



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: August 11, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

**RE: Background Information for 8/20/15 BCWMC Public Hearing & Meeting**

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
  - A. **Approval of Minutes – July 16, 2015 Commission meeting- ACTION ITEM with attachment**
  - B. **Approval of August 2015 Financial Report - ACTION ITEM with attachment**
  - C. **Approval of Payment of Invoices - ACTION ITEM with attachments**
    - i. Keystone Waters, LLC – July 2015 Administrator Services
    - ii. Barr Engineering –July 2015 Engineering Services
    - iii. Amy Herbert –July 2015 Secretarial Services
    - iv. ACE Catering – August 2015 Meeting Refreshments
    - v. Wenck – July 2015 WOMP Monitoring
    - vi. Kennedy Graven – June Legal Services
    - vii. HDR - June 2015 Website Redesign Project
    - viii. Finance & Commerce – Public Hearing Notice
    - ix. ECM Publishers – Public Hearing Notice
  - D. **Approval of BCWMC 2016 Operating Budget – ACTION ITEM with attachment** – *At their June 2015 meeting, the Commission approved a 2016 operating budget and assessment to cities. Staff sent the proposed budget and assessments to member cities by July 1<sup>st</sup>, per the BCWMC JPA. No comments were received from cities by the August 1<sup>st</sup> deadline (nor after the deadline). Staff recommends final approval of the 2016 operating budget and assessment to cities as previously presented and approved. The budget, notes, and assessment table are included in this packet. The budget detail document can be found with May meeting materials at: <http://www.bassettcreekwmo.org/Meetings/2015/2015-May/6C2-2016BCWMCBudgetDetail.pdf>.*
  - E. **Set Technical Advisory Committee Meeting for September 8, 2015 – ACTION ITEM no attachment** – *Staff recommends the BCWMC TAC meet on September 8<sup>th</sup> to review and discuss the Channel Maintenance Fund policy and current results of the Flood Control Project Rehabilitation and Replacement Responsibilities Study.*
  - F. **Approval of Golden Villas Apartments Project, Golden Valley – ACTION ITEM with attachment** - *The project includes removal of two commercial buildings and parking lots; construction of a new apartment building, parking lot, driveways, and sidewalks; and installation of an underground stormwater treatment system. The project, in the Bassett Creek Main Stem subwatershed, is 2.6 acres and results in an increase of 0.13 acres of impervious surface and a total proposed impervious area of 2.15 acres. There is currently no water quality treatment provided on the site. An underground StormTech chamber system with infiltration into the underlying sandy soils is proposed to provide water quality treatment on site. The Commission Engineer recommends conditional approval with comments in the attached memo.*

## 5. PUBLIC HEARING

- A. Receive Comments from Member Cities and Public on the Proposed 2016 Capital Improvement Program (CIP) Projects – Feasibility studies for project available in online packet - *The public hearing will be opened and the public will be asked for comments on the 2016 CIP projects. All comments will be entered into the public record and will be considered before the Commission approves the resolution in 6B below.*
- i. Northwood Lake Improvement Project (NL-1)
  - ii. Honeywell Pond Expansion Project (BC-4)

## 6. BUSINESS

- A. Resolution of Appreciation for Charlie LeFevere and Introduction of New Legal Counsel for BCWMC – ACTION ITEM with attachment – *At this meeting Charlie will introduce the new legal counsel for the Commission, Troy Gilchrist. Charlie has represented the Commission since 1997. A resolution of appreciation is proposed, among other notes of thanks.*
- B. Consider Approval of Resolution Ordering 2016 Improvements - ACTION ITEM with attachments - *Pending the outcome of the public hearing in 5A, the attached resolution should be approved to order the projects, designate members responsible for construction, make findings pursuant to MN Statutes 103B.25, certify the costs of the 2016 projects to Hennepin County, and approve agreements with the cities of New Hope and Golden Valley for construction. Staff recommends approval of the resolution which, in turn, approves the following:*
- i. Designating Members Responsible for Construction
  - ii. Making Findings Pursuant to Minnesota Statutes Section 103B.251
  - iii. Certifying Costs to Hennepin County – see attachment – *The attached memo shows the breakdown of estimated project costs and recommends the Commission direct staff to certify for payment by Hennepin County in 2016 a total (final) tax levy of \$1,222,000.*
  - iv. Approving Agreement with City of New Hope for Construction of Northwood Lake Improvement Project (NL-1) - see attachment – *The attached agreement between the City of New Hope and the BCWMC includes expectations and requirements of the city and the Commission for implementation of the Northwood Lake Improvement Project.*
  - v. Approving Sub-grant Agreement with City of New Hope Related to Clean Water Partnership Grant – see attachment – *The attached agreement between the City of New Hope and the BCWMC includes expectations and requirements of the city and the Commission for implementing the work plan for the Clean Water Partnership Grant. (Find the work plan in item 6I below.)*
  - vi. Approving Agreement with City of Golden Valley for Construction of Honeywell Expansion Project (BC-4) - see attachment - *The attached agreement between the City of Golden Valley and the BCWMC includes expectations and requirements of the city and the Commission for implementation of the Honeywell Pond Expansion Project.*
- C. Consider Approval of Proposal for Preparation of Feasibility Study for Plymouth Creek Restoration Project (2017CR-P) – ACTION ITEM with attachment – *At their July meeting, the Commission directed the Commission Engineer to prepare a proposal for completing a feasibility study for the Plymouth Creek Restoration Project. The proposal is attached here along with staff recommendations.*

D. Items Related to 2015 – 2025 BCWMC Watershed Management Plan

- i. Receive Update on Presentation of Watershed Plan to BWSR Metro Region Committee - **INFORMATION ITEM no attachment** – *The Commission Engineer, Vice Chair Mueller, Chair de Lambert and I attended the BWSR Metro Region Committee meeting on 8/4; Vice Chair Mueller gave a presentation with an overview of the BCWMC Watershed Management Plan. There was some discussion with committee members but they had no major concerns, questions, or reservations about the draft Plan. They recommended approval of the Plan by the full BWSR Board which meets on August 26<sup>th</sup>.*
  - ii. Consider Approval of Response to Comments from 90-day Review of Draft Watershed Management Plan – **ACTION ITEM with attachment** – *The Commission received comments from the City of Minneapolis, MnDOT, and the MN Department of Agriculture during the 90-day review of the draft Plan. Staff recommends approval of the responses with Commission review and discussion of the comments and responses highlighted in gray in the attached document. The 90-day review draft of the Plan with tracked changes resulting from 60-day comments is here: <http://www.bassettcreekwmo.org/NextGenerationPlan2015/2015WatershedManagementPlanHome.htm>.*
- E. Consider Approval of Clean Water Fund Grant Application for Northwood Lake Improvement Project – **ACTION ITEM with attachment** – *As directed at the July Commission meeting, staff completed a Clean Water Fund grant application for the Northwood Lake Improvement Project. The draft application is attached here; the final application is due on 8/28/15 at 4:30 p.m. Staff seeks input on the application and direction to staff to finalize the application and submit to BWSR by the deadline.*
- F. Consider Approval of Grant Application for MDNR Flood Reduction Program Funds – **ACTION ITEM with attachment** - *As noted by the Commission Engineer at the July meeting, special legislation in June included \$500,000 in general funds for the Flood Damage Reduction program. Although DNR staff continue discussions with Homeland Security and Emergency Management (HSEM) staff regarding how much, if any, of that funding is available for projects other than those earmarked in the legislation, there is still the chance that funding could be available. For this reason, DNR staff requested that BCWMC complete an FDR application now, in case the funds become available. Attached is a draft of the application for Commission review and approval. If approved, staff will submit the grant application. Similar to the Clean Water Partnership grant, this grant would go through SWIFT, the state of Minnesota’s online financial, procurement, and reporting system. The “authorized agent” is the person who can sign the grant on behalf of the Commission through SWIFT.*
- G. Consider Submitting Comments on Metro Chloride TMDL – **ACTION ITEM with attachment** – *The draft Chloride Management Plan and Total Maximum Daily Load report developed for the Twin Cities Metropolitan Area were developed by the MN Pollution Control Agency (MPCA) and are available for public review and comment through September 2, 2015. The Commission Engineer reviewed the plan and report and recommends the Commission direct staff to submit the attached comments to the MPCA.*
- H. Receive Information on Tasks Related to XP-SWMM Phase II Project – **INFORMATION ITEM with attachment** - *At their meeting in April 2015 the Commission approved the XP-SWMM Phase II project. At their meeting in July 2015, the Commission requested more details on the project and a scope of work from the Commission Engineer. The attached memo provides information on the tasks to be completed during the project.*
- I. Receive Work Plan for Clean Water Partnership Grant for Northwood Lake Improvement Project – **INFORMATION ITEM with attachment** – *At their meeting in June 2015, the Commission accepted the Clean Water Partnership grant for the Northwood Lake Improvement Project. A work plan, Gantt chart, and budget was required by the grant. These items were developed by Commission staff (with help from New Hope staff and the MPCA project manager) and submitted to the MPCA and are attached here. They were since approved by the MPCA and work on the grant project can officially begin. Staff will implement*

*and track work according to the work plan and budget and will submit regular reports, as required.*

- J. Review Information on BCWMC Facebook Page – DISCUSSION ITEM with attachment - On July 15, 2015, BCWMC staff created and implemented a soft launch of the Bassett Creek Watershed Management Commission Facebook page at: <https://www.facebook.com/BCWMC>. The purpose of the page is to engage residents, BCWMC members, and others interested in the BCWMC and the Bassett Creek Watershed via the popular media/communication tool. The attached memo provides staff thoughts and suggestions for maintaining the site. Staff requests Commission discussion and input.

## 7. COMMUNICATIONS

- A. Administrator's Report – **written report attached**
- Report on Hennepin County Budget and Capital Investment Committee Meeting
  - West Metro Water Alliance at State Fair, Eco Experience
  - Need Volunteers for Golden Valley Art & Music Festival, Parade
- B. Chair
- C. Commissioners
- Update on NEMO Workshop on the Water Event
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer

## 8. INFORMATION ONLY (Information online only)

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet
- C. [Channel 12 Interview on Schaper Pond Diversion Project](#)
- D. [Hennepin County Green Partners Environmental Education Grant Program](#)
- E. [Mississippi WMO Stormwater Park & Learning Center Grand Opening 9/19/15](#)

## 9. ADJOURNMENT

### Upcoming Meetings & Events

- BCWMC TAC Meeting (if set in 4E above): Tuesday September 8<sup>th</sup>, 1:30 – 3:30 p.m. Golden Valley City Hall
- BCWMC Regular Meeting: Thursday September 17<sup>th</sup>, 8:30 a.m., Golden Valley City Hall
- Mississippi Watershed Management Organization Stormwater Park & Learning Center Grand Opening: Saturday September 19<sup>th</sup>, 10:00 a.m. – 1:00 p.m., MWMO Office Minneapolis
- Golden Valley Art and Music Festival & Parade: Saturday September 26<sup>th</sup>, 10:00 a.m. – 3:00 p.m., Golden Valley City Hall
- NEMO Workshop “Chloride and Winter Road Management for Local Officials: Wednesday October 7<sup>th</sup>, 6:00 – 8:30 p.m., Minnetonka Public Works