



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners
From: Laura Jester, Administrator
Date: February 12, 2019

RE: Recommendations from CIP Prioritization Committee and Technical Advisory Committee

Starting last April, the CIP Prioritization Committee met 6 times to determine if and how capital projects in the watershed can be further prioritized for targeted implementation so that 1) the best project gets built in the best location at the best time, 2) Commission goals and priorities are fully considered during project selection, and 3) commissioners and commission staff are more involved in the development of the 5-year CIP. The committee included several commissioners and alternate commissioners along with TAC members Eckman and Asche/Scharenbroich. Committee work included:

1. Reviewing current BCWMC policies and practices regarding the development of the 5-year CIP
2. Reviewing maps of where the "CIP gatekeeper questions" apply (Policy 110 in Watershed Plan)
3. Receiving a presentation from Minnehaha Creek WD to learn how they prioritize projects
4. Weighing the pros and cons of two different approaches including focusing only on certain geographic areas in pollution and flooding "hot spots," and/or using a matrix to quantitatively score the projects
5. Acknowledging that the extended timeline of the BCWMC 5-year CIP process makes it difficult to incorporate projects done in conjunction with private redevelopment, and that a project grant program should be considered in the future.

You can find committee meeting materials and meeting notes in the lower left of [this page](#).

CIP Prioritization Committee Recommendations: At their meeting in January, the CIP Prioritization Committee developed a recommendation for the TAC's consideration including:

1. The Commission use the **attached** matrix to score potential CIP projects to help the Commission prioritize projects for implementation. [READ MORE ABOUT THE MATRIX BELOW]
2. The Commission not use the outcome of the matrix as an absolute determination of whether a project should be added to the CIP list.
3. The Commissioners and Commission staff become more involved in the initial development of the 5-year CIP list by incorporating some or all of the following practices:
 - a. TAC members understand where the Commission is seeking projects and what type of projects the Commission is prioritizing.
 - b. Commission staff and TAC members develop, discuss, and give substantial thought (just short of analysis) to each project idea. This is likely to elongate the 5-year CIP development process. Project ideas should be brought forward and discussed in November or December of the year prior to 5-year CIP development.

- c. The Commission and TAC hold a joint workshop where potential concepts are discussed and presented. A joint decision would be made on what projects to consider for the 5-year CIP. [Alternatively, the Commission could create a CIP Committee to complete this initial process and bring recommendations to the full Commission.]
- d. The Commission and the individual TAC members understand each member cities' internal processes regarding redevelopments. When/how do TAC members hear about potential redevelopments? How does city staff work with redevelopers on stormwater management? What is the typical timeline from concept to approval/construction?
- e. City staff that are involved in redevelopments (from the beginning) also need to be aware of the potential for BCWMC participation in projects (this may require involvement by individual TAC members, at least in the beginning).
- f. If warranted, Commission staff (administrator and engineer) could be involved in key points in the cities' redevelopment processes. Depending on the redevelopment opportunity and the stage of the process, this could be a phone call, email or in-person meeting.

More About the Matrix and Map (attached):

The attached matrix includes scores for four completed CIP projects with information known at the time it was added to the 5-year CIP (PRE-PROJECT) and again after the project was complete (POST PROJECT). Pre-project information was based on the project fact sheet submitted during 5-year CIP development.

The CIP Prioritization Committee acknowledged that there are limitations to using the matrix, including 1) its use may inhibit good projects from being properly ranked because not enough information is known so early in the process (scores increased as much as 35% once the total project impact was known); and 2) it may promote "over promising" at the pre-project phase, if project components are included in the initial concept that cannot ultimately be incorporated. However, the committee also realized it may prompt the Commission and project proposers to more fully develop pre-project concepts. Overall, the committee (including TAC representatives on the committee) indicated the matrix is a useful screening tool that would help focus projects in areas of pollution hotspots and flooding hotspots, and would relay Commission priorities through the scoring.

Technical Advisory Committee Discussions:

The TAC met on February 4th and discussed the recommendations of the CIP Prioritization Committee, the scoring matrix and the pollutant hotspot map. They discussed the possibility of adding project cost or pollutant removal cost to the matrix and decided that a cost-related parameter could be part of the discussion when projects are considered but shouldn't be added to the matrix. There was further discussion about the various parameters and scoring levels within the matrix. It was noted that going forward, the pollutant and/or flooding hotspot map, more than the matrix, would be a useful screening tool for cities to determine where CIP projects might be most beneficial. There were also comments noting that subwatershed assessments might be helpful (such as those used in the Shingle Creek WMC), and that cities might opt to perform more feasibility study-level assessments in areas ripe for redevelopment (such as the Bassett Creek Valley Study).

Technical Advisory Committee Recommendations: At their meeting on February 4th, the TAC recommended that:

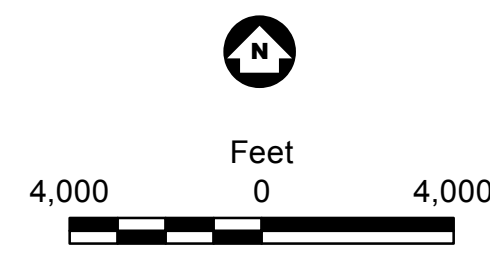
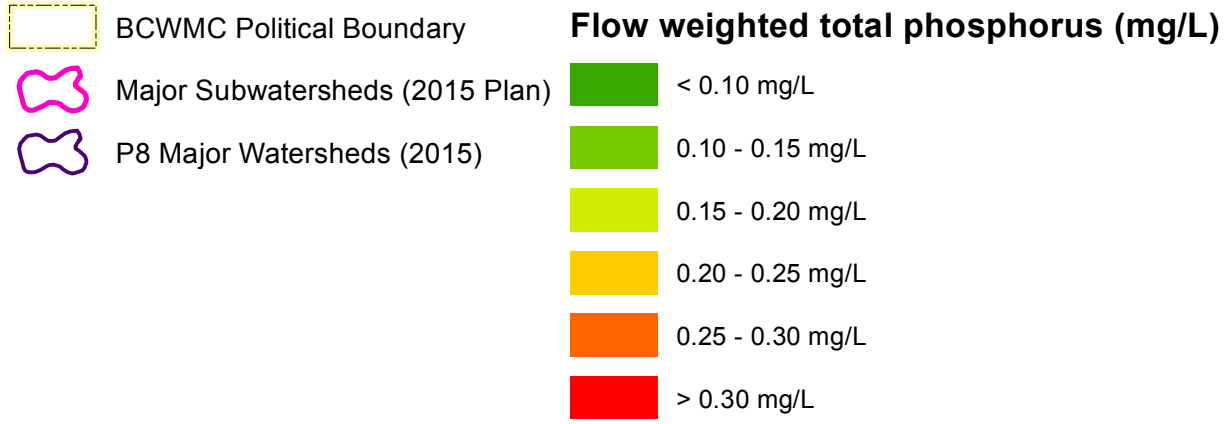
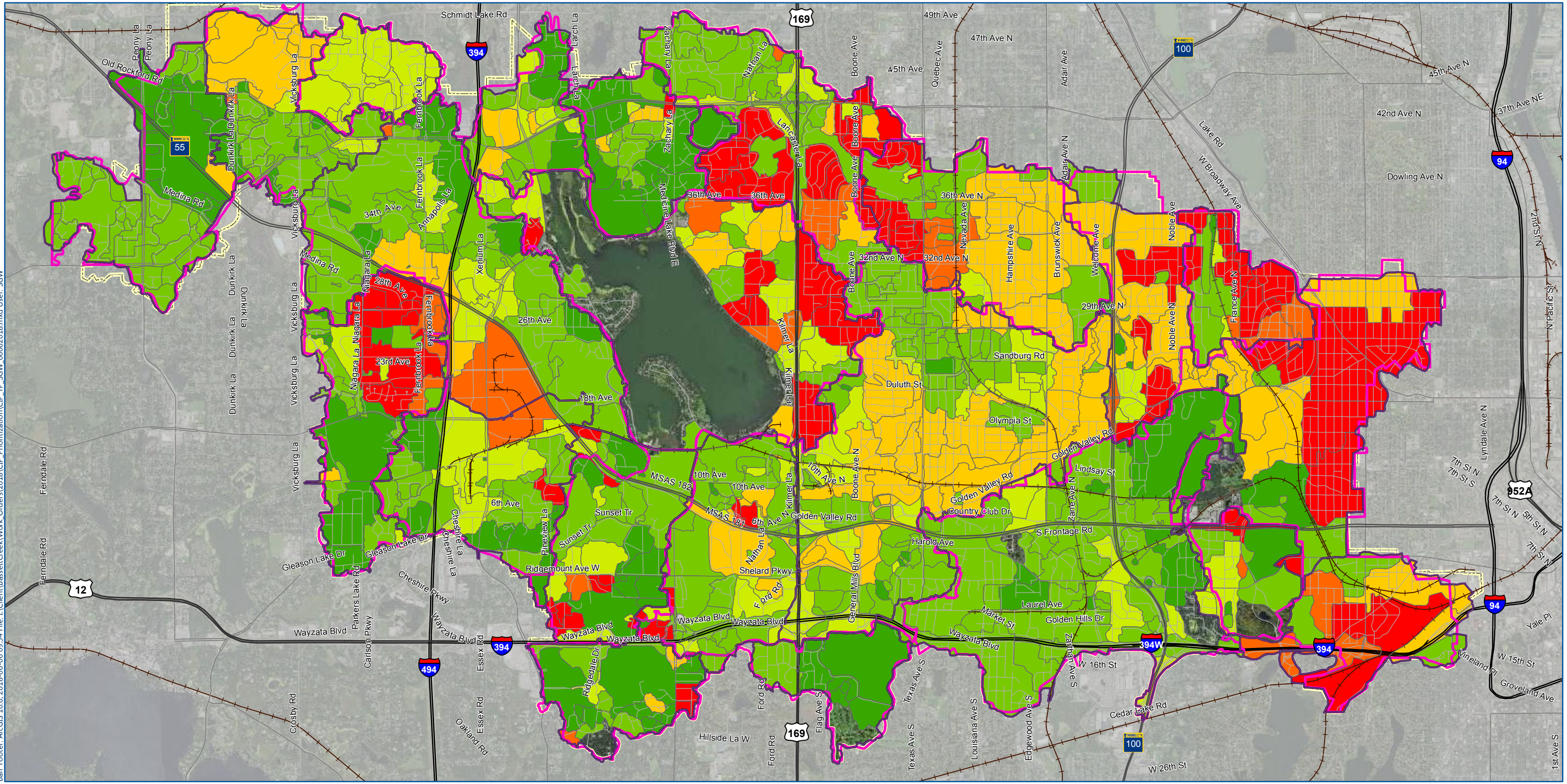
1. The CIP scoring matrix be used to help identify viable BCWMC CIP projects by ranking projects against each other;
2. The matrix, pollutant hotspot maps, and flood potential maps be used by city staff to focus potential CIP projects;
3. The CIP scoring matrix be revisited within the next 3 years to determine its usefulness and to revise, if needed;
4. Each year, the full Commission (rather than a separate committee) review and discuss the scored projects in order to develop the 5-year CIP;
5. The CIP scoring matrix be revised to include a range of points for the chloride reduction parameter: (1 point = reduction of impervious surface; 2 points = significant reduction of impervious surface; 3 points = project with the aim of reducing chlorides); and
6. The CIP scoring matrix be revised to remove the “total possible score (0 – 21.5)” from the matrix in the upper right.

At their February 4th meeting, the TAC also:

1. Elected Mark Ray as TAC Chair.
2. Reviewed the 2019 Channel Maintenance Fund availability memo.
3. Reviewed and briefly discussed the Model Contract for Winter Maintenance recently developed by the City of Edina. Administrator Jester noted that the Nine Mile Creek Watershed District (NMCWD) now requires new developments and redevelopments to prepare and use a similar winter maintenance plan/contract. TAC members noted the contract would be useful if the limited liability legislation passes and that the BCWMC should learn from the experiences of the NMCWD and others over the next couple years.
4. Received information about the availability of free winter maintenance and lawn care maintenance workshops.
5. Briefly discussed the Administrator’s recommendations that the BCWMC apply for a Federal 319 grant for an alum treatment in Sweeney Lake and carp management in Schaper Pond.

TAC meeting materials are available [here](#).

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Phosphorus data reflect flow weighted total phosphorus concentrations at subwatershed outlet and include treatment from existing BMPs.

Figure 5
CIP PRIORITIZATION
TOTAL PHOSPHORUS LOADING
FROM P8 MODEL
Bassett Creek Watershed
Management Commission

Bassett Creek Watershed
Management Commission