



# Bassett Creek Watershed Management Commission

Regular Meeting  
Thursday, August 15, 2019  
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 – July 18, 2019 Commission Meeting
- B. Acceptance of August 2019 Financial Report
- C. Approval of Payment of Invoices
  - i. Keystone Waters, LLC – July 2019 Administrative Services
  - ii. Keystone Waters, LLC – July 2019 Expenses
  - iii. Barr Engineering – July 2019 Engineering Services
  - iv. Triple D Espresso – August 2019 Meeting Refreshments
  - v. Wenck – July 2019 WOMP Monitoring
  - vi. Lawn Chair Gardener – July 2019 Administrative Services
  - vii. Kennedy & Graven – June 2019 Legal Services
  - viii. Wenck – July 2019 Bassett Creek Valley Study

### 5. BUSINESS

- A. Consider Approval of Proposal to Prepare Feasibility Study for Mt. Olivet Stream Stabilization Project and Parkers Lake Drainage Improvement Project (2021 CIP Projects ML-20 & PL-7) (40 min)
- B. Review 2019 Operating Budget Status (10 min)
- C. Set 2020 Operating Budget (20 min)
- D. Consider 2020 Capital Improvement Implementation Options (30 min)
  - i. Bryn Mawr Meadows Water Quality Improvement Project: MPRB to Implement; Consider Applying for Clean Water Fund Grant
  - ii. Sweeney Lake Water Quality Improvement Project: Request for Commission to Implement
  - iii. Jevne Park Water Quality Improvement Project: Requests from City of Medicine Lake
- E. Discuss Request for Resolutions from Minnesota Association of Watershed Districts (20 min)
- F. Discuss Holding Monitoring Workshop vs. Having Monitoring Committee (15 min)

## 6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report
  - i. Report on Bassett Creek Valley Study
  - ii. Volunteers Needed for Two Golden Valley Events
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
  - i. Update on MTD issue

## 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. Letter to MPCA on Manufactured Treatment Devices

## 8. ADJOURNMENT

### Upcoming Meetings & Events

- Golden Valley Arts and Music Festival: Saturday, September 14<sup>th</sup>, 9:00 a.m. – 3:00 p.m., Golden Valley City Hall
- Bassett Creek Watershed Management Commission Public Hearing and Regular Meeting: Thursday, September 19<sup>th</sup>, 8:30 a.m., Golden Valley City Hall
- Smart Salting for Property Managers: Thursday September 24<sup>th</sup>, 9:00 a.m. – 1:00 p.m., Crystal Community Center
- Sustainability Day @ Golden Valley Farmers Market: Sunday September 29<sup>th</sup>, 9:00 a.m. – 1:00 p.m., Golden Valley City Hall



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: August 7, 2019

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 8/15/19 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 – July 18, 2019 Commission Meeting- ACTION ITEM with attachment
  - B. Acceptance of July Financial Report - ACTION ITEM with attachment (more details online)
  - 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 – July 2019 Administrative Services
    - ii. Keystone Waters, LLC – July 2019 Expenses
    - iii. Barr Engineering – July 2019 Engineering Services
    - iv. Triple D Espresso – August 2019 Meeting Refreshments
    - v. Wenck – July 2019 WOMP Monitoring
    - vi. Lawn Chair Gardener – July 2019 Administrative Services
    - vii. Kennedy & Graven – June 2019 Legal Services
    - viii. Wenck – July 2019 Bassett Creek Valley Study
5. **BUSINESS**
  - A. Consider Proposal to Prepare Feasibility Study for for Mt. Olivet Stream Stabilization Project and Parkers Lake Drainage Improvement Project (2021 CIP Projects ML-20 and PL-7) (40 min)– ACTION ITEM with attachment – *At the April 2019 meeting, the Commission approved the [5-year CIP](#) including three projects scheduled to start in 2021: a project to dredge accumulated sediment in the Main Stem Bassett Creek in Wirth Park, the Parkers Lake Drainage Improvement Project, and the Mt. Olivet Stream Restoration Project. Feasibility studies for these projects will be completed by the Commission Engineer and should begin this fall. At the June 2019 meeting the approved the proposal to develop the feasibility study for the Main Stem dredging project. The Commission should consider the attached proposal for completing one feasibility study for the remaining two projects. Costs for feasibility studies come from the levy funds collected for CIP projects.*
  - B. Review 2019 Operating Budget Status (10 min) – INFORMATION ITEM no attachment – *We are half way through the fiscal year so it's a good time to check budget status. In reviewing current expenses and expected future expenses, the Commission is in good financial standing and is likely to remain within the budget overall and within most budget lines. The exception is work in the "non-fee/preliminary reviews" line item. This budget item is used when developers or cities request information or get questions answered about pending/possible development before an application and review fee is submitted. Staff will comment further at the meeting but no change to the budget is recommended.*
  - C. Set 2020 Operating Budget (20 min) – ACTION ITEM with attachment – *At the June meeting, the Commission approved a [proposed 2020 operating budget](#) of \$669,450 which included a 4.5% increase in city assessments over 2019 levels; assumed \$7,500 in MAWD dues; and included funds to fully fund development of the 2025 Watershed Plan over the next 6 years. The proposed budget was sent to cities on June 21<sup>st</sup> for review and comment by August 1<sup>st</sup>. No comments were received from cities on the proposed*

*budget. In the meantime, the MAWD Board set 2020 member dues for WMOs at \$500. In my recommended 2020 budget attached, I lowered the total budget to \$662,450 and split the \$7,000 in “savings” by lowering total city assessments by \$3,500 (to 3.9% over 2019 levels) and lowering the amount of fund balance used by \$3,500.*

- D. Consider 2020 Capital Improvement Implementation Options (30 min) - *Typically, the Commission enters agreements with member cities for the implementation (design, construction, on-going maintenance) of its capital improvement projects. Agreements with cities are approved after the Commission holds a public hearing and officially orders the project. As in typical years, the hearing will be held at the September meeting and then a resolution ordering the projects will be considered for approval. For three of the four 2020 CIP projects, the Commission is being asked to consider a few different circumstances regarding implementation:*
- i. Bryn Mawr Meadows Water Quality Improvement Project: MPRB to Implement; Consider Applying for Clean Water Fund Grant – **ACTION ITEM with attachment** – *The City of Minneapolis and the Minneapolis Park and Rec Board (MRPB) note that since there will be close coordination between this CIP project and the park’s reconstruction project, the MPRB is the appropriate agency to enter into an agreement with BCWMC. The Commission’s legal counsel agrees that the JPA allows the Commission to enter such an agreement. The City and MPRB would enter a separate agreement for the long-term operations and maintenance of the BCWMC’s CIP project. Staff recommends approval to proceed with agreement negotiations with the MPRB for this project.*  
  
*Staff further recommends that the Commission apply for Clean Water Fund grant money for this project. We believe this project would score well due to partnerships involved, water quality improvements expected, a completed feasibility study, and the educational opportunities. Grant application materials are attached. Grant applications are due September 9<sup>th</sup>.*
  - ii. Sweeney Lake Water Quality Improvement Project: Request for Commission to Implement – **DISCUSSION ITEM with attachment** – *Because this project doesn’t include any structural components that would require long-term maintenance, and given the Commission Engineer’s experience with the Schaper Pond carp study and the Twin Lake alum treatment, Golden Valley staff and I recommend that the Commission implement this project rather than entering an agreement with the city. See the attached letter with that request from the City of Golden Valley. The Commission’ legal counsel agrees that the JPA allows the Commission to implement its CIP projects, if desired.*
  - iii. Jevne Park Water Quality Improvement Project: Requests from City of Medicine Lake – **DISCUSSION ITEM no attachment** – *I attended the August 5<sup>th</sup> Medicine Lake City Council meeting where the city’s consultant gave an overview of the project (with the same slides and information as previously presented by the Commission Engineer to the council), and presented the concerns of the city’s Public Works Superintendent, Chris Klar (a member of the CIP Project Team). Residents attending the meeting also weighed in with their concerns about impacts of the project on roads and adjacent properties. The council passed a motion to proceed with negotiation of the Jevne Park project contract (with the BCWMC) with the goal of having the project be “cost neutral” to the city (meaning no costs to the city, including buffer maintenance, for at least 10 years). Staff will provide further information on their concerns and will possibly present draft contract language from the city (if available).*
- E. Discuss Request for Resolutions from Minnesota Association of Watershed Districts (20 min) – **DISCUSSION ITEM with attachment** – *At the July meeting, the Commission considered this request from MAWD for resolutions. The Commission asked for time to think about possible resolutions and for this item to be*

*revisited at this meeting. Resolutions are due September 1<sup>st</sup>. Staff has no recommended resolutions to submit.*

- F. Discuss Holding Monitoring Workshop vs. Having Monitoring Committee (15 min) – **DISCUSSION ITEM with attachment** - *Please see the attached memo with options for performing a review of the Commission's monitoring program including holding a workshop, creating a committee, or requesting TAC review.*

## **6. COMMUNICATIONS (10 minutes)**

- A. Administrator's Report – **INFORMATION ITEM with attachments**
- i. Report on Bassett Creek Valley Study
  - ii. Volunteers Needed for Two Golden Valley Events
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
- i. Update on MTD issue

## **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. Letter to MPCA on Manufactured Treatment Devices

## **8. ADJOURNMENT**

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## Bassett Creek Watershed Management Commission

**DRAFT Minutes of Regular Meeting**  
**Thursday, July 18, 2019**  
**8:30 a.m.**  
**Golden Valley City Hall, Golden Valley MN**

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

On Thursday, July 18, 2019 at 8:30 a.m. in the Council Conference Room at Golden Valley City Hall (7800 Golden Valley Rd.), Chair Prom 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	<i>Vacant Position</i>	Mark Ray
Golden Valley	<i>Absent</i>	Jane McDonald Black	Eric Eckman
Medicine Lake	Clint Carlson	Gary Holter	<i>Absent</i>
Minneapolis	Michael Welch	<i>Vacant Position</i>	Lisa Goddard
Minnetonka	<i>Absent</i>	Bill Monk	Sarah Schweiger
New Hope	<i>Absent</i>	Pat Crough	Megan Hedstrom
Plymouth	Jim Prom	Catherine Cesnik	Ben Scharenbroich
Robbinsdale	<i>Absent</i>	<i>Absent</i>	<i>Absent</i>
St. Louis Park	Jim de Lambert	Patrick Noon	Erick Francis
<b>Administrator</b>	Laura Jester, Keystone Waters		
<b>Engineer</b>	Karen Chandler, Barr Engineering		
<b>Recorder</b>	None		
<b>Legal Counsel</b>	David Anderson, Kennedy & Graven		
<b>Presenters/ Guests/Public</b>	Rachael Crabb (Minneapolis Park and Rec Board), Elaine Hove (Plymouth resident), Chuck Schmidt (New Hope resident), Glenn Byers (Contech)		

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

Chuck Schmidt, a resident of New Hope, wondered whether the City of Crystal or the Commission had plans to address the buckthorn and other weeds on the south side of Winnetka Pond as part of the CIP project there. Mark Ray indicated there were no plans for that activity. Mr. Schmidt also commented on a walnut tree he planted many years ago near the outlet of the pond that is now being encroached by another tree. Mr. Ray indicated he would have the Crystal Forester look into that. Mr. Schmidt also wondered if the Hennepin County crews would be performing maintenance of the pond’s buffer. Mr. Ray noted that was likely a “Sentence to Serve” crew and that the city doesn’t have a contract for crew work. Chair Prom encouraged Mr. Schmidt to contact the county about it.

Elaine Hove, a resident of Plymouth, noted her concerns about flooding in a residential area near Medicine Lake (the same issue brought to the Commission by Terrie Christian in October 2018). She reported that runoff from Hwy. 169 and the adjacent industrial area floods yards in their neighborhood and that there was 8 inches of water on the road after the recent 2-inch rain. She noted rain is not being filtered before it runs directly into Medicine Lake.

Chair Prom indicated that some Plymouth City Council members have spoken to residents in the area about the issue. Ben Scharenbroich said there is some city property there and that redevelopment of the commercial property would be a good opportunity to address the issue. Ms. Hove noted that there is substantial unused property in the area that might be used as a holding pond. Mr. Scharenbroich noted he would follow up with residents. Commissioner Welch indicated he sympathized with Ms. Hove and residents in the area noting the localized flooding is a common problem in these times of high precipitation.

**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 8-0 [City of Robbinsdale was absent from the vote].

**4. CONSENT AGENDA**

The following items were approved as part of the consent agenda: June 20, 2019 Commission meeting minutes, acceptance of the July 2019 financial report, payment of invoices, approval to set a public hearing on the 2020 capital improvement projects for September 19, 2019.

The general and construction account balances reported in the July 2019 Financial Report are as follows:

Checking Account Balance	\$ 657,203.29
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$ 657,203.29</b>
<b>TOTAL CASH &amp; INVESTMENTS ON-HAND (07/10/19)</b>	<b>\$ 4,298,149.14</b>
CIP Projects Levied – Budget Remaining	\$ (4,635,407.70)
Closed Projects Remaining Balance	\$367,121.67
2012-2017 Anticipated Tax Levy Revenue	\$7,330.29
2018 Anticipated Tax Levy Revenue	\$8,770.47
Anticipated Closed Project Balance	\$383,222.43

**MOTION:** Alternate Commissioner McDonald Black moved to approve the consent agenda. Commissioner Carlson seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale was absent from the vote].



## 5. BUSINESS

### A. Consider Proposal to Prepare Feasibility Study for Project to Dredge Accumulated Sediment in the Main Stem of Bassett Creek in Wirth Park (2021 CIP Project BC-7)

Commission Engineer Chandler reviewed the proposal for the feasibility study preparation, first showing the location of the project area and reviewing the issues currently impacting the area. She reported that the lagoons in Theodore Wirth Park were built in the mid 1930's by the Civilian Conservation Corps but filled in with sediment over the years, particularly during the 1990's. She noted that the project area includes "Lagoons" D, E, and F, but that "Lagoon E" is particularly in need of dredging to improve the pond's capacity, improve water quality and improve habitat. She noted that the other two lagoons will also likely need some dredging but that the \$400,000 earmarked for this project in the Commission's CIP list is likely only enough to dredge one lagoon.

Commission Engineer Chandler noted that although quite a bit of study has already occurred in this area, more study is needed including bathymetric, topographic, tree, and utility surveys and a wetland delineation. She noted the lagoons would be treated like stormwater ponds when following MPCA guidance on sediment testing. She also noted that because the lagoons are public waters, only accumulated sediment can be removed.

There was discussion about the possibility of State or Federal funding being available to address issues within a historical site like this. Engineer Chandler reported that the historical significance of the site will likely require more and lengthy review by officials to get necessary permits for the project. Commissioner Welch volunteered to look into whether or not there is funding available.

Commissioner Welch reported he is often asked about the sediment accumulating in the lagoons, as it has created islands over time. He noted that public outreach on this project will be crucial and that it will be important to distinguish between the flood reduction benefits to the MPRB vs. the benefits to natural resources and water quality.

Alternate Commissioner McDonald Black noted that the Loppet Foundation should be included with project outreach. Jeff Oliver noted that the City of Golden Valley is working with the MPRB to resolve flooding issues on the trail.

**MOTION: Commissioner Welch moved to approve the scope of work and authorize the Commission Engineer to complete the feasibility study as proposed; Commissioner Carlson seconded the motion. Upon a vote, the motion carried 8-0 [City of Robbinsdale was absent from the vote].**

### B. Consider Recommendations from Technical Advisory Committee

TAC chair Mark Ray, gave a brief overview of the TAC's recommendations noting that the TAC met on May 29<sup>th</sup> and July 8<sup>th</sup> to discuss how the Commission should review proprietary stormwater manufactured treatment devices (MTDs) proposed to be used in development or redevelopment projects. Mr. Ray walked through each of the four recommendations in the TAC's memo including:

1. The BCWMC require project applicants to provide verification that the proposed stormwater MTDs have achieved General Use Level Designation (GULD) certification from the State of Washington's Technology Assessment Protocol – Ecology (TAPE) program (Option 3). The BCWMC will then accept and apply 50% TP and 80% TSS removals for the MTDs, as long as the MTDs are designed in accordance with the manufacturer's recommendations/guidelines.
2. The BCWMC allow project applicants to seek acceptance of higher pollutant removal efficiencies by submitting data from the TAPE program for analysis by the Commission Engineer (Option 6) using the following protocol:
  - a. Commission will develop a new "MTD pre-approval" review application form for these situations.
  - b. City staff would encourage the applicant to coordinate with the Commission Engineers early in the process. This would avoid a possible scenario where a project is almost entirely through a city review process only to need considerable site revisions due to differing analyses of MTD pollutant removals by Commission Engineers and negotiations therein.

- c. Commission would require applicants to submit the “MTD pre-approval” form and a \$1,000 alternative BMP review fee. (The BCWMC already requires this \$1,000 review fee for projects involving review of alternative BMPs that are not in the MN Stormwater Manual.) The applicant would pay the remaining BMP review fees when they submit the full BCWMC application form.
3. The Commission Engineer will maintain a list of MTDs that have been approved through Option 6 for use by future applicants.
  4. The BCWMC not allow the manufacturer of an MTD to apply for consideration through the Commission’s review process without it being part of an actual development/redevelopment project and submittal of a formal BCWMC application. Currently the BCWMC’s review process and fee structure is set up for development and redevelopment projects and not review of specific components of the projects.

Administrator Jester noted she recently asked other Metro watersheds if they were interested in signing a letter to the MPCA requesting that the MPCA take the lead on evaluating and verifying or certifying MTDs (a TAC recommendation approved at the June meeting). She and Engineer Chandler reported that they learned from the Capitol Region Watershed District that the Water Environment Federation is leading a nationwide program called Stormwater Testing and Evaluation for Products and Practices (STEPP). There was consensus that the letter to MPCA include participation in the STEPP as an alternative to developing a Minnesota verification program. Commissioner Welch asked the Administrator to also determine if the Center for Watershed Protection is involved in this or a similar program and noted this might be a good topic for a future Metro MAWD meeting. He also noted his appreciation for the TAC’s thoroughness on working through this issue. It was noted that the TAC’s recommendations set a defensible framework for reviewing MTDs in the short term.

**MOTION:** Alternate Commissioner McDonald Black moved approval of the TAC recommendations. Commissioner Carlson seconded the motion. Upon a vote the motion carried 7-1 [City of Minneapolis voted against the motion. City of Robbinsdale was absent for the vote.]

**C. Discuss Request for Resolutions from Minnesota Association of Watershed Districts**

Administrator Jester gave an overview of MAWD’s resolution process noting that possible resolutions could be developed by any member watershed and submitted by September 1<sup>st</sup> for consideration by the MAWD Resolutions Committee and then at MAWD’s Annual Meeting in December. Administrator Jester reviewed some additional MAWD communications and requests including ideas for sessions at the annual meeting and request for committee members (early next year). She also noted that the Commission will need to appoint two commissioners to represent the BCWMC at the annual meeting, if desired, so they could vote on MAWD business.

No commissioners nor staff had ideas for MAWD resolutions at this time. Administrator Jester was asked to put this on the August agenda and to make sure TAC members know they can also submit resolution ideas.

**6. COMMUNICATIONS**

**A. Administrator’s Report**

- i. Report on Outcomes of 50<sup>th</sup> Anniversary Event – Administrator Jester reported that the 50<sup>th</sup> event and tour came in under budget and that she had mailed the 50<sup>th</sup> booklet to city council members and county commissioners.
- ii. AIS Early Detection Training – Set for July 23<sup>rd</sup>, 6:00 p.m. at the Plymouth Library. Administrator Jester requested commissioners and TAC members to help recruit participants
- iii. Smart Salting for Property Managers – Set for September 24<sup>th</sup> at the Crystal Community Center. Administrator Jester requested commissioners and TAC members to help recruit participants or let her know how to get in touch with property managers. Alternate Commissioner McDonald Black suggested contacting the Building Owners and Managers Association

**B. Chair**

- i. Chair Prom thanked Commissioner Welch for emceeding the 50<sup>th</sup> event.

**C. Commissioners**

- i. Commissioner Welch reported that he attended the Metro MAWD meeting and recommended that other commissioners consider attending future meetings.

**D. TAC Members**

- i. Mr. Oliver reported that Golden Valley recently awarded the construction contract for the DeCola Ponds Project to Dahn Construction and that work would begin in September.
- ii. Mr. Scharenbroich reported that creek crossing signs for Plymouth Creek are being installed.

**E. Committees - none**

**F. Legal Counsel - none**

**G. Engineer - none**

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

- A. Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet

**8. ADJOURNMENT**

The meeting adjourned at 9:53 a.m.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



Bassett Creek Watershed Management Commission General Account  
 General Fund (Administration) Financial Report  
 Fiscal Year: February 1, 2019 through January 31, 2020  
 MEETING DATE: August 15, 2019

Item 4B.  
 BCWMC 8-15-19  
 Full Document Online

<b>BEGINNING BALANCE</b>	<b>10-Jul-19</b>		<b>657,203.29</b>
<b>ADD:</b>			
<b>General Fund Revenue:</b>			
Interest less Bank Fees		86.55	
<b>Assessments:</b>			
<b>2019 - Assessments</b>			
St Louis Park		20,284.00	
<b>Permits:</b>			
Hollister Construction	BCWMC 2019-16	1,500.00	
Plymouth Hotels LLC	BCWMC 2019-17	1,500.00	
Elan Design Lab Inc	BCWMC 2019-18	2,500.00	
Wayne A Jeske Associates	BCWMC 2019-19	1,500.00	
Reimbursed Construction Costs		4,012.08	
	<b>Total Revenue and Transfers In</b>		<b>31,382.63</b>
<b>DEDUCT:</b>			
<b>Checks:</b>			
3220 Barr Engineering	July Engineering	27,909.57	
3221 Kennedy & Graven	June Legal	577.10	
3222 Keystone Waters	July Admin	4,037.95	
3223 Lawn Chair Gardener	July Admin Services	493.96	
3224 Triple D Espresso	August Mtg	111.75	
3225 Wenck Associates	WOMP/Bassett Cr Study	26,467.36	
	<b>Total Checks/Deductions</b>		<b>59,597.69</b>
<b>ENDING BALANCE</b>	<b>18-Jun-19</b>		<b>628,988.23</b>

## Bassett Creek Watershed Management Commission General Account

## General Fund (Administration) Financial Report

(UNAUDITED)

Fiscal Year: February 1, 2019 through January 31, 2020

MEETING DATE: August 15, 2019

	2019/2020 BUDGET	CURRENT MONTH	YTD 2019/2020	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS TO CITIES	529,850	20,284.00	529,850.00	0.00
PROJECT REVIEW FEES	60,000	7,000.00	34,453.50	25,546.50
WOMP REIMBURSEMENT	5,000		4,500.00	500.00
METROPOLITAN COUNCIL - LRT			10,399.50	
METRO BLOOMS - MET COUNCIL GRANT			1,000.00	
HENNEPIN COUNTY GRANT-AIS PREVENTION GRANT			0.00	
TRANSFERS FROM LONG TERM FUND & CIP	76,000		0.00	76,000.00
<b>REVENUE TOTAL</b>	<b>670,850</b>	<b>27,284.00</b>	<b>580,203.00</b>	<b>102,046.50</b>
<b>EXPENDITURES</b>				
<b>ENGINEERING &amp; MONITORING</b>				
TECHNICAL SERVICES	130,000	11,756.50	67,769.64	62,230.36
DEV/PROJECT REVIEWS	80,000	4,571.15	37,805.80	42,194.20
NON-FEE/PRELIM REVIEWS	15,000	2,035.00	16,408.00	(1,408.00)
COMMISSION AND TAC MEETINGS	12,000	1,120.84	6,804.74	5,195.26
SURVEYS & STUDIES	20,000	0.00	8,108.46	11,891.54
WATER QUALITY/MONITORING	78,000	3,469.36	32,736.62	45,263.38
WATER QUANTITY	10,000	769.64	5,267.34	4,732.66
WATERSHED INSPECTIONS -EROSION CONTROL	0	0.00	771.50	(771.50)
ANNUAL FLOOD CONTROL INSPECTIONS	48,000	0.00	1,560.00	46,440.00
REVIEW MUNICIPAL PLANS	4,000	175.00	1,925.00	2,075.00
WOMP	20,500	1,774.90	9,673.78	10,826.22
XP-SWMM MODEL UPDATES/REVIEWS	0	0.00	0.00	0.00
APM / AIS WORK	32,000	0.00	8,700.62	23,299.38
<b>ENGINEERING &amp; MONITORING TOTAL</b>	<b>449,500</b>	<b>25,672.39</b>	<b>197,531.50</b>	<b>251,968.50</b>
<b>PLANNING</b>				
Next Generation Plan Development	12,000	0.00	0.00	12,000.00
<b>MAINTENANCE FUNDS TOTAL</b>	<b>12,000</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>
<b>ADMINISTRATION</b>				
ADMINISTRATOR	69,200	3,888.00	35,298.00	33,902.00
LEGAL COSTS	17,000	577.10	5,473.00	11,527.00
AUDIT, INSURANCE & BONDING	18,000	0.00	15,892.00	2,108.00
FINANCIAL MANAGEMENT	3,500	0.00	0.00	3,500.00
MEETING EXPENSES	1,500	111.75	782.25	717.75
ADMINISTRATIVE SERVICES	15,000	643.91	6,931.43	8,068.57
<b>ADMINISTRATION TOTAL</b>	<b>124,200</b>	<b>5,220.76</b>	<b>64,376.68</b>	<b>59,823.32</b>
<b>OUTREACH &amp; EDUCATION</b>				
PUBLICATIONS/ANNUAL REPORT	1,300	0.00	1,263.00	37.00
WEBSITE	3,000	0.00	560.44	2,439.56
PUBLIC COMMUNICATIONS	1,000	0.00	0.00	1,000.00
EDUCATION AND PUBLIC OUTREACH	25,000	0.00	14,932.90	10,067.10
WATERSHED EDUCATION PARTNERSHIPS	15,850	0.00	6,350.00	9,500.00
<b>OUTREACH &amp; EDUCATION TOTAL</b>	<b>46,150</b>	<b>0.00</b>	<b>23,106.34</b>	<b>23,043.66</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	0.00	10,000.00
<b>TMDL WORK TOTAL</b>	<b>10,000</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>DUE FROM OTHER GOVERNMENTS</b>				
Due from City of Minneapolis	0	24,692.46	50,033.66	(50,033.66)
	<b>0</b>	<b>24,692.46</b>	<b>50,033.66</b>	<b>(50,033.66)</b>
<b>TOTAL EXPENSES</b>	<b>691,850</b>	<b>55,585.61</b>	<b>335,048.18</b>	<b>356,801.82</b>

BCWMC Construction Account  
 Fiscal Year: February 1, 2018 through January 31, 2020  
 August 2019 Financial Report

(UNAUDITED)

Cash Balance 06/12/19				
<b>Cash</b>			1,735,303.65	1,735,303.65
	Total Cash			
<b>Investments:</b>				
	Minnesota Municipal Money Market (4M Fund)		2,500,000.00	
	2018-19 Dividends		44,653.88	
	2019-20 Dividends		18,191.61	
	Dividends-Current		4,495.00	
	Total Investments			2,567,340.49
	<b>Total Cash &amp; Investments</b>			4,302,644.14
<b>Add:</b>				
	Interest Revenue (Bank Charges)		360.88	
	<b>Total Revenue</b>			360.88
<b>Less:</b>				
	CIP Projects Levied - Current Expenses - TABLE A		(1,161.58)	
	Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		0.00	
	<b>Total Current Expenses</b>			(1,161.58)
	<b>Total Cash &amp; Investments On Hand</b>	<b>08/07/19</b>		<u><u>4,301,843.44</u></u>
	Total Cash & Investments On Hand		4,301,843.44	
	Current Anticipated Levy -2019 (July 19/Dec 19/Jan 20)		704,380.23	
	CIP Projects Levied - Budget Remaining - TABLE A		(4,634,246.12)	
	<b>Closed Projects Remaining Balance</b>		<b>371,977.55</b>	
	2012 - 2017 Anticipated Tax Levy Revenue - TABLE C		7,330.29	
	2018 Anticipated Tax Levy Revenue - TABLE C		8,770.47	
	<b>Anticipated Closed Project Balance</b>		<b>388,078.31</b>	
	Proposed & Future CIP Project Amount to be Levied - TABLE B		0.00	

**TABLE A - CIP PROJECTS LEVIED**

	Approved Budget	Current Expenses	2019 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	116.50	2,007.72	164,915.06	825,084.94	
<b>2014</b>						
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000	1,045.08	47,055.19	423,110.05	188,889.95	
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)      Close Project	1,503,000	0.00	114,601.05	1,118,347.29		
<b>2016</b>						
Northwood Lake Pond (NL-1) <sup>2</sup>	822,140					
Budget Amendment	611,600	1,433,740	0.00	0.00	1,447,143.38	(13,403.38)
<b>2017</b>						
Main Stem Cedar Lk Rd-Dupont (2017CR-M)	2017 Levy 400,000	1,064,472	0.00	0.00	132,029.25	932,442.75
	2018 Levy 664,472					
Plymouth Creek Restoration (2017 CR-P)	2017 Levy 580,930	863,573	0.00	0.00	594,690.16	268,882.84
	2018 Levy 282,643					
<b>2018</b>						
Bassett Creek Park & Winnetka Ponds Dredging (BCP-2)	1,000,000	0.00	179.10	132,991.90	867,008.10	
<b>2019</b>						
Decola Ponds B&C Improvement(BC-2,BC-3,BC-8)	1,031,500	0.00	157.50	85,967.56	945,532.44	34,287
Westwood Lake Water Quality Improvement Project(Feasibility)	404,500	0.00	0.00	41,064.20	363,435.80	
	<u>9,511,785</u>	<u>1,161.58</u>	<u>164,000.56</u>	<u>4,492,886.17</u>	<u>4,634,246.12</u>	

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

	Approved Budget - To Be Levied	Current Expenses	2019 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
<b>2020</b>					
Bryn Mawr Meadows (BC-5)	0	0.00	1,314.47	96,818.03	(96,818.03)
Jevne Park Stormwater Mgmt Feasibility (ML-21)	0	0.00	14,623.96	45,078.25	(45,078.25)
Crane Lake Improvement Proj (CL-3)	0	0.00	6,838.50	12,000.85	(12,000.85)
Sweeney Lake WQ Improvement Project (SL-8)	0	0.00	140.00	140.00	(140.00)
2020 Project Totals	0	0.00	22,916.93	154,037.13	(154,037.13)
<b>2021</b>					
Main Stem Dredging Project (BC-7)	0	0.00	1,907.50	1,907.50	(1,907.50)
Mt Olivet Stream Restoration (MN-20)	0	0.00	385.00	385.00	(385.00)
Parkers Lake Stream Restoration (PL-7)	0	0.00	87.50	87.50	(87.50)
2021 Project Totals	0	0.00	2,380.00	2,380.00	(2,380.00)
Total Proposed & Future CIP Projects to be Levied	0	0.00	25,296.93	156,417.13	(156,417.13)

**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		1,436,000.00	0.00	731,619.77	731,619.77	704,380.23	1,436,000.00
2018 Tax Levy	1,346,815.00		1,346,815.00	0.00	1,546.10	1,338,044.53	8,770.47	947,115.00
2017 Tax Levy	1,303,600.00	(10,691.48)	1,292,908.52	0.00	(754.74)	1,289,004.89	3,903.63	1,303,600.00
2016 Tax Levy	1,222,000.00	(9,526.79)	1,212,473.21	0.00	181.73	1,210,006.40	2,466.81	1,222,000.00
2015 Tax Levy	1,000,000.00	32.19	1,000,032.19	0.00	99.45	999,337.49	694.70	1,000,000.00
2014 Tax Levy	895,000.00	(8,533.75)	886,466.25	0.00	412.44	886,201.10	265.15	895,000.00
				0.00			720,480.99	

**OTHER PROJECTS:**

	Approved Budget	Current Expenses / (Revenue)	2019 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	694,573.00	2,850.50	32,929.00	374,379.41	
Less: State of MN - DNR Grants		(44,304.90)	(44,304.90)	(141,846.90)	
	694,573.00	(41,454.40)	(11,375.90)	232,532.51	462,040.49
<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	400,000.00	0.00	0.00	255,619.60	144,380.40
<b>Metro Blooms Harrison Neighborhood CWF Grant Project</b>					
BWSR Grant	134,595.00	0.00	23,539.31	47,416.15	87,178.85
	134,595.00	0.00	23,539.31	(67,298.00)	(67,298.00)
				(19,881.85)	
Total Other Projects	1,864,168.00	(41,454.40)	12,163.41	508,737.41	1,153,536.59





## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5A – Consider Approval of Proposal to Prepare Feasibility Study for Mt. Olivet Stream Stabilization Project and Parkers Lake Drainage Improvement Project (2021 CIP Projects ML-20 and PL-7)  
BCWMC August 15, 2019 Meeting  
**Date:** August 7, 2019

### **5A. Consider Approval of Proposal to Prepare Feasibility Study for Mt. Olivet Stream Stabilization Project and Parkers Lake Drainage Improvement Project (2021 CIP Projects ML-20 and PL-7)**

#### **Recommendations:**

1. Consider approving the scope of work and \$93,100 budget presented in this memorandum and direct the Engineer to complete the feasibility study for the Mt. Olivet stream stabilization project and the Parkers Lake drainage improvement project (ML-20 and PL-7, respectively), scheduled for construction in 2021 and 2022.
2. Direct the Engineer to consult with the U.S. Army Corps of Engineers (USACE) to determine whether the Resources Management Plan Pre-application Consultation Protocols may apply to these projects.
3. Direct the Engineer to prepare a feasibility study that complies with the requirements of the USACE and BCWMC criteria.

#### **Background**

The proposed Mt. Olivet stream stabilization project and the Parkers Lake drainage improvement project are in the Bassett Creek Watershed Management Commission's (BCWMC) current CIP (Table 5-3, as amended in 2018), listed as projects ML-20 and PL-7, respectively, each with an total estimated cost of \$400,000. At its April 18, 2019 meeting, the Commission approved the 5-year (working) CIP, which included projects ML-20 and PL-7, scheduled for construction in 2021 and 2022.

Both projects are located in Plymouth. The proposed Mt. Olivet stabilization project would address needed stabilization along a reach starting at Old Rockford Road and continuing downstream for approximately 1,300 feet (see Figure 1). The Mt. Olivet drainage area flows into Medicine Lake, which is impaired for total phosphorus. The majority of the land use in the 192-acre watershed is single family detached residential, multi-family residential and park/recreation land; other land uses include institutional and undeveloped.

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The Parkers Lake drainage improvement project would address needed stabilization and other drainage/stormwater management improvements along a reach beginning at 18<sup>th</sup> Avenue North and continuing downstream 1,100 feet to just northwest of the intersection of County Road 6 and Niagara Lane North (see Figure 2). Three Rivers Park District monitoring (on behalf of the City of Plymouth) found the 150-acre area draining to this reach to be contributing high levels of chlorides to Parkers Lake (Parkers Lake is impaired for chlorides). The majority of the land use in the 150-acre watershed is single family attached residential, multi-family residential and park land; other land uses include industrial, single family detached and undeveloped.

The proposed projects will improve habitat and improve downstream water quality by reducing sediment loading to the targeted waterways, thus minimizing sediment passing downstream to Medicine Lake and Parkers Lake.

As is required for BCWMC CIP Projects, a feasibility study must be completed prior to BCWMC holding a hearing and ordering the project. One feasibility study will be prepared to address both projects. The feasibility study will estimate the amount of erosion taking place within each study area, and discuss the feasibility of different options to stabilize each reach. For the Parkers Lake project, the feasibility study will also discuss options to improve drainage (including whether the channel should be replaced with a pipe to convey flows), reduce chloride loading and improve the water quality treatment in the watershed (e.g., improvements to the existing stormwater pond or upstream water quality improvements). Each feasibility study will also review the permitting requirements, and develop a concept plan and cost estimate for each project.

These projects are consistent with the goals (Section 4.1) and policies (Sections 4.2.1, 4.2.5, 4.2.8 and 4.2.10) in the 2015 – 2025 BCWMC Watershed Management Plan.

The BCWMC completed a Resource Management Plan (RMP) in 2009 through which the USACE and the BCWMC agreed on a series of steps, work items, deliverables (called “protocols”) that must be accomplished and submitted to complete the RMP process and USACE review/approval process. Although these projects were not included in the RMP, the USACE has allowed the RMP protocols to be applied to other projects not specifically included in the RMP. With the completion of the protocols, we expect the USACE permit application process to move more quickly than it would otherwise. Most of the protocols must be addressed as part of the feasibility study, in addition to the usual tasks that would be performed as part of any feasibility study under the criteria adopted by the BCWMC in October 2013. In general, the protocols require compliance with Section 106 of the National Historic Preservation Act, compliance with Section 404 of the Clean Water Act, and Clean Water Act Section 401 Water Quality Certification. Compliance with Section 106 typically requires a cultural resources inventory.

## **Content and Scope of Feasibility Study**

The feasibility study will address and include the feasibility study criteria adopted by the BCWMC in October 2013:

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- Analysis of multiple alternatives with the context of Commission objectives, including the following for each alternative:
  - Pros and cons analysis
  - Cost estimate for construction and a “30-year cost”
  - Analysis of life expectancy
  - Summarize each alternative for the Commission to judge its merits
  - Cost estimate for annualized cost per pound of pollutant removal
- Evaluation of new and/or innovative approaches
- Identification of permitting requirements

As noted earlier, most of the RMP protocols must be addressed as part of the feasibility study. In addition to the tasks above, the feasibility study will include the identification of wetland impacts to meet the RMP pre-application protocols.

In addition to the RMP protocols and specific criteria adopted by the BCMWC, it is important to gather stakeholder input. The BCWMC Engineer will work with the BCWMC Administrator and City of Plymouth staff to identify the most-effective means to gather input from the public and other affected stakeholders.

Below is a summary of the required feasibility study content for of this project:

## 1) Project Meetings

- a) Project kick-off meeting with BCWMC staff, commissioners, and city of Plymouth staff and preparation of meeting notes.
- b) Meeting with BCWMC staff, city of Plymouth staff, and agency staff (i.e., USACE, MnDNR, and MPCA), as needed, to discuss concept alternatives and review permit requirements for project, and prepare meeting minutes to confirm discussion results.
- c) Biweekly updates to the project team providing updates on work completed, upcoming work, and any outstanding data requests throughout the project.

## 2) Field Investigations

- a) Barr will complete site visits of each reach to evaluate the reach and identify potential project features to address erosion concerns.
- b) Wetland delineations – Barr will perform a wetland delineation for each project reach. The survey will be completed for the project reach and within a 50-foot buffer on either side of the reach to account for future work activities. Barr will perform a field wetland delineation in accordance with the Routine Level 2 procedures specified in the U.S. Army Corps of Engineers 1987 Wetland Delineation Manual (“1987 Manual”, USACE, 1987), the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (USACE, 2010), and the 2013 Guidance for Submittal of Wetland Delineation Reports to the USACE and Wetland Conservation Act (WCA)

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Local Government Units (LGUs) in Minnesota. We will record wetland boundaries using a GPS unit with sub-meter accuracy and can flag wetland boundaries if requested by BCWMC or the LGU. We will prepare a wetland delineation report that includes a brief description of the proposed project, general environmental information, wetland type classifications, descriptions of the delineated wetlands, and a discussion of regulations and the administering authorities. The report will also include wetland data forms, precipitation analysis, and site photographs. Barr also will obtain a Wetland Type and Boundary Approval from the LGU. Our cost estimate includes a wetland functions and values assessment (i.e., a Minnesota Rapid Assessment Method, or MNRAM, analysis) of all of the delineated wetlands.

- c) Desktop environmental review – Barr will conduct a review of the Minnesota Pollution Control Agency’s (MPCA) “What’s in my Neighborhood?” database to assess the potential for prior contamination at the project sites. A summary of this data review will be included in the feasibility study. Due to historic land use in the project areas being primarily residential, park, and church-related, we assume that a Phase I environmental site assessment will not need to be completed for this project. The project should proceed with a contingency plan in place if contamination were to be encountered during construction.
- d) Topographic and utility location survey – Barr will complete topographic and utility location surveys for each project area. Underground utilities will be located based on the location of manhole structures in the field, available as-built/construction plan drawings from the City, and utilization of a Gopher State One Call utility locate. We assume that city of Plymouth staff will provide available utility data in electronic format.
- e) Tree location, diameter, species, and condition survey – As part of the topographic survey, we will also survey all trees with a diameter of 4 inches or greater, recording the diameter, species, and condition (e.g. dead/live, shaggy/peeling/deeply furrowed bark) of the trees. In addition to helping with estimated project costs for the various scenarios (if tree removal is required), the tree survey will help determine if the trees within the project area could provide habitat for the northern long eared bat (endangered).
- f) Threatened and endangered species desktop review – Barr will perform a desktop review of the available databases to determine the potential for adverse impacts to state and federally listed species.
- g) Cultural resources desktop review - In anticipation of future permitting for project development, Barr will request review of the existing database from the State Historic Preservation Office (SHPO) for information related to known historic and archaeological resources in the project vicinity and will summarize any available information in the feasibility report. This work does not include a Phase I cultural resources review; if one is needed, it would be performed during final design.

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- h) Project easements – The proposed projects are located on a combination of private and public properties. For portions that cross private property, easement acquisition would be required. Easement acquisition needs will be identified as part of the feasibility study; easement survey and acquisition will be completed during final design.

### **3) Evaluation and Concept Plans**

- a) Develop concepts for each project, considering input from stakeholders. For the Parkers Lake project, this includes developing seven concepts—one concept for pipe conveyance and two concepts each for chloride reduction, stream restoration, and water quality treatment improvement (e.g., water re-use, stormwater pond improvements, and/or upstream water quality improvements). For the Mt. Olivet project, this includes developing up to two concepts for stream restoration. The development of concepts for both projects will consider tree removal estimates for each concept (if applicable), including removals needed to gain access to implement each concept.
  - i) Analyze the alternatives for addressing identified issues within each reach.
  - ii) Develop draft concept plans and cost estimates for each project
  - iii) Refine concept plans and cost estimates based on input from city staff and BCWMC.
- b) Use of the BCWMC P8 model to estimate the pollutant removals resulting from the project concepts related to stormwater quality treatment improvements and pipe conveyance. We will use the BWSR calculator or other tool to quantify pollutant removals for the stream restoration concepts. We will also use the City of Plymouth/Three Rivers Park District chloride monitoring data to estimate chloride reductions and estimate/verify other pollutant reductions. We will use the BCWMC Phase 2 XP-SWMM model results to review flow information for the reaches, and will use the Phase 2 XP-SWMM model to evaluate the Parkers Lake project pipe conveyance concept, and possibly, the stormwater quality treatment concept (e.g., if a pond).
- c) Identify permitting requirements for the concepts, based on wetland delineations and other compiled data, and one (1) meeting with city and agency staff (see task 1b).
- d) Develop cost estimates for the project, including a “30-year cost,” analysis of life expectancy, and annualized cost per pound of pollutant removal for water quality treatment portions of the project.
- e) Develop tree removal estimates for each concept, including removals needed to gain access to implement each concept.

### **4) Public Engagement**

- a) Coordinate with BCWMC Administrator and City staff to determine the best means to gather public input, such as mailings, newspaper articles, open houses, etc. Primary group for public discussions will be the nearby residents, property owners and adjacent property owners including

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representatives of Mt. Olivet church (Mt. Olivet project); and Lakeview Commons and, possibly, park users (Parkers Lake project). The budget for this task includes time to prepare for and attend two public meetings early in the process (one for each project), after the development of concept plans. This task also includes assisting with the public involvement process as necessary – preparing handouts, boards, and/or presentations, and recording and compiling comments. We assume that meeting coordination, expenses, and set-up will be largely completed by the BCWMC Administrator, with assistance from the City.

## 5) Feasibility Study Report

- a) Prepare draft report for review by city staff, and BCWMC staff/interested commissioners; revise report based upon review comments.
- b) Present draft feasibility study findings at BCWMC meeting.
- c) Prepare final report for presentation and approval at BCWMC meeting.

## Cost Estimate

The table below summarizes our cost estimate for the scope of work outlined above.

Tasks	Estimated Total
1) Project Meetings	\$ 9,200
2) Field Investigations	\$23,200
3) Evaluation and Concept Plans	\$37,400
4) Public Engagement	\$ 8,000
5) Feasibility Report	\$15,300
<b>Total</b>	<b>\$93,100</b>

## Schedule



We will complete the tasks and milestones outlined in the scope of work on the following schedule.

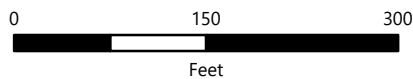
Tasks and milestones	Estimated Schedule
Kick-off meeting with BCWMC and City of Plymouth staff	August 2019
Topographic and utility survey	August/September 2019
Wetland review/delineations	August/September 2019
Combined agency field review/TEP review	August/September 2019
Desktop environmental review ("What's in My Neighborhood?")	August 2019
Desktop Review – threatened and endangered species, cultural resources	August/September 2019
Meeting with BCWMC, city, and agency staff	September/October 2019
Develop concept alternatives and cost estimates	October 2019 – January 2020
Public meeting	January/February 2020
Submit draft feasibility report for city and BCWMC staff review	March 13, 2020
City and BCWMC staff complete review	March 27, 2020
Submit draft feasibility report for BCWMC review at Commission meeting	April 8, 2020
BCWMC completes review at Commission meeting	April 16, 2020
Submit final feasibility report for BCWMC review at Commission meeting	May 13, 2020
Final Feasibility Report – BCWMC approval at Commission meeting	May 21, 2020





Aerial Imagery: April 2019; NearMap

-  Project Area
-  Ponds and Wetlands





MOUNT OLIVET STREAM  
RESTORATION PROJECT  
AREA

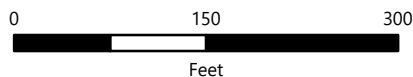
FIGURE 1





Aerial Imagery: April 2019; NearMap

-  Project Area
-  Ponds and Wetlands



PARKERS LAKE  
DRAINAGE IMPROVEMENTS  
PROJECT AREA

FIGURE 2



Item 5C.  
BCWMC 8-15-19

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Proposed 2020 Operating Budget</b>												
2	<b>Item</b>	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Original 2020 Proposed Budget</b>	<b>Revised 2020 Proposed Budget</b>	<b>See Notes</b>
3	<b>ENGINEERING &amp; MONITORING</b>												
4	Technical Services	120,000	116,972	120,000	112,502	125,000	140,702	125,000	126,154	130,000	130,000	130,000	(A1)
5	Development/Project Reviews	65,000	51,622	65,000	94,619	65,000	71,791	75,000	45,070	80,000	75,000	75,000	(A)
6	Non-fee and Preliminary Reviews	15,000	53,686	15,000	35,253	15,000	20,906	10,000	23,073	15,000	20,000	20,000	(B)
7	Commission and TAC Meetings	14,500	11,525	13,000	11,808	14,000	11,753	12,000	10,575	12,000	12,000	12,000	(C)
8	Surveys and Studies	20,000	22,109	25,000	24,444	20,000	16,347	12,000	-	20,000	10,000	10,000	(D)
9	Water Quality / Monitoring	63,000	77,429	76,000	75,892	74,300	70,855	80,700	120,728	78,000	102,600	102,600	(E)
10	Water Quantity	11,500	9,115	11,500	8,731	11,500	8,570	6,300	5,678	10,000	6,500	6,500	(F)
11	Assistance on Erosion Control Inspections	1,000		1,000	-	1,000	-	1,000	-	-	-	-	(G)
12	Annual Flood Control Project Inspections	10,000	9,996	10,000	8,867	12,000	7,678	48,000	20,279	48,000	12,000	12,000	(H)
13	Municipal Plan Review	2,000		2,000	2,491	8,000	1,835	8,000	26,779	4,000	2,000	2,000	(I)
14	Watershed Outlet Monitoring Program	17,000	15,786	17,000	17,002	15,500	19,994	20,500	18,145	20,500	20,500	20,500	(J)
15	Annual XP-SWMM Model Updates/Reviews					10,000	5,650	10,000	8,918	-	-	-	(K)
16	APM/AIS Work					35,000	34,920	32,000	35,977	32,000	30,000	30,000	(L)
17	<b>Subtotal Engineering &amp; Monitoring</b>	<b>\$339,000</b>	<b>\$368,240</b>	<b>\$355,500</b>	<b>\$391,609</b>	<b>\$406,300</b>	<b>\$411,001</b>	<b>\$440,500</b>	<b>\$441,376</b>	<b>\$449,500</b>	<b>\$420,600</b>	<b>\$420,600</b>	
18	<b>PLANNING</b>												
19	Next Generation Plan Development	30,000	28,277	-	-	-				12,000	18,000	18,000	(M)
20	<b>Subtotal Planning</b>	<b>\$30,000</b>	<b>\$28,277</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$18,000</b>	<b>\$18,000</b>	

Item	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2020 Proposed Budget	2020 Proposed Budget	See Notes
<b>ADMINISTRATION</b>												
Administrator	62,000	59,395	62,000	59,033	67,200	60,559	67,200	59,955	69,200	69,200	69,200	(N)
MN Assoc. Watershed Dist. Dues										7,500	500	(O)
Legal	18,500	12,969	18,500	15,470	18,500	16,249	17,000	13,313	17,000	15,000	15,000	(P)
Financial Management	3,200	3,200	3,200	3,277	3,200	3,200	3,200	3,200	3,500	3,500	3,500	(Q)
Audit, Insurance & Bond	15,500	13,181	15,500	14,606	15,500	17,304	15,500	17,648	18,000	18,000	18,000	(R)
Meeting Catering Expenses	2,500	1,564	2,200	1,572	2,000	1,198	1,600	1,295	1,500	1,500	1,500	(S)
Administrative Services	32,000	29,843	25,000	11,583	18,000	13,346	15,000	14,240	15,000	15,000	15,000	(T)
<b>Subtotal Administration</b>	<b>\$133,700</b>	<b>\$120,152</b>	<b>\$126,400</b>	<b>\$105,541</b>	<b>\$124,400</b>	<b>\$111,856</b>	<b>\$119,500</b>	<b>\$109,651</b>	<b>\$124,200</b>	<b>\$129,700</b>	<b>\$122,700</b>	
<b>OUTREACH &amp; EDUCATION</b>												
Publications / Annual Report	4,000	1,430	2,500	1,246	2,500	1,138	1,500	937	1,300	1,300	1,300	(U)
Website	12,000	11,802	3,500	2,275	4,400	1,228	4,200	443	3,000	1,000	1,000	(V)
Watershed Education Partnerships	15,500	10,700	15,500	9,550	15,500	12,354	13,850	13,454	15,850	15,850	15,850	(W)
Education and Public Outreach	17,000	12,830	22,500	25,710	20,000	19,302	22,000	18,585	25,000	22,000	22,000	(X)
Public Communications	3,000	2,270	2,500	1,128	2,500	732	2,500	563	1,000	1,000	1,000	(Y)
<b>Subtotal Outreach &amp; Education</b>	<b>\$51,500</b>	<b>\$39,032</b>	<b>\$46,500</b>	<b>\$39,909</b>	<b>\$44,900</b>	<b>\$34,754</b>	<b>\$44,050</b>	<b>\$33,982</b>	<b>\$46,150</b>	<b>\$41,150</b>	<b>\$41,150</b>	
<b>MAINTENANCE FUNDS</b>												
Channel Maintenance Fund	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	(Z)
Flood Control Project Long-Term Maint.	25,000	25,000	25,000	25,000	25,000	25,000	25,000	4,000	25,000	25,000	25,000	(AA)
<b>Subtotal Maintenance Funds</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$29,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	
<b>TMDL WORK</b>												
TMDL Implementation Reporting	20,000	15,881	20,000	18,950	20,000	19,209	10,000	4,668	10,000	10,000	10,000	(BB)
<b>Subtotal TMDL Work</b>	<b>\$20,000</b>	<b>\$15,881</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$19,209</b>	<b>\$10,000</b>	<b>\$ 4,668</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	
<b>GRAND TOTAL</b>	<b>\$624,200</b>	<b>\$621,582</b>	<b>\$598,400</b>	<b>\$607,059</b>	<b>\$645,600</b>	<b>\$626,820</b>	<b>\$664,050</b>	<b>\$618,677</b>	<b>\$691,850</b>	<b>\$669,450</b>	<b>\$662,450</b>	

<b>2019 Financial Information</b>		
Fund Balance as of January 31, 2019 (draft audit)	\$	380,136
Income from assessments in 2019	\$	529,850
Expected interest income in 2019		
Expected income from project review fees	\$	60,000
Expected income from CIP Administrative Funds	\$	28,000
Expected transfer from Long-term Maint Fund for Flood Control Project I	\$	48,000
Expected income from WOMP reimbursement	\$	5,000
Expected income from reimbursements from 2019 work <sup>1</sup>	\$	10,000
Estimated funds available for fiscal year 2019	\$	1,060,986
Estimated expenditures for fiscal year 2019	\$	691,850
Estimated fund balance as of January 31, 2020	\$	369,136
<sup>1</sup> SWLRT = \$7,000; BLLRT = \$3,399		
<b>Revenues</b>		
<b>2020 Revenues</b>		
<b>Expected Income</b>	<u>Original</u>	<u>Revised</u>
Proposed Assessments to cities	\$ 553,950	\$ 550,450
Use of fund balance	\$ 18,500	\$ 15,000
CIP Administrative Funds (2.0% of est. requested levy of \$1.5M)	\$ 30,000	\$ 30,000
Project review fees	\$ 50,000	\$ 50,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspections	\$ 12,000	\$ 12,000
WOMP reimbursement	\$ 5,000	\$ 5,000
Expected reimbursement for Blue Line LRT work	\$ -	\$ -
Interest income in 2020	\$ -	\$ -
	\$ 669,450	\$ 662,450
<b>Expected Expenses</b>		
Total operating budget	\$ 669,450	\$ 662,450
<b>Fund Balance Details</b>		
Est. Beginning Fund Balance (Jan 31, 2020)	\$ 369,136	\$ 369,136
Use of Fund Balance (see income above)	\$ 18,500	\$ 15,000
Est. Remaining Fund Balance (Jan 31, 2021)	\$ 350,636	\$ 354,136

City Assessments

	2015	2016	2017	2018	2019	Original 2020 Proposed Assessments +4.5% over 2019	Revised 2020 Proposed Assessments +3.9% over 2019
<b>Community</b>	<b>\$490,345</b>	<b>\$490,345</b>	<b>\$500,000</b>	<b>\$515,050</b>	<b>\$529,850</b>	<b>\$553,950</b>	<b>\$550,450</b>
Crystal	\$25,868	\$25,771	\$25,704	\$26,904	\$27,877	\$29,247	\$29,062
Golden Valley	\$121,964	\$127,675	\$131,270	\$134,649	\$138,553	\$145,613	\$144,693
Medicine Lake	\$3,543	\$3,600	\$3,561	\$3,783	\$3,846	\$4,000	\$3,975
Minneapolis	\$33,235	\$32,885	\$33,609	\$34,763	\$35,805	\$37,870	\$37,631
Minnetonka	\$28,121	\$27,536	\$28,199	\$28,053	\$28,989	\$30,157	\$29,967
New Hope	\$25,681	\$25,627	\$25,917	\$26,740	\$27,987	\$29,171	\$28,987
Plymouth	\$225,159	\$220,974	\$224,531	\$231,682	\$237,986	\$247,505	\$245,942
Robbinsdale	\$7,587	\$7,843	\$7,747	\$8,189	\$8,523	\$8,994	\$8,937
St. Louis Park	\$19,184	\$18,433	\$19,463	\$20,287	\$20,284	\$21,392	\$21,257
<b>TOTAL</b>	<b>\$490,345</b>	<b>\$490,345</b>	<b>\$500,000</b>	<b>\$515,050</b>	<b>\$529,850</b>	<b>\$553,950</b>	<b>\$550,450</b>

Community	For Taxes Payable in 2019	2019 Percent of	Area Watershed	Percent of	Average
	Net Tax Capacity	Valuation	in Acres	of Area	Percent
Crystal	\$9,014,087	5.47	1,264	5.09	5.28
Golden Valley	\$42,743,405	25.95	6,615	26.63	26.29
Medicine Lake	\$1,059,589	0.64	199	0.80	0.72
Minneapolis	\$11,317,855	6.87	1,690	6.80	6.84
Minnetonka	\$10,589,981	6.43	1,108	4.46	5.44
New Hope	\$9,048,320	5.49	1,252	5.04	5.27
Plymouth	\$70,171,876	42.59	11,618	46.77	44.68
Robbinsdale	\$3,061,898	1.86	345	1.39	1.62
St. Louis Park	\$7,736,955	4.70	752	3.03	3.86
<b>TOTAL</b>	<b>\$164,743,966</b>	<b>100.00</b>	<b>24,843</b>	<b>100.00</b>	<b>100.00</b>

## NOTES

(A1) Same as this year, slightly higher than 2018 and earlier due to new and more complicated issues continue to arise requiring engineer review, analyses, input.

(A) Partially funded by application fees; with the creation of the preliminary and non-fee budget category, most of the review costs will be covered by application fees. 2020 budget assumes 34 submittals at average cost of \$2,000 - \$2,500

(B) Assumes a slight increase in non-fee reviews in 2020 based on recent activity. This was a new line item in 2015 used to cover reviews for which either we do not receive an application fee or it's too early in the process for us to have received an application fee. Through agreements with Met Council, \$56,000 of these costs have been reimbursed since 2015.

(C) Includes attendance at BCWMC meetings, TAC meetings, Administrative Services Committee meetings, Budget Committee meetings and other meetings. 2015 estimate based on 24 meetings. 2016 and 2017 estimates based on 18 meetings (12 BCWMC meetings & 6 TAC meetings). 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed). 2018 and 2019 budgets were reduced from 2017. Same for 2020 budget: assumes 12 BCWMC meetings and 5 other meetings (TAC, etc.).

(D) For Commission-directed surveys and studies not identified in other categories - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, Sweeney Lake sediment monitoring, stream monitoring equipment purchase. 2018 budget was reduced from previous years for overall budget savings. 2019 budget is more in line with previous years and gives Commission flexibility to investigate or tackle unforeseen issues that arise. Proposing lowering it again in 2020 to allow for higher monitoring budget.

(E) Routine lake and stream monitoring. See details on next page.

(F) Water Quality (lake level) monitoring. 2018 budget lowered for budget savings and resulted in fewer data points. 2019 budget back to earlier budget levels. Proposed 2020 budget lowered again for budget savings. (Engineer proposes \$10,000 for 2020)

(G) After recommendations from the TAC and Budget Committee, the Commission's ended the erosion and sediment control inspection program (Watershed Inspection) in 2014 due to duplication with activities required by the member cities. Some budget remained here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city). However, little or no expenses have been incurred since 2014. In 2019 it was removed from budget. If inspections are needed they can be charged to general technical services.

(H) 2020 budget includes annual typical inspection of Flood Control Project (FCP) features without tunnel inspections. Budget varies widely by year depending on the FCP features being inspected. New FCP policies and inspection schedules were adopted in 2016. (See link below)

[http://www.bassettcreekwmo.org/application/files/4514/9637/1815/2016\\_FCP\\_Policies.pdf](http://www.bassettcreekwmo.org/application/files/4514/9637/1815/2016_FCP_Policies.pdf)

(I) Municipal plan approvals completed in 2019; however, this task has also included review of adjacent WMO plan amendments, and review of city ordinances; \$2,000 budget recommended in 2020 for these types of reviews.

(J) Monitoring at the Watershed Outlet Monitoring Program site in Minneapolis through an agreement with Met Council. Commission is reimbursed \$5,000 from Met Council. Met Council pays for equipment, maintenance, power, cell service, and lab analyses. Monitoring protocol changed in 2017 with collection of bi-monthly samples (up from once-per-month sampling). \$20,500 includes \$16,000 for Wenck or similar contractor + \$4,500 for Barr's data management and analyses

- (K) This item is used to make updates to the XP-SWMM model, coordinate with P8 model updates, and assist cities with model use. However, no XP-SWMM updates are expected in 2019 and 2020 due to work on the grant funded FEMA modeling project. This line item will return in the 2021 operating budget
- (L) Funds to implement recommendations of Aquatic Plant Management/Aquatic Invasive Species Committee likely including curly-leaf pondweed control in Medicine Lake and small grant program for launch inspectors, education/outreach, etc. by other organizations including TRPD, AMLAC, others
- (M) Funding that will be set aside and accrued over next 5 years to pay for 2025 Watershed Plan development which will start in 2023. (See 6-10-19 Memo)
- (N) Includes \$72/hour for average of 80 hours per month.
- (O) MN Association of Watershed District Annual dues. New budget item. 2019 dues were \$500 because WMOs were newly allowed to join the organization. 2020 were recently set at \$500. 2021 dues likely to be \$7,500.
- (P) For Commission attorney. Decrease recommended to be more in line with recent expenditures.
- (Q) Funding for City of GV staff's monthly accounting activities and coordination of annual audit.
- (R) Insurance and audit costs have risen considerably in the last few years.
- (S) Meeting catering expenses from Triple D Espresso (includes delivery)
- (T) Recording Secretary \$42/hr rate \* 21 hrs/mo (6.5 hrs for minutes, 14.5 for social media, writing articles, coordinating with city communication staff) + \$370 annual mileage + \$250/mo meeting packet printing/mailing + \$546 contingency
- (U) Budget was decreased in last few years to be more in line with actual expenses. Costs associated with Commission Engineer assistance with annual report
- (V) Based on 2017-2019 agreement with HDR for website hosting and maintenance activities and closer to actual funds spent in 2017 and 2018.
- (W) Includes CAMP (\$7,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms Workshops (\$3,000), Children's Water Festival (\$350). Does not allow for additional partnerships or increases in contributions. CAMP costs set by Met Council increased significantly in 2019 (after 16 years w/o increases)
- (X) Includes funding for West Metro Water Alliance at \$13,000 plus \$9,000 for other educational supplies and materials including educational signage, display materials, Commissioner training, etc.
- (Y) Public Communications covers required public notices for public hearings, etc.
- (Z) Will be transferred to Channel Maintenance Fund
- (AA) Will be transferred to Long-Term Maintenance Fund (less actual costs of FCP inspections in line (H)).
- (BB) Budget reduced in 2018 and 2019 for overall budget savings. Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.

**MONITORING NOTES**

<b>2020 Lake and Biotic Index Monitoring</b>	<b>Total budget</b>	<b>2020 proposed budget</b>	<b>2021 proposed budget</b>
Sweeney Lake/Twin Lake WQ Monitoring Program	\$60,000	\$50,000	\$10,000
Medicine Lake Monitoring	\$12,000	\$7,000	\$5,000
Biotic Index Program - Plymouth Creek or Sweeney Branch	\$12,000	\$5,600	\$6,400
General water quality tasks	\$10,000	\$10,000	
<b>Total</b>	<b>\$94,000</b>	<b>\$72,600</b>	<b>\$21,400</b>
<b>2020 - 2021 Stream Monitoring</b>	<b>Total</b>	<b>2020</b>	<b>2021</b>
Stream Monitoring - Plymouth Creek or Sweeney Branch	\$63,000	\$30,000	\$33,000
<b>Total</b>	<b>\$63,000</b>	<b>\$30,000</b>	<b>\$33,000</b>
<b>Total proposed budgets</b>	<b>\$157,000</b>	<b>\$102,600</b>	<b>\$54,400</b>

## MONITORING NOTES

The table below provides the details of the monitoring programs summarized above:

Budget item	Item description	Estimated cost
<b>Sweeney Lake and Twin Lake (Golden Valley) detailed lake monitoring</b>	Detailed lake monitoring includes monitoring two locations on Sweeney Lake and one location at Twin Lake on six occasions for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, chlorophyll a, chloride, temperature, pH, DO, specific conductance, and oxidation reduction potential), plus parameters associated with AIS vulnerability (calcium, alkalinity, hardness, sodium, magnesium, potassium, dissolved inorganic carbon, and dissolved organic carbon), sample analysis, phytoplankton and zooplankton collection and analysis, an aquatic plant survey (two occasions), calculation of aquatic plant IBIs, preparation of a presentation and preparation of a final report (following template of recent reports). Report preparation and presentation costs deferred to 2021.	<b>Total =</b> \$60,000
		<b>2020 =</b> \$50,000
		<b>2021 =</b> \$10,000
<b>Medicine Lake (Plymouth) detailed lake monitoring</b> - Field work and water chemistry analyses by Three Rivers Park District; data analyses including phytoplankton and zooplankton analyses by Commission Engineer	<ul style="list-style-type: none"> <li>• Collect water quality monitoring samples in the main basin of the lake, once just after ice-out, biweekly from May through Sept, and once in Oct. The following parameters will be measured/analyzed/collected:               <ul style="list-style-type: none"> <li>o Temperature profiles</li> <li>o Dissolved oxygen profiles</li> <li>o Specific conductance profiles</li> <li>o pH profiles</li> <li>o Secchi Disc measurements</li> <li>o Total phosphorus (3 depths) – Surface (0-2 m composite) – top of hypolimnion – and 1-m from the bottom</li> <li>o Soluble reactive phosphorus (3 depths) – Surface (0-2 m composite) – top of hypolimnion – and 1-m from bottom</li> <li>o Chlorophyll a (0-2 m)</li> <li>o Total nitrogen (0-2 m)</li> <li>o Chlorides (surface and near-bottom)</li> </ul> </li> <li>• Perform aquatic vegetation surveys – at least two surveys, one in June and one in August</li> <li>• Collect phytoplankton and zooplankton samples</li> </ul>	<b>Total =</b> \$12,000
		<b>2020 =</b> \$7,000
		<b>2021 =</b> \$5,000



**MONITORING NOTES**

<p><b>First year of two-year stream water quality/quantity monitoring effort (automatic sampling) on Plymouth Creek or the Sweeney Branch</b></p>	<p>The stream water quality monitoring program is designed to approximate the Metropolitan Council's Watershed Outlet Monitoring Program (WOMP) design for one location—Plymouth Creek or the Sweeney Branch (the final location will be monitored in years 5-6). The costs include 24 grab samples (approximately 1.5 per month for the open water period) and 16 storm samples. This approximates the change to the WOMP sampling protocols from monthly to bi-monthly samples (some WOMP stations do not collect grab samples in the winter).</p> <p>Parameters to be monitored include:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Total Phosphorus</li> <li>• Ortho Phosphorus</li> <li>• Chloride</li> <li>• E. Coli</li> <li>• Hardness</li> <li>• Sulfate</li> </ul> </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Dissolved Phosphorus</li> <li>• TKN</li> <li>• TSS</li> <li>• Chl-a</li> <li>• Metals</li> </ul> </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Nitrate/Nitrite</li> <li>• Ammonia N</li> <li>• VSS</li> <li>• Alkalinity</li> <li>• TOC</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Total Phosphorus</li> <li>• Ortho Phosphorus</li> <li>• Chloride</li> <li>• E. Coli</li> <li>• Hardness</li> <li>• Sulfate</li> </ul>	<ul style="list-style-type: none"> <li>• Dissolved Phosphorus</li> <li>• TKN</li> <li>• TSS</li> <li>• Chl-a</li> <li>• Metals</li> </ul>	<ul style="list-style-type: none"> <li>• Nitrate/Nitrite</li> <li>• Ammonia N</li> <li>• VSS</li> <li>• Alkalinity</li> <li>• TOC</li> </ul>	<p><b>Total = \$63,000<sup>1</sup></b></p> <p><b>2020 = \$30,000</b></p> <p><b>2021 = \$33,000</b></p>
<ul style="list-style-type: none"> <li>• Total Phosphorus</li> <li>• Ortho Phosphorus</li> <li>• Chloride</li> <li>• E. Coli</li> <li>• Hardness</li> <li>• Sulfate</li> </ul>	<ul style="list-style-type: none"> <li>• Dissolved Phosphorus</li> <li>• TKN</li> <li>• TSS</li> <li>• Chl-a</li> <li>• Metals</li> </ul>	<ul style="list-style-type: none"> <li>• Nitrate/Nitrite</li> <li>• Ammonia N</li> <li>• VSS</li> <li>• Alkalinity</li> <li>• TOC</li> </ul>			
<p><b>Biotic index monitoring of Plymouth Creek or the Sweeney Branch</b></p>	<p>Biotic index monitoring to correspond with stream water quality monitoring on Plymouth Creek or the Sweeney Branch. Includes macroinvertebrate monitoring and habitat survey, macroinvertebrate analyses (microscopic identification/ enumeration), computation of HBI and M-IBI, trend analyses, data summary/analyses, and preparation of report and presentation for BCWMC meeting. Report preparation and presentation costs deferred to 2021.</p>	<p><b>Total = \$12,000<sup>1,2</sup></b></p> <p><b>2020 = \$5,600</b></p> <p><b>2021 = \$6,400</b></p>			
<p><b>General Water Quality Task</b></p>	<p>Potential items/issues include:</p> <ul style="list-style-type: none"> <li>• Inventorying chloride sources and/or improvement measures</li> <li>• Preparing for TMDL studies on Northwood Lake and the Bassett Creek fish impairments, including coordination with the MPCA</li> <li>• Internal load assessments and/or investigation(s) of alternative chemical treatments for Medicine Lake, Lost Lake, Sweeney, etc.</li> <li>• Addressing new AIS species</li> </ul> <p>If any of these become larger efforts, they could be charged to the Surveys &amp; Studies budget.</p>	<p><b>\$10,000</b></p>			
<p><b>Total Estimated 2020 Budget</b></p>		<p><b>\$102,600</b></p>			

**MONITORING NOTES**

<sup>1</sup>The above proposed budgets for the two-year stream water quality/quantity monitoring and biota monitoring will change if the MPCA approves the BCWMC's soon-to-be submitted request for inclusion in the MPCA's Cycle II monitoring.

<sup>2</sup> The BCWMC revised the biotic index monitoring schedule to line up with the stream monitoring schedule. This changes the frequency of the biotic index monitoring so that it is no longer consistent with the BCWMC Plan, which calls for biotic index monitoring every 3 years in Priority Streams. The most recent monitoring of all biotic index stations occurred in 2015. In 2018, biotic index monitoring occurred on the Main Stem and North Branch. By waiting to align stream monitoring with biotic index monitoring it will be 5 to 7 years between the 2015 and next monitoring events for Sweeney Lake Branch and Plymouth Creek. One will be monitored in 2020 and one in 2022. Going forward, BCWMC will have a 6 year frequency between biotic index monitoring events. The BCWMC should consider revising the monitoring plan (Appendix A of the Plan) to reflect the changes to the stream monitoring and biotic index monitoring programs.



**FY 2020**

**Clean Water Fund Competitive  
Grants Request for Proposal  
(RFP)**



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## Purpose and Application Information

The Clean Water Fund was established in Minnesota Statute 114D.50 to implement part of Article XI, Section 15, of the Minnesota Constitution, with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams in addition to protecting ground water and drinking water sources from degradation. These funds must supplement traditional sources of funding and may not be used as a substitute to fund activities or programs.

The appropriation language governing the use of these funds is in Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, Chapter 2, Article 2, Section 7. Table 1 lists the Clean Water Fund (CWF) programs available to BWSR and other executive branch agencies. Final funding decisions will be dependent on the actual funds available.

<b>Table 1: FY 2020 Competitive Clean Water Grant Funding Available<sup>1</sup></b>			
<b>Agency Fund</b>	<b>Funding Amount</b>	<b>Governmental Units Eligible for Funding</b>	<b>Required Match</b>
BWSR Projects and Practices <i>Drinking Water subprogram</i>	\$Up to \$13,500,000  Up to 20% of projects and practices funding amount	Soil and Water Conservation Districts, Watershed Districts, WMOs, Counties, Cities <sup>2</sup> , and JPBs of these organizations	25%
BWSR Multipurpose Drainage Management	\$Up to \$700,000	Partnership of a Chapter 103E Drainage Authority <sup>3</sup> and Soil and Water Conservation District(s)	25%
MDA AgBMP Loans	\$12,000,000	Any LGU may apply, but awards will be coordinated through existing contract holders.	Not Required
MPCA Clean Water Partnership Loans	Up to \$10,000,000	Local governmental units with the ability to generate revenue or a group with an eligible sponsor of an LGU with revenue generating authority	Not Required
<b>Total</b>	<b>Up to \$36,200,000</b>		
<sup>1</sup> Amounts shown are estimates, actual amounts will be determined prior to the end of the application period. <sup>2</sup> Cities must have a state approved local water management plan. BWSR recognizes the 7-county metropolitan area city water plans approved by a Watershed District or a Watershed Management Organization (WMO) as a State approved plan. <sup>3</sup> County, Joint County Board, or Watershed District			

## What is New for 2020

1. A Drinking Water sub-grant program has been added to the Projects and Practices program.
2. Supplemental questions for any **feedlot** application needs to be answered and submitted as part of Projects and Practices (including the Drinking Water sub-program).
3. Language regarding project assurances has been added regarding stream stabilization/restoration projects (page 11).
4. Payment rates have been modified for Multipurpose Drainage Management perpetual easements for storage and treatment wetlands (page 16).

## Proposal Requirements

### A. Applicant Eligibility

- As defined in the FY 2020 Clean Water Fund Competitive Grant Policy, eligible applicants include local government units (counties, watershed districts, watershed management organizations, soil and water conservation districts, and seven-county metro cities) or local government joint power boards working under a current State approved and locally adopted local water management plan or soil and water conservation district (SWCD) comprehensive plan. Counties in the seven-county metropolitan area are eligible if they have adopted a county groundwater plan or county comprehensive plan that has been approved by the Metropolitan Council under Minn. Stat. Chapter 473. Cities in the seven-county metropolitan area are eligible if they have a water plan that has been approved by a watershed district or a watershed management organization as provided under Minn. Stat. 103B.235. Cities, including those outside of the seven-county metropolitan area, are encouraged to work with another eligible local government if interested in receiving grant funds.
- Partner organizations such as non-profits, watershed groups, school districts or lake associations are not directly eligible to apply and must work in conjunction with eligible applicants as defined above.
- LGUs are eligible to receive grant funds if they are working under a current water management plan that has been **state approved and locally adopted** when the BWSR Board authorizes the grant awards.

### B. Match

All BWSR CWF competitive grants require a minimum non-state match equal to at least 25% of the amount of Clean Water Funds requested or received. The match must be cash or in-kind cash value of goods, materials, and services directly attributed to project accomplishments.

### C. Project Period

The project period starts when the grant agreement is executed, meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds and cannot be used as match. All grants must be completed by December 31, 2022.

If a project receives federal funds, the period of the grant agreement may be extended to equal the length of time that the federal funds are available subject to limitation. Applicants using federal funds are encouraged to contact BWSR soon after the award of funds to ensure the grant agreement can be developed appropriately.

## **D. Payment Schedule**

Grant payments will be distributed in three installments to the grantee. The first payment of 50% of the grant amount will be paid after work plan approval and execution of the grant agreement provided the grant applicant is in compliance with all BWSR website and eLINK reporting requirements for previously awarded BWSR grants. The second payment of 40% of the grant amount will be paid once the grantee has provided BWSR with notification and BWSR has reconciled expenditures of the initial payment. The last 10% will be paid after all final reporting requirements are met, the grantee has provided BWSR with a final financial report, and BWSR has reconciled these expenditures.

## **E. Reporting and Administration Requirements**

- All grant recipients are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. Outputs will serve as surrogates for outcomes and will be reported as estimated pollutant reductions and progress towards goals based on the best available information.
- All BWSR funded grants are managed through eLINK. All applications will be submitted electronically through eLINK. Successful applicants will be required to complete a work plan in eLINK. All required reporting will be completed through eLINK. For more information go to <https://bwsr.state.mn.us/elink>.
- BWSR Clean Water Funds will be administered via a standard grant agreement. BWSR will use grant agreements as contracts for assurance of deliverables and compliance with appropriate statutes, rules and established policies. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient.
- When practicable, grant recipients shall prominently display on their website the legacy logo. Grant recipients must display on their website either a link to their project from the Legislative Coordinating Commission Legacy Site (<http://legacy.leg.mn>) or a clean water project summary that includes a description of the grant activities, including expenditure of grant funds and measurable outcomes.
- When practicable, grant recipients must display a sign with the Legacy Logo at the project site or other public location identifying the project was built with assistance from Clean Water, Land and Legacy Amendment. When practicable, grant recipients must display the Legacy Logo on printed and other media funded with money from the Clean Water Fund. The logo and specifications can be found at <http://www.legacy.leg.mn/legacy-logo>.
- All grantees receiving funds for BWSR programs must follow the FY20 Clean Water Fund Implementation Program Policy and BWSR Grants Administration Manual, which can be found at <https://bwsr.state.mn.us/grants/manual/>

## **F. Evaluation Restoration Program**

All Clean Water Fund restoration projects with restoration benefits may be subject to an evaluation in accordance with Minn. Stat. 114D.50 Subd. 6. Primary goals of the restoration evaluation program are to evaluate the projects relative to the law, current science, and the stated goals and standards in the restoration plan and to improve future habitat restorations by creating a feedback loop from lessons learned in the field.

For more information regarding the Restoration Evaluation Program visit the follow website:  
<https://www.dnr.state.mn.us/legacy/restoration-evaluation.html>

## G. Incomplete Applications

Applications that do not comply with all application requirements will not be considered for funding, as provided below.

- Components of the application are incomplete or missing including information on pollution reduction estimates where applicable;
- Any required documentation is missing including uploading required feasibility studies for in-lake treatments, supplemental questions for feedlot projects or the budget spreadsheet for multi-purpose drainage management.
- The match amount does not meet grant requirements; or
- The minimum grant dollar amount is not met.

## Application Guidelines

### A. Deadline and Timeline

No late submissions or incomplete applications will be considered for funding.

- |                     |   |
|---------------------|---|
| ■ July 1, 2019      | Application period begins                           |
| ■ September 9, 2019 | Application deadline at 4:30 p.m.*                  |
| ■ January 22, 2020  | BWSR Board authorizes grant awards (proposed)       |
| ■ February 2020     | BWSR grant agreements sent to recipients (proposed) |
| ■ April 15, 2020    | Work plan submittal deadline                        |
| ■ May 15, 2020      | Grant execution deadline                            |

\*The application must be submitted by 4:30 PM. Late responses will not be considered. The grant applicant is responsible for proving timely submittal.

### B. Native Vegetation

Vegetative practices must follow the Native Vegetation Establishment and Enhancement Guidelines found at:  
<https://bwsr.state.mn.us/vegetation-requirements-bwsr-funded-projects>.

Minnesota Session Law 114, Article 4, Section 12 (b) requires that any prairie planting conducted with state funding include pollinator habitat through the growing season. For information regarding pollinators, see information at: <http://www.bwsr.state.mn.us/practices/pollinator/index.html>.



## C. Permitting

If applicable, successful applicants will be required to provide sufficient documentation prior to work plan approval that the project expects to receive or has received all necessary federal, state and local permits and meets all water quality rules, including those that apply to the utilization of an existing water body as a water quality treatment device. Applicants are strongly encouraged to contact the appropriate regulatory agencies early in the application development process to ensure potential projects can meet all applicable regulatory requirements.

For information regarding MPCA storm water permitting requirements, please go to:

### **Construction stormwater permit overview**

<http://www.pca.state.mn.us/index.php/view-document.html?gid=7386>

### **Common Plan of Development**

<http://www.pca.state.mn.us/index.php/view-document.html?gid=7396>

### **Untreated Stormwater Runoff to Lakes, Streams, and Wetlands**

<http://www.pca.state.mn.us/index.php/view-document.html?gid=11864>

## D. Applications

1. Applications need to be submitted via **eLINK**. Eligible applicants without a current eLINK user account must submit a request to establish an eLINK account ***no later than 7 days prior to the application*** deadline. As part of the application, eLINK will require applicants to map the location of the proposed project area.
2. Proposals involving in-lake treatment, feedlot projects or multipurpose drainage management must include required attachments in eLINK at the time of application.
3. Proposals may include one image to be submitted within their eLINK application. **Only .jpg, .tiff, or .png file types are allowed.** All other file types of images are not accessible to reviewers.
4. Proposals should clearly articulate what water resource is being targeted in the application. Proposals should demonstrate significant, measureable project outputs and outcomes targeted to critical pollution source areas that will help achieve water quality objectives for the water resource of concern; be consistent with a watershed management plan that has been state approved and locally adopted or an approved total maximum daily load study (TMDL), Watershed Restoration and Protection Strategy (WRAPS), Groundwater Restoration and Protection Strategy (GRAPS), surface water intake plan, or well head protection plan.
5. As appropriate, outputs should include scientifically credible estimates of pollutant reductions expected as a result of the project, as well as other measures such as acres of wetlands/forest, miles of riparian buffer or stream bank restored, acres treated by stormwater BMPs, or acres of specific agricultural conservation practices implemented including acres treated by the installation of the practice. ***Unrealistic pollution reduction estimates will not be considered.***

6. Proposals submitted under the BWSR Clean Water Fund Grant categories must request state funds that equal or exceed \$30,000. Applications submitted that do not meet this minimum dollar amount will not be accepted. Actual awards may be less than this minimum when applications receive partial funding.
7. Proposals for projects meeting a waste load allocation and located on publicly owned land and exceeding \$750,000 should first consult with the [Minnesota Public Facilities Authority](#) before applying for BWSR Clean Water Funds.
8. Structural projects and practices must be of long-lasting public benefit. LGUs must provide assurances that the landowner or land occupier will keep the project in place for the effective life of the project.
9. Effective life is defined in the <https://bwsr.state.mn.us/grant-program-policies>. Information defining expected life not provided in the application must be defined in the work plan. The effective life for in-lake or in-channel treatments such as alum treatments must be assessed and determined as part of the required feasibility study prior to applying for funding.
10. Proposals must have plans for long-term maintenance and inspection monitoring for the duration of the life of a project as part of their project files. Work plans developed for funded applications will rely on this information for operation, maintenance and inspection requirements after the project is completed.
11. For projects that are proposing to infiltrate stormwater, the following guidance should be taken into consideration:  
[http://stormwater.pca.state.mn.us/images/3/3a/Evaluating\\_Proposed\\_Stormwater\\_Infiltration\\_Projects\\_in\\_Vulnerable\\_Wellhead\\_Protection\\_Areas.pdf](http://stormwater.pca.state.mn.us/images/3/3a/Evaluating_Proposed_Stormwater_Infiltration_Projects_in_Vulnerable_Wellhead_Protection_Areas.pdf)
12. Applications may receive partial funding for the following reasons: 1) an absence of or limited identification of specific project locations, 2) budgeted items that were not discussed in the application or have no connection to the central purpose of the application were included by an applicant; 3) to address budget categories out of balance with the project scope and 4) insufficient funds remaining in a grant category to fully fund a project. Prior to final selection, the Board may engage applicants to resolve questions or to discuss modifications to the project or funding request.
13. Proposals from applicants that were previously awarded Clean Water Funds will be considered during the review process for applications submitted in response to this RFP. However, applicants that have expended less than 50% of previous award(s) at the time of this application will need to demonstrate organizational capacity to finalize current projects and complete new projects concurrently.

# Project and Practices

This grant makes an investment in on-the-ground projects and practices that will protect or restore water quality in lakes, rivers or streams, or will protect groundwater or drinking water. Examples include stormwater practices, agricultural conservation practices, livestock waste management, lakeshore and stream bank stabilization, stream restoration, and SSTS upgrades.

## *Specific Requirements – Projects and Practices*

- Through the Nonpoint Priority Funding Plan, the following three high-level state priorities have been established for Clean Water Fund nonpoint implementation:
  1. Restore those waters that are closest to meeting state water quality standards
  2. Protect those high-quality unimpaired waters at greatest risk of becoming impaired
  3. Restore and protect water resources for public use and public health, including drinking water.
- To meet the project assurances (section 3.2 of Policy) for streambank stabilization or stream restoration projects, applicants must commit to provide financial assurance from local sources for repairs and maintenance. Assurance (recommended at least 20 percent of total project cost) needs to be documented prior to work plan approval to ensure projects provide the proposed long-term clean water benefits.
- Proposals must include a measureable goal. For projects proposed to help meet a Total Maximum Daily Load, measurable goals need to be quantified as the needed annual pollution load reduction.
- SSTS project landowners must meet low income thresholds. Applicants are strongly encouraged to use existing income guidelines from U.S. Rural Development as the basis for their definition of low income.
- Feedlot Applications:
  - a. Practices must follow the MN NRCS practice docket, which is found on the NRCS website: <https://efotg.sc.egov.usda.gov/#/details>
  - b. Supplemental questions need to be submitted in eLINK as part of any application that contain feedlots.
- In-lake management activities must have completed a feasibility study that is attached to the eLINK grant application. The study must include:
  - a. Lake and watershed information (at minimum, include lake morphology and depth, summary of water quality information, and the assessment of aquatic invasive species);
  - b. Description of internal load vs. external load reductions;
  - c. History of projects completed in the watershed, as well as other in-lake treatments if applicable;
  - d. Cost benefit analysis of treatment options;
  - e. Projected effective life of the proposed treatment; and
  - f. For activities related to rough fish (example carp), the feasibility study must also include:
    - i. Methods to estimate adult and juvenile carp populations;
    - ii. Description of the interconnectedness of waterbodies (lakes, ponds, streams, wetlands, etc.);
    - iii. Identification of nursery areas;
    - iv. Methods to track carp movement;
    - v. Proposed actions to limit recruitment and movement; and

**Ranking Criteria – Projects and Practices**

BWSR staff initially review all applications for eligibility. Eligible applications are further screened and forwarded to an interagency work team (BWSR, MPCA, MDA, MDH and DNR) that will review and rank Projects and Practices applications in order to make a funding recommendation to the BWSR Board.

<b>Projects and Practices Ranking Criteria</b>	
<b>Ranking Criteria</b>	<b>Maximum Points Possible</b>
<u>Project Abstract</u> : The project abstract succinctly describes what results the applicant is trying to achieve and how they intend to achieve those results.	5
<u>Prioritization (Relationship to Plans)</u> : The proposal is based on priority protection or restoration actions listed in or derived from an approved local water management plan and is linked to statewide Clean Water Fund priorities and public benefits.	20
<u>Targeting</u> : The proposed project addresses identified critical pollution sources or risks impacting the water resource(s).	25
<u>Measurable Outcomes and Project Impact</u> : The proposed project has a quantifiable reduction in pollution for restoration projects or measurable outputs for protection projects and directly addresses the water quality concern identified in the application.	25
<u>Cost Effectiveness and Feasibility</u> : The application identifies a cost effective and feasible solution to address the non-point pollution concern(s).	15
<u>Project Readiness</u> : The application has a set of specific activities that can be implemented soon after grant award.	10
<b>Total Points Available</b>	<b>100</b>



7800 Golden Valley Road  
Golden Valley, MN 55427

August 8, 2019

**BY EMAIL ONLY**

Laura Jester  
Administrator  
Bassett Creek Watershed Management Commission  
E-MAIL: [laura.jester@keystonewaters.com](mailto:laura.jester@keystonewaters.com)

Subject: 2020 Capital Improvement Plan for BCWMC, Sweeney Lake Alum Treatment  
And Carp Management Program

Laura:

As you are aware, the Bassett Creek Watershed Management Commission (BCWMC) Capital Improvement Plan (CIP) includes an Alum Treatment and Carp Management Project in 2020 for Sweeney Lake, which is within the City of Golden Valley. This CIP project is not typical because the result of the project is not new or rehabilitated infrastructure that requires long term maintenance by the City. Therefore, the City of Golden Valley is requesting that the BCWMC and it's engineer assume management of the project, including preparation of the feasibility report, preparation of plans, specifications and contract documents, and construction management.

If you have any questions regarding this matter, please contact me at 763-593-8034.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Oliver".

Jeff Oliver, PE  
City Engineer

C: Marc Nevinski, Physical Development Director  
Eric Eckman, Development and Asset Supervisor

G:\BCWMC\Corres\SweeneyAlum081719





## Memo

DATE: July 1, 2019  
TO: MAWD Members  
FROM: Sherry Davis White, Resolutions Committee Chair  
**RE: 2019 Request for Resolutions**

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It is that time of year for MAWD members to submit their policy recommendations through our resolutions process. Here are the next steps and timeline:

<b>July / August</b>	Districts discuss and approve resolutions at their local board meetings
<b>September 1</b>	Deadline to submit resolutions and background information documents to the MAWD office at <a href="mailto:emily@mnwatershed.org">emily@mnwatershed.org</a>
<b>Mid-October</b>	Resolutions Committee will review resolutions, garner further information when necessary, discuss and make recommendations on them to the membership
<b>November</b>	Resolutions (along with committee feedback) will be emailed to each district by the end of October. Districts should discuss the resolutions at their November meetings and decide who will be voting on their behalf at the annual meeting.
<b>Dec 5 – Dec 6</b>	Discussion and voting to take place at annual meeting
<b>December / January</b>	Legislative Committee will meet to formulate a recommendation to the MAWD Board of Directors for the 2019 legislative platform based on existing and new resolutions
<b>January</b>	MAWD Board of Directors will finalize the 2019 legislative platform

Resolutions passed by the membership at the annual meeting will remain MAWD policy for five years upon which time they will sunset.

See the enclosed lists for resolutions that are active and those that have been archived.

Tips and tricks for writing resolutions and getting them passed can be found on our website at [www.mnwatershed.org/s/July17\\_Resolutions101.pdf](http://www.mnwatershed.org/s/July17_Resolutions101.pdf)

Please feel free to contact me or our Executive Director Emily Javens if you have any questions at [emily@mnwatershed.org](mailto:emily@mnwatershed.org) or (651) 440-9407.

**THANK YOU FOR YOUR EFFORTS IN OUR POLICY DEVELOPMENT!**

# Background Information

## 2019 MAWD Resolution

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Proposing District: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Resolution Title: \_\_\_\_\_

---

Background that led to the submission of this resolution:

Ideas for how this issue could be solved:

Anticipated support or opposition from other governmental units?

This issue is of importance to (Check one)

The entire state \_\_\_\_\_

Only our region \_\_\_\_\_

Only our district \_\_\_\_\_

# Active MAWD Resolutions

July 1, 2019



## FUNDING ISSUES

### **2018-02 Increase or Remove the \$250k General Fund Tax Levy Limit**

MAWD supports legislation to increase or remove the \$250,000 general fund ad valorem tax levy limit set in MN statute 103D.905 subd. 3. If the limit is raised to a new dollar amount, MAWD supports an inflationary adjustment be added to statute.

### **2017-05 Increase the General Fund Levy Cap for the Middle Fork Crow River Watershed District**

MAWD supports the efforts of Middle Fork Crow River Watershed District to draft and advance special legislation affecting a change in its general fund levy cap.

### **2017-06 Provide Stable Funding for the Flood Damage Reduction (FDR) Program**

MAWD support requesting the MN Legislature to provide stable funding for the DNR FDR program. A suggested sustainable level of funding is \$25 million per year for the next 10 years.

### **2016-03 Tax Law Treatment of Conservation Easements**

MAWD pursue a legislative initiative to define “riparian buffer” for purposes of conservation easements in state tax code and to establish an administrative procedure whereby a watershed organization would certify, for purposes of section 273.117, a conservation easement or restriction as meeting the water quantity and quality purposes cited in the tax law and therefore be eligible for a reduction in estimated market value.

### **2015-02 Road Raises for Cities with Levees**

MAWD supports the State of Minnesota providing financial support through the MN DNR Flood Damage Reduction Program to cost share with local, state, and federal road authorities to provide road raises as an additional feature of flood control levee projects.

## PERMITTING ISSUES

### **2018-08 Reinforce Existing Rights to Maintain/Repair 103E Drainage Systems**

MAWD supports legislation modeled after House File 2687 and Senate File 2419 of the ninetieth legislature (2017-2018) reinforcing that the DNR cannot restrict existing rights to maintain and repair 103E public drainage systems.

### **2018-04 Require Watershed District Permits for the DNR**

MAWD supports an amendment to the MN Statute § 103D.315, subd. 5, to include the MN Department of Natural Resources as a state agency required to get permits from watershed districts when applicable.

### **2015-01 Encourage DNR to Permit Storing Water on DNR Land**

MAWD should appoint a committee to in turn propose meeting with the DNR to discuss the potential for temporarily storing water on existing wetlands controlled by the DNR in the times of major flood events.

### **2015-05 Improvements in Process with Permitting Authorities for Water Quality Improvement Projects**

MAWD call on all permitting authorities:

1. To identify all regulatory requirements and applicable standards that have been developed, formalized, and codified into applicable laws, statutes, and rules that apply to proposed water quality improvement projects within 30 days of receiving a permit application.
2. To coordinate with permit applicants on proposed water quality improvement projects as part of the technical advisory committee process
3. To consider the development of internal technical advisory/evaluation committees within each authority to review proposed water quality improvement projects
4. To allow permit applicants to address all members of each authority’s organization that are offering comments and concerns on a proposed water quality improvement project early on through the technical advisory committee process, instead of trying to go through one contact person at each authority.

## WATER IMPAIRMENTS AND AQUATIC INVASIVE SPECIES

### **2017-02 Temporary Lake Quarantine Authorization to Control the Spread of AIS**

MAWD supports legislation granting to watershed districts, independently or under DNR oversight, the authority, after public hearing and technical findings, to impose a public access quarantine, for a defined period of time in conjunction with determining and instituting an AIS management response to an infestation.

### **2017-04 Limited Liability for Certified Commercial Salt Applicators**

MAWD supports passage and enactment of state law that provides a limited liability exemption to commercial salt applicators and property owners using salt applicators who are certified through the established salt applicator certification program who follow best management practices.

## COORDINATED LOCAL AND STATE WATERSHED MANAGEMENT PLANNING

### **2018-06 Ensure Timely Updates to Wildlife Management Area (WMA) Plans**

MAWD supports that Wildlife Management Area (WMA) operation and maintenance plans and/or management plans are either drafted or brought current in a timely fashion, with input from local governmental entities, to ensure their consideration in future One Watershed One Plan efforts.

### **2017-07 Creation of a Stormwater Reuse Task Force**

MAWD pursue legislation requiring creation of a Stormwater Reuse Task Force with membership from Watershed Districts, Cities, Counties, State Agencies and other Stormwater Reuse implementers; and that the Stormwater Reuse Task Force should be charged with developing recommendations that further clarify and/or replace the information in the Water Reuse Report that relates to stormwater reuse best management practices.

### **2015-07 Review Commitment to Clean Water Council Process for Recommendations to Governor and Legislature on Spending Priorities of the Clean Water Fund**

MAWD undertake a review of our commitment to the present Clean Water Council funding recommendation process and make a recommendation to the membership at our 2016 Annual Meeting on our continued participation in that process.

### **2015-06 Establishment of Minnesota River Basin Commission**

MAWD supports the legislative establishment of a MN River Basin Commission to provide effective and efficient proactive comprehensive basin planning; administration; project development; implementation; construction and maintenance or water resource projects and programs of benefit to the MN River Basin with a focus on water quantity and water quality management.

## STATE BOARD AND COUNCIL APPOINTMENTS

### **2018-03 Require Timely Appointments to the BWSR Board**

MAWD supports legislation that requires the Governor to make BWSR board appointments within 90 days of a vacancy or board member term expiration.

### **2018-09 Clean Water Council Appointments**

MAWD may ask the representative of the Clean Water Council to resign when they lose their direct association to a watershed district; and that MAWD will recommend to the Governor's office that managers and/or administrators in good standing with MAWD be appointed to the Clean Water Council.

### **2015-08 Protect the Integrity of the Clean Water Council Appointments**

MAWD pursue legislation to protect the integrity of Clean Water Council appointments by supporting legislation similar to the BWSR appointment process for local government appointments, and that any state agency influence on the appointment process for local government representatives or any other specific represented groups on the Clean Water Council not be tolerated.

## WATERSHED DISTRICT OPERATIONS

### **2016-01 Making Human Resources Expertise Available to Districts through MAWD**

MAWD research potential options of making human resources expertise available to districts and make every effort to assure districts have access to the expertise they need to effectively manage their organizations.

## Archived MAWD Resolutions - July 1, 2019

2013 Approved Resolutions		Reason for Removal and Date of Archiving	
2013-01	Support Funding for Engineer Study on Floodwater Retention Pond for LqP YB WD	Expired via sunset policy	June 2019
2013-02	WD Eligibility under COE's Regional General Permit	Expired via sunset policy	June 2019
2013-03	Restore Consistency and Predictability to WCA & CWA Exempted Activities	Expired via sunset policy	June 2019
2013-04	Consolidate Watershed Boundary Correction	Expired via sunset policy	June 2019
2013-05	Statutory Correction on WD Funds	A more current resolution is on the books (2016-04)	JAN 2019
2013-06	Authorize WD manager participation in electronic meetings	A more current resolution is on the books (2016-05)	JAN 2019
2013-07	Amend Water appropriation law to remove water quality projects	This issue was <b>passed</b> in the environment bill	JAN 2019
2013-08	Support Sales tax exemption for WDs	This issue was <b>passed</b> in the taxes bill	JAN 2019
2014 Approved Resolutions			
2014-01	Repair of Flood Damage in the Prior Lake Outlet Channel	This issue was <b>passed</b> in the bonding bill	JAN 2019
2014-02	Common Carp Mangement, Research, and Removal	A more current resolution is on the books (2018-07)	JAN 2019
2014-03	Development, Adoption and Communication of MAWD Legislative Agenda	<b>Completed.</b> (Core function of the executive director )	JAN 2019
2014-04	Leasing Lands Purchased with State General Obligation Bonds	This <b>passed</b> in the bonding bill	JAN 2019
2014-05	Watershed District Appointments to BWSR	A more current resolution is on the books (2018-03)	JAN 2019
2015 Approved Resolutions			
2015-03	Increase Manager's Per Diem	A more current resolution is on the books (2018-01)	JAN 2019
2015-04	Watershed District Input on MN DNR Buffer Protection Map	<b>Completed.</b>	JAN 2019
2015-09	Proposed Changes to the 2015 Buffers Law	Clarifying buffer legislation was <b>adopted</b>	JAN 2019
2016 Approved Resolutions			
2016-02	Correcting Watershed-Based Wetland Conservation Act Implementation	This <b>passed</b> in environmental finance bill	JAN 2019
2016-04	Amend MN Statute 103D.905 Subd. 9 to Allow a Project Tax for All Types of Grants	<b>Passed</b> 2019 Legislative Session	June 2019
2016-05	WD Manager Meeting Participation via Electronic Means Outside WD Limits	<b>Resolved</b> via Advisory Opinion 18019	June 2019
2016-06	Modify Levy authority for non-metro WDs/Increase levy authority	A more current resolution is on the books (2018-02)	JAN 2019
2016-07	Appropriation for Buffer Enforcement for WD/Counties	This <b>passed</b> in the environmental finance bill	JAN 2019
2017 Approved Resolutions			
2017-01	State Watershed Program Coordination with Local Watershed Implementation	<b>Passed</b> 2019 Legislative Session	June 2019
2017-03	Conservation Reserve Program (CRP) Support in the 2018 Federal Farm Bill	<b>Done</b> - Farm Bill passed	June 2019
2018 Approved Resolutions			
2018-01	Allow an Increase to Manager Compensation	<b>Passed</b> 2019 Legislative Session	June 2019
2018-05	Adjust Watershed District Statutory Borrowing Limit	<b>Resolved</b>	June 2019
2018-07	Remove impediments to Common Carp Removal in Lakes	<b>Passed</b> 2019 Legislative Session	June 2019







## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners  
From: Laura Jester, Administrator  
Date: August 7, 2019

**RE: BCWMC Monitoring Program Review: Workshop vs. Committee vs. TAC**

The BCWMC has a robust water monitoring program to determine and track the health of its priority waterbodies. The monitoring program can be found in [Appendix A](#) of the Bassett Creek Watershed Management Plan. Every March and April as the Commission develops its operating budget for the following year, one of the items that gets a lot of discussion is the water monitoring budget. Monitoring - including water quality, water quantity, and WOMP (watershed outlet monitoring program) station monitoring - is one of the biggest expenses for the Commission, this year comprising almost 16% or \$108,500 of the operating budget.

Therefore, it makes sense to check-in every so often to make sure the Commission has appropriate goals for its monitoring program and that those goals are being met without unnecessary effort and expense.

This is complex issue due to the number of partners performing monitoring in the area (TRPD, MPRB, MPCA, MnDNR, Met Council, Hennepin County, cities) and the wide variety in the types of monitoring being performed including:

- Lake water quality
- Lake vegetation
- Lake phytoplankton/zooplankton
- Lake levels
- Stream water quality
- Stream flows
- Stream macroinvertebrates and habitat
- WOMP
- Citizen Assisted Monitoring Program (CAMP)
- Wetland Health Evaluation Program (WHEP)
- Groundwater (by other agencies)
- Fish bioassessments (MnDNR)
- MPCA 10-year monitoring and assessments

Staff recommends that the Commission review its monitoring program between now and March 2020 (so that it can inform the 2021 budget). The goals of the review include:

1. Learning the history of the BCWMC monitoring program and how and why it changed over time
2. Articulating specific monitoring goals for the BCWMC monitoring program
3. Gaining a better understanding of all the monitoring taking place in the watershed
4. Determining if there are gaps in the data collection
5. Learning about how other watersheds are monitoring (their goals and practices)
6. Learning if there are alternatives to our current monitoring techniques
7. Determining the right level of BCWMC monitoring including parameters and frequency

There are several different ways the Commission can perform this review:

1. Hold one 3-hour workshop for the whole Commission with a brief overview of current programs, development of monitoring goals, and determination of appropriate methods to reach the goals.
2. Form a committee of commissioners/alternate commissioners, TAC members, partners (similar to the APM/AIS committee) with an estimated three 2-hour meetings to review the information in more depth.
3. Request that the TAC review the BCWMC monitoring program and present a report and recommendations to the Commission during a regular meeting.



## Bassett Creek Watershed Management Commission

### MEMO

Date: August 7, 2019  
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 2018 after months of study, development of concepts and input from residents at two public open houses. At the May 2018 meeting, the Commission approved Concept 3 and set a maximum 2019 levy. Also in May 2018, 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 2018. A BCWMC public hearing on this project was held on August 16, 2018 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 2018, the City of Golden Valley approved the agreement with the BCWMC. The [Sun Post](#) ran an article on this project October 2018. Another public open house and presentation of 50% designs was held February 6, 2019. An EAW report was completed and available for public review and comment December 17 – January 16, 2019. At their meeting in February 2019, the Commission approved the 50% design plans. Another public open house was held April 10<sup>th</sup> and a public hearing on the water level drawdown was held April 16<sup>th</sup>. 90% Design Plans were approved at the April Commission meeting. The project is currently out for construction bids. It was determined a Phase 1 investigation of the site is not required. Dewatering and temporary berm construction is expected to happen September 2 through September 15 and tree removal can begin on October. Remaining construction will happen over the winter with restoration in the late spring/early summer 2020. Construction was recently awarded to Dahn Construction. Project website: <http://www.bassettcreekwmo.org/index.php?cID=433> .

**2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis (See Item 5Di):** 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 was approved at the January 2019 Commission meeting. Staff discussed the maintenance of Penn Pond with MnDOT and received written confirmation that pond maintenance will occur prior to the park's reconstruction project with coordination among the BCWMC, MPRB, and MnDOT. A public hearing for this project is scheduled for September 19, 2019. The Commission should consider applying for a Clean Water Fund grant for this project. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project>

**2020 Jevne Park Stormwater Improvement Project (ML-21) Medicine Lake (See Item 5Diii):** At their meeting in July 2018, the Commission approved a proposal from the Commission Engineer to prepare a feasibility study for this project. The study got underway last fall and the city's project team met on multiple occasions with the Administrator and Commission Engineer. The Administrator and Engineer also presented the draft feasibility study to the Medicine Lake City Council on February 4, 2019 and a public open house was held on February 28<sup>th</sup>. The feasibility study was approved at the April Commission meeting with intent to move forward with option 1. The city's project team is continuing to assess the project and understand its implications on city finances, infrastructure, and future management. The city is seeking proposals from engineering firms for project design and construction. At their meeting on August 5<sup>th</sup>, the Medicine Lake City Council voted to continue moving forward with the project and negotiating the terms of the agreement with BCWMC. Staff will provide an update at this meeting. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=467>.

**2019 Westwood Lake Water Quality Improvement Project (WST-2) St. Louis Park:** 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. 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 assist with development of a BCWMC educational sign for inside the nature center. The draft sign was presented at the October meeting and was finalized over the winter. Construction on the new building started this spring. The Sun Sailor printed [an article](#) on the project in October 2018. All educational signs were finalized and are currently in production. 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) (No change since June):** 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 was held December 14<sup>th</sup> and construction began in January. A large area of contamination was discovered during excavation in February 2019. At their meeting February 21, 2019 the Commission approved additional funding for this project in order to properly dispose of the contamination and continue building the project as designed. An amended agreement with the city of Crystal was approved at the March Commission meeting. Pond dredging is complete; the contractor completed storm sewer work at the site and installed the outlet trash which began this summer.

**2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P):** 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. A Clean Water Fund grant interim report was submitted in February. Some vegetation management and minor streambank repairs are happening this summer.

**2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M):** 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 2017, 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 summer of 2018 but will be delayed until summer 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 was sent to the State Historical Preservation Office (SHPO) in February. Construction will begin this summer. Sunram Construction is scheduled to begin work in September. Staff is working on getting the Hennepin County ERF grant agreement amended to extend the term.

**2014 Schaper Pond Diversion Project, Golden Valley (SL-3) (No change since July):** 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. A Federal 319 grant for management of carp in relation to Schaper Pond and Sweeney Lake was recently approved by the MPCA. Funding should be available early next year.

**2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): (No change since June 2018)** 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 Seasons Area Water Quality Project/Agora Development (NL-2):** 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. In spring 2019, a new potential buyer/developer is preparing plans for redevelopment at the site. Alternate Commissioner Cesnik and I attended the neighborhood meeting and briefly discussed opportunities for funding above and beyond stormwater management features to improve water quality leaving the area and entering Northwood Lake. The Commission Engineer and I met with city staff and the redevelopment team to review potential “above and beyond” stormwater management techniques. The redevelopment team continues to work through Plymouth city permitting, etc.

## **Other Work**

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

- Discussed Jevne Park CIP Project timeline, agreement, responsibilities, and feasibility study with Medicine Lake project team and the city’s engineering consultant
- Attended Medicine Lake City Council meeting re: Jevne Park CIP Project
- Drafted agreements for Bryn Mawr Meadows WQ Project and Crane Lake WQ Improvement Project; sent to BCWMC attorney for review and corresponded with city and MPRB staff
- Finalized letter to MPCA on MTDs verification program, received signatures from watersheds, sent to MPCA (copies BWSR) (See Item 7D)
- Met with MPCA and Commission Engineers re: 2020 monitoring and assessments
- Met with Minneapolis consultant and Commission Engineers re: sanitary sewer reconstruction and creek crossing at Irving Avenue
- Met with Commission Engineers re: stream monitoring reports and monitoring workshop/committee (See Item 5F)
- Participated in Bassett Creek Valley Design Charette
- Review proposal for feasibility study for Mt. Olivet and Parkers Lake Drainage Project

### **Administration and Education**

- Reviewed and edited August education press release
- Prepared revised 2020 proposed operating budget to cities for comment by August 1<sup>st</sup>
- Assisted with AIS Early Detection training
- Prepared and distributed public hearing notice to city clerks and press outlets
- Prepared email to commissioners with upcoming events and volunteer opportunities