Bassett Creek Watershed Management Commission

Regular Meeting
Thursday February 20, 2020
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. **PUBLIC FORUM ON NON-AGENDA ITEMS –** *Members of the public 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 – January 16, 2020 Commission Meeting
   - B. Acceptance of Financial Reports
     - i. Fiscal Year 2019 Year End Financial Report
     - ii. February 2020 Financial Report
   - C. Approval of Payment of Invoices
     - i. Keystone Waters, LLC – January 2020 Administrative Services
     - ii. Keystone Waters, LLC – January 2020 Printing Expenses
     - iii. Barr Engineering – January 2020 Engineering Services
     - iv. Triple D Espresso – February 2020 Meeting Refreshments
     - v. Wenck – January 2020 WOMP Monitoring
     - vi. Lawn Chair Gardener – January 2020 Administrative and Education Services
     - vii. Kennedy Graven – December 2019 & January 2020 Legal Services
     - viii. City of Golden Valley – 2019 Accounting Services
     - ix. Shingle Creek WMC – 2020 West Metro Water Alliance Contribution
     - x. MN Association of Watershed Districts – 2020 Dues
   - D. Approval of Resolution 20-03 Designating Depositories for BCWMC Funds
   - E. Approval of Resolution 20-04 Transferring Funds from Administrative Fund to Long Term Funds for Next Generation Plan Development
   - F. Approval to Designate *Finance and Commerce* as the Official News Publication of the BCWMC
   - G. Approval to Adopt Updated Data Practices Policy
   - H. Approval of Contract with HDR, Inc. for Website Hosting and Maintenance
   - I. Approval of Contract with Lawn Chair Gardener for 2020 Administrative Services
   - J. Approval of 2020 Plymouth Street Reconstruction Project
   - K. Approval of Golden Valley 2020 Pavement Management Program (PMP) Project

5. **ORGANIZATIONAL MEETING (30 minutes)**
   - A. Elect Officers
   - B. Review 2020 Commission Calendar and Areas of Work
   - C. Appoint Committee Members
     - i. Administrative Services Committee
     - ii. Budget Committee

iii. Education Committee
iv. Technical Advisory Committee Liaison

D. Review Open Meeting Law
E. Review Year End Financial Report (Feb 1, 2019 - Jan 31, 2020)

6. BUSINESS

A. Review 2019 Northwood and Cavanaugh Lake Monitoring Reports
B. Consider Approval of Technical Advisory Committee Recommendations
   i. Water Monitoring Program
   ii. 5-year Capital Improvement Program
C. Set Public Hearing for Minor Plan Amendment
D. Review 2017 Plymouth Creek Restoration Project Final Report
E. Review 2019 Staff Evaluations

7. COMMUNICATIONS (10 minutes)

A. Administrator's Report
   i. Clean Water Fund Grant Updates
   ii. Update on MTDS Discussion with MPCA
B. Chair
C. Commissioners
D. TAC Members
E. Committees
F. Legal Counsel
G. Engineer

8. INFORMATION ONLY (Information online only)

A. CIP Project Updates http://www.bassettcreekwmo.org/projects
B. Grant Tracking Summary and Spreadsheet
C. Local News Story on Sweeney Lake Water Quality Improvement Project
D. 2019 River Watch Report
E. WCA Notice of Application, Plymouth
F. MAWD Summer Tour
G. Southwest Journal Article on Bryn Mawr Meadows Water Quality Improvement Project

9. ADJOURNMENT

Upcoming Meetings & Events

- Parkers Lake and Mt. Olivet Drainage Improvement Projects Public Open House: Wednesday February 12th, 5:00 – 6:30 p.m., Plymouth City Hall
- Bassett Creek Lagoon Dredgin Project Public Open House: Thursday, February 27th, 6:00 – 7:30 p.m., U of M UROC, Minneapolis
- Smart Salting Level 1: Parking Lots and Sidewalks MPCA Certification Course: Friday March 6th, 9:00 – 2:30, Plymouth City Hall
- MAWD Legislative Event: March 18 – 19, State Capitol, St. Paul
- Bassett Creek Watershed Mgmt Commission Meeting: Thursday March 19th, 8:30 a.m., Golden Valley City Hall
- Sweeney Lake Water Quality Improvement Project Public Open House: Wednesday April 8th, 5:30 – 7:30 p.m., Brookview Golden Valley
- Metro MAWD Meeting**:** April 21; 7:00 – 9:00 p.m., Capitol Region Watershed District, St. Paul

Bassett Creek Watershed Management Commission

AGENDA MEMO
Date: February 12, 2020
To: BCWMC Commissioners
From: Laura Jester, Administrator
RE: Background Information for 2/20/20 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 – January 16, 2020 Commission Meeting- **ACTION ITEM with attachment**
   B. Acceptance of Financial Reports - **ACTION ITEM with attachment**
      i. Fiscal Year 2019 Year End Financial Report
      ii. February 2020 Financial Report
   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 – January 2020 Administrative Services
      ii. Keystone Waters, LLC – January 2020 Printing Expenses
      iii. Barr Engineering – January 2020 Engineering Services
      iv. Triple D Espresso – February 2020 Meeting Refreshments
      v. Wenck – January 2020 WOMP Monitoring
      vi. Lawn Chair Gardener – January 2020 Administrative and Education Services
      vii. Kennedy Graven – December 2019 & January 2020 Legal Services
      viii. City of Golden Valley – 2019 Accounting Services
      ix. Shingle Creek WMC – West Metro Water Alliance 2020 Contribution
      x. Minnesota Assoc. of Watershed Districts – 2020 Member Dues

   D. Approval of Resolution 20-03 Designating Depositories for BCWMC Funds – **ACTION ITEM with attachment** – *The Commission annually designates official depositories for its funds. Staff (including the Deputy Treasurer) recommends approval of the attached resolution*.

   E. Approval of Resolution 20-04 Transferring Funds from Administrative Fund to Long Term Funds for Next Generation Plan Development – **ACTION ITEM with attachment** – *The 2019 BCWMC Operating Budget included $12,000 to be set aside as savings toward development of the next generation watershed management plan. The attached resolution authorizes the transfer of those funds to a long-term account*.

   F. Approval to Designate *Finance and Commerce* as the Official News Publication of the BCWMC – **ACTION ITEM no attachment** – *Staff recommends continuing to designate Finance and Commerce as the only BCWMC official publication as it covers the entire watershed, and to continue the practice of sending notices to local news outlets (such as the Sun Post) and neighborhood newsletters when appropriate.*

   G. Approval to Adopt Updated Data Practices Policy – **ACTION ITEM with attachment (full policy online)** – *Commission Legal Counsel Anderson reviewed and updated the BCWMC Data Practices Policy. He recommends annually adopting the policy*.

H. Approval of Contract with HDR, Inc. for Website Hosting and Maintenance – **ACTION ITEM with attachment** – *The Commission has been contracting with HDR for website hosting and minor maintenance (based on need) since they developed the new website in 2016. Staff recommends approval of this 3-year contract to continue hosting and maintenance.*

I. Approval of Contract with Lawn Chair Gardener for 2020 Administrative Services **– ACTION ITEM with attachment –** *Staff recommends approval of a renewed contract with Dawn Pape (DBA Lawn Chair Gardener) to continue writing educational press releases, posting social media content, and drafting monthly meeting minutes. While the hourly rate for her work increased slightly, this expense fits within the Administrative Services budget. This contract is separate from her Educational Services contract.*

J. Approval of 2020 Plymouth Street Reconstruction Project **– ACTION ITEM with attachment –** *The proposed linear project is in the City of Plymouth at various locations within different BCWMC subwatersheds. The proposed project includes reconstruction of Plymouth streets and utility improvements resulting in 20.7 acres of grading (disturbance). The proposed linear project creates 13.76 acres of fully reconstructed impervious surfaces and an increase of 0.96 acres of impervious surfaces. Water quality requirements do not apply; other requirements are being met. Staff recommends conditional approval based on comments in the attached memo.*

K. Approval of Golden Valley 2020 Pavement Management Program (PMP) Project **– ACTION ITEM with attachment -** *The proposed linear project is in the City of Golden Valley at various locations within the Medicine Lake Direct and Bassett Creek Main Stem Subwatersheds. The proposed project includes reconstruction of Golden Valley streets and utility improvements resulting in 7.90 acres of grading (disturbance). The proposed linear project creates 4.32 acres of fully reconstructed impervious surfaces and a decrease of 0.24 acres of impervious surfaces. Water quality requirements do not apply; other requirements are being met. Staff recommends conditional approval based on comments in the attached memo.*

5. ORGANIZATIONAL MEETING (30 minutes)

A. Elect Officers – **ACTION ITEM no attachment** - *The Commission should elect a Chair, Vice Chair, Secretary and Treasurer. Officers hold one-year terms. The Secretary and Treasurer can be combined into one position. Current officers = Chair Prom, Vice Chair Welch, Secretary de Lambert, and Treasurer Harwell. More information on the duties of the officers can be found in the bylaws here:* http://www.bassettcreekwmo.org/application/files/1314/4424/7360/BCWMC-Bylaws.pdf.

B. Review 2020 Commission Calendar and Areas of Work - **INFORMATION ITEM with attachment** *February 1st marks the beginning of the Commission's business and fiscal year. The attached document is an informational piece that shows items the Commission considers annually and/or will consider over the next 12 months. The document also lists the various Commission committees, the approximate timing of committee meetings, and work areas for the committees this year.*

C. Appoint Committee Members - **ACTION ITEM see attachment 5B** - *Committees are an important part of the Commission. Commissioners and alternate Commissioners should consider participating on at least one committee. Non-commissioners can also sit on Commission committees. See the document in 5B for a description of committees and their work slated for this year. Current committee members are listed here: http://www.bassettcreekwmo.org/about/our-members.*

i. Administrative Services Committee
ii. Budget Committee
iii. Education Committee
iv. Technical Advisory Committee Liaison

D. Review Open Meeting Law - **INFORMATION ITEM with attachment** - *The attached document is included simply to remind Commissioners about key provisions of the open meeting law, ways in which the law can be easily broken, and links to further information. The document was updated this year by Legal Counsel Anderson.*

E. Review Year End Financial Report (Feb 1, 2019 - Jan 31, 2020) – **INFORMATION ITEM see attachment 4Bi** - *Overall, the Commission is in good financial standing and ended the year in the black when expenses are adjusted with reimbursement revenue. I will walk through the year-end report at the meeting.*

6. BUSINESS

A. Review 2019 Northwood and Cavanaugh Lake Monitoring Reports – **INFORMATION ITEM with attachments** – *In 2019 the BWCMC monitored the water quality, vegetation, zooplankton, and phytoplankton of Northwood Lake in New Hope and Cavanaugh Lake (Sunset Pond) in Plymouth. The monitoring reports are attached. The Commission Engineer will present the results at the meeting*.

B. Consider Approval of Technical Advisory Committee Recommendations – **ACTION ITEMS with attachments**

i. Water Monitoring Program – *At the August 2019 meeting, the Commission asked the TAC to review the BCWMC water monitoring program to determine if changes are needed, and to help inform the annual budgeting process. At their meetings in October and November 2019 and January 2020, the TAC reviewed and discussed the Commission's water monitoring program in detail. Their recommendations are included in the attached memo.*

ii. 5-year Capital Improvement Program – *At their meeting in January 2020, the TAC reviewed and considered possible projects for the 2022 – 2026 CIP list. They recommend two projects for 2026, one addition to the 2021 list, and budget changes to some existing CIP projects. The attached table includes their recommendations with changes and additions shown with underline and strikeout as compared to the previously approved 5-year CIP. The second page shows how the projects scored on the new CIP scoring matrix (with the 3 new projects at the bottom). Fact sheets for the 3 new projects are also included. Staff recommends approval of the TAC recommendations.*

C. Set Public Hearing for Minor Plan Amendment – **ACTION ITEM with attachment** – *The three new CIP projects recommended by the TAC in item 6Bii require a minor plan amendment which should be initiated as soon as possible. Additionally, staff is recommending updates to the wetland management policies in the plan. Please see the attached memo for further information.*

D. Review 2017 Plymouth Creek Restoration Project Final Report – **ACTION ITEM with attachment** – *At the December 2019 meeting, the Commission approved the final reimbursement request for this project. Final grant reports for this project were recently submitted to BWSR and Hennepin County. Staff recommends approving this final BCWMC report. Financially, the project will be officially closed at a future meeting when all grant funds are received.*

E. Review 2019 Staff Evaluations – **DISCUSSION ITEM no attachment** – *Chair Prom will present and discuss the results of the 2019 evaluations for me and Engineer Chandler. The evaluations are non-public data and thus are not included with meeting materials.*

7. COMMUNICATIONS (10 minutes)

A. Administrator's Report – **INFORMATION ITEM with attachment**

i. Clean Water Fund Grant Updates

ii. Update on MTDS Discussion with MPCA Chair

B. Chair
C. Commissioners
D. TAC Members
E. Committees
F. Education Consultant
G. Legal Counsel
H. Engineer

8. INFORMATION ONLY (Information online only)

A. CIP Project Updates http://www.bassettcreekwmo.org/projects
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- Metro MAWD Meeting**:** April 21; 7:00 – 9:00 p.m., Capitol Region Watershed District, St. Paul

Item 4A.
BCWMC 2-20-20

Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting
Thursday, January 16, 2020
8:30 a.m.
Golden Valley City Hall, Golden Valley MN

1. CALL TO ORDER and ROLL CALL

On Thursday, January 16, 2020 at 8:39 a.m. in the Council Conference Room at Golden Valley City Hall (7800 Golden Valley Rd.), Vice Chair Welch called the meeting of the Bassett Creek Watershed Management Commission (BCWMC) to order.

Commissioners and city staff present:

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Dave Anderson	*Vacant Position*	Mark Ray
Golden Valley	Stacy Harwell (Treasurer)	Jane McDonald Black	Drew Chirpich
Medicine Lake	*Absent*	Gary Holter	*Absent*
Minneapolis	Michael Welch (Vice Chair)	*Vacant Position*	Shahram Missaghi, Liz Stout
Minnetonka	*Absent*	*Absent*	*Absent*
New Hope	*Absent*	Patrick Crough	Megan Hedstrom
Plymouth	*Absent*	Catherine Cesnik	Ben Scharenbroich
Robbinsdale	*Vacant Position*	*Absent*	Marta Roser, Richard McCoy
St. Louis Park	Jim de Lambert (Secretary)	*Absent*	Erick Francis
Administrator	Laura Jester, Keystone Waters		
Engineer	Karen Chandler, Barr Engineering		
Recorder	Dawn Pape, Lawn Chair Gardener		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Presenters/ Guests/Public	James Wolfin and Laura Scholl, Metro Blooms; Cassie Champion, Met Council; Kris Guentzel, Hennepin County; McKenzie Erickson, resident		

2. CITIZEN FORUM ON NON-AGENDA ITEMS

None.

3. APPROVAL OF AGENDA

MOTION: Alternate Commissioner Holter moved to approve the agenda. Commissioner Harwell seconded the motion. Upon a vote, the motion carried 7-0, with the Cities of Minnetonka and Robbinsdale absent from the vote.

4. CONSENT AGENDA

The following items were approved as part of the consent agenda: December 19, 2019 Commission meeting minutes, January 2020 financial report, payment of invoices, approval of resolution to transfer funds from CIP account to administrative account, approval of resolution to transfer funds from administrative account to channel maintenance fund and from long-term maintenance fund to administrative account, approval of proposal from MMKR to perform 2019 financial audit, approval of contract with Wenck Associates for 2020 WOMP Monitoring Services, approval of reimbursement request from City of Crystal for Winnetka Pond Dredging Project (BCP-2), and approval to amend grant contract with MnDNR for Floodplain Modeling & Mapping Project.

The general and construction account balances reported in the January 2020 Financial Report are as follows:

Checking Account Balance	$ 553,183.08
TOTAL GENERAL FUND BALANCE	$ 553,183.08
TOTAL CASH & INVESTMENTS ON-HAND (1/8/20)	$3,958,618.16
CIP Projects Levied – Budget Remaining	$ (5,976,253.23)
Closed Projects Remaining Balance	$ (502,963.19)
2012-2017 Anticipated Tax Levy Revenue	$ 8,547.78
2018 Anticipated Tax Levy Revenue	$ 10,861.11
Anticipated Closed Project Balance	$ (483,554.30)

Commissioner Welch requested to pull item 4J from the consent agenda and add it to the business section as 5E.

MOTION: Commissioner de Lambert moved to approve the agenda as amended. Commissioner Anderson seconded the motion. Upon a vote, the motion carried 7-0, with the Cities of Minnetonka and Robbinsdale absent from the vote.

5. BUSINESS

A. Receive Presentation from Metro Blooms with Update on Harrison Neighborhood Projects

Administrator Jester gave a brief overview of how the Commission supports and partners on grants with Metro Blooms to implement work in the Harrison Neighborhood. Laura Scholl and James Wolfin from Metro Blooms gave a detailed report of the Harrison Neighborhood Projects. The Harrison Neighborhood is in the Near North community in Minneapolis, located west of downtown. It's considered an environmental justice community. Through native plantings, stormwater management projects, and training residents and local businesses in maintenance of these practices, Metro Blooms is working with the Harrison Neighborhood Association to create a prosperous and peaceful community that equitably benefits all of the Harrison neighborhood residents.

Ms. Scholl reported that through a Clean Water Fund grant to the BCWMC, funding was passed through to Metro Blooms to complete commercial stormwater management projects, mostly along Glenwood Ave. In 2019, Metro Blooms completed projects at Ripley Gardens, KNOCK Inc., and Venture North Bike Shop. In addition to installed projects, stormwater credit applications, operations and maintenance plans and trainings, and as-built documents were completed. Educational signage is being developed for the projects. Construction documents are completed for a fourth site, Minnesota Builders Exchange, and they are in the preliminary design phase for a project at Water in Motion. In conjunction with clean water practices, project focus includes equitable engagement and development through the use of an equitable development scorecard, ongoing opportunities for community feedback, and training for local contractors. Many factors, including property sale, soil contamination, and tenant issues have led to numerous properties dropping out prior to installation so Metro Blooms received grant extensions to the end of 2020 from both the Clean Water Fund and Hennepin County.

Ms. Scholl and Mr. Wolfin also reported on Metro Bloom's Boulevard Bioswale Program which got its start in the Harrison Neighborhood with a Met Council grant to the BCWMC. Dozens of residents participated in that program which has now expanded to other areas of Minneapolis with funding from the city. Mr. Wolfin provided detailed information on the plant selections and maintenance practices for the stormwater projects and boulevard bioswales.

Finally, Ms. Scholl reported on a partnership with Minneapolis College of Art and Design (MCAD) to develop graphics and communication pieces related to creating pollinator habitat and promoting native plants. They plan to use some of the images produced by students in future marketing materials

B. Consider Approval of Application for BWSR Lawns to Legumes Demonstration Neighborhood Grant

Administrator Jester report that Metro Blooms requested that the Commission apply for a $40,000 Lawns to Legumes grant from the MN Board of Water and Soil Resources for a neighborhood demonstration project in the Harrison Neighborhood and other Near North neighborhoods to be implemented by Metro Blooms. She explained that she submitted the application (as it was due January 10th) after contacting Chair Prom and Vice Chair Welch about it. It was noted that Metro Blooms was going to submit the grant, but since their outreach program Blue Thumb—Planting for Clean Water is involved with processing the residential grants, they did not want there to be any potential for conflict of interest. Administrator Jester noted that Metro Blooms does a great job of keeping detailed records and performing almost all of the administration needed to manage the other Commission grant projects. She also noted that even though it's been submitted, the Commission could pull the application from consideration if they choose.

MOTION: Commissioner de Lambert moved to approve submittal of the Lawns to Legumes grant application. Commissioner Welch seconded the motion. Upon a vote, the motion carried 7-0, with the Cities of Minnetonka and Robbinsdale absent from the vote.

C. Review Letter to MN Association of Watershed District (MAWD) on Chloride Limited Liability Legislation

Administrator Jester reviewed a letter she drafted to Emily Javens, MAWD Administrator, as directed by the Commission at their December meeting. Commissioner Harwell asked that the letter underscore the issue of safety and reference New Hampshire's similar existing law.

Commissioner Welch reported that he will attend the Metro MAWD meeting where this issue could be raised and where other watersheds could decide to draft a similar letter.

MOTION: Commissioner Harwell moved to authorize Administrator Jester to send the letter to MAWD. Commissioner Welch seconded the motion. Upon a vote, the motion carried 7-0, with the Cities of Minnetonka and Robbinsdale absent from the vote.

D. Appoint Representative for BWSR Watershed-Based Funding Convene Meeting

Administrator Jester reminded the Commission about BWSR's Watershed-Based funding process which includes "convene meetings" where each watershed and two cities will have one vote to decide which projects will receive the funding this biennium. She noted that the Commission should appoint a voting member and that she played that role during the pilot process in the last biennium. Commissioner Welch stated that Administrator Jester has the best handle on CIP projects and would be a logical choice.

MOTION: Commissioner Welch moved to appoint Administrator Jester as the voting representative for the BCWMC at the Watershed-Based Funding convene meetings; and to appoint Alternate Commissioner Cesnik as the first alternate, and Commissioner Harwell as the second alternate. Alternate Commissioner Holter seconded the motion. Upon a vote, the motion carried 7-0, with the Cities of Minnetonka and Robbinsdale absent from the vote.

E. Climate Adaptation Conference – moved from consent agenda

Administrator Jester noted that she understands this conference is sold out. Although this conference is full, she, Alternate Commissioner Cesnik and Commissioner Welch would like to attend. Administrator Jester is going to check into ticket availability; if she is unable to attend, she will work to bring pertinent content to a future Commission meeting. Commissioner Welch mentioned that city attorneys are keenly interested in these issues.

MOTION: Commissioner de Lambert moved to authorize Alternate Commissioner Cesnik and Administrator Jester to attend if it is possible. Alternate Commissioner Holter seconded the motion. Upon a vote, the motion carried 7-0, with the Cities of Minnetonka and Robbinsdale absent from the vote.

6. COMMUNICATIONS

A. Administrator's Report

i. BWSR Performance Review and Assistance Program (PRAP) – Administrator Jester reported the BCWMC will be assessed by BWSR staff through a "level II" PRAP. She doesn't foresee concerns, but noted it may take considerable administrative time.

Administrator Jester also reported that the BCWMC received a $400,000 Clean Water Fund grant for the Bryn Mawr Meadows Water Quality Improvement Project.

She also mentioned she was giving an interview for CCX on the Sweeney Lake project after the meeting, and she reminded commissioners about the upcoming election of officers and committee appointments at the February meeting.

B. Chair

i. Commissioner Welch noted the staff evaluations are being reviewed by Chair Prom.

C. Commissioners

i. Alternate Commissioner Holter asked about the use of drones for AIS inspection, as there was a presentation about it at the last AMLAC meeting. He wondered if this technology was being employed elsewhere. Pape and Missaghi confirmed the use of drones especially for invasive plants, algae detection and water temperatures.

D. TAC Members

i. Commissioner de Lambert shared that the January 10th TAC meeting was very informative. Administrator Jester noted the TAC's recommendations on the 5-year CIP and the water monitoring program will be presented at a future meeting.

E. Committees

No reports.

F. Education Consultant

i. Ms. Pape reported that she has been working on connecting with Kiwanis and Lions on smart salting and over salting issues. Her goal is to have the service groups help share the message. She is also putting together a video/media with kids sweeping up salt. She reminded commissioners to take a stack of info cards to hand out wherever they see too much salt. She also mentioned that it would be helpful for commissioners to share the message on Nextdoor. She asked which cities have had a good response on having residents pick up the cards. Minneapolis and Plymouth noted that they are out and have had some interest in the cards. Some city representatives didn't seem to understand their important role in having these info cards publicly displayed in their city halls for residents to pick up. Commissioner Welch suggested talking to the Minneapolis Park and Rec. Board.

G. Legal Counsel

No report.

H. Engineer

i. Update on MnDNR Floodplain Modeling and Mapping Project - Engineer Chandler updated the Commission on the FEMA modeling project. She reported that all new pieces to the model have been entered and that MnDNR approval for the hydrologic model was obtained in October.

She is looking to get final approvals by June. She also mentioned the contract amendment in the meeting packet that reflects the extra tasks that Barr Engineering was asked to perform. In light of these extra tasks, she also mentioned that the contract amendment includes an extension of the contract until March of 2021. Chandler also updated the commission on the timing of federal and state approvals and use of the model.

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. TRPD 2019 AIS Inspection Report
E. WCA Notice of Decision, Luce Line Trail Phase II
F. WCA Notice of Decision, Plymouth
G. WCA Notice of Decision, Hollydale Golf Course Plymouth

8. ADJOURNMENT

MOTION: Commissioner Anderson moved to adjourn. Alternate Commissioner Holter seconded the motion. Upon a vote, the motion carried 7-0, with the Cities of Minnetonka and Robbinsdale absent from the vote.

The meeting was adjourned at 10:30 a.m.

_____

Signature/Title Date

_____

Signature/Title Date

Item 4Bi.
BCWMC 2-20-20
Full document online

Bassett Creek Watershed Commision
General Fund (Administration) Financial Report **(UNAUDITED)**
Fiscal Year: February 1, 2019 through January 31, 2020
MEETING DATE: February 20, 2020

BEGINNING BALANCE		**8-Jan-2020**		**553,183.08**
ADD:				
	General Fund Revenue:			
	Interest less Bank Fees		(13.91)	
	Assessments:			
	2020 - Assessments			
	Crystal		29,062.00	
	New Hope		28,987.00	
	St Louis Park		21,257.00	
	Robbinsdale		8,937.00	
	Minnetonka		29,967.00	
	Medicine Lake		3,975.00	
	Permits:			
	JNA Holding of MN	BCWMC 2019-27	2,500.00	
	Other:			
	Transfer from Construction Fund			
	FLOOD CONTROL LONG TERM MAINT		19,593.00	
	2% - ADMIN EXP FOR CAPITAL PROJECTS		28,720.00	
	Reimbursed Construction Costs		22,901.87	
		Total Revenue and Transfers In		**195,885.96**
DEDUCT:				
	Checks:			
	3271 Barr Engineering	Jan Engineering	70,189.86	
	3272 Kennedy & Graven	Dec/Jan Legal	3,263.60	
	3273 Keystone Waters	Jan Admin	6,754.52	
	3274 Lawn Chair Gardener	Jan Admin/Outreach	1,343.90	
	3275 Wenck Associates	WOMP/Bassett Creek Study	735.90	
	3276 City of Golden Valley	Finanicial Services	3,500.00	
		Total Checks/Deductions		**85,787.78**
	Transfers:			
	Next Generation Plan Development Savings Account		12,000.00	
	EROSION/SEDIMENT (CHANNEL MAINT)		25,000.00	
		Total Transfers		37,000.00
ENDING BALANCE		**12-Feb-2020**		**626,281.26**

Bassett Creek Watershed Commision
General Fund (Administration) Financial Report **(UNAUDITED)**
Fiscal Year: February 1, 2019 through January 31, 2020
MEETING DATE: February 20, 2020

		2019/2020 BUDGET	CURRENT MONTH	YTD 2019/2020	BALANCE
OTHER GENERAL FUND REVENUE					
ASSESSEMENTS TO CITIES		529,850	0.00	529,850.00	0.00
PROJECT REVIEW FEES		60,000	2,500.00	50,096.50	9,903.50
WOMP REIMBURSEMENT		5,000	0.00	5,500.00	(500.00)
METROPOLITAN COUNCIL - LRT			0.00	10,399.50	
METRO BLOOOMS - MET COUNCIL GRANT			0.00	1,000.00	
THREE RIVERS PARK DISTRICT - CURLY LEAF POND			0.00	1,694.22	
HENNEPIN COUNTY - PLANT SURVEY GRANT			0.00	8,166.93	
CITY OF MINNEAPOLIS-BASSETT CREEK STUDY			0.00	51,398.11	
TRANSFERS FROM LONG TERM FUND & CIP		76,000	48,313.00	48,313.00	27,687.00
FROM FLOOD CONTROL LONG TERM MAII	19,593				
2% - ADMIN EXP FOR CAPITAL PROJECTS	28,720				
REVENUE TOTAL		**670,850**	**50,813.00**	**706,418.26**	**37,090.50**
EXPENDITURES					
ENGINEERING & MONITORING					
TECHNICAL SERVICES		130,000	12,534.50	156,941.57	(26,941.57)
DEV/PROJECT REVIEWS		80,000	2,631.50	56,420.20	23,579.80
NON-FEE/PRELIM REVIEWS		15,000	2,802.00	32,936.98	(17,936.98)
COMMISSION AND TAC MEETINGS		12,000	1,098.00	13,207.36	(1,207.36)
SURVEYS & STUDIES		20,000	0.00	16,315.96	3,684.04
WATER QUALITY/MONITORING		78,000	18,443.90	76,754.66	1,245.34
WATER QUANTITY		10,000	0.00	9,998.36	1.64
ANNUAL FLOOD CONTROL INSPECTIONS		48,000	8,976.50	26,744.18	21,255.82
REVIEW MUNICIPAL PLANS		4,000	0.00	5,406.00	(1,406.00)
WOMP		20,500	1,932.38	19,529.90	970.10
APM / AIS WORK		32,000	0.00	21,246.12	10,753.88
ENGINEERING & MONITORING TOTAL		**449,500**	**48,418.78**	**435,501.29**	**13,998.71**
PLANNING					
Next Generation Plan Development		12,000	12,000.00	12,000.00	0.00
MAINTENANCE FUNDS TOTAL		**12,000**	**12,000.00**	**12,000.00**	**0.00**
ADMINISTRATION					
ADMINISTRATOR		69,200	6,192.00	64,926.00	4,274.00
LEGAL COSTS		17,000	3,263.60	14,428.00	2,572.00
AUDIT, INSURANCE & BONDING		18,000	0.00	15,892.00	2,108.00
FINANCIAL MANAGEMENT		3,500	3,500.00	3,500.00	0.00
MEETING EXPENSES		1,500	0.00	1,341.00	159.00
ADMINISTRATIVE SERVICES		15,000	862.83	12,992.17	2,007.83
ADMINISTRATION TOTAL		**124,200**	**13,818.43**	**113,079.17**	**11,120.83**
OUTREACH & EDUCATION					
PUBLICATIONS/ANNUAL REPORT		1,300	0.00	1,263.00	37.00
WEBSITE		3,000	0.00	1,617.48	1,382.52
PUBLIC COMMUNICATIONS		1,000	0.00	877.72	122.28
EDUCATION AND PUBLIC OUTREACH		25,000	648.70	23,588.06	1,411.94
WATERSHED EDUCATION PARTNERSHIPS		15,850	0.00	13,810.00	2,040.00
OUTREACH & EDUCATION TOTAL		**46,150**	**648.70**	**41,156.26**	**4,993.74**
MAINTENANCE FUNDS					
EROSION/SEDIMENT (CHANNEL MAINT)		25,000	25,000.00	25,000.00	0.00
LONG TERM MAINTENANCE (moved to CF)		25,000	0.00	0.00	25,000.00
MAINTENANCE FUNDS TOTAL		**50,000**	**25,000.00**	**25,000.00**	**25,000.00**
TMDL WORK					
TMDL IMPLEMENTATION REPORTING		10,000	0.00	214.50	9,785.50
TMDL WORK TOTAL		**10,000**	**0.00**	**214.50**	**9,785.50**
DUE FROM OTHER GOVERNMENTS					
Due from City of Minneapolis		0	0.00	97,167.36	(97,167.36)
		0	**0.00**	**97,167.36**	**(97,167.36)**
TOTAL EXPENSES		**691,850**	**99,885.91**	**724,118.58**	**-32,268.58**

BCWMC Construction Account
Fiscal Year: February 1, 2018 through January 31, 2020 **(UNAUDITED)**
January 2020 Financial Report

Cash Balance 12/10/2019					
Cash			2,318,252.43		
	Transfer from Channel Maintenance BCP-2		9,050.00		
		Total Cash		2,327,302.43	
Investments:					
	Minnesota Municipal Money Market (4M Fund)		2,500,000.00		
	2018-19 Dividends		44,653.88		
	2019-20 Dividends		37,487.44		
	Dividends-Current		3,033.90		
		Total Investments		2,585,175.22	
		Total Cash & Investments			4,912,477.65
Add:					
	Interest Revenue (Bank Charges)		(60.16)		
	State of MN - Market Value Homestead Credit		2.39		
		Total Revenue			(57.77)
Less:					
	CIP Projects Levied - Current Expenses - TABLE A		(939,065.92)		
	Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(14,735.80)		
		Total Current Expenses			(953,801.72)
		Total Cash & Investments On Hand 1/8/2020			**3,958,618.16**

Total Cash & Investments On Hand	3,958,618.16
Current Anticipated Levy -2019 (July 19/Dec 19/Jan 20)	14,671.88
Current Anticipated Levy -2020 (July 20/Dec 20/Jan 21)	1,500,000.00
CIP Projects Levied - Budget Remaining - **TABLE A**	(5,976,253.23)
Closed Projects Remaining Balance	**(502,963.19)**
2012 - 2017 Anticipated Tax Levy Revenue - **TABLE C**	8,547.78
2018 Anticipated Tax Levy Revenue - TABLE C	10,861.11
Anticipated Closed Project Balance	**(483,554.30)**
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)			11,590	0.00	0.00	11,589.50	0.00	
Four Seasons Mall Area Water Quality Proj (NL-2)			990,000	8,761.00	12,092.72	175,000.06	814,999.94	
2014								
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)			612,000	0.00	51,616.59	427,671.45	184,328.55	
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	
2015								
Main Stem 10th to Duluth (CR2015)	Close Project		1,503,000	0.00	114,601.05	1,118,347.29		
2016								
Northwood Lake Pond (NL-1)[2]		822,140						
Budget Amendment		611,600	1,433,740	0.00	0.00	1,447,143.38	(13,403.38)	700,000
2017								
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	32,638.94	627,329.10	236,243.90	200,000
	2018 Levy	282,643						
2018								
Bassett Creek Park & Winnetka Ponds Dredging (BCP-2)			1,000,000					
	Mar-19 Budget Adj		114,301					
	Mar-19 From Channel Maint		9,050	930,156.42	930,335.55	1,063,148.32	60,202.68	
2019								
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	
2020								
Bryn Mawr Meadows (BC-5)			904,900	0.00	2,183.47	97,687.03	807,212.97	
Jevne Park Stormwater Mgmt Feasibility (ML-21)			500,000	0.00	15,936.46	46,390.75	453,609.25	
Crane Lake Improvement Proj (CL-3)			582,837	0.00	6,838.50	12,000.85	570,836.15	
Sweeney Lake WQ Improvement Project (SL-8)			550,000	148.50	1,150.00	1,150.00	548,850.00	
			11,988,463	939,065.92	1,167,550.78	5,627,556.56	5,976,253.23	

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
2021					
Main Stem Dredging Project (BC-7)	0	4,472.84	31,464.96	40,455.72	(40,455.72)
Mt Olivet Stream Restoration (MN-20)	0	4,027.00	14,767.12	16,033.12	(16,033.12)
Parkers Lake Stream Restoration (PL-7)	0	6,235.96	20,761.04	22,419.04	(22,419.04)
2021 Project Totals	0	14,735.80	66,993.12	78,907.88	(78,907.88)
Total Proposed & Future CIP Projects to be Levied	0	14,735.80	66,993.12	78,907.88	(78,907.88)

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
2020 Tax Levy	1,500,000.00		1,500,000.00				1,500,000.00	1,500,000.00
2019 Tax Levy	1,436,000.00		1,436,000.00	0.00	1,421,328.12	1,421,328.12	14,671.88	1,436,000.00
2018 Tax Levy	1,346,815.00		1,346,815.00	0.00	(544.54)	1,335,953.89	10,861.11	947,115.00
2017 Tax Levy	1,303,600.00	(10,691.48)	1,292,908.52	0.00	(2,077.64)	1,287,681.99	5,226.53	1,303,600.00
2016 Tax Levy	1,222,000.00	(9,526.79)	1,212,473.21	0.00	235.12	1,210,059.79	2,413.42	1,222,000.00
2015 Tax Levy	1,000,000.00	32.19	1,000,032.19	0.00	112.43	999,350.47	681.72	1,000,000.00
2014 Tax Levy	895,000.00	(8,533.75)	886,466.25	0.00	451.48	886,240.14	226.11	895,000.00
				0.00			**34,080.77**	

OTHER PROJECTS:

	Approved Budget	**Current Expenses / (Revenue)**	**2019 YTD Expenses / (Revenue)**	**INCEPTION To Date Expenses / (Revenue)**	**Remaining Budget**
TMDL Studies					
TMDL Studies	135,000	0.00	0.00	107,765.15	27,234.85
TOTAL TMDL Studies	135,000	0.00	0.00	107,765.15	27,234.85
Flood Control Long-Term					
Flood Control Long-Term Maintenance	694,573	1,554.00	48,126.50	389,576.91	
Less: State of MN - DNR Grants		0.00	(44,304.90)	(141,846.90)	
	694,573	1,554.00	3,821.60	247,730.01	446,842.99
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000	0.00	0.00	0.00	500,000.00
Annual Water Quality					
Channel Maintenance Fund	400,000		0.00	255,619.60	
19-Mar Transfer to BCP-2	(9,050)				
	390,950			255,619.60	135,330.40
Metro Blooms Harrison Neighborhood CWF Grant Project	134,595	1,906.00	64,016.05	87,892.89	46,702.11
BWSR Grant				(67,298.00)	(67,298.00)
	134,595	1,906.00	64,016.05	20,594.89	
Total Other Projects	1,864,168	3,460.00	67,837.65	564,411.65	953,481.95

Cash Balance 12/10/2019		**994,332.40**
Add:		
Transfer from GF		0.00
Less:		
Current (Expenses)/Revenue		(3,460.00)
Transfer to BCP-2		(9,050.00)
Ending Cash Balance	**1/8/2020**	**981,822.40**
Additional Capital Needed		28,340

Item 4Bii.
BCWMC 2-20-20

Bassett Creek Watershed Commision
General Fund (Administration) Financial Report
Fiscal Year: February 1, 2020 through January 31, 2021
MEETING DATE: February 20, 2020 **(UNAUDITED)**

BEGINNING BALANCE		**12-Feb-2020**		**626,281.26**
ADD:				
	General Fund Revenue:			
	Interest less Bank Fees		0.00	
	Assessments:			
	2020 - Assessments:			
	City of Plymouth		245,942.00	
	Permits:			
	WSB	City of Crystal	1,500.00	
	S E H	City of Golden Valley 2020 PMF	1,500.00	
	Reimbursed Construction Costs		0.00	
		Total Revenue and Transfers In		**248,942.00**
DEDUCT:				
	Checks:			
3277	Triple D Espresso	Feb Meeting	111.75	
3278	MN Assoc of Watershed District	2020 Dues	500.00	
3279	Shingle Creek WMC	2020 Dues	6,000.00	
		Total Checks/Deductions		**6,611.75**
ENDING BALANCE		**12-Feb-2020**		**868,611.51**

Bassett Creek Watershed Commision
General Fund (Administration) Financial Report **(UNAUDITED)**
Fiscal Year: February 1, 2020 through January 31, 2021
MEETING DATE: February 20, 2020

		2020/2021 BUDGET	CURRENT MONTH	YTD 2020/2021	BALANCE
OTHER GENERAL FUND REVENUE					
ASSESSEMENTS TO CITIES		550,450	245,942.00	512,819.00	37,631.00
PROJECT REVIEW FEES		50,000	3,000.00	3,000.00	47,000.00
WOMP REIMBURSEMENT		5,000	0.00	0.00	5,000.00
TRANSFERS FROM LONG TERM FUND & CIP		42,000	0.00	0.00	42,000.00
CIP ADMINISTRATIVE CHARGE	30,000				
LONG TERM MAINT-FLOOD CONTROL PRC	12,000				
USE OF FUND BALANCE		15,000	0.00	0.00	15,000.00
METROPOLITAN COUNCIL - LRT			0.00	0.00	
METRO BLOOOMS - MET COUNCIL GRANT			0.00	0.00	
THREE RIVERS PARK DISTRICT - CURLY LEAF POND			0.00	0.00	
HENNEPIN COUNTY - PLANT SURVEY GRANT			0.00	0.00	
CITY OF MINNEAPOLIS-BASSETT CREEK STUDY			0.00	0.00	
REVENUE TOTAL		**662,450**	**248,942.00**	**515,819.00**	**146,631.00**
EXPENDITURES					
ENGINEERING & MONITORING					
TECHNICAL SERVICES		130,000	0.00	0.00	130,000.00
DEV/PROJECT REVIEWS		75,000	0.00	0.00	75,000.00
NON-FEE/PRELIM REVIEWS		20,000	0.00	0.00	20,000.00
COMMISSION AND TAC MEETINGS		12,000	0.00	0.00	12,000.00
SURVEYS & STUDIES		10,000	0.00	0.00	10,000.00
WATER QUALITY/MONITORING		102,600	0.00	0.00	102,600.00
WATER QUANTITY		6,500	0.00	0.00	6,500.00
ANNUAL FLOOD CONTROL INSPECTIONS		12,000	0.00	0.00	12,000.00
REVIEW MUNICIPAL PLANS		2,000	0.00	0.00	2,000.00
WOMP		20,500	0.00	0.00	20,500.00
APM / AIS WORK		30,000	0.00	0.00	30,000.00
ENGINEERING & MONITORING TOTAL		**420,600**	**0.00**	**0.00**	**420,600.00**
PLANNING					
Next Generation Plan Development		18,000	0.00	0.00	18,000.00
MAINTENANCE FUNDS TOTAL		**18,000**	**0.00**	**0.00**	**18,000.00**
ADMINISTRATION					
ADMINISTRATOR		69,200	0.00	0.00	69,200.00
MN ASSOC WATERSHED DIST DUES		500	500.00	500.00	0.00
LEGAL COSTS		15,000	0.00	0.00	15,000.00
AUDIT, INSURANCE & BONDING		18,000	0.00	100.00	17,900.00
FINANCIAL MANAGEMENT		3,500	0.00	0.00	3,500.00
MEETING EXPENSES		1,500	111.75	111.75	1,388.25
ADMINISTRATIVE SERVICES		15,000	0.00	0.00	15,000.00
ADMINISTRATION TOTAL		**122,700**	**611.75**	**711.75**	**121,988.25**
OUTREACH & EDUCATION					
PUBLICATIONS/ANNUAL REPORT		1,300	0.00	0.00	1,300.00
WEBSITE		1,000	0.00	0.00	1,000.00
PUBLIC COMMUNICATIONS		1,000	0.00	0.00	1,000.00
EDUCATION AND PUBLIC OUTREACH		22,000	6,000.00	6,000.00	16,000.00
WATERSHED EDUCATION PARTNERSHIPS		15,850	0.00	0.00	15,850.00
OUTREACH & EDUCATION TOTAL		**41,150**	**6,000.00**	**6,000.00**	**35,150.00**
MAINTENANCE FUNDS					
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
MAINTENANCE FUNDS TOTAL		**50,000**	**0.00**	**0.00**	**50,000.00**
TMDL WORK					
TMDL IMPLEMENTATION REPORTING		10,000	0.00	0.00	10,000.00
TMDL WORK TOTAL		**10,000**	**0.00**	**0.00**	**10,000.00**
DUE FROM OTHER GOVERNMENTS					
Due from City of Minneapolis		0	0.00	0.00	0.00
		0	**0.00**	**0.00**	**0.00**
TOTAL EXPENSES		**662,450**	**6,611.75**	**6,711.75**	**655,738.25**

Item 4D.
BCWMC 2-20-20

RESOLUTION 20-03

Member_____introduced the following resolution and moved its adoption:

RESOLUTION DESIGNATING DEPOSITORIES FOR
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS

BE IT RESOLVED by the Bassett Creek Watershed Management Commission of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park that the following are named as depositories for funds, subject to the furnishing of collateral for funds on deposit as provided in the Laws of the State of Minnesota: **RBC Dain Rauscher; Wells Fargo; 4M Fund; U.S. Bank**

BE IT FURTHER RESOLVED that a sweep account will be used for nightly balances.

BE IT FURTHER RESOLVED that the following signatories or alternates are authorized to be signatories on checks drawn on funds deposited:

General Checking: Chair or Vice Chair and Treasurer or Deputy Treasurer
Each check shall require two signatures.

BE IT FURTHER RESOLVED that the following shall be authorized to make investments of the Bassett Creek Watershed Management Commission and shall be authorized to deposit the principal of said investments in the above named depositories as necessary and beneficial to the Bassett Creek Watershed Management Commission: Deputy Treasurer of the Bassett Creek Watershed Management Commission, or Accounting Coordinator for City of Golden Valley.

The Deputy Treasurer shall supply each of the depositories with certified copies of this resolution along with such signature documentation as is required by the depository and the authorizations set forth above.

Adopted by the Board of the Bassett Creek Watershed Management Commission this _____day of_____2020.

_____
Chair

ATTEST:

_____
Secretary Date

The motion for the adoption of the foregoing resolution was seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:_____and the following voted against the same_____whereupon said resolution was declared duly passed and adopted.

Item 4E.
BCWMC 2-20-20

Bassett Creek Watershed Management Commission

RESOLUTION NO. 20-04

Member_____introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE TRANSFER OF BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS FROM THE ADMINISTRATIVE ACCOUNT TO THE NEXT GENERATION PLAN DEVELOPMENT SAVINGS ACCOUNT

WHEREAS the Bassett Creek Watershed Management Commission must prepare a comprehensive watershed management plan every 10 years; and

WHEREAS the next generation of the Bassett Creek Watershed Management Plan is due to the State of Minnesota by September 2025; and

WHEREAS the development of the next generation watershed management plan is expected to cost approximately $120,000; and

WHEREAS the Bassett Creek Watershed Management Commission wishes to collect funds each year between fiscal year 2019 and 2025 in order to save for future plan development.

THEREFORE, BE IT RESOLVED by the Bassett Creek Watershed Management Commission that

1. $12,000 will be transferred from the fiscal year 2019 Bassett Creek Watershed Management Commission's Administrative Account the Next Generation Plan Development Savings Account

_____

Chair Date

Attest:

_____

Secretary Date

The motion for adoption of the foregoing resolution was seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:_____and the following voted against the same_____whereupon said resolution was declared duly passed and adopted.

Item 4G.
BCWMC 2-20-20
Full Document
Online

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

DATA PRACTICES PROCEDURES

Adopted: February 20, 2020

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

DATA PRACTICES PROCEDURES

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EXHIBITS **Number**

APPENDICES **Letter**

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION ("BCWMC")
DATA PRACTICES PROCEDURES

I. Introduction.

These procedures are adopted to comply with the requirements of the Minnesota Data Practices Act (the "Act"), specifically Minnesota Statutes Sections 13.025, 13.03, subdivision 2 and 13.05 subdivision 5.

II. Responsible Authority and Data Practices Compliance Official.

The person who is the responsible authority and the data practices compliance official for compliance with the Act is the Administrator. The name and contact information for the responsible authority and data practices compliance official are provided in Exhibit 1.

III. General Overview of the Act.

The Act regulates the handling of all government data that are created, collected, received, or released by a state entity, political subdivision, or statewide system, no matter what form the data are in, or how the data are stored or used.

The Act establishes a system of data classifications that defines, in general terms, who is legally authorized to access government data. The classification system is constructed from the definitions provided in Minnesota Statutes Section 13.02. A table that summarizes the classifications is attached as Exhibit 2.

IV. Access to Public Data.

All information maintained by BCWMC is public unless there is a specific statutory designation that gives it a different classification.

A. People Entitled to Access. Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes BCWMC to request such information. BCWMC may ask a person to provide identifying or clarifying information for the sole purpose of facilitating access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed or requesting identification when copies have been paid for by check.

B. Form of Request. The request for public data may be verbal or written. The responsible authority may require a verbal request to be made in writing, whenever a written request will assist the responsible authority in performing his or her duties.

SHORT FORM AGREEMENT BETWEEN OWNER AND HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES AGREEMENT NUMBER 3

THIS AGREEMENT is made as of this 20th day of February, 2020, between the Bassett Creek Watershed Management Commission ("OWNER"), a watershed management organization, with principal offices at 16145 Hillcrest Lane, Eden Prairie Minnesota 55346, and HDR ENGINEERING, INC., ("ENGINEER") for services in connection with the project known as "2020-2023 Website Services" ("Project");

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services ("Services") in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which shall consist of the Scope of Services, as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The "HDR Engineering, Inc. Terms and Conditions for Consulting Services," which are attached hereto in Exhibit B, are incorporated into this Agreement by reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached "HDR Engineering, Inc. Terms and Conditions for Consulting Services."

SECTION IV. COMPENSATION

Compensation for ENGINEER'S services under this Agreement shall be in accordance with Exhibit A and based on Time and Materials expended.

Compensation terms are defined as follows:

"Time and Materials" shall mean actual labor hours at the rates included in Exhibit A, to be paid as total compensation for each hour an employee works on the project, plus Reimbursable Expenses (as defined below).

"Reimbursable Expenses" shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, technology charges, telephone, telex, shipping and express, and other incurred expense.

SECTION V. PERIOD OF SERVICE

Upon receipt of written authorization to proceed, ENGINEER shall perform the services described in Exhibit A within a reasonable period of time. Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted.

SECTION VI. MISCELLANEOUS

A. All services provided pursuant to this Agreement shall be provided by ENGINEER as an independent contractor and not as an employee of OWNER for any purpose.

B. Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. ENGINEER will immediately report to OWNER any requests from third parties for information relating to this Agreement. ENGINEER agrees to promptly respond to inquiries from OWNER concerning data requests.

SECTION VI. SPECIAL PROVISIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

"OWNER"

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

_____

HDR ENGINEERING, INC.
"ENGINEER"

BY: Christine Wiegert

NAME: Christine Wiegert

TITLE: Vice President

ADDRESS: 701 Xenia Ave S, Ste 600
Minneapolis, MN 55416

Exhibit A: 2020-2022 Website Maintenance Services

Please find HDR's scope and budget for January 1, 2020 – December 31, 2022 Website Maintenance Services. We look forward to continuing our work for the Bassett Creek Watershed Management Commission!

Scope of Services

Task 1: Monthly Website Maintenance

Includes:

- Invoices as required (up to 6 per year, a total of 18 invoices for 3 years)
- Response to questions from BCWMC regarding the website
- Modifications to existing web services or web graphics
- Response to system issues resulting in disrupted function or site downtime
- Required system upgrades or patches
- Web hosting and domain renewal for three years (renewal date is August 24 of each year)

Assumptions:

- HDR assumes 2 hours/month for website maintenance. If web service modification or addition requests are significant and require more than the 2 hours allotted per month, a contract amendment will be required.
- HDR will make modifications to existing website graphics within the allotted 2 hours per month. New graphic requests will require a contract amendment.
- HDR will support browser versions that are currently active and supported by their creating companies. In particular, Chrome, Firefox, Safari, and Internet Explorer version 9+.
- Requests for new features will require a contract amendment

Budget

Based on the scope of work described above, HDR proposes to provide these services on a time and expenses basis with a limit not to exceed $14,000 without prior authorization of Bassett Creek Watershed Management Commission.

Task	Hours	Cost
Task 1: Monthly Website Maintenance	**93 hours** (2 hours/month maintenance hours for a total of 72 hours for 3 years, and 7 project administration hours/year for a total of 21 administration hours for 3 years) **Includes $160/year for 3 years of website hosting (total of $480)**	**$14,000**

EXHIBIT B

TERMS AND CONDITIONS

HDR Engineering, Inc. Terms and Conditions for Consulting Services

1. **STANDARD OF PERFORMANCE**
The standard of care for all professional engineering, consulting and related services performed or furnished by CONSULTANT and its employees under this Agreement will be the care and skill ordinarily used by members of CONSULTANT's profession practicing under the same or similar circumstances at the same time and in the same locality. CONSULTANT makes no warranties, express or implied, under this Agreement or otherwise, in connection with CONSULTANT's services.

2. **INSURANCE/INDEMNITY**
CONSULTANT agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of $250,000; Automobile Liability insurance of $1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of $1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of $1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which CONSULTANT is legally liable. OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. CONSULTANT agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by CONSULTANT's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract.

3. **ESTIMATES**
Any estimates of project cost, value or savings provided by CONSULTANT are intended to allow a comparative evaluation between alternatives and do not constitute a detailed evaluation or prediction of actual project costs, value or savings. Any such estimates are made on the basis of information available to CONSULTANT and on the basis of CONSULTANT's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since CONSULTANT has no control over the impact of various factors that impact the actual project cost, value or savings, CONSULTANT does not guarantee that the actual project cost, value or savings will not vary from CONSULTANT's estimates.

4. **CONTROLLING LAW**
This Agreement is to be governed by the law of the state where CONSULTANT's services are performed.

5. **SUCCESSORS, ASSIGNS AND BENEFICIARIES**
OWNER and CONSULTANT, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor CONSULTANT will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third party beneficiaries are intended under this Agreement.

6. **SERVICES AND INFORMATION**
OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by CONSULTANT. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering, consulting and related services hereunder, it is understood by OWNER that CONSULTANT is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by CONSULTANT, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by CONSULTANT.

7. **RE-USE OF DOCUMENTS**
All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by CONSULTANT pursuant to this Agreement, are instruments of service with respect to the project. CONSULTANT retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to CONSULTANT, and OWNER will defend, indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will entitle CONSULTANT to further compensation at rates to be agreed upon by OWNER and CONSULTANT.

8. **TERMINATION OF AGREEMENT**
OWNER or CONSULTANT may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs CONSULTANT incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

9. **SEVERABILITY**
If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

10. **CONTROLLING AGREEMENT**
These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal,

contract, purchase order, requisition, notice-to-proceed, or like document.

11. INVOICES

CONSULTANT will submit monthly invoices for services rendered and OWNER will make payments to CONSULTANT within thirty (30) days of OWNER's receipt of CONSULTANT's invoice.

CONSULTANT will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in CONSULTANT's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify CONSULTANT of the dispute and request clarification and/or correction. After any dispute has been settled, CONSULTANT will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for CONSULTANT. CONSULTANT retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date OWNER receives CONSULTANT's invoice. In the event undisputed portions of CONSULTANT's invoices are not paid when due, CONSULTANT also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by CONSULTANT are estimates to perform the services required to complete the project as CONSULTANT understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. CONSULTANT will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, CONSULTANT agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

14. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between CONSULTANT and OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

15. ALLOCATION OF RISK

OWNER AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF $1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY.

16. LITIGATION SUPPORT

In the event CONSULTANT is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which CONSULTANT is not a party, OWNER shall reimburse CONSULTANT for reasonable costs in responding and compensate CONSULTANT at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

17. NO THIRD PARTY BENEFICIARIES

This Agreement gives no rights or benefits to anyone other than the OWNER and CONSULTANT and has no third-party beneficiaries. All work product will be prepared for the sole and exclusive use of the OWNER and is not for the benefit of any third party and may not be distributed to, disclosed in any form to, used by, or relied upon by, any third party without the prior written consent of CONSULTANT, which consent may be withheld in its sole discretion. OWNER agrees to indemnify CONSULTANT and its officers, employees, subcontractors, and affiliated corporations from all claims, damages, losses, and costs, including but not limited to litigation expenses and attorney's fees arising out of or related to the unauthorized disclosure, change, or alteration of such work product.

Use of any report or any information contained therein by any party other than OWNER shall be at the sole risk of such party and shall constitute a release and agreement by such party to defend and indemnify CONSULTANT and its affiliates, officers, employees and subcontractors from and against any liability for direct, indirect, incidental, consequential or special loss or damage or other liability of any nature arising from said party's use of such report or reliance upon any of its content. To the maximum extent permitted by law, such release from and indemnification against liability shall apply in contract, tort (including negligence), strict liability, or any other theory of liability.

18. DISCLAIMER

In preparing reports, CONSULTANT relies, in whole or in part, on data and information provided by the OWNER and third parties, which information has not been independently verified by CONSULTANT and which CONSULTANT has assumed to be accurate, complete, reliable, and current. Therefore, while CONSULTANT has utilized the customary professional standard

of care in preparing this report, CONSULTANT does not warrant or guarantee the conclusions set forth in reports which are dependent or based upon data, information or statements supplied by third parties or the OWNER.

19 OPERATIONAL TECHNOLOGY SYSTEMS

OWNER agrees that the effectiveness of operational technology systems ("OT Systems") and features designed, recommended or assessed by ENGINEER are dependent upon OWNER's continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT System in accordance with applicable industry standards (i.e. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER's OT Systems.

ADMINISTRATIVE SERVICES AGREEMENT

THIS ADMINISTRATIVE SERVICES AGREEMENT ("Agreement") is made and entered into by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the "Commission"), and Dawn Pape, doing business as Lawn Chair Gardener, 5901 Birchwood Street, Shoreview, MN 55126 (the "Contractor").

1. SERVICES. Contractor will perform the services outlined in the proposal ("Proposal") dated February 8, 2020, which is attached hereto as Exhibit 1 and is incorporated herein, including performing social media tasks; writing newspaper columns and press releases; drafting meeting minutes for monthly Commission meetings; and posting WaterShed Partners articles to BCWMC website (collectively, the "Services"). The terms and conditions of this Agreement shall be controlling over any conflicting term or condition contained within the Proposal.

2. COMPENSATION. Contractor will be paid for Services at the rate of $45 per hour. Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including printing, materials, and travel (at the current IRS rate for privately owned automobiles). Travel outside of the Minneapolis/St. Paul metropolitan area and overnight accommodations must have the prior approval of the Commission. Meeting and meal expenses (other than meetings of the Commission or its committees) must have the prior approval of the Commission. The total compensation, including expenses, to be paid to Contractor for all the Services to be provided under this Agreement shall not exceed $11,340.00.

3. PAYMENT. Contractor will submit monthly invoices for the Services providing detailed time records of Services provided and time spent, and shall provide receipts for eligible reimbursable expenses that are not otherwise reimbursed by the Commission through its consultants or otherwise. Invoices and records, together with supporting information, shall be submitted in a form acceptable to the Commission. The Commission will pay invoices within 45 days of receipt thereof. Invoices received by the first Thursday of the month will ordinarily be authorized for payment at that month's regular meeting.

4. TERM AND TERMINATION. This Agreement shall be effective as of the date of the last party to execute it and it shall continue in effect until January 31, 2021. This Agreement may be terminated by either party at any time, and for any reason, on 35 days' written notice of termination.

5. SUBSTITUTION AND ASSIGNMENT. Services provided by Contractor will generally be performed by Dawn Pape. Upon approval by the Commission, the Contractor may substitute other persons to perform some identified portion of the Services set forth in this Agreement. No assignment of this Agreement shall be permitted without a prior written amendment signed by the Commission and the Contractor.

6. AMENDMENTS. This document, together with any attached Exhibit, constitutes the entire Agreement between the parties and no modifications of its terms shall be valid unless reduced to writing and signed by both parties.

7. INDEPENDENT CONTRACTOR. The Contractor (including the Contractor's employees, if any) is not an employee of the Commission. Contractor will act as independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the Commission. Contractor shall not be considered an employee of the Commission for any purpose including, but not limited to: income tax withholding; workers' compensation; unemployment compensation; FICA taxes; liability for torts; and eligibility for benefits.

   Contractor will not be provided with a place of business and will retain control over the manner and means of the Services provided as an independent contractor. Contractor will provide, at Contractor's expense, necessary office space, transportation, computer capability, an internet email address, and incidental office supplies.

8. DATA PRACTICES AND RECORDS. All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing Services under this Agreement shall be the exclusive property of the Commission. All such records shall be maintained with the records of the Commission and in accordance with the instructions of the Commission. The Contractor will comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Commission will provide such advice and legal services as are necessary to comply with such laws and regulations as they relate to the data maintained by the Commission.

9. COMPLIANCE WITH LAWS. Contractor shall comply with all applicable federal, state and local laws, regulations or ordinances in performance of Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices.

10. AUDIT. The Contractor agrees that the Commission, the State Auditor, or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, and records that are relevant to and involve transactions relating to this Agreement.

11. HOLD HARMLESS. Contractor shall defend, indemnify and hold harmless the Commission, its member cities and their elected officials, officers, employees, agents, and representatives, from and against any and all claims, costs, losses, expenses, demands, actions or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation that may arise out of this Agreement for Services provided by Contractor hereunder.

12. APPLICABLE LAW. The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.

13. NO AGENCY. Contractor is an independent contractor and shall not be considered to be the agent or servant of the Commission for any purpose and shall have no authority to enter into any contracts, create any obligations, or make any warranties or representations on behalf of the Commission.

14. NOTICES. Any notice or demand, authorized or required under this Agreement shall be in writing and shall be sent by certified mail to the other party as follows:

To the Contractor:
Dawn Pape
Lawn Chair Gardener
5901 Birchwood Street
Shoreview, MN 55126

To the Commission:
Chairman
Bassett Creek Watershed Management Commission
City of Golden Valley City Hall
7800 Golden Valley Road
Golden Valley, MN 55427

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date of the last party to execute it.

CONTRACTOR

By: _____
Dawn Pape (Lawn Chair Gardener) Date

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

By: _____
Chair Date

By: _____
Secretary Date

Exhibit 1

LAWN CHAIR Gardener
CREATIVE SERVICES

ADMINISTRATIVE SERVICES

February 1, 2020-January 31, 2021

PROPOSAL FOR BCWMC

Dawn Pape has over twenty years of experience in the field of education and fifteen years of experience specifically in water-related public education. Pape started the Blue Thumb—Planting for Clean Water® program when she was the director of outreach at the Rice Creek Watershed District. In that position, she communicated and coordinated projects with 29 communities, four counties, and many water management organizations.

Dawn Pape brings a unique skill set to projects: writing, creativity, graphic design, photography, social media, website development, friendliness, energy, practicality, implementation experience, fiscal responsibility and even public speaking and performance. With a Masters of Science in Environmental Education from University of Wisconsin—Stevens Point, Pape keeps abreast of environmental issues and technology with continuing education.

Lawn Chair Gardener	BCWMC
Dawn Pape 5901 Birchwood St. Shoreview, MN 55126 651.485.5171	Laura Jester
dawn@lawnchairgardener.com lawnchairgardener.com	laura.jester@keystonewaters.com bassettcreekwmo.org

Proposal Issued:	Proposal Valid to:
02.08.2020	03.30.2020

Services, Mileage, Social Media	Hourly Rate x Time	Total
Administrative Services not to exceed 21 hours/month (detailed by task below)	***Labor*** $45 x 21 hrs. x 12 mos.	$ 11,340.00
Mileage and Facebook ads • 42 miles round-trip at 2020 mileage rate of 57.5 cents/mile x 16 meetings ($386.40) • Facebook ads,$40 /mo. for 12 mos. ($480)	***Mileage/ Facebook ads***	~$866.40
	Grand Total	$11,726.405

Services Provided

1. Board Minutes (Feb. 2020-Jan. 2021) ~$ 4,032 • Attend monthly meetings and write minutes (approx. 8 hrs. ea. mo.) for 12 months	$45 x 96 hrs.	~$ 4,320
2. Newspaper column in local newspapers, write and send press releases as needed, post monthly Watershed Partners articles to BCWMC website	$45 x 5 hrs./month x 12 mos.	~$ 2,700
3. Facebook posts (1-2/week) to inform and engage public. There was a 37% increase in followers in 2019 • 2019 Reach=71,141 (Reach is defined as the number of unique users who had any content or information about the BCWMC page enter their screen. This includes posts, check-ins, ads, social information from people who interact with the BCWMC page and more.) • 2019 Engagement=4,852 (Engagement is defined as the number of unique users who engaged with the BCWMC Page. Engagement includes any click or story created.)	$45 x 1-2 hrs./week x 52 weeks	~$ 3,510
4. Education Meetings and/or Meetings with Administrator • 6 meetings/year at approx. 2-3 hours in length	$45 x 18	~$ 810
	Services Total	$11,340.00

Item 4J.
BCWMC 2-20-20

resourceful. naturally.
engineering and environmental consultants

BARR

Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr)
Subject: Item 4J: Plymouth 2020 Street Reconstruction – Plymouth, MN
BCWMC February 20, 2020 Meeting Agenda
Date: February 12, 2020
Project: 23270051 2020 2205

4J Plymouth 2020 Street Reconstruction – Plymouth, MN BCWMC 2019-28

Summary:

Proposed Work: Street reconstruction, including water main, sanitary sewer, and storm sewer improvements

Basis for Review at Commission Meeting: Linear project with more than five acres of disturbance

Impervious Surface Area: Increase approximately 0.96 acres

Recommendation: Conditional Approval

General Project Information

The proposed linear project is in the City of Plymouth at various locations within the Medicine Lake Direct, Bassett Creek Main Stem (Upstream), Plymouth Creek, and Medicine Lake South subwatersheds. The proposed linear project includes reconstruction of City of Plymouth streets and utility improvements, including water main, sanitary sewer, and storm sewer, resulting in 20.7 acres of grading (disturbance). The proposed linear project creates 13.76 acres of fully reconstructed impervious surfaces and an increase of 0.96 acres of impervious surfaces, from 12.81 acres (existing) to 13.76 acres (proposed).

Floodplain

The proposed linear project does not involve work in the BCWMC 100-year floodplain; therefore, BCWMC floodplain review is not required.

Wetlands

The City of Plymouth is the local government unit (LGU) responsible for administering the Wetland Conservation Act; therefore, BCWMC wetland review is not required.

Rate Control

The proposed linear project does not create one or more acres of net new impervious surfaces; therefore, BCWMC rate control review is not required.

Water Quality

The proposed linear project does not create one or more acres of net new impervious surfaces; therefore, BCWMC water quality review is not required. However, the proposed linear project includes 23 manholes with four-foot sumps and SAFL baffles as listed below:

- East Medicine Lake Boulevard near 32nd Avenue North
- 32nd Avenue North near Sargatoga Lane
- Two locations along East Medicine Lake Boulevard between 32nd and 30th Avenue North
- Two locations along 17th Avenue North near East Medicine Lake Park
- 15th Avenue North near Pineview Lane
- 11 locations along Highway 55 Frontage Road
- Oakview Lane North between 11th and 12th Avenue North
- Kirkwood Lane North at the cul-de-sac
- Kirkwood Lane North near 12th Avenue North
- Two locations along 11th Avenue North near Oakview Lane North

Erosion and Sediment Control

The proposed linear project results in one or more acres of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include rock construction entrances, sediment control logs, ditch checks, rip rap and storm drain inlet protection. Permanent erosion and sediment control features include stabilization with mulch and sod.

Recommendation

Conditional approval based on the following comments:

1. All disturbed areas must be properly stabilized with temporary and permanent erosion control measures. There are locations within construction limits that do not appear to be stabilized with vegetative cover, specifically around the following storm sewer outfalls. Temporary or permanent stabilization or restoration must be shown at these locations:
    a. Outfalls 5220 and 5223 on Sheet 166
    b. Outfalls 5074 and 5070 on Sheet 174
    c. Outfalls 5080 and 5082 on Sheet 175
    d. Outfall 5084 on Sheet 176
    e. Outfalls 5095-1 and 5089 on Sheet 177
    f. Outfall 5015 on Sheet 179
    g. Outfall 5037 on Sheet 181
    h. Outfalls 5052 and 5102 on Sheet 183
    i. Outfall 5047 on Sheet 184

2. Sheet 140: the outlet velocity at storm sewer outfall 5047 appears to exceed 8 feet per second when the pipe is flowing full. Flatter slopes, drop structures, energy dissipaters, or stilling basins must be used to provide an average outlet velocity of no more than 4 feet per second, or 8 feet per second if riprap is used, to limit potential erosion.
3. The erosion control plans, Sheets 166-186 show "Class III Rip Rap for RCP Outlet" in the legend, but does not designate riprap at each outfall and does not reference the stormwater tabulations that list various types of rip rap at outfalls. Plans must be revised to clarify energy dissipation/rip rap requirements.
4. Sheet 174: storm sewer outfall 5074 has a callout to "Provide Energy Dissipation", but no rip rap is included at this location in the stormwater tabulation on Sheet 12. The outlet velocity of storm sewer outfall 5074 appears to exceed 4 feet per second when the pipe is flowing full, therefore armoring, such as riprap must be provided.
5. The outlet velocity on the following storm sewer outfalls appear to exceed 4 feet per second when the pipe is flowing full, therefore armoring, such as riprap, must be provided and must be consistent between the stormwater tabulation and erosion control plans.
    a. Outfall 5080 on Sheet 175
    b. Outfall 5084 on Sheet 176
    c. Outfall 5095-1 on Sheet 177
    d. Outfall 5089 on Sheet 177
    e. Outfall 5037 on Sheet 181
    f. Outfall 5047 on Sheet 184
6. There are various locations that could be used to access the work that do not include a rock construction entrance. The applicant should evaluate and confirm whether the following locations should have construction entrances:
    a. Sheet 166: East Medicine Lake Boulevard near Station 400+00
    b. Sheet 170: Saratoga Lane North near Station 303+00
7. Inlet protection must be provided at the following locations and should remain in place until pavement surfaces have been installed and/or final turf establishment has been achieved:
    a. Sheet 167: the existing catch basin on the north side of East Medicine Lake Boulevard near Station 409+00.
    b. Sheet 169: the existing catch basin on the south side of 32nd Avenue North near Station 120+00.
    c. Sheet 171: the existing catch basin on the west side of East Medicine Lake Boulevard near the intersection of 24th Avenue North.

d. Sheet 171: two existing catch basins on the west side of Kilmer Lane North near the intersection of 24th Avenue North.

e. Sheet 171: two existing catch basins in the driveways on the south side of 17th Avenue North near Stations 703+20 and 705+40.

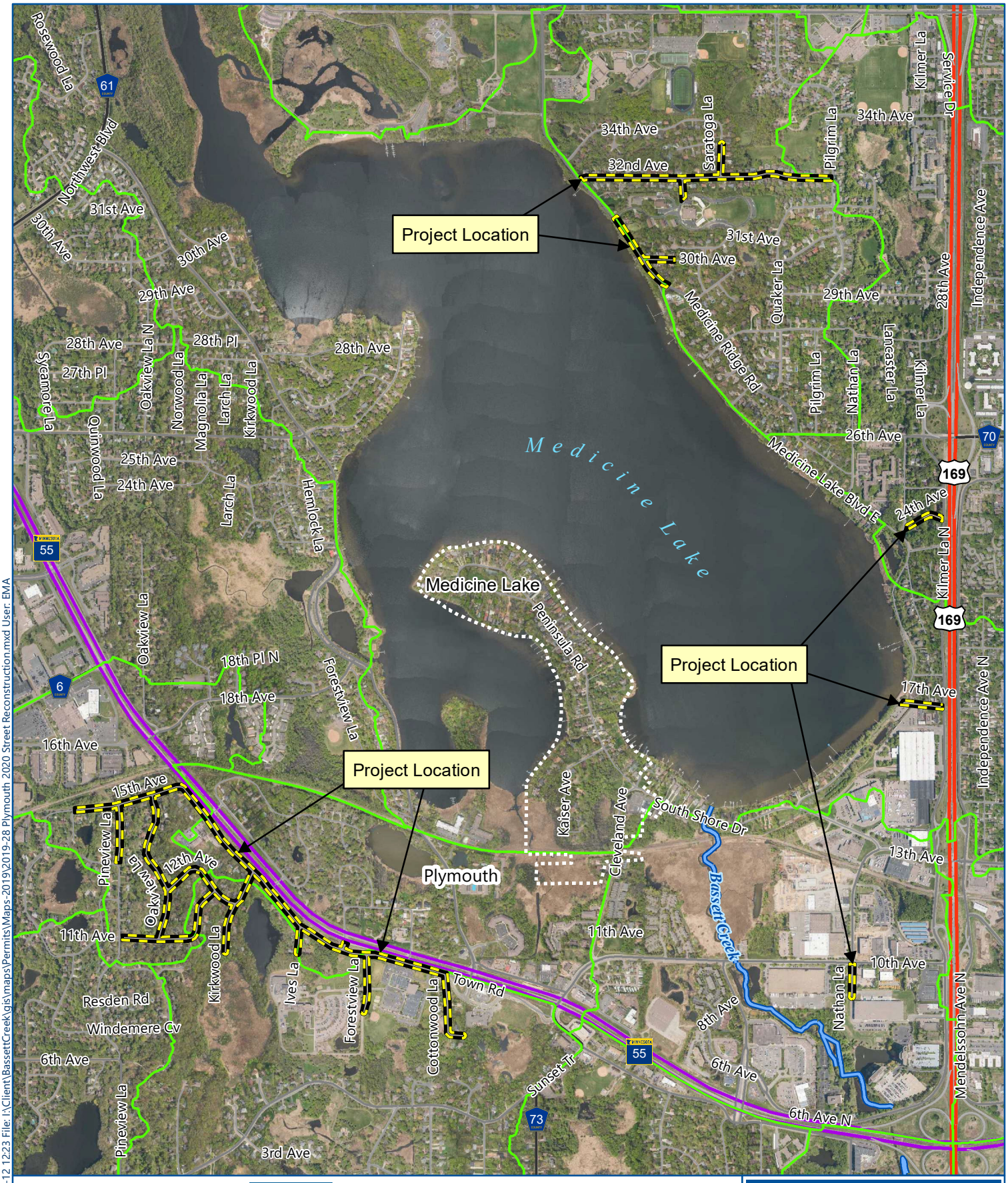
f. Sheet 171: the existing catch basin on the west side of Kilmer Lane North, on the north side of the intersection of 17th Avenue North.

g. Sheet 172: three existing catch basins at intersection of Nathan Lane North and 10th Avenue North.

h. Sheet 172: two existing catch basins at the south end of Nathan Lane North near Station 805+00.

i. Sheet 180: the existing catch basin on the east side of Oakview Lane North near Station 2217+40.

8. Sheet 179: extend perimeter controls to the north along the west side of Oakview Lane North wherever runoff from disturbed areas leaves the project area.
9. Where storm sewer outfalls discharge to a water body, the outfalls should be extended to discharge at or below the normal water level of the receiving water body to limit potential erosion and channelization between the outfall and receiving water body.
10. Revised plans (paper copy and final electronic files) must be provided to the BCWMC Engineer for final review and approval.


Project Location
Project Location
Project Location
Medicine Lake
Plymouth
Rosewood La
Northwest Blvd
31st Ave
30th Ave
29th Ave
28th Ave
27th Pl
28th Pl
Sycamore La
Oakview La N
Norwood La
Magnolia La
Larch La
Kirkwood La
Quinnwood La
25th Ave
24th Ave
Hemlock La
Oakview La
18th Pl N
18th Ave
16th Ave
15th Ave
Pineview La
12th Ave
11th Ave
Resden Rd
Windemere Cv
6th Ave
3rd Ave
Forestview La
Ives La
Cottonwood La
Town Rd
Sunset Tr
34th Ave
32nd Ave
Saratoga La
Pilgrim La
Quaker La
Medicine Ridge Rd
Nathan La
Lancaster La
Kilmer La
Service Dr
Independence Ave
Medicine Lake Blvd E
26th Ave
Kilmer La N
Penhsula Rd
Kaiser Ave
Cleveland Ave
South Shore Dr
Bassett Creek
17th Ave
13th Ave
10th Ave
8th Ave
6th Ave N
Mendelssohn Ave N
Independence Ave N
61
55
6
70
169
73
Project Location
Municipality
BCWMC Legal Boundary
Major Subwatershed
Bassett Creek
BARR
N
0
800
1,600
Feet
Bassett Creek Watershed Management Commission
BCWMC #2019-28
PLYMOUTH 2020 STREET RECONSTRUCTION
Plymouth, MN
LOCATION MAP
Barr Footer: ArcGIS 10.7.1, 2020-02-12 12:23 File: I:\Client\BassettCreek\gis\maps\Permits\Maps-2019\2019-28 Plymouth 2020 Street Reconstruction.mxd User: EMA

Item 4K.
BCWMC 2-20-20

resourceful. naturally.
engineering and environmental consultants

BARR

Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr)
Subject: Item 4K: Golden Valley 2020 Pavement Management Program (PMP) Project – Golden Valley, MN
BCWMC February 20, 2020 Meeting Agenda
Date: February 12, 2020
Project: 23270051 2020 2206

4K Golden Valley 2020 Pavement Management Program (PMP) Project – Golden Valley, MN
BCWMC 2020-01

Summary:

Proposed Work: Street reconstruction, subgrade correction, concrete curb and gutter replacement, water main and storm sewer replacements, sanitary sewer rehabilitation, and pedestrian ramp and driveway construction

Basis for Review at Commission Meeting: Linear project with more than five acres of disturbance

Impervious Surface Area: Decrease approximately 0.24 acres

Recommendation: Conditional Approval

General Project Information

The proposed linear project is in the City of Golden Valley at various locations within the Medicine Lake Direct and Bassett Creek Main Stem Subwatersheds. The proposed linear project includes reconstruction of City of Golden Valley streets and utility improvements, including water main, sanitary sewer, and storm sewer, resulting in 7.90 acres of grading (disturbance). The proposed linear project creates 4.32 acres of fully reconstructed impervious surfaces and a decrease of 0.24 acres of impervious surfaces, from 4.56 acres (existing) to 4.32 acres (proposed).

Floodplain

The proposed project does not involve work in the BCWMC 100-year floodplain; therefore, BCWMC floodplain review is not required.

Wetlands

The City of Golden Valley is the local government unit (LGU) responsible for administering the Wetland Conservation Act; therefore, BCWMC wetland review is not required.

Rate Control

The proposed linear project does not create one or more acres of net new impervious surfaces; therefore, BCWMC rate control review is not required.

Water Quality

The proposed linear project does not create one or more acres of net new impervious surfaces; therefore, BCWMC water quality review is not required. However, the proposed linear project includes a reduction of impervious surfaces and one manhole with a four-foot sump and SAFL baffle at the location where the storm sewer for the proposed project area connects to an existing storm sewer.

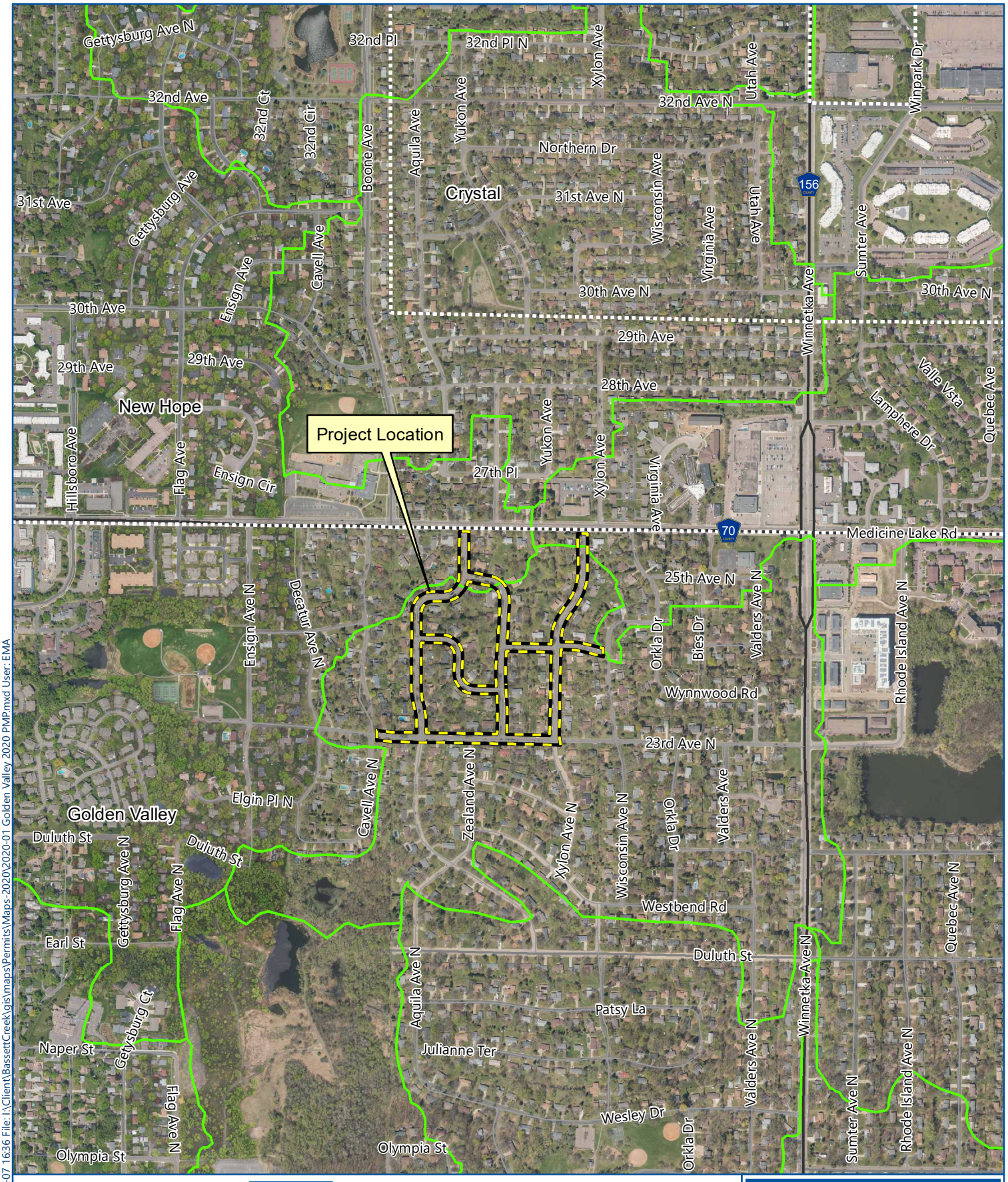
Erosion and Sediment Control

The proposed linear project results in one or more acres of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include rock construction entrances, sediment control logs, silt fence, erosion control blankets, mulch, and storm drain inlet protection. Permanent erosion and sediment control features include stabilization with sod.

Recommendation

Conditional approval based on the following comments:

1. On Sheet D3, the rock construction entrance detail must be modified to include a minimum wash-off berm height of 2 feet above the adjacent roadway, with maximum side slopes of 4:1, to intercept sediment-laden runoff.
2. Revised plans (paper copy and final electronic files) must be provided to the BCWMC Engineer for final review and approval.



Project Location
Municipality
BCWMC Legal Boundary
Major Subwatershed
Bassett Creek

BARR

N

0 400 800 Feet

Bassett Creek Watershed Management Commission

BCWMC #2020-01
GOLDEN VALLEY
2020 PMP
Golden Valley, MN

LOCATION MAP

Barr Footer: ArcGIS 10.7.1, 2020-02-07 16:36 File: I:\Client\BassettCreek\gis\maps\Permits\Maps-2020\2020-01 Golden Valley 2020 PMP.mxd User: EMA

Item 5B.
BCWMC
2-20-20

BCWMC FY2020 Administrative Calendar
(Not a complete list of meeting items)

FEBRUARY 20th **8:30 a.m.** **Golden Valley City Hall**	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, Technical Advisory Committee liaisons (see committee descriptions below)
	Designate official depositories
	Designate *Finance and Commerce* as the Official News Publication of the Commission
	Review year-end financial report
	Review of open meeting law
	Commissioners complete conflict of interest forms for auditor
	Adopt Data Practices Policy
	Approve contracts with HDR (website) and Lawn Chair Gardener (Administrative Services)
	Review 2019 lake monitoring reports
	Consider TAC recommendations on water monitoring program and 5-year CIP
	Set public hearing for minor plan amendment
MARCH 19th **8:30 a.m.** **Golden Valley City Hall**	Discuss Education Committee Recommendations
	Review 2018/2019 Stream Monitoring Reports
PUBLIC HEARING **APRIL 16th** **8:30 a.m.** **Golden Valley City Hall**	Approve not to waive monetary limits on municipal tort liability
	Hold public hearing on minor watershed plan amendment
	Review draft feasibility studies for Mt. Olivet Stream Restoration Project, Parkers Lake Drainage Improvement Project, and Bassett Creek Main Stem Lagoon Dredging Project
MAY 21st **8:30 a.m.** **Golden Valley City Hall**	Approve annual report
	Accept FY2019 financial audit
	Review 2021 draft operating budget
	Approve maximum 2021 levy request for Hennepin County
JUNE 18th **8:30 a.m.** **Golden Valley City Hall**	Set Proposed 2021 Operating Budget

JULY 16th **8:30 a.m.** **Golden Valley City Hall**	Set Public Hearing on 2021 CIP projects
	Authorize preparation of feasibility studies for 2022 CIP Projects
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 20th **8:30 a.m.** **Golden Valley City Hall**	Approve final 2021 operating budget
	Review 2020 budget status
	Find volunteers for Golden Valley Days
PUBLIC HEARING **(likely)** **SEPTEMBER 17th** **8:30 a.m.** **Golden Valley City Hall**	Public Hearing on 2021 CIP Projects:
	Approve Resolution ordering 2021 CIP Projects
	Approve agreement with Plymouth for design/construction of Mt. Olivet Stream Restoration Project and Parkers Lake Drainage Improvement Project
	Approve agreement with Minneapolis for design/construction of Bassett Creek Main Stem Lagoon Dredging Project
	Certify 2021 levy costs to Hennepin County
	Consider requests to attend MAWD Conference
OCTOBER 15th **8:30 a.m.** **Golden Valley City Hall**	Appoint MAWD delegates
WEDENESDAY **NOVEMBER 18th** **8:30 a.m.** **Golden Valley City Hall**	
DECEMBER 17th **8:30 a.m.** **Golden Valley City Hall**	
January 21, 2020 **8:30 a.m.** **Golden Valley City Hall**	Approval of Resolution to Transfer Funds from CIP Account to Administrative Account
	Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund
	Approval of Resolution to Transfer Funds from Administrative Account to Watershed Plan Development Savings Fund
	Approval of Proposal from MMKR to Perform Financial Audit
	Approval of contracts for 2021 work

CONTRACTORS	Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Wenck Associates – WOMP monitoring HDR – Website maintenance and hosting Hennepin County – River Watch Program Keystone Waters – Administrator Lawn Chair Gardener – Administrative and Educational Services Barr Engineering – General Technical Services Kennedy Graven – Legal Services

BCWMC Committees	
Budget Committee Meetings: March and April Additional as needed	KEY ROLE: Develop annual Operating Budget & City Assessments • Review ideas and staff recommendations for 2021 programs/budget items • Develop and recommend 2021 operating budget and city assessments • Timeline: o March and April committee develops recommendation on 2021 budget o May Commission meeting: submit draft recommendations o June Commission meeting: approval of proposed 2021 budget/assessments o July 1 – August 1: Cites review proposed budget/assessments and provide comments o August Commission meeting: final approval of 2021 budget/assessments
Education Committee Meetings: Late February March Others as needed	KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education • Discuss options for education programs, trainings, and partnerships • Develop 2020 education and outreach plan and present at March or April Commission meeting o Assist with implementation of plan, as needed o Assist with outreach at education events • Recommend further improvements to BCWMC website • Represent Commission on West Metro Water Alliance
Administrative Services Committee Meetings: Oct or Nov for staff evaluation Additional meetings as items arise	KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff
Technical Advisory Committee Includes Commission liaison Meetings: Typically 4 – 7 meetings per year as needed	KEY ROLE: Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities. • Make recommendations from on BCWMC Water Monitoring Program • Recommend projects and assist with development of 2022 - 2026 Capital Improvement Program • Review results of special projects or studies as requested by Commission

Item 5D.
BCWMC 2-20-20

Bassett Creek Watershed Management Commission

General Provisions of Open Meeting Law

I. What is the open meeting law and why is it important?
   a. Section 13D of Minnesota State Law (https://www.revisor.mn.gov/statutes/?id=13D)
   b. Ensures that meetings of governing bodies are conducted in public where public has access to decision making process
   c. Prohibits actions or discussions from taking place in secret where it's impossible for the public to be fully informed about decisions or to detect improper influences
   d. Protects government officials from accusations that business was conducted improperly

II. What groups must abide by the open meeting law?
   a. Best answer = all governing bodies and committees
   b. Examples = city councils, county boards, soil and water conservation district boards, watershed district boards, watershed management organization boards, town boards, governing boards of school districts
   c. Also applies to committees of governing bodies

III. When does the open meeting law apply?
   a. Safe answer = always
   b. Quorums of any governing bodies or committee of the governing body
      i. Quorum = minimum number of members required to be present to legally conduct business, usually a majority
   c. Any time a quorum gathers to discuss, decide, or receive information about the official business or work of the governing body
   d. Even when formal action is not being taken
   e. Does NOT apply if group is getting together socially and NOT discussing official business

IV. What are the key requirements of the open meeting law?
   a. Meeting notices are required for regular, special, emergency, and closed meetings
   b. Meetings must be open to public, in a public space
   c. Meetings must be within borders of governing body's jurisdiction
   d. Meeting materials must be available to public at the meeting
   e. Meeting notes including voting record must be maintained and available to the public (usually in the form of meeting minutes)

V. How does the open meeting law apply to the use of telecommunication technology?
   a. Officials cannot "attend" meeting by phoning in
   b. Can use interactive video (such as Skype) only if:
      i. All officials can see and hear each other
      ii. Members of the public at the meeting can see and hear all officials
      iii. Off-site officials are located in a place accessible to the public
      iv. At least one official is at the regular meeting location
      v. Proper notice was given regarding the location of off-site officials
   c. Use of telecommunication technology tends to disrupt the meeting

VI. How is the open meeting law most often broken?
   a. Not often
   b. Email use or texting among officials can be problematic
      i. Serial emails from one official to another and another, essentially discussing an issue
      ii. Using "reply all" on an email to all officials of a governing body (avoid this problem by using "blind copy" on emails to group of officials)
   c. Failure to properly notice a meeting
   d. Officials wanting to call into a meeting
   e. Officials gathering for social functions and discussing official business (this tends to naturally happen)

VII. What are the exceptions to the open meeting law?
   a. There are seven exceptions that allow a governing body to go into a closed session: (1) labor negotiations; (2) performance evaluations; (3) attorney-client privilege; (4) discuss the purchase or sale of property; (5) discuss security reports; (6) discuss misconduct allegations; and (7) discuss certain not-public data
   b. Each exception above has specific rules and procedures and so before closing a meeting pursuant to an exception, the governing body should consult with legal counsel

VIII. Violations can lead to personal liability, including fines, other costs, and forfeiture of office

For further reading:

Information Brief from MN House of Representatives on MN Open Meeting Law
http://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf

MN Statutes Chapter 13D. Open Meeting Law
https://www.revisor.mn.gov/statutes/?id=13D

Item 6A.
BCWMC
2-20-20

Cavanaugh Lake (Sunset Hill Pond) 2019 water quality monitoring

Monitoring water quality in Cavanaugh Lake

The Bassett Creek Watershed Management Commission (BCWMC) has monitored water quality conditions in the watershed's 10 priority lakes since 1972. The purpose of this monitoring is to detect changes or trends in water quality and evaluate the effectiveness of efforts to preserve or improve water quality.

At a glance: 2019 monitoring results

In 2019, the BCWMC monitored Cavanaugh Lake for:

- Water chemistry (nutrients, chlorophyll *a*, chloride).
- Water measurements (e.g., clarity, dissolved oxygen).
- Phytoplankton and zooplankton (microscopic plants and animals).
- Macrophytes (aquatic plants).

Results of 2019 monitoring show that Cavanaugh Lake met applicable Minnesota Pollution Control Agency (MPCA) and BCWMC water quality standards for shallow lakes. In addition, the plant community met the Minnesota Department of Natural Resources (MDNR) plant index of biotic integrity (IBI) standard for the number of species and Floristic Quality Index, which measures the quality of the plant community (see page 4). Both the lake's water quality and plant community have improved since 1998, when the lake failed to meet standards for water quality and plant community.

About Cavanaugh Lake

BCWMC classification	Priority-2 shallow lake
Watershed area	126 acres
Lake size	13 acres
Average depth	5.3 feet
Maximum depth	10.8 feet
Downstream receiving waterbody	Plymouth Creek (during large rain events)
Location (city)	Plymouth
MPCA impairments	None
Aquatic invasive species	Curly-leaf pondweed, purple loosestrife, narrow-leaved cattail, reed canary grass
Public access	No

Recommendations

- Continue efforts to improve the lake's water quality and plant community
- Continue water quality and biological monitoring

Water chemistry monitoring: 2019

Total phosphorus levels

While phosphorus is necessary for plant and algae growth, too much phosphorus leads to excessive algae, decreased water clarity, and water quality impairment. Some common sources of phosphorus are fertilizers, leaves and grass clippings in streets, atmospheric deposition, soil erosion, plant die-off (such as curly-leaf pondweed), and lake sediment which can release phosphorus when oxygen concentrations are absent or very low.

- **BCWMC/MPCA standard:** 60 micrograms per liter (µg/L) or less.
- **Range:** Total phosphorus concentrations ranged from a low of 30 µg/L in September to a high of 62 µg/L in April. The April concentration was in the hypereutrophic category (very high nutrient content) and all other concentrations were within the eutrophic category (high nutrient content).
- **Summer average:** 46 µg/L (met BCWMC/MPCA standard).

Chlorophyll *a* levels

Chlorophyll *a* is a pigment in algae and generally reflects the amount of algae growth in a lake. Lakes which appear clear generally have chlorophyll *a* levels less than 15 micrograms per liter (µg/L).

- **BCWMC/MPCA standard:** 20 µg/L or less.
- **Range:** Chlorophyll *a* concentrations ranged from a low of 2.9 µg/L in September to a high of 16.2 µg/L in late August. Throughout 2019, chlorophyll *a* concentrations were generally in the eutrophic category, indicating poor water quality; however, during one September sample event the concentration was in the mesotrophic category, indicating good water quality.
- **Summer average:** 10.3 µg/L (met the BCWMC/MPCA standard).

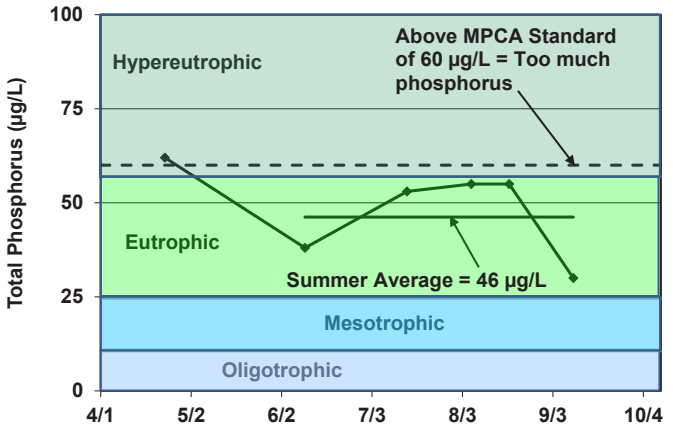
Water clarity

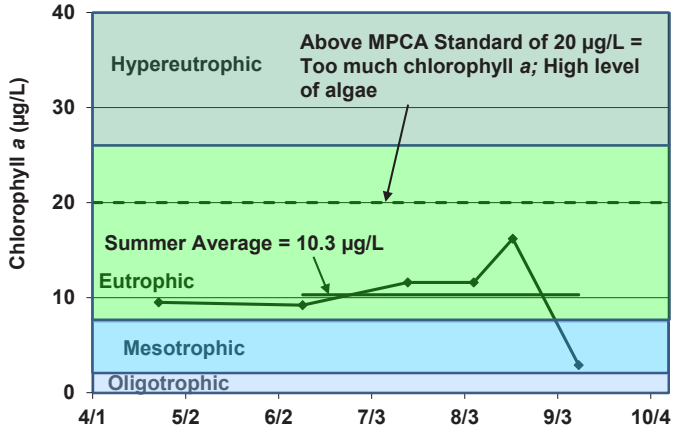
Water clarity is often affected by sediment and the amount of algae or other photosynthetic organisms in a lake. It is usually measured by lowering an 8-inch "Secchi" disc into the lake; the depth at which the disc's alternating black-and-white pattern is no longer visible is considered a measure of the water's transparency.

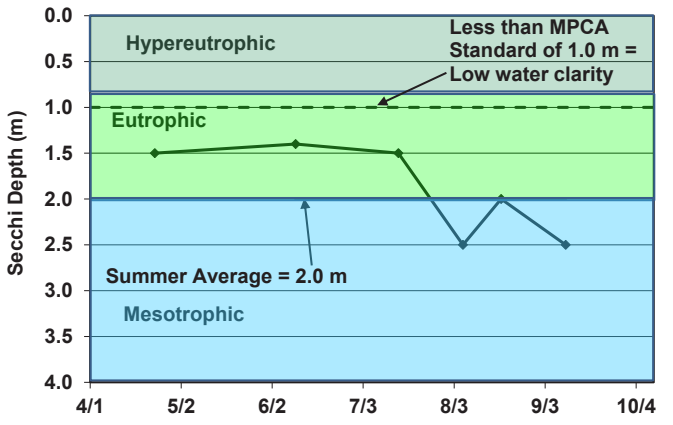
- **BCWMC/MPCA standard:** 1.0 meters or more.
- **Range:** Secchi disc depth ranged from 1.4 meters in June to 2.5 meters in early August and September. From April through July depths were in the eutrophic category, indicating poor water quality; during August and September they were in the mesotrophic category, indicating good water quality.
- **Summer average:** 2.0 meters (met BCWMC/MPCA standard).

Definitions

- ***Hypereutrophic:*** Nutrient-rich lake conditions characterized by frequent and severe algal blooms and low water clarity; excessive algae can significantly reduce lake oxygen levels
- ***Eutrophic:*** Lake condition characterized by abundant accumulation of nutrients supporting dense growth of algae and other organisms; decay of algae can reduce lake oxygen levels
- ***Mesotrophic:*** Lake condition characterized by medium levels of nutrients and clear water
- ***Oligotrophic:*** Lake condition characterized by a low accumulation of dissolved nutrients, high oxygen content, sparse algae growth, and very clear water

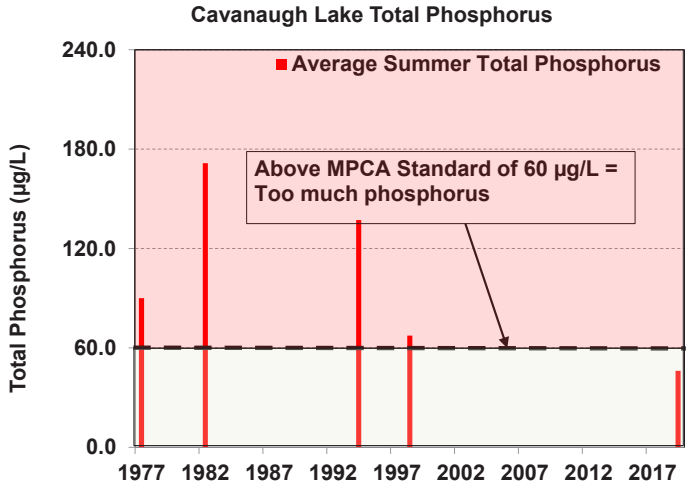


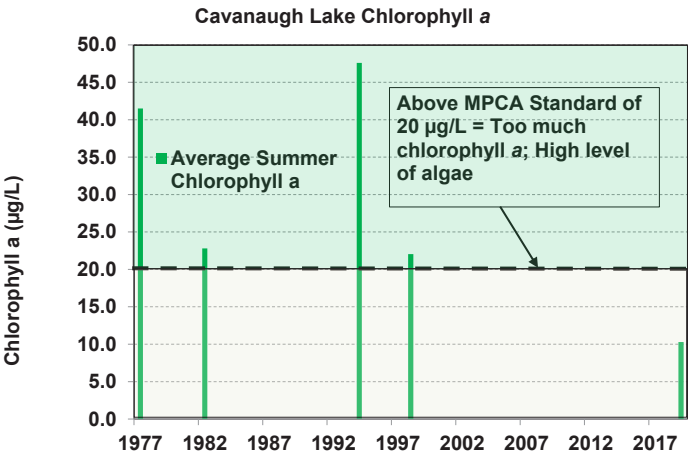


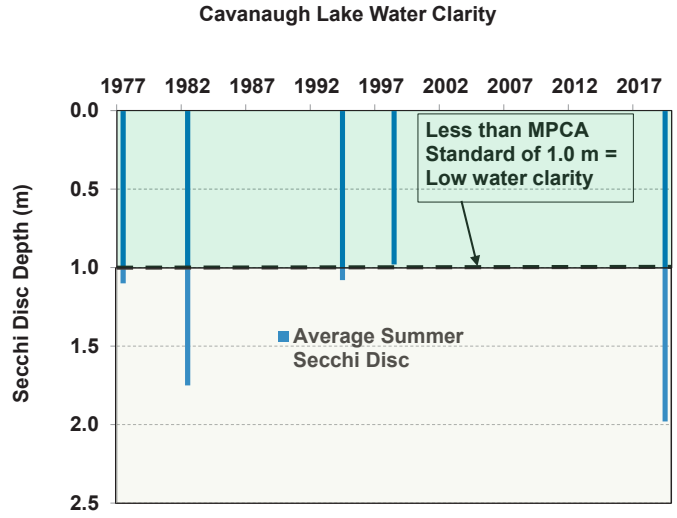


Water chemistry monitoring from 1977–2019: historical trends

Water quality in Cavanaugh Lake has been monitored since 1977. Summer averages (June through September) of total phosphorus, chlorophyll *a*, and Secchi disc depth from 1977–2019 are shown in the figures below. Summer averages for total phosphorus and chlorophyll *a* failed to meet the MPCA/BCWMC standard in 1977, 1982, 1994, and 1998, but met the standard in 2019. Secchi disc depth met the standard all years except 1998.







Chloride levels in 2019

Chloride concentrations in area lakes have increased since the early 1990s when many government agencies switched from sand or sand/salt mixtures to salt for winter road maintenance. When snow and ice melts, the salt goes with it, washing into lakes, streams, wetlands, and groundwater. It only takes 1 teaspoon of road salt to permanently pollute 5 gallons of water. And, once in the water, there is no way to remove chloride.

Because high concentrations of chloride can harm fish and plant life, the MPCA has established a chronic exposure chloride standard of 230 mg/l or less.

- **Range of chloride concentrations in Cavanaugh Lake:** From a high of 70 mg/L, measured in April, to a low of 50 mg/L, measured in September
- **Average concentration:** 59 mg/L (meets MPCA standard).

These low numbers are indicative of the small watershed area with little directly connected impervious area.

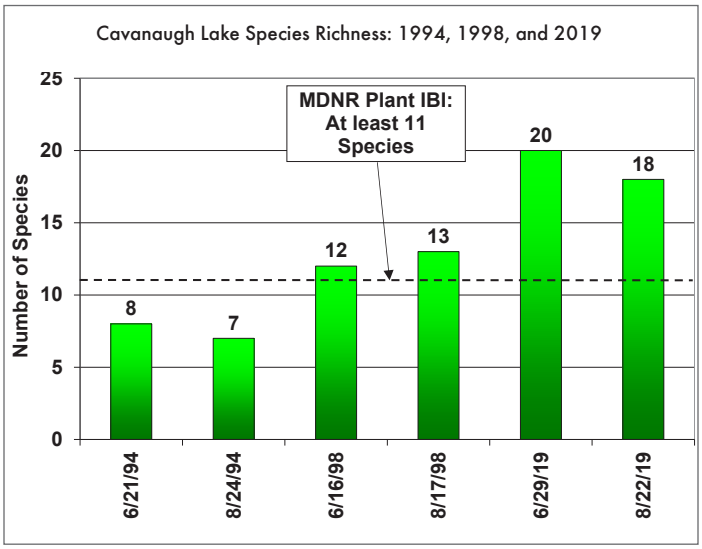
Macrophytes

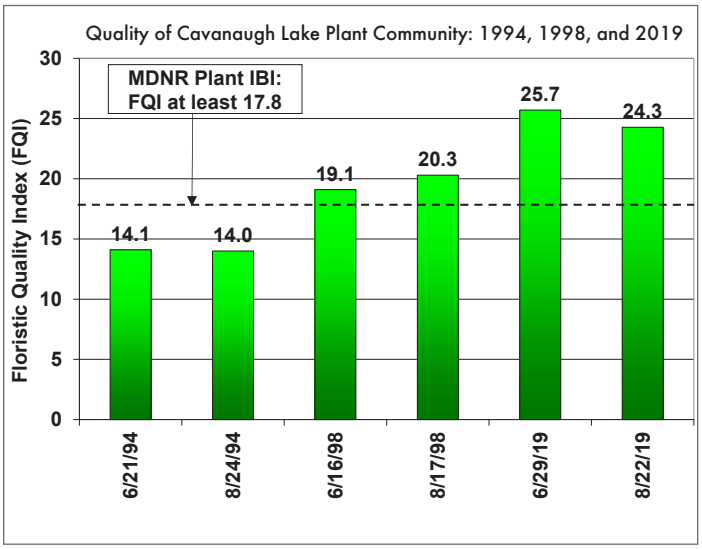
Lake Plant Eutrophication Index of Biological Integrity (IBI)

The MDNR developed metrics to determine the overall health of a lake's aquatic plant community. The Lake Plant Eutrophication Index of Biological Integrity (plant IBI) is expected, eventually, to be used by the MPCA to determine whether a lake is meeting the federal Clean Water Act standards intended to protect aquatic life. The plant IBI includes two metrics: (1) the number of species in a lake and (2) the "quality" of the species, as measured by the floristic quality index (FQI).

Plant survey data from 1994, 1998, and 2019 were assessed to determine plant IBI trends. The figures below show the Cavanaugh Lake FQI scores and number of species for that period compared to the MDNR plant IBI impairment threshold.

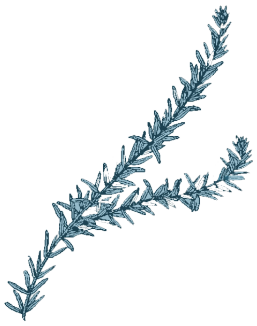
- **Number of species:** The number of species in Cavanaugh Lake has steadily improved over time, from a low of seven species observed in 1994, to 13 species in 1998, and 20 species in 2019—well exceeding the standard of at least 11 species. Some of the most common plants are shown below.
- **FQI values (quality of species):** The standard, as measured by FQI, is a minimum value of 17.8. During the period examined, FQI values for Cavanaugh Lake increased from 14.0 to 25.7, exceeding the standard of 17.8 in 1998 and 2019.
- **2019 results:** Both the number of species in the lake and FQI values were higher than the minimum IBI thresholds that define impairment. As such, the waters would not be considered impaired for aquatic plants. In 2019, the Cavanaugh Lake plant community had higher numbers of species and higher FQI scores than in previous years.



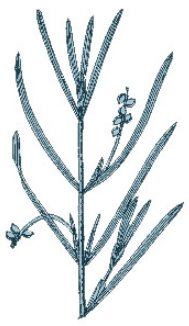


Commonly found aquatic species

Coontail
Ceratophyllum demersum
(native plant)

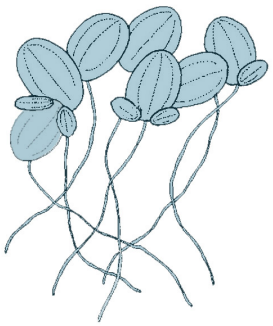


Canadian waterweed
Elodea canadensis
(native plant)



Flatstem pondweed
Potamogeton zosteriformis
(native plant)

Curly-leaf pondweed
Potamogeton crispus
(non-native invasive species)



Common duckweed
Lemna minor
(native plant)

Aquatic invasive species

In 2019, four invasive species were present in Cavanaugh Lake.

- **Curly-leaf pondweed (*Potamogeton crispus*):** The first sighting of curly-leaf pondweed occurred in June of 2019; low-density growth was observed at two southwest bay sample sites. All plants were isolated individuals under the canopy of white water lilies, which will likely limit the expansion of curly-leaf pondweed in the lake.
- **Purple loosestrife (*Lythrum salicaria*):** This emergent species was observed in a few scattered clumps along the shoreline in August.
- **Narrow-leaved cattail (*Typha glauca*):** Narrow-leaved cattail was observed at a single location along the north shoreline in June and August.
- **Reed canary grass (*Phalaris arundinacea*):** Reed canary grass was observed at a single location along the north shoreline in June and August.

Curly-leaf pondweed

Purple loosestrife

Narrow-leaved cattail

Reed canary grass

Curly-leaf pondweed in the lake's southwest bay

Phytoplankton and zooplankton

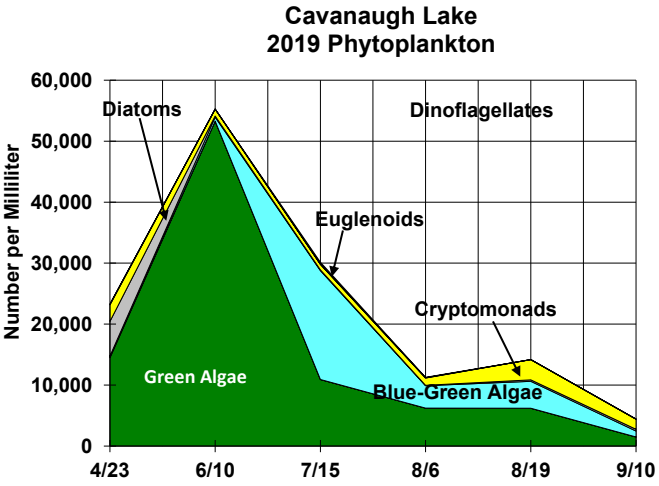
Samples of phytoplankton (microscopic aquatic plants) were collected from Cavanaugh Lake to evaluate water quality and the quality of food available to zooplankton (microscopic animals). As shown in the figure below (right), phytoplankton numbers increased in June, then steadily decreased through September. In April and June, the community was dominated by green algae—considered a good source of food for the lake's zooplankton. In July, the community was co-dominated by green algae and small-celled blue-green algae. Blue-green algae are a poor quality food because they may be toxic and may not be assimilated if ingested. In August and September, the community comprised roughly equal numbers of green algae, blue-green algae, and cryptomonads. Cryptomonads are considered a good source of food for the lake's zooplankton.

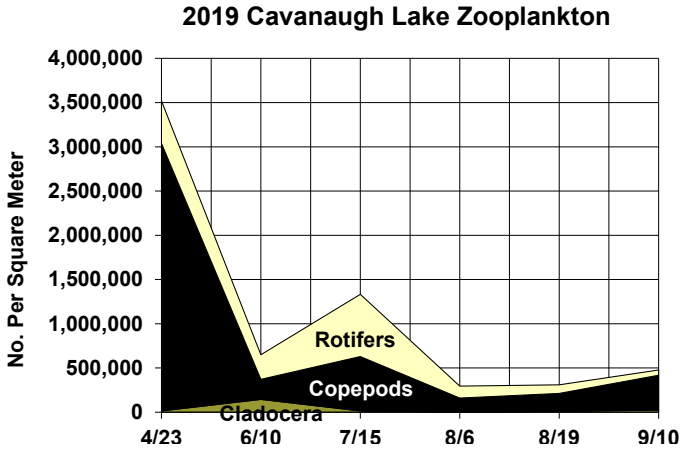
In 2019, blue-green algae numbers were lower than 1994 and, with the exception of July, were also lower than 1998. (See the graph on following page for historical Cavanaugh Lake pytoplankton information.) 2019 green algae numbers were higher in June, but were relatively similar to 1994 and 1998 numbers during July through September. The 2019 changes are favorable for lake water clarity and the health of the zooplankton community. By virtue of their smaller size, green algae take up less space in the water column than most blue-green algae—resulting in better water clarity. Water clarity was, on average, better in 2019 than 1994 and 1998. Green algae are a better quality food source than blue-green algae and contribute towards a healthier zooplankton community.

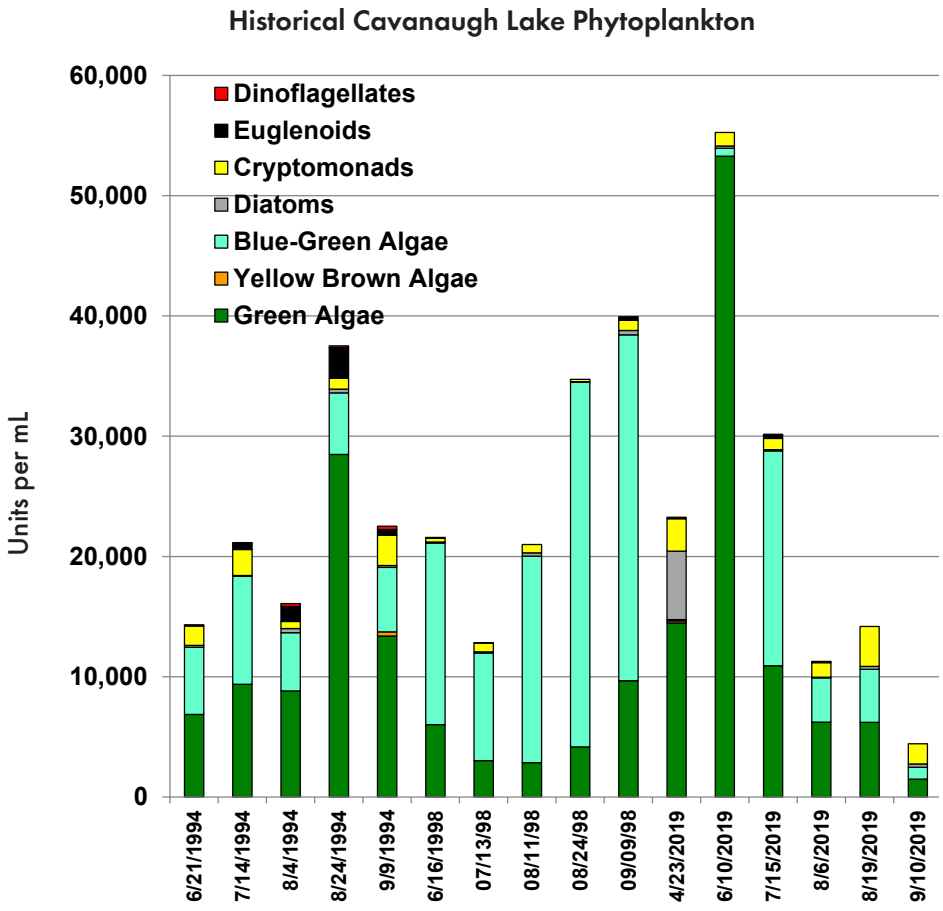
Unlike phytoplankton, zooplankton do not produce their own food. As "filter feeders," they eat millions of small algae; given the right quantities and species, they can filter the volume of an entire lake in a matter of days. They are also a valuable food source for planktivorous fish and other organisms. Fish generally select the largest zooplankters they see and prefer cladocerans to copepods because cladocerans swim slowly and lack the copepods' ability to escape predation by jerking or jumping out of the way.

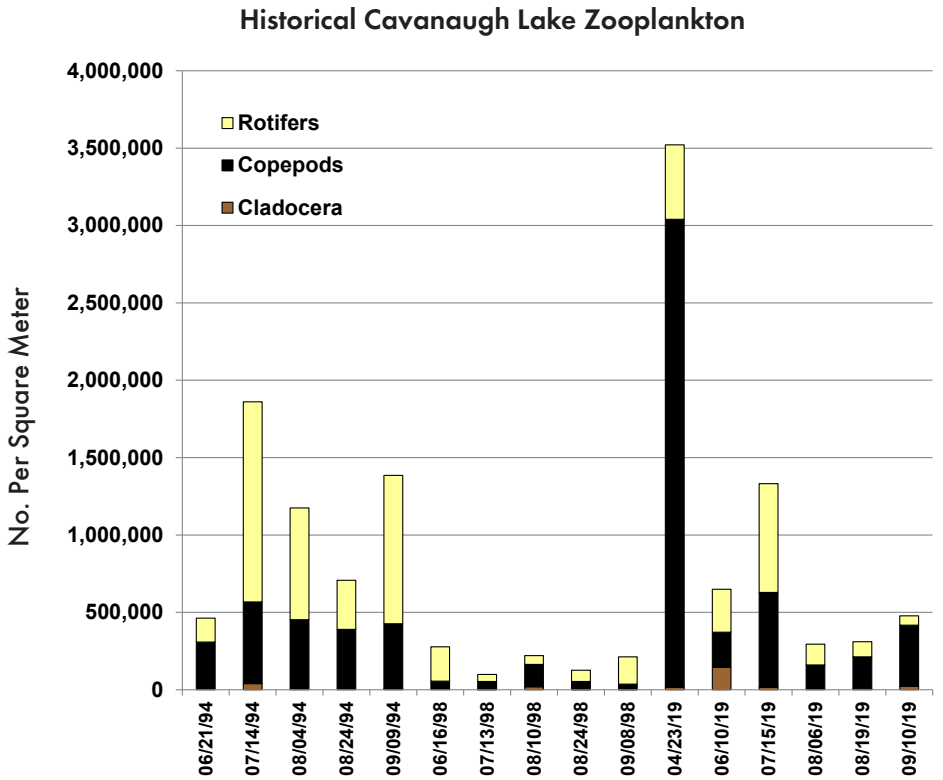
The 2019 numbers and community composition of zooplankton in Cavanaugh Lake reflect the impact of fish predation on the community. Zooplankton numbers were highest in spring, prior to the spring hatch of fish, and declined quickly when the newly hatched fish began feeding on zooplankton. Small rotifers and copepods were prevalent throughout the summer, while cladocerans were observed in low numbers; their numbers were so low they are not generally visible on the figure at right. The low numbers of cladocerans are likely due to fish predation. Low numbers of cladocerans in shallow lakes are common because they have no refuge to escape predation. Deeper waters have sufficient oxygen for zooplankton survival, but insufficient oxygen for fish survival. Consequently, deeper lakes often have higher numbers of cladocerans than shallow lakes.

Numbers of zooplankton during the summer were higher in 2019 than 1998 and relatively similar to 1994 numbers. (See the graph on the following page for historical Cavanaugh Lake zooplankton information.) Reductions in the amount of good quality food (green algae) available to zooplankton in 1998 appear to have reduced zooplankton numbers. In 2019, increased numbers of green algae and reduced numbers of blue-green algae (poor quality food) are correlated with increased numbers of zooplankton. Community composition in summer was relatively similar during all three years. Rotifers and copepods were prevalent throughout the summer and cladoceran numbers were consistently low due to fish predation.









Suitability of Cavanaugh Lake for Aquatic Invasive Species (AIS)

A large number of AIS residing in Minnesota have not yet been observed in Cavanaugh Lake, but could be introduced. For example, both zebra mussels and starry stonewort were recently found in nearby Medicine Lake. To determine whether Cavanaugh Lake water quality would support the introduction of six AIS (starry stonewort, zebra mussels, spiny waterflea, faucet snail, Chinese mystery snail, and rusty crayfish) a suitability analysis for each species was performed.

The analyses compared 2019 lake water quality with the water quality conditions required for each species, specifically evaluating total phosphorus, chlorophyll *a*, Secchi disc depth, trophic state index, water temperature, dissolved oxygen, specific conductance, calcium, magnesium, sodium, alkalinity, hardness, and calcium carbonate. The results indicate the water quality of Cavanaugh Lake meets the suitability requirements for rusty crayfish, faucet snail, and spiny waterflea. The lake's water quality only partially meets the suitability requirements for Chinese mystery snail, zebra mussel, and starry stonewort. Hence, these species would likely survive, but may not thrive in Cavanaugh Lake if introduced.

Bassett Creek Watershed Management Commission
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Item 6A.
BCWMC
2-20-20

Northwood Lake 2019 water quality monitoring

Monitoring water quality in Northwood Lake

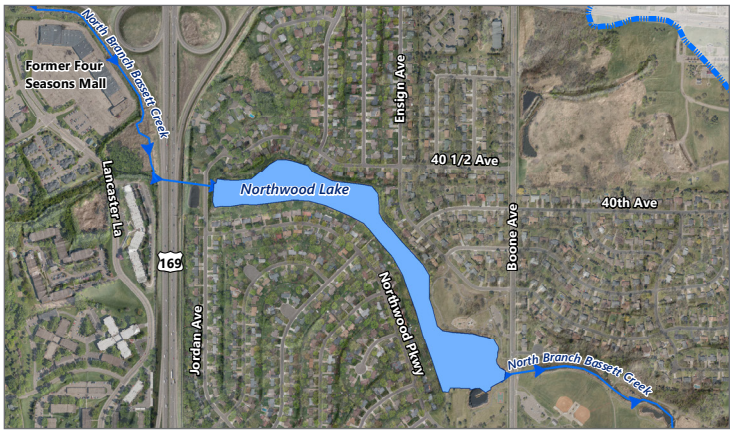
The Bassett Creek Watershed Management Commission (BCWMC) has monitored water quality conditions in the watershed's 10 priority lakes since 1972. The purpose of this monitoring is to detect changes or trends in water quality and evaluate the effectiveness of efforts to preserve or improve water quality.

At a glance: 2019 monitoring results

In 2019, the BCWMC monitored Northwood Lake for:

- Water chemistry (nutrients, chlorophyll *a*, chloride).
- Water measurements (e.g., clarity, dissolved oxygen).
- Phytoplankton and zooplankton (microscopic plants and animals).
- Macrophytes (aquatic plants).

Results of 2019 monitoring show that Northwood Lake did not meet applicable Minnesota Pollution Control Agency (MPCA) and BCWMC water quality standards for shallow lakes. Trend analyses indicate that water clarity has significantly declined over the past 20 years. In addition, the plant community did not meet the Minnesota Department of Natural Resources (MDNR) plant index of biotic integrity (IBI) standard for Floristic Quality Index (FQI), which measures the quality of the plant community (see page 4). However, the plant community has consistently improved since 2000. In 2019, the number of species in the lake met the state standard and FQI was close to meeting the standard. Curly-leaf pondweed was problematic in 2019, present at 92 percent of sample locations, with a high average density of 2.5 on a scale of 1 to 3 (increasing numbers indicate increasing density).



About Northwood Lake

BCWMC classification	Priority-1 shallow lake
Watershed area	1,294 acres
Lake size	15 acres
Average depth	2.7 feet
Maximum depth	5 feet
Ordinary high water level	885.5 feet
Normal water level	884.4 feet
Downstream receiving waterbody	North Branch Bassett Creek
Location (city)	New Hope
MPCA impairments	Nutrients
Aquatic invasive species	Curly-leaf pondweed, purple loosestrife, hybrid cattail, reed canary grass, yellow iris
Public access	Yes

Recommendations

- Continue to implement best management practices and capital improvement projects in the lake's watershed to improve the lake's water quality
- Consider management of curly-leaf pondweed to improve the lake's water quality by reducing phosphorus loading from plant die-off
- Continue water quality and biological monitoring

Water chemistry monitoring: 2019

Total phosphorus levels

While phosphorus is necessary for plant and algae growth, too much phosphorus leads to excessive algae, decreased water clarity, and water quality impairment. Some common sources of phosphorus are fertilizers, leaves and grass clippings in streets, atmospheric deposition, soil erosion, plant die-off (such as curly-leaf pondweed), and lake sediment, which can release phosphorus when oxygen concentrations are absent or very low.

- **BCWMC/MPCA standard:** 60 micrograms per liter (µg/L) or less.
- **Range:** Total phosphorus concentrations ranged from a low of 67 µg/L in June to a high of 280 µg/L in August. All concentrations were within the hypereutrophic category (very high nutrient content).
- **Summer average:** 142 µg/L (did not meet BCWMC/MPCA standard).

Chlorophyll *a* levels

Chlorophyll *a* is a pigment in algae and generally reflects the amount of algae growth in a lake. Lakes which appear clear generally have chlorophyll *a* levels less than 15 micrograms per liter (µg/L).

- **BCWMC/MPCA standard:** 20 µg/L or less.
- **Range:** Chlorophyll *a* concentrations ranged from a low of 3.5 µg/L in June to a high of 52.0 µg/L in August. Concentrations were primarily in the hypereutrophic or eutrophic category, indicating poor water quality; however, there was one June sampling event when the concentration was in the mesotrophic category, indicating good water quality.
- **Summer average:** 24.3 µg/L (did not meet BCWMC/MPCA standard).

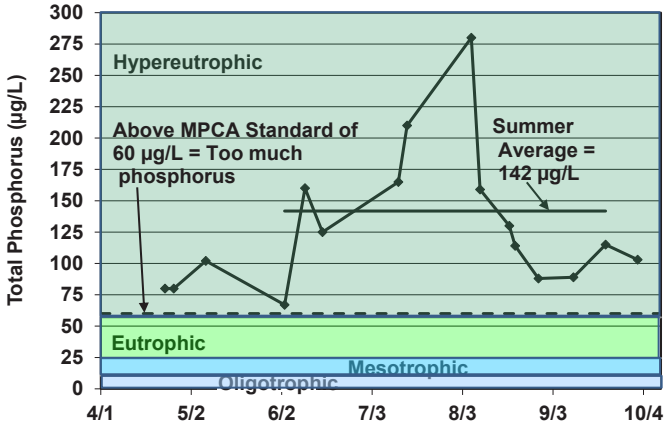
Water clarity

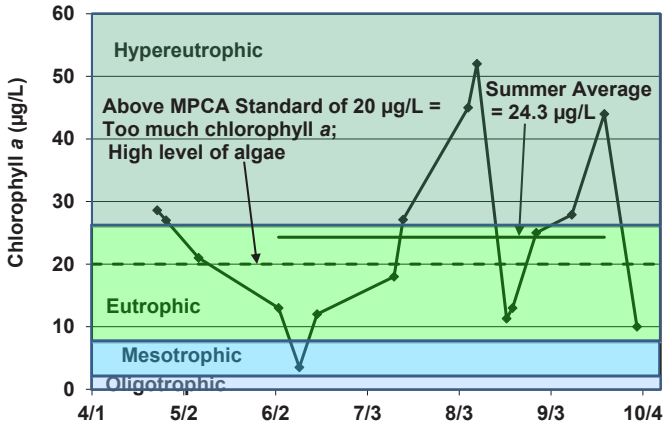
Water clarity is often affected by sediment and the amount of algae or other photosynthetic organisms in a lake. It is usually measured by lowering an 8-inch "Secchi" disc into the lake; the depth at which the disc's alternating black-and-white pattern is no longer visible is considered a measure of the water's transparency.

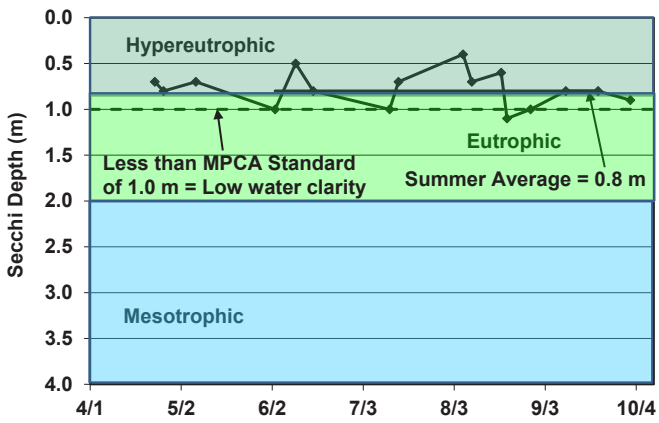
- **BCWMC/MPCA standard:** 1.0 meters or more.
- **Range:** From 0.4 meters in early August to 1.1 meters in late August. Throughout 2019, Secchi disc depths were in the hypereutrophic or eutrophic category, indicating poor water quality.
- **Summer average:** 0.8 meters (did not meet BCWMC/MPCA standard).

Definitions

- ***Hypereutrophic:*** Nutrient-rich lake conditions characterized by frequent and severe algal blooms and low water clarity; excessive algae can significantly reduce lake oxygen levels
- ***Eutrophic:*** Lake condition characterized by abundant accumulation of nutrients supporting dense growth of algae and other organisms; decay of algae can reduce lake oxygen levels
- ***Mesotrophic:*** Lake condition characterized by medium levels of nutrients and clear water
- ***Oligotrophic:*** Lake condition characterized by a low accumulation of dissolved nutrients, high oxygen content, sparse algae growth, and very clear water



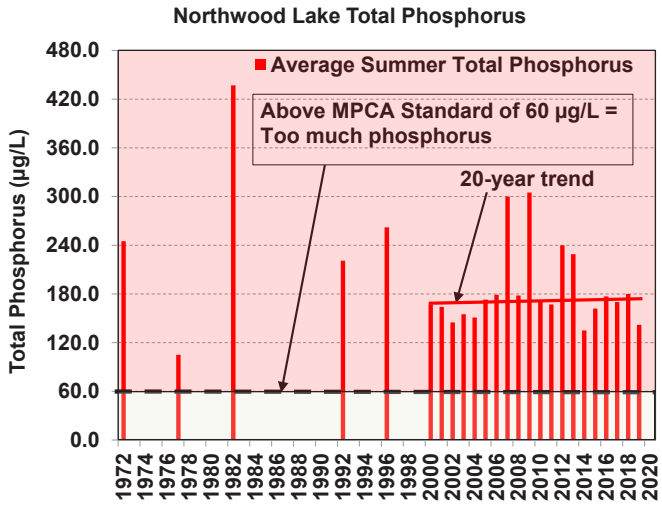


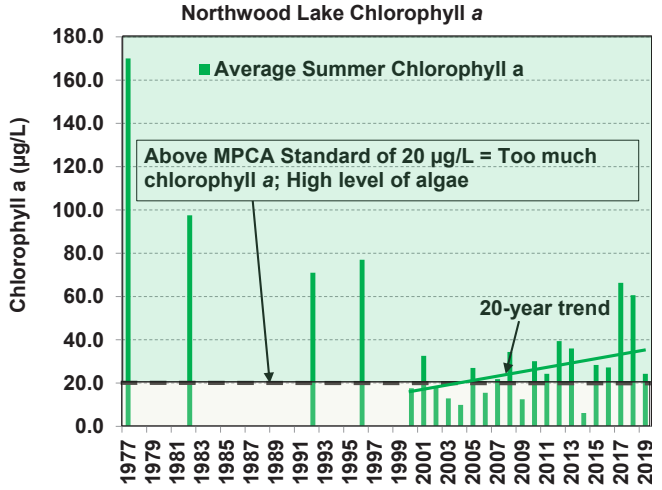


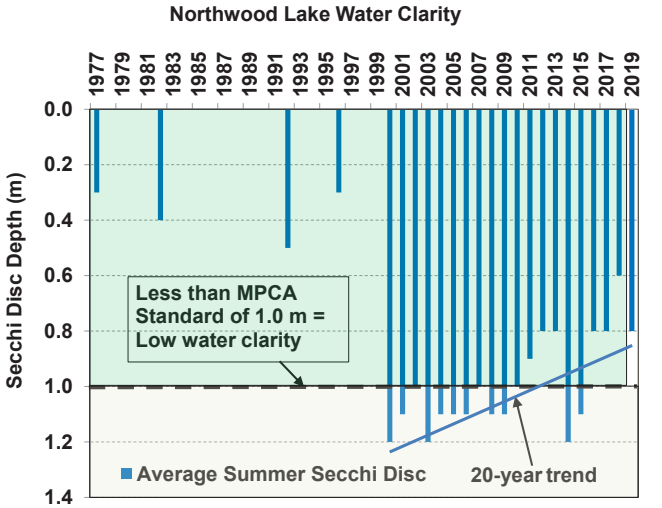
Water chemistry monitoring from 1972—2019: historical trends

Water quality in Northwood Lake has been monitored since 1972. Summer averages (June through September) of total phosphorus, chlorophyll *a*, and Secchi disc depth from 1972–2019 are shown in the figures below (left). Summer averages for phosphorus have failed to meet BCWMC/MPCA standards for the entire period of record. Chlorophyll *a* concentrations and Secchi disc depth failed to meet the standard 71 and 46 percent of the time, respectively.

Trend analyses show declining water quality with statistically significant decreases (95 percent confidence level) in water clarity (Secchi disc depth) over the last 20 years. Total phosphorus and chlorophyll *a* concentrations have also increased during this period, but not at statistically significant levels.







Chloride levels in 2019

Chloride concentrations in area lakes have increased since the early 1990s when many government agencies switched from sand or sand/salt mixtures to salt for winter road maintenance. When snow and ice melts, the salt goes with it, washing into lakes, streams, wetlands, and groundwater. It only takes 1 teaspoon of salt to permanently pollute 5 gallons of water. And, once in the water, there is no way to remove chloride.

Because high concentrations of chloride can harm fish and plant life, the MPCA established a chronic exposure chloride standard of 230 mg/l or less.

- **Range of chloride concentrations in Northwood Lake:** From a high of 195 mg/L, measured in April, to a low of 68 mg/L, measured in September. One reason the levels are staying below the standard is because the creek flows through the lake, likely carrying the chlorides downstream in early spring.
- **Average concentration:** 99 mg/L (meets MPCA standard)

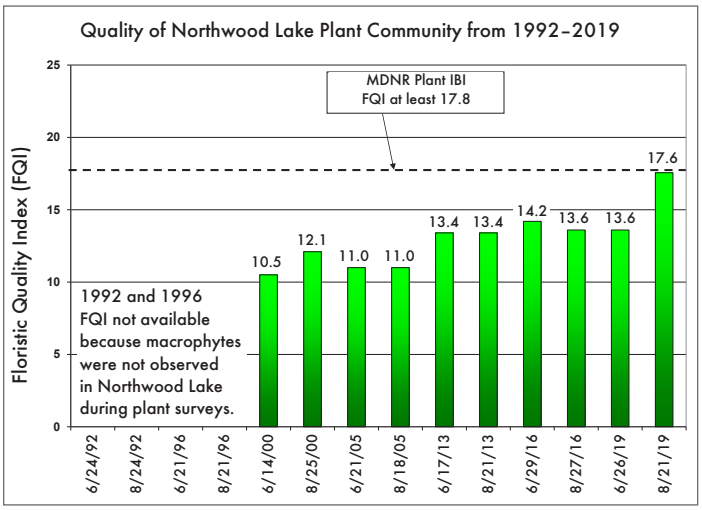
Macrophytes

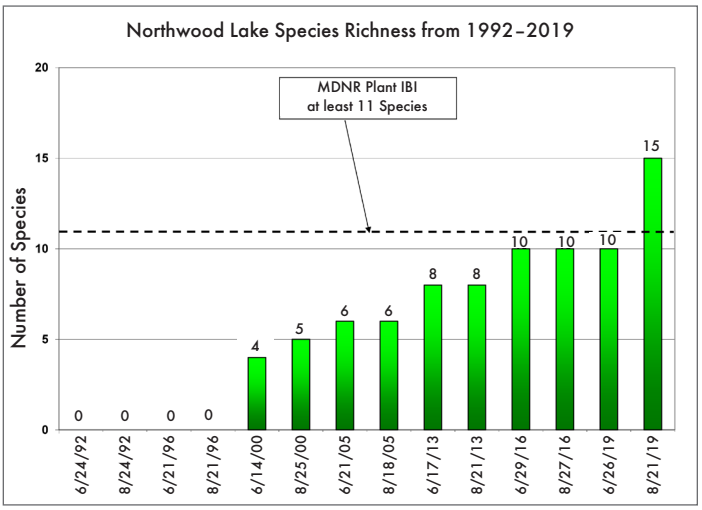
Lake Plant Eutrophication Index of Biological Integrity (IBI)

The MDNR developed metrics to determine the overall health of a lake's aquatic plant community. The Lake Plant Eutrophication Index of Biological Integrity (plant IBI) is expected to eventually be used by the MPCA to determine whether a lake is meeting the federal Clean Water Act standards, intended to protect aquatic life. The plant IBI includes two metrics: (1) the number of species in a lake and (2) the "quality" of the species, as measured by the floristic quality index (FQI).

Plant survey data from 1992 through 2019 were assessed to determine plant IBI trends. The figures below show the Northwood Lake FQI scores and number of species for that period compared to the MDNR plant IBI standard.

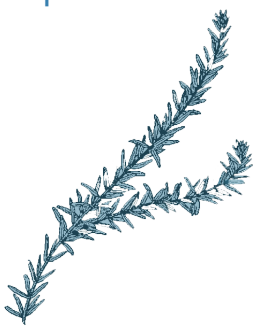
- **Number of species:** The number of species in Northwood Lake has increased from four species in 2000 to 15 species in 2019. August of 2019 was the first sample event in which the number of species observed in Northwood Lake was above the standard of 11 species. Some of the most common plants are shown below. The increase is attributed to a management technique implemented by the city of New Hope in 2000. From 2000 to 2003 the city placed barley straw at predetermined locations throughout the lake. As barley straw decays, it inhibits algal growth. This increases the water's transparency, allowing sunlight to reach the lake's bottom and aquatic plants to become established.
- **FQI values (quality of species):** The standard, as measured by FQI, is a value of 17.8 or higher. Similar to the number of species, FQI values for Northwood Lake have increased from 10.5 in 2000 to 17.6 in 2019, but still failed to meet the state standard.
- **2019 results:** Because FQI values are below the state standard, Northwood Lake may be considered impaired for aquatic plants.



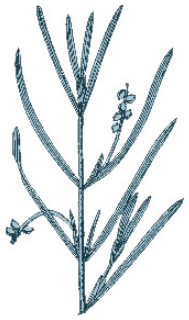


Commonly found aquatic species

Coontail
Ceratophyllum demersum
(native plant)

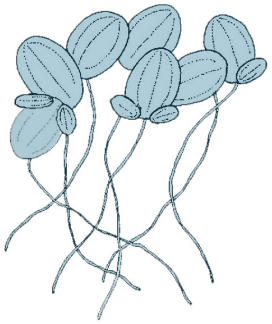


Canadian waterweed
Elodea canadensis
(native plant)



Flatstem pondweed
Potamogeton zosteriformis
(native plant)

Curly-leaf pondweed
Potamogeton crispus
(non-native invasive species)



Common duckweed
Lemna minor
(native plant)

Aquatic invasive species

In 2019, five invasive species were found in Northwood Lake.

- **Curly-leaf pondweed (*Potamogeton crispus*):** Curly-leaf pondweed has increased in extent and density since 2016. Though prevalent in 2016 (50% of sample locations in June), it coexisted with native plants at relatively low densities (average density of 1.4 out of 3) and was not problematic. Curly-leaf pondweed was problematic in June of 2019 when it was observed at 92 percent of sample locations, with an average density of 2.5. The surge and subsequent die-off of curly-leaf pondweed added phosphorus to the lake, resulting in increased algal growth and decreased water clarity.
- **Purple loosestrife (*Lythrum salicaria*):** This emergent species was observed along the shoreline at one location in June and two locations in August. Most plants had suffered damage from beetles introduced to control the purple loosestrife population, suggesting that the beetles were having the desired effect.
- **Hybrid cattail (*Typha glauca*):** Hybrid cattail was observed at two locations along the shoreline.
- **Reed canary grass (*Phalaris arundinacea*):** Reed canary grass was observed at two locations along the shoreline.
- **Yellow iris (*Iris pseudacorus*):** The first observation of yellow iris occurred in 2019 at one location. The appearance of yellow iris is concerning because it spreads rapidly and competes with native shoreland vegetation. Its root system forms a dense mat which compacts the soil and inhibits seed germination of other plants. It is recommended that BCWMC ask the landowner to remove the yellow iris. The landowner could either dig it up or spray it with glyphosate. An MDNR permit would be required for either method of removal.

Curly-leaf pondweed

Purple loosestrife

Hybrid cattail

Reed canary grass

Yellow Iris

Phytoplankton and zooplankton

Samples of phytoplankton (microscopic aquatic plants) were collected from Northwood Lake to evaluate water quality and the quality of food available to zooplankton (microscopic animals). As shown in the figure below (right), phytoplankton numbers declined in June, then increased through early August, declined again in late August and increased in September. The community was dominated by green algae and diatoms—both considered a good source of food for the lake's zooplankton. Blue-green algae, which is associated with water quality problems and can be a source of health concerns, was present in low numbers.

2019 phytoplankton numbers were within the range of numbers observed since 2005. Numbers in July and early August of 2019 were higher than numbers in July and August of 2013 and 2016. (See the graph on the following page for historical Northwood Lake phytoplankton information.) The higher numbers in 2019 are likely due, in part, to phosphorus added to the lake by curly-leaf pondweed die-off.

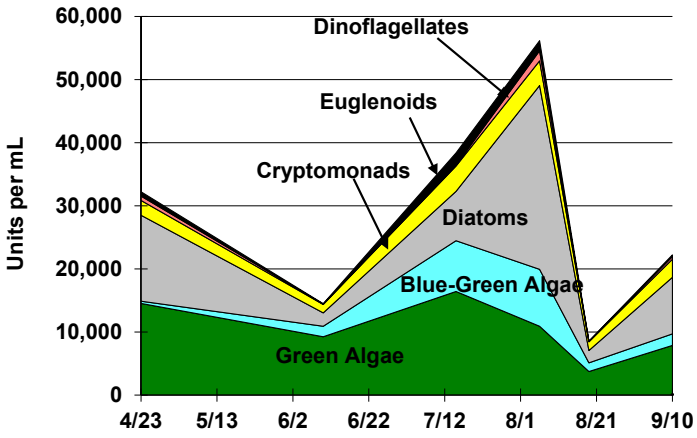
Unlike phytoplankton, zooplankton do not produce their own food. As "filter feeders," they eat millions of small algae; given the right quantities and species, they can filter the volume of an entire lake in a matter of days. They are also a valuable food source for planktivorous fish and other organisms. Fish generally select the largest zooplankters they see and prefer cladocerans to copepods because cladocerans swim slowly and lack the copepods' ability to escape predation by jerking or jumping out of the way.

The 2019 numbers and community composition of zooplankton in Northwood Lake reflect the impact of fish predation on the community. Small rotifers, the least preferred food for fish, dominated the zooplankton community. Small rotifers and copepods were prevalent throughout the summer, while cladocerans were observed in low numbers; their numbers were so low they are not generally visible on the figure at right.

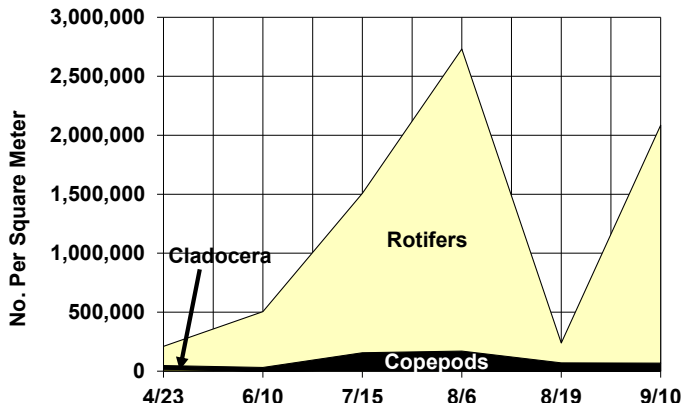
The low numbers of cladocerans are likely due to fish predation. Low numbers of cladocerans in shallow lakes are common because they have no deep water refuge to escape predation from fish. Deeper waters have sufficient oxygen for zooplankton survival, but insufficient oxygen for fish survival. Consequently, deeper lakes often have higher numbers of cladocerans than shallow lakes.

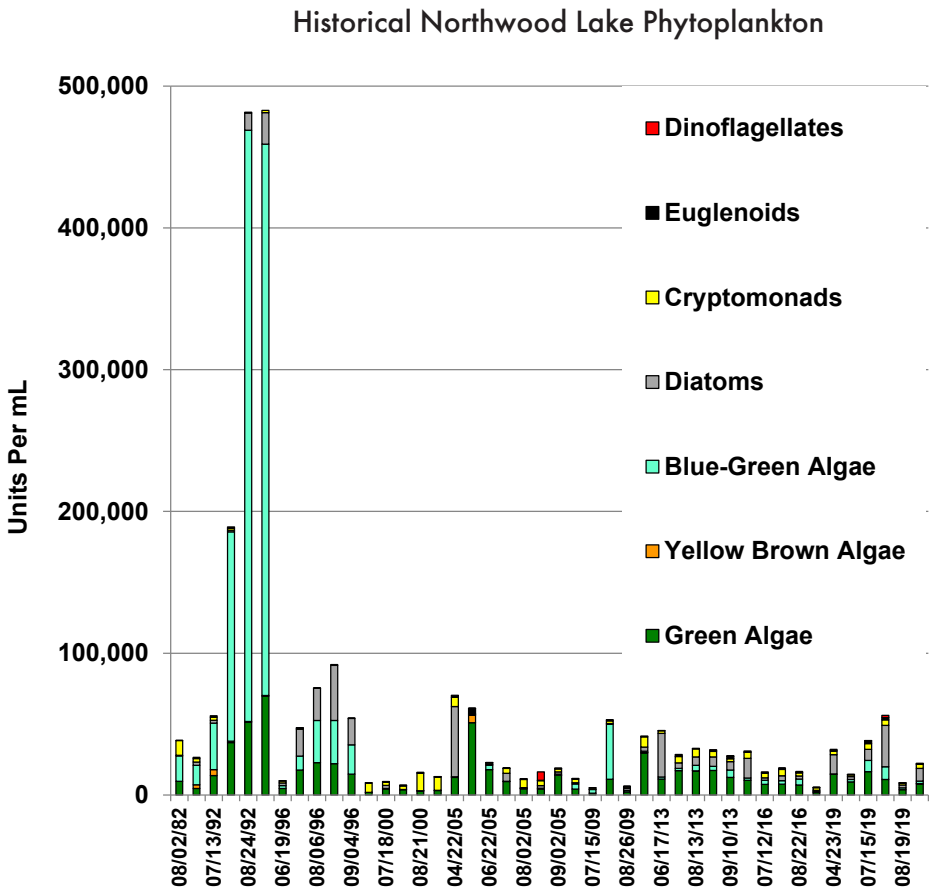
The 2019 numbers and community composition of zooplankton in Northwood Lake were within the range of numbers observed since 2013. (See the graph on the following page for historical Northwood Lake zooplankton information.) Zooplankton numbers observed from 2013 through 2019 were higher than numbers prior to 2013. The higher zooplankton numbers since 2013 are likely due to increased extent and density of aquatic plants within the lake. Aquatic plants provide hiding places for zooplankton to avoid predation by fish. Aquatic plants were not observed in Northwood Lake during plant surveys prior to 2000 and zooplankton numbers were very low. Use of barley straw to inhibit algal growth and improve water clarity in 2000 enabled plants to grow in the lake. The aquatic plant community has consistently increased in extent and density since 2000 and zooplankton numbers have also increased.

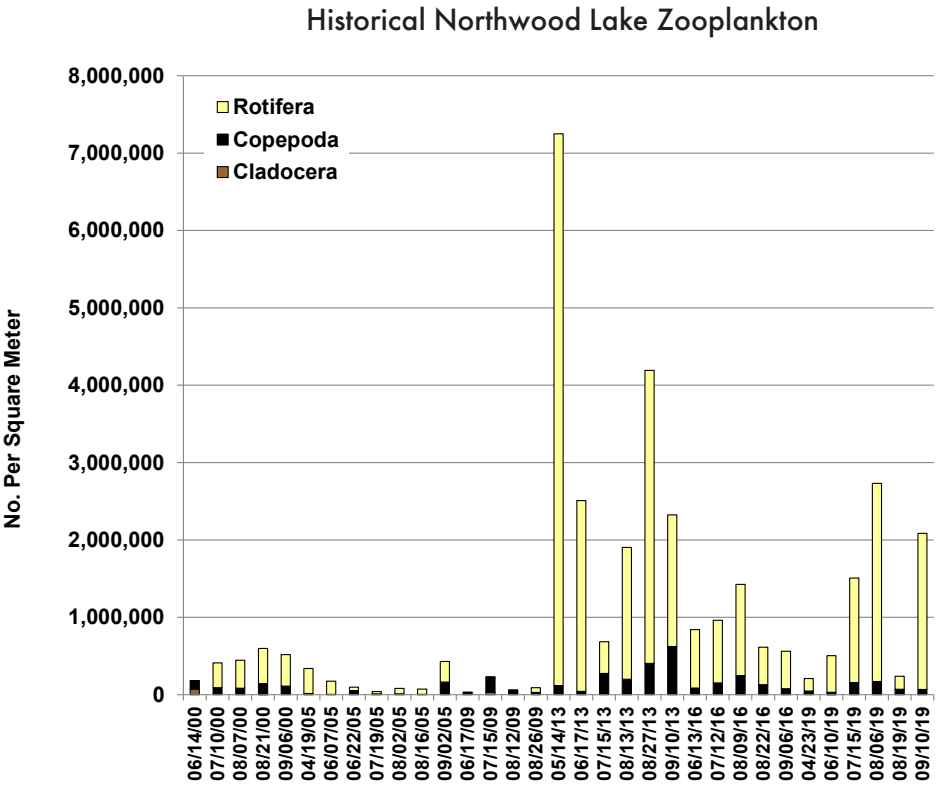
2019 Northwood Lake Phytoplankton



2019 Northwood Lake Zooplankton







Suitability of Northwood Lake for Aquatic Invasive Species (AIS)

A large number of AIS residing in Minnesota have not yet been observed in Northwood Lake, but could be introduced. For example, both zebra mussels and starry stonewort were recently found in nearby Medicine Lake. To determine whether Northwood Lake water quality would support the introduction of six AIS (starry stonewort, zebra mussels, spiny waterflea, faucet snail, Chinese mystery snail, and rusty crayfish) a suitability analysis for each species was performed.

The analyses compared 2019 lake water quality with the water quality conditions required for each species, specifically evaluating total phosphorus, chlorophyll *a*, Secchi disc depth, trophic state index, water temperature, dissolved oxygen, specific conductance, calcium, magnesium, sodium, alkalinity, hardness, and calcium carbonate. The results indicate the water quality of Northwood Lake meets the suitability requirements for rusty crayfish, faucet snail, and spiny waterflea. However, the water quality of Northwood Lake only partially meets the suitability requirements for Chinese mystery snail, zebra mussel, and starry stonewort. Hence, these species would likely survive, but may not thrive in Northwood Lake if introduced.

Bassett Creek Watershed Management Commission
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Cleaner, healthier water for a growing community

Item 6Bi.
BCWMC 2-20-20

Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: BCWMC Technical Advisory Committee
Date: February 12, 2020

RE: Recommendations on BCWMC Water Monitoring Program

At the August 2019 meeting, the Commission asked the Technical Advisory Committee to review the BCWMC water monitoring program. It was recognized that because the Commission's monitoring program is a large part of the annual operating budget, a thorough review of the program was warranted to help inform the annual budgeting process. The goals in reviewing the program included:

1. Learning the history of the BCWMC monitoring program, how and why it evolved over time
2. Articulating specific monitoring goals for the BCWMC monitoring program based on current needs
3. Gaining a better understanding of all the monitoring taking place in the watershed by various stakeholders
4. Determining if there are gaps in the data collection, based on project, planning, or reporting needs
5. Learning about what other watersheds are monitoring for (their goals and practices)
6. Learning about potential alternatives to our current monitoring techniques
7. Determining the right level of BCWMC monitoring including parameters and frequency

At their meetings in October and November 2019 and January 2020, the BCWMC Technical Advisory Committee (TAC) reviewed and discussed the Commission's water monitoring program in detail.

At their October meeting, the TAC received a presentation from the Commission Engineer with details of the Commission's current monitoring program, a history of the program, and some information on other watershed monitoring programs. The TAC then brainstormed all the different goals and objectives for monitoring in the watershed and assigned a priority level of "high, medium, or low" to each of the goals (Table 1).

The Commission's water quality monitoring program as stated in the 2015 Bassett Creek Watershed Management Plan, Appendix A can be found here: www.bassettcreekwmo.org/application/files/7914/4676/6436/Appendix_A_Monitoring_Plan.pdf. Section 2.8.5.1 and Policy 28 of the 2015 Watershed Management Plan describe the Commission's water level monitoring program.

The water monitoring presentation to the TAC can be found here: bassettcreekwmo.org/application/files/9815/7056/0055/10-2-19_Version-Oct_4_TAC_mtg_presentation.pdf.

At their November meeting the TAC reviewed how the current monitoring program aligns with or meets the goals and objectives considered a high or medium priority. They reviewed a detailed memo by the Commission Engineer (bassettcreekwmo.org/application/files/8815/7594/2804/BCWMC_monitoring_prog_memo_revised.pdf) that identified some gaps where the current program does not fulfill the goal, and some areas where the program exceeds the goal. The TAC discussed potential changes in the monitoring program that could be considered to eliminate gaps or remove unnecessary monitoring activities. Specifically, they discussed how the monitoring program aligns with state protocols and guidance for assessing streams and lakes for impairments (including the frequency of monitoring and the parameters measured). They also considered if the level of monitoring was appropriate to detect new issues that may arise and track trends over time.

Table 1. Results of Goals Brainstorming and Prioritization by TAC October 2019

Goal/Objective	Priority Level	Notes
Assess waterbodies against State standards	High	
Track changes and trends	High	
Detect issues early for proactive management	High	
Understand impacts of climate change	High	• Particularly changes related to flow. • Noted need to track temperature changes. • Noted need to communicate trends.
Gather chloride data	High	
Understand effectiveness and function of stormwater ponds (sink vs. source)	High	
Avoid duplication of monitoring efforts by other agencies/groups	High	
Gather data to help stakeholders understand aquatic ecology and chemistry conditions	High	
Assess ecological health	High/Med	
Gather data needed to maintain pollutant loading and hydrologic/hydraulic models	High/Med	
Effectively target projects and programs	Med	
Detect new AIS and assess suitability of AIS	Med	
Analyze effects of high chlorides	Med	For instance, at what chloride level does a lake stop mixing? U of M is studying effects of chlorides as well.
Assess effectiveness of specific BMPs including CIP projects	Med	This is likely more a role for cities rather than Commission
Identify and track emerging contaminants	Med/Low	PFAS, for instance
Understand fish communities	Med/Low	Bassett Creek Main Stem – fish impairment; data gap
Assess bacteria sources	Low	
Assess wetland health and function	Low	
Assess for harmful algal blooms	Special case	
Identify biological stressors	Special case	
Understand impacts of carp	Special case	
Gather data to help with grant applications or grant requirements	Special case	

The discussion at the November TAC meeting resulted in consensus regarding some aspects of the program and more questions about budget implications of possible changes to the monitoring program. At their meeting in January, the TAC reviewed information on expenses of some monitoring program aspects and discussed the pros and cons of adding or removing some specific activities or parameters.

Some key take-aways from the TAC's discussions include:

- Acknowledgement that the number of waterbodies sampled, frequency of monitoring, and reporting have the highest impact monitoring costs.
- Acknowledgement that the new stream monitoring program that began with adoption of the 2015 Watershed Management Plan increased monitoring costs considerably.
- Acknowledgement that the BCWMC water monitoring program should avoid duplication of monitoring efforts by other parties and should continue close coordination and collaboration with cities and other organizations.

After a full review and discussion of program goals and expenses, the TAC forwards the following recommendations for the Commission's consideration:

TAC RECOMMENDATIONS ON THE BCWMC WATER MONITORING PROGRAM

Lake Monitoring:

- Maintain water quality monitoring frequency at once every three years for Priority 1 lakes and once every five years for Priority 2 lakes.
- Maintain number of sampling events at six per year: one just after ice-out, which is important for collecting TP data needed for modeling and assessment, and five during June – September.
    - Note: State assessment protocols only require four samples June – September. Although removing one sample event results in $1,700 per lake sampled in savings, the TAC recommends keeping five samples during June – September to better track and assess conditions. It was noted that many partners, including MPRB and TRPD, collect many more samples during the summer. The TAC also noted that eliminating one lake sampling event could be a cost saving measure in years when the budget is especially tight.
- Maintain aquatic vegetation monitoring frequency concurrent with water quality monitoring

Stream Monitoring:

- Align BCWMC stream monitoring program with Met Council's WOMP monitoring as much as possible and when it makes sense in meeting BCWMC monitoring goals
- Remove collection of alkalinity, sulfates, total organic carbon, and chemical oxygen demand from current sampling protocol:
    - These parameters are currently collected at the WOMP station but there are no state standards for these parameters
    - These parameters are not used to detect issues or concerns and can be added back into monitoring program if data becomes necessary to understand an identified issue.
    - Results in $820/year in savings
- Add 4-day continuous dissolved oxygen (DO) measured once per year; instantaneous pH and DO collected during routine grab sample collection to the monitoring protocol:
    - These parameters have not traditionally been collected at the WOMP station, but there are state standards for these parameters

    - These parameters can help the BCWMC better understand the biological impairment on the Main Stem of Bassett Creek and can help assess the biological condition of other streams
    - 4-day continuous DO measurement adds $2,800/year to monitoring budget
    - Instantaneous pH and DO during grab sampling adds $2,700/year to monitoring budget
- Maintain protocol to collect 15 bacteria samples over 2 years of monitoring even though up to 54 bacteria samples are collected at the WOMP station over 2 years.
    - Current BCWMC protocol meets state monitoring guidance.

Lake Level Monitoring:

- Maintain current lake level monitoring program while avoiding duplication with DNR's program.

Assessing Stormwater Ponds:

- Maintain role as providing assistance to cities if requested and authorized by the Commission. Assessing the effectiveness of stormwater ponds should remain primarily a city function.

Bottom Line:

The BCWMC's water monitoring program is meeting the high priority goals for the program. Only minor changes are recommended for some of the stream monitoring parameters resulting in an annual monitoring budget increase of $4,680.

The most recent annual water quality monitoring program costs have a 3-year average of $87,100. The TAC's recommendation results in an average annual 5.1% increase to the monitoring budget.

BCWMC 5-year Capital Improvement Program: Update to 2021 CIP List and Development of 2022 – 2026 CIP List

Project Name	City	Number	2020	2021	2022	2023	2024	2025	2026	Totals
Medicine Lake Rd & Winnetka Ave Long Term Flood Mitigation Plan Project (DeCola Ponds B&C Improvement Proj. + DeCola Pond F Flood Storage & Diversion Project + SEA School Flood Storage Project)	GV, Crystal, New Hope	BC-2,3,8, 10	$500,000		$300,000	$1,000,000		$1,100,000	$200,000	$4,131,500
Water quality improvements in Bryn Mawr Meadows, Main Stem Watershed	MPLS	BC-5	$100,000[1]	~~$400,000~~ $412,000[1]						$512,000
Medley Park Stormwater Treatment Facility	GV	ML-12			$200,000	$300,000				$500,000
Restoration and stabilization of historic Bassett Cr channel, Main Stem Watershed	MPLS	BC-9							$500,000	$500,000
Mt. Olivet Stream Restoration Project	PLYM	ML-20		$400,000						$400,000
Dredging of accumulated sediment in Main Stem Bassett Creek just north of Hwy 55, Wirth Park	GV/MPLS	BC-7		$100,000	$300,000					$400,000
Westwood Lake WQ Improvement Project	St. Louis Park	WST-2								$300,000
Stormwater Pond in Jevne Park to alleviate flooding/improve water quality	Medicine Lake	ML-21	$500,000							$500,000
Crane Lake Improvement Project @ Ridgedale Dr.	Minnetonka	CL-3	$380,000							$300,000
Parkers Lake Drainage Improvement Project	Plymouth	PL-7		$100,000	$300,000					$400,000
Bassett Creek Main Stem Restoration - Regent Ave to Golden Valley Rd	Golden Valley	2024-CR-M					~~$300,000~~ $400,000[6]	~~$200,000~~ $300,000[6]		~~$500,000~~ $700,000
Bassett Creek Park WQ Improvement Project	Minneapolis	BC-11					$500,000			$500,000
Ponderosa Woods Stream Restoration	Plymouth	ML-22					$475,000			$475,000
Sweeney Lake Water Quality Improvement Project (alum + carp management)	Golden Valley	SL-8	$20,000 [2]	~~$200,000~~ $218,080 [2]						$238,080
Cost share purchase of high efficiency street sweeper[3]	Plymouth	ML-23		$75,000[3]						$75,000
Crane Lake Chloride Reduction Demonstration Project at Ridgedale Mall[4]	Minnetonka	CL-4							$300,000[4]	$300,000
Plymouth Creek Restoration Project Old Rockford Rd. to Vicksburg Ln.[5]	Plymouth	2026CR-P							$500,000[5]	$500,000
TOTAL Estimated Project Cost			**$1,500,000 (final levy amt)**	**$1,305,080**	**$1,100,000**	**$1,300,000**	**$1,375,000**	**$1,400,000**	**$1,500,000**	

[1] Total project cost estimated at $912,000, minus $400,000 Clean Water Fund grant. Previous 5-year CIP had incorrect total amount needed for this project.
[2] Total project cost estimated at $568,080, minus $330,000 Federal 319 grant. Final grant work plan included curly leaf pondweed control, increasing the total project budget.
[3-5] Added per TAC recommendations. See project fact sheets attached. Requires minor plan amendment.
[6] Golden Valley staff recommend adding funds for this project to better align with actual likely costs

BCWMC Project Prioritization Scoring Matrix

		Primary Benefit Factors					"Jurisdiction" Factors			Opportunity Factors		Secondary Benefit Factors					
Project Name		Protects/improves water quality of priority waterbody (reduces phosphorus loading)	Located in a total phosphorus loading "hot spot": 0 pt for <0.15 mg/L 1 pt for 0.15 - 0.20 mg/L 2 pt for 0.20 - 0.25 mg/L 3 pt for 0.25 - 0.30 mg/L 4 pt for >0.3 mg/L	Protects/improves WQ of priority waterbody by reducing chloride loading 1 point = reduction of impervious surface; 2 points = significant reduction of impervious surface; 3 points = project with the aim of reducing chlorides	Addresses approved TMDL or WRAPS	Addresses a flooding concern: 1 pt reduces local flooding <5 structures 2 pt reduces local flooding >5 structures 3 pt reduces intercommunity flooding <5 structures 4 pt reduces intercommunity flooding >5 structures	Part of Trunk System	Protects/restores previous BCWMC investments in infrastructure (CIP projects and Flood Control Project)	Intercommunity watershed	Partnership with significant stakeholders	Coordinated with redevelopment or City/agency infrastructure projects	Protect and enhance riparian or upland wildlife habitat as a secondary benefit	Increase quality and quantity of wetlands	Reduce runoff volume	Public education or demonstration value is emphasized through specific project elements	Minimize the spread and impact of AIS as a secondary benefit	**Total Score**
Score Range		**2**	**0-4**	**1 - 3**	**2**	**1-4**	**1**	**1**	**1**	**1**	**1**	**0.5**	**0.5**	**0.5**	**0.5**	**0.5**	
DeCola Pond F flood storage and diversion	**2025 & 2026 Portions of BC-2, 3, 8, 10**	2	2	2	0	3	0	0	1	1	0	0.5	0	0	0	0	**11.5**
SEA School flood storage		2	1	1	0	3	0	0	1	1	1	0.5	0	0	0.5	0	**11**
Medley Park Stormwater Treatment Facility	**ML-12**	2	4	0	2	1	0	0	1	0	1	0.5	0.5	0	0.5	0	**12.5**
Mt. Olivet Stream Restoration Project	**ML-20**	2	0	0	2	0	0	0	0	1	0	0.5	0	0	0.5	0	**6**
Dredging of accumulated sediment in Main Stem Bassett Creek just north of Hwy 55, Wirth Park	**BC-7**	2	0	0	0	1	1	1	1	1	0	0	0	0	0.5	0	**7.5**
Parkers Lake Drainage Improvement Project	**PL-7**	2	4	0	0	0	0	0	0	1	0	0.5	0	0	0.5	0	**8**
Bassett Creek Main Stem Restoration - Regent Ave to Golden Valley Rd	**2021-CR_M**	2	3	0	0	0	1	1	1	1	0	0.5	0	0	0.5	0	**10**
Bassett Creek Park Water Quality Improvement Project	**BC-11**	2	0	0	0	0	0	0	0	1	1	0.5	0.5	0	0.5	0	**5.5**
Ponderosa Woods Stream Restoration	**ML-22**	2	3	0	2	0	0	1	0	0	0	0.5	0.5	0	0.5	0	**9.5**
Sweeney Lake Alum/Carp Mgmt	**SL- 8**	2	0	0	2	0	1	1	1	1	0	0	0	0	0	0.5	**8.5**
Crane Lake Improvement Project	**CL-3**	2	0	0	0	0	0	0	0	1	1	0.5	0	0.5	0.5	0	**5.5**
Jevne Park Stormwater Improvement Project	**ML-21**	2	0	0	2	1	0	0	0	0	0	0.5	0.5	0	0.5	0	**6.5**
Bryn Mawr Meadows Water Quality Improvement Project	**BC-5**	2	4	0	0	0	0	0	0	1	1	0	0	0	0.5	0	**8.5**
Plymouth Enhanced Street Sweeper	**ML-23**	2	4	0	2	0	1	1	0	1	0	0	0.5	0	0.5	0	**12**
Crane Lake Chloride Study	**CL-4**	2	0	3	2	0	1	1	0	0	0	0.5	0.5	0	0.5	0.5	**11**
Plymouth Creek Resto	**2026CR-P**	2	0	0	2	2	1	1	0	1	0	0.5	0.5	0	0.5	0	**10.5**

Project Category: Water Quality

Project Title: High Efficiency Street Sweeper Purchase

Total Estimated Cost: $75,000 in CIP funds to share total cost of $300,000 - $350,000

BCWMC Project Number: ML-23

Description:
This project would provide some funding for the city of Plymouth to purchase a high efficiency regenerative air street sweeper. The new street sweeper will collect more fine materials that often do not get picked up by traditional sweepers. The new sweeper would be used in targeted areas around lakes and streams throughout Plymouth.

Source of Project Funding	2021	2022	2023	2024	2025
CIP Account – BCWMC ad valorem tax levy through Hennepin County	$75,000				

Justification:

The City of Plymouth plans to purchase a high-efficiency regenerative air street sweeper to improve program effectiveness and reduce pollutant loading to waterbodies including Plymouth Creek, Medicine Lake, and other lakes and streams in the city. Street sweeping is one of the most cost-effective best management practices for improving water quality and reducing pollutant loading to streams and lakes. This new sweeper uses a different mechanism than older sweepers and is more effective at collecting fine material. In addition to targeting high priority areas around waterbodies, it will sometimes be operated behind the mechanical broom sweeper in the spring and fall and will be used during the city's mill and overlay projects to collect debris before it's washed into storm sewers.

In recent years, the city has annually tested the debris collected from their street sweeping efforts (with the older sweeper) and measured approximately 0.75 to 1 lbs phosphorus and 0.18 - 0.25 lbs chloride removal per mile swept annually. The city has 182 centerline or 365 curb line miles of streets within the BCWMC which equates to 274 – 365 lbs phosphorus and 65 – 91 lbs of chloride reduced annually. Pollutant removals are expected to be considerably higher with the new sweeper. Data on pollutant removals will continue to be collected by the city.

Currently, the city sweeps streets each spring as early as possible in order to capture and remove winter debris including left over deicers. This new sweeper has the ability to be used during the winter. The city will explore options for starting a winter sweeping program.

Scheduling and Project Status:
Adding this project to the 2021 CIP list requires a minor plan amendment as it is not currently included in the 10-year CIP list. The city already received 2020 levy funding from Elm Creek WMC and Shingle Creek WMC to share the cost of this equipment. To best align with purchase of the equipment, 2021 BCWMC CIP funding is most appropriate.

Effect on Annual Operations Costs:

This project has no effect on BCWMC Annual Operations Costs.

Project Category: Water Quality

Project Title: Crane Lake Chloride Reduction Demonstration Project

Total Estimated Cost: $300,000

BCWMC Project Number: CL-4

Description:

This project in the city of Minnetonka aims to reduce chlorides entering Crane Lake and Bassett Creek from the Ridgedale Mall area. The project includes a thorough feasibility study to identify opportunities or innovative mechanisms and practices for reducing chloride levels from the stormwater pond that captures Ridgedale area runoff. Results of the study would be implemented as a demonstration project to advance chloride reduction measures in other parts of the watershed.

Source of Project Funding	2022	2023	2024	2025	2026
CIP Account – BCWMC ad valorem tax levy through Hennepin County					$300,000

Justification:

Bassett Creek is listed on the Twin Cities Metro Area Chloride TMDL and Management Plan. Chlorides are also a growing concern in Crane Lake, which is a part of the Bassett Creek Trunk System, as recent monitoring suggests that chlorides are on the rise and may pose a risk to aquatic life. Additionally, the Ridgedale Mall treatment pond located south of Ridgedale Drive overflows to Crane Lake, and samples collected in July 2018 found chloride concentrations of 450 mg/l.

Relationship to BCWMC Plan and Other Projects:

The BCWMC 2019-2020 Crane Lake Water Quality Improvement Project, constructed in conjunction with the reconstruction of Ridgedale Drive from Plymouth Road to I-394, had the goal of improving water quality and addressing chlorides. The project includes water quality improvements and now all drainage areas within the Ridgedale Drive and Ridgedale Mall area will be treated with a BMP before draining to Crane Lake. Unfortunately, while the project does reduce total phosphorus and solids, it was unsuccessful in identifying a feasible solution to address the chloride levels in Crane Lake. The city of Minnetonka explored several chloride management options including working with the Metropolitan Council Environmental Services (MCES) to dispose the chloride contaminated effluent. Despite extensive review of chloride management options, no solution was found. This project would further study chloride removal and reduction practices, and would implement a demonstration project which could be used to advance chloride reduction practices in other parts of the watershed or the Metro Area. For example, the feasibility study would include researching options such as salt reuse. The city owns brining equipment for winter maintenance practices, and this study could explore the feasibility of capturing winter/spring runoff from Ridgedale Mall for reuse in deicing practices.

Effect on Annual Operations Costs: This project has no effect on BCWMC Annual Operations Costs.

Project Category: Water Quality/Water Capacity

Project Title: Plymouth Creek Stream Restoration Old Rockford Rd. to Vicksburg Ln.

Total Estimated Cost: $500,000

BCWMC Project Number: 2026CR-P

Description:

This project in the city of Plymouth will repair erosion and reduce sedimentation along 1,600 linear feet of Plymouth Creek from Old Rockford Road to Vicksburg Lane. The project will likely include various erosion repair and buffer restoration techniques, removal of accumulated sediment, reduction of flood potential, and enhancement of riparian wetlands.

Source of Project Funding	2022	2023	2024	2025	2026
CIP Account – BCWMC ad valorem tax levy through Hennepin County					$500,000

Justification:

This stream restoration project along 1,600 feet of Plymouth Creek will remove accumulated sediment from the stream channel and adjacent wetlands between Yuma Lane N. and the walking path at 41st Ave. North. Removing accumulated sediment in this area will result in lowering the flood potential for homes and stormwater infrastructure. Additionally, private landowners along this stretch will be contacted with the goal of expanding buffers along backyards.

From the walking path to Vicksburg Lane (to the west and south of Plymouth Creek Elementary School), erosion along the stream channel would be repaired, reducing pollutants like total phosphorus and total suspended solids, and possibly improving riparian and in-stream habitats. Various methods of repairing erosion will be investigated including installing of storm sewer pipe, bioengineering techniques, rip rap, and gabion installation.

As a part of the stream restoration project, educational outreach will be made with the Wayzata School district to engage the students and staff at Plymouth Creek Elementary school which is directly adjacent to this proposed project area.

Relationship to BCWMC Plan and Other Projects:

This project is consistent with the goals and policies of the BCWMC Watershed Management Plan. This project would assist in meeting the goals of the Medicine Lake Total Maximum Daily Load study.

Effect on Annual Operations Costs:

This project has no effect on BCWMC Annual Operations Costs.

Item 6C.
BCWMC 2-20-20

Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Laura Jester, Administrator
Date: February 11, 2020

RE: Proposed Minor Plan Amendment

Recommendation: Initiate a minor plan amendment process to add three projects to the CIP and update wetland management policies. Set a public hearing for April 16, 2020.

Background: Staff proposes two types of revisions to the 2015 Bassett Creek Watershed Management Plan – amending the CIP and revising wetland policies. I received confirmation from MN Board of Water and Soil Resources (BWSR) staff that these revisions would constitute a minor plan amendment. The process for a minor amendment includes:

- The BCWMC will send copies of the proposed minor plan amendment to the affected local cities, the Metropolitan Council, Hennepin County (if the amendment is a minor amendment to the BCWMC capital improvement program), and the state review agencies for review and comment. (30-day comment period)

- The BCWMC will hold a public meeting to explain the amendments and publish a legal notice of the meeting twice, at least 7 days and 14 days before the date of the meeting. The BCWMC will also provide mailed notice of the public meeting to the city clerk of each member city. The notice will be mailed not less than 45 days before the public meeting.

- If the proposed amendment is a minor amendment to the BCWMC capital improvement program, Hennepin County must approve the minor amendment.

Proposed Amendments:

1. Add three CIP Projects to Table 5-3

   If the Commission approves the TAC's recommendations (Item 6Bii) to include the following projects on the 5-year CIP, then Table 5-3 (in Section 5.0) of the watershed management plan will need to be amended.

   - 2021 Cost share purchase of high efficiency street sweeper: $75,000
   - 2026 Crane Lake Chloride Reduction Project at Ridgedale Mall: $300,000
   - 2026 Plymouth Creek Restoration Project Old Rockford Rd. to Vicksburg Ln.: $500,000

2. Update Section 4.2.6 Wetland Management Policies

Staff recommends some changes to wetland management policies because the Minnesota Rapid Assessment Method (MnRAM) assessment protocol is no longer supported by BWSR. Unfortunately, a new wetland assessment tool has not been developed. These revisions offer cities flexibility in managing wetlands. The proposed changes are shown as tracked below.

Policy 65. The BCWMC requires member cities to inventory, classify and determine the functions and values of wetlands, either through a comprehensive wetland management plan or as required by the Wetland Conservation Act (WCA).

Member cities shall maintain a database of wetland functions and values assessment results. The BCWMC encourages member cities to complete comprehensive wetland management plans as part of their local water management plan or as an implementation task identified in their local water management plan. Completed comprehensive wetland management plans shall be submitted to the BCWMC for review and comment.

Policy 66. The BCWMC requires member cities to develop and implement wetland protection ordinances that consider the results of wetland functions and values assessments, and are based on comprehensive wetland management plans, if available. For wetlands classified as Preserve or Manage 1 (or comparable classification if BWSR's Minnesota Rapid Assessment Method (MnRAM) is not used), member cities ~~shall implement~~are encouraged to develop standards for bounce, inundation, and runout control that are similar to ~~BWSR guidance~~MnRAM; member cities are encouraged to apply standards for other wetland classifications.

Policy 67. The BCWMC ~~adopts~~ recommends that cities use the Minnesota Rapid Assessment Method (MnRAM) (or similar) ~~as the~~ wetland assessment method and ~~the~~ wetland management classification system. Member cities are encouraged to use ~~MnRAM~~ such a method for all wetland assessment and classification, but are not required to perform reassessments ~~using the MnRAM~~ for wetlands already assessed.

Policy 68. Member cities shall maintain and enforce buffer requirements for projects containing more than one acre of new or redeveloped impervious area. Average minimum buffer widths are required according to the MnRAM classification (or similar classification system):

- An average of 75 feet and minimum of 50 feet from the edge of wetlands classified as Preserve (or comparable classification if BWSR's MnRAM is not used)
- An average of 50 feet and minimum of 30 feet from the edge of wetlands classified as Manage 1 (or comparable classification if BWSR's MnRAM is not used)
- An average of 25 feet and minimum of 15 feet from the edge of wetlands classified as Manage 2 or 3. (or comparable classification if BWSR's MnRAM is not used)

Allowable land uses and vegetative criteria for buffers are specified in the BCWMC's Requirements for Development and Redevelopment (BCWMC, 2015, as amended). Member cities may allow exemptions for public recreational facilities parallel to the shoreline (e.g. trails) up to 20 feet in width, with that width being added to the required buffer width.

Policy 72. The BCWMC requires that member cities annually inspect wetlands classified as Preserve (or comparable classification if MnRAM not used) for terrestrial and emergent aquatic invasive vegetation, such as buckthorn and purple loosestrife, and attempt to control or treat invasive species, where feasible.

Item 6D.
BCWMC
2-20-20

Plymouth Creek Restoration Project

Annapolis Lane Upstream through Plymouth Creek Park

2017 CR-P

FINAL REPORT

January 2020

I. Project Overview

This BCWMC Capital Improvement Project in the City of Plymouth restored 2,800 linear feet of streambanks along Plymouth Creek from Annapolis Lane upstream through Plymouth Creek Park (Figure 1). The project stabilized the streambanks within three distinct reaches in a total of 21 specific areas with various structural and vegetative techniques. The project improved habitat, significantly reduced erosion, and reduced total phosphorus loads and total suspended solids loads by 52.2 and 90,800 lbs per year, respectively. The restoration work was completed in 2018, with design and construction being implemented through an agreement with the City of Plymouth. In 2019, additional vegetation was established along the banks and some minor repairs to a few areas was completed.

This project was funded, in part, by grants from Hennepin County and Minnesota Board of Water and Soil Resources.

II. Project Description and Outcomes

The Plymouth Creek Restoration Project stabilized and restored streambanks along both sides of Plymouth Creek for a total of 2,800 feet including 1,700 feet within Plymouth Creek Park (including through an active disc golf course) and 1,100 feet between Fernbrook Lane and Annapolis Lane in the City of Plymouth.

The project reduced total phosphorus and suspended sediment loading to the creek by an estimated 52.2 and 90,800 lbs per year, respectively. These pollutant reductions also improved the water quality of downstream resources including Medicine Lake and the Mississippi River. The project also improved the in-stream and near stream habitat along the creek.

Twenty-one areas within three reaches were stabilized and restored. Techniques included clearing and thinning some trees to open the canopy and allow more sunlight to reach the streambanks, restoring the vegetative buffer along the stream; re-connecting the stream with its floodplain; removing large woody debris; and installing a variety of stream stabilization measures, including riprap, root wads, toe wood, vegetated reinforced soil stabilization (VRSS), rock or log vanes, and stone toe protection.

Through an agreement with the BCWMC, the City of Plymouth implemented this project. The city hired Wenck Associates, Inc. to design the project and provide construction oversight and contracted with Standard Contracting to construct the project.

III. Timeline and Key Documents

Many of these documents and this final report can be found at:
http://www.bassettcreekwmo.org/projects/all-projects/plymouth-creek-channel-restoration-project-annapolis-lane-up

- August 2015: Feasibility study proposal by BWCMC Engineers approved
- October 2015: Public open house held to gather input during feasibility study
- March 2016: Feasibility report by BCWMC Engineers approved
- September 2016: Public hearing on the project
- September 2016: Project officially ordered
- September 2016: Agreement with City of Plymouth to implement project approved
- April 2017: Clean Water Fund grant from MN Board of Water & Soil Resources (BWSR) awarded

- April 2017: Hennepin County Opportunity grant awarded
- April 2017: 60% design plans by Wenck Associates approved
- June 2017: Second public open house held to relay project plans and answer questions
- August 2017: 90% design plans by Wenck Associates approved
- May 2018: Project construction completed
- December 2019: Vegetation management and small repairs completed; project closed
- January 2020: Final grant reports submitted to Hennepin County and BWSR

IV. Project Budget and Funding

This project ended up coming in well under budget due to less than expected design and construction costs. The project was funded through a combination of BCWMC CIP funds levied in 2017 and 2018, a $385,500 Clean Water Fund Grant from the Minnesota Board of Water and Soil Resources, and a $50,000 Hennepin County Opportunity Grant.

Total project budget: $863,573
Total spent: $627,330

Commission costs (feasibility study, administration, plan reviews): $100,423
Design and construction costs (reimbursed to City of Plymouth): $526,907

- January 2018 City Reimbursement #1
- June 2018 City Reimbursement #2
- July 2018 City Reimbursement #3
- November 2019 City Reimbursement #4
- December 2019 City Reimbursement #5

V. Lessons Learned

During this project, one landowner became very concerned about the amount of tree removal planned on an adjacent property within the stream corridor. Although the landowner was engaged during the feasibility study phase of the project, his serious concerns were misunderstood or not relayed by the landowner to be extremely concerning until much later in the process. Although the project proceeded through this stream reach, there were many meetings, negotiations, and some changes to the project plans due to his concerns and objections to the project. Staff learned that the early and earnest engagement with the public, and in particular with adjacent landowners, is important to the overall project.

We also learned to be vigilant about the timing of project activities in relation to the timing grant execution. The BCWMC was originally awarded $400,000 in Clean Water Grant Funds, but much of the design work was completed before grant agreements were executed meaning the work wasn't eligible for grant reimbursement or to be used as match for the grant. The BCWMC forfeited about $14,500 in grant funding due to this timing discrepancy.

VI. Maintenance

Each spring, the City solicits quotes and contracts with vegetation management firm(s) to maintain previously installed capital improvement projects, rain gardens, wetland restorations and lakeshore restorations.

The scope of the maintenance work for the Plymouth Creek Stream Restoration Project includes:

- Invasive Species Management: The City will control Noxious Weeds that are identified by the Minnesota Department of Agriculture 2020 Noxious Weed List
- Plant Replacement: May consist of plugs or seed depending on the location
- Trash and Debris Removal

The City or its contractor will inspect the project area at least 3 times annually during routine maintenance activities. All Best Management Practices (BMPs) installed with the project will be inspected and maintenance items that are outside of the routine vegetation management scope of work, such as erosion or BMP repair, will be addressed as it is identified.

The City will inspect the storm sewer system and adjacent water bodies as required by the Minnesota Pollution Control Agency NPDES/SDS Permit (Permit No: MNR040000) and subsequent revisions. Any maintenance items identified during these inspections will be conducted per the City's Standard Operating Procedures.

VII. Photos

Before construction: September 2015

During construction: May 2018

After construction: August 2018 and October 2019

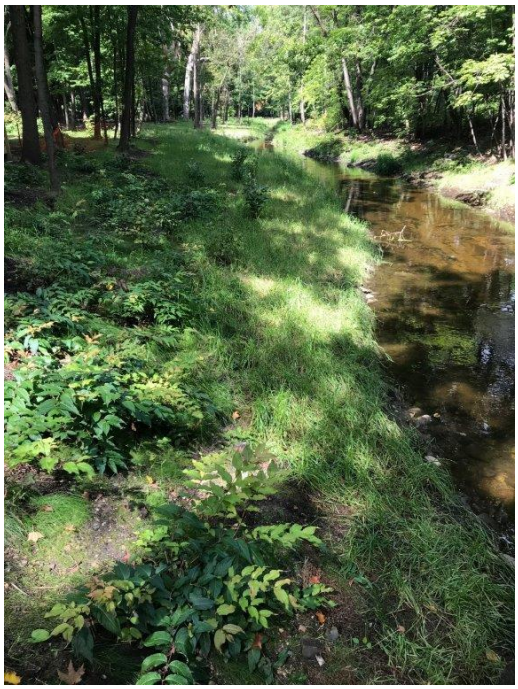

FIGURE 1

N

Feet
100 0 100 200

Meters
30 0 30 60

PLYMOUTH CREEK STUDY REACHES
Plymouth Creek Feasibility Study
Bassett Creek Watershed
Management Commission

Item 7A.
BCWMC 2-20-20

Bassett Creek Watershed Management Commission

MEMO

Date: February 10, 2020
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 10th and a public hearing on the water level drawdown was held April 16th. 90% Design Plans were approved at the April Commission meeting. It was determined a Phase 1 investigation of the site is not required. The City awarded a contract to Dahn Construction for the first phase of the project, which involves earthwork, utilities, and trail paving and extends through June 2020. Dewatering began late summer 2019. Tree removal was completed in early winter; excavation has been ongoing through the winter. Now approximately 75% of the construction is complete with most excavation and hauling done. Other work tasks recently completed or nearly complete include installation of the box culvert/weir at the connection to the Liberty surface basin to the west of the project area, the installation of the forebay overflow weir, replacing the equalizer pipe between DeCola Ponds B and C and mitering to the slope, and installation of the weir at the Pond C outlet structure. The restoration contract was bid in November 2019 and the project was awarded to Applied Ecological Services (AES). Restoration work will begin in May 2020, with substantial completion at the end of June. Final completion for restoration is anticipated by the end of September. Project website: http://www.bassettcreekwmo.org/index.php?cID=433 .

2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis: A feasibility study by the Commission Engineer began last fall and included wetland delineations, soil borings, public open houses held in conjunction with MPRB's Bryn Mawr Meadows Park improvement project, and input from MPRB's staff and design consultants. At their meeting in April, the Commission approved a TAC and staff recommendation to move this project from implementation in 2019 to design in 2020 and construction in 2021 to better coincide with the MPRB's planning and implementation of significant improvements and redevelopment Bryn Mawr Meadows Park where the project will be located. 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 was held September 19, 2019. The project was officially ordered at that meeting. An agreement with the MPRB and the city of Minneapolis will be considered at a future meeting. In January 2020 this project was awarded a $400,000 Clean Water Fund grant from BWSR. A grant work plan will be developed in the coming weeks. The project and the grant award was recently the subject of an article in the Southwest Journal: https://www.southwestjournal.com/voices/green-digest/2020/02/state-awards-grant-to-bryn-mawr-runoff-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 (No change since Oct): 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 28th. 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 received proposals from 3 engineering firms for project design and construction. At their meeting on August 5th, the Medicine Lake City Council voted to continue moving forward with the project and negotiating the terms of the agreement with BCWMC. Staff was directed to continue negotiations on the agreement and plan to order the project pending a public hearing at this meeting. Staff continues to correspond with the city's project team and city consultants regarding language in the agreement. The BCWMC held a public hearing on this project on September 19, 2019 and received comments from residents both in favor and opposed to the project. The project was officially ordered on September 19, 2019. On October 4, 2019, the Medicine Lake City Council took action not to move forward with the project. At their meeting on October 17th, the Commission moved to table discussion on the project. The project remains on the 2020 CIP list. 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 16th 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. Some slight modifications to the project plans were made late in 2019 at the request of city inspectors. Building construction is underway and some storm sewer pipes related to the project were installed. Much of the work will be completed this spring. 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 Dec): 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 24th 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 14th 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 and other storm sewer work was completed in early summer. The landscaping contractor completed a final herbicide treatment in preparation for seeding in late October and was set to perform dormant seeding in late October or early November.

2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P)(See Item 6D): 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. A reimbursement request was approved at the November meeting. The city recently approved closing this project a final reimbursement request is on this month's consent agenda. A final report will be submitted to the Commission in February. Final grant reports to BWSR and Hennepin County were submitted in late January. A final CIP project report is presented in Item 6D.

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (No change since Oct): 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. The Hennepin County ERF grant agreement was amended to extend the term. Construction was scheduled to begin in September but will be pushed to late November. City staff updated the Commission on the latest developments with this project at the Sept 19 and Oct 17, 2019 meetings (see memos in those meeting packets). The section along Pioneer Paper will no longer be stabilized/restored due to lack of access and cooperation from Pioneer Paper.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3) (No change since Oct): 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 and the grant agreement may be available by the December Commission meeting. At the October 17th meeting, the Commission received a report on the carp surveys and recommendations for carp removal and management. Project webpage: http://www.bassettcreekwmo.org/index.php?cID=277.

Sweeney Lake Water Quality Improvement Project, Golden Valley (SL-8): This project was added to the 2020 CIP list after receiving a federal 319 grant from the MPCA. It is partially a result of the carp surveys completed through the Schaper Pond Diversion Project and a study of the year-round aeration on Sweeney Lake. This project will treat curly-leaf pondweed in spring 2020, will remove carp in summer 2020, and will perform an alum treatment on Sweeney Lake in late summer 2020. The project was officially ordered by the Commission after a public hearing in September 2019. A public open house on this project is scheduled for the evening of April 8th at Brookview. Project website: Sweeney Lake Water Quality Improvement Project, SL-8).

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 2nd treatment may be needed in the future. Project webpage: http://www.bassettcreekwmo.org/index.php?cID=278.

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 2019, a new potential buyer/developer (Dominium) began preparing plans for redevelopment at the site. City staff, the Commission Engineer and I have met on numerous occasions with the developer and their consulting engineers to discuss stormwater management and opportunities with "above and beyond" pollutant reductions. Concurrently, the Commission attorney has been working to draft an agreement to transfer BCWMC CIP funds for the above and beyond treatment. At their meeting in December, Dominium shared preliminary project plans and the Commission discussed the redevelopment and potential "above and beyond" stormwater management techniques. The redevelopment team continues to work with the Plymouth staff and the Commission Engineer and attorney. The project is expected to come back to the March Commission meeting. Project webpage: http://www.bassettcreekwmo.org/index.php?cID=282.

2020 Crane Lake Improvement Project (CL-3) (No change since Dec): This project was constructed in conjunction with the reconstruction of Ridgedale Drive in the City of Minnetonka. At their meeting on March 21, 2019, the BCWMC approved the project's feasibility study and chose to implement Option 3 from the study. At their meeting on May 16, 2019, the BCWMC approved the 90% design plans for the project. Construction is expected in early 2020. A public hearing on this project was held on September 19, 2019. No persons commented on the project. The project was officially ordered and an agreement with the city of Minnetonka was approved at the same meeting. Project webpage: http://www.bassettcreekwmo.org/index.php?cID=490. December 2019 update:

- Underground storm water tank is installed
- Construction of the lift station, which will pump storm water from the underground storm water tank into the rain gardens, will be completed in the spring of 2020
- The rain gardens have been constructed, excluding the plantings which will be installed in 2020
- Stage 1 Construction is Complete; Stages 2-3 will be completed in 2020
- Educational Sign to be designed this winter and installed in 2020

Other Work

CIP Project Work and Technical Assistance

- Drafted and submitted final grant reports for Plymouth Creek Restoration Project for Hennepin County Opportunity Grant and Clean Water Fund Grant
- Developed CIP Final Project report for Plymouth Creek Restoration Project
- Coordinated with MPCA and Commission Engineer re: 2020 Sweeney Branch monitoring plans
- Set up open house for Bassett Creek Main Stem Lagoon Dredging Project and developed event flyer
- Distributed open house information to stakeholders and reviewed display boards for Parkers Lake and Mt. Olivet Drainage Projects
- Reviewed and commented on draft lake monitoring reports

Administration and Education

- Corresponded with cities on behalf of Master Water Steward and WMWA Project Coordinator
- Drafted WMWA January meeting minutes
- Revised letter to MAWD re: chloride limited liability legislation, coordinated with Chair Prom for final revisions and signature
- Drafted resolution to transfer funds for watershed plan development savings
- Drafted TAC recommendations on water monitoring and 5-year CIP
- Attended ECLA Synod event to present on smart salting
- Coordinated with Fortin Consulting and Plymouth staff to set up and market Smart Salting Training event
- Submitted interim reports for Clean Water Fund grants (Harrison Commercial Properties Project and DeCola Ponds Project)
- Drafted and sent emails to commissioners re: committees and board elections and upcoming events and meetings
- Secured venue for Sochacki Park Steering Committee meetings
- Gave interviews on Bryn Mawr Project (due to recent grant award) and Sweeney Lake Improvement Project
- Submitted 2020 administration budget to deputy treasurer