watershed Districts (MAWD) and Metro MAWD (20 min) – **INFORMATION/ACTION ITEM with attachment** – *I have gathered more information on meetings and opportunities for the Commission’s involvement in MAWD and Metro MAWD. Please see my attached memo for updates and recommendations.*

**6. COMMUNICATIONS (20 minutes)**

- A. Administrator’s Report – **INFORMATION ITEM with attachment**  
i. Reminder to Complete Conflict of Interest Forms – **with attachment**
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees  
i. CIP Prioritization Committee
- F. Legal Counsel
- G. Engineer

**7. INFORMATION ONLY (Information online only)**

- A. Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet
- D. BCWMC Column in Sun Sailor
- E. Harrison Neighborhood Project 2018 Year End Update
- F. WCA Notices of Decision (2), Plymouth
- G. WCA Notice of Application, Plymouth

**8. ADJOURNMENT**

**Upcoming Meetings & Events**

- Metro MAWD (Minnesota Association of Watershed Districts) Meeting: Tuesday January 29<sup>th</sup>, 7:00 p.m., Capitol Region Watershed District
- 18<sup>th</sup> Annual Road Salt Symposium: Thursday February 7<sup>th</sup>, 8:30 a.m. – 2:45 p.m., Plymouth Creek Center
- MAWD Legislative Reception and Day at the Capitol: Wednesday February 20<sup>th</sup> and Thursday February 21<sup>st</sup>, St. Paul
- Bassett Creek Watershed Management Commission Meeting: Thursday February 21<sup>st</sup>, 8:30 a.m., Golden Valley City Hall