



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday, January 21, 2021
8:30 – 11:00 a.m.

Via Zoom – Click [HERE](#) to join the meeting.

Or join by phone +1-312-626-6799; Meeting number 869 8716 9083

1. CALL TO ORDER and ROLL CALL

2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. Approval of Minutes – December 17, 2020 Commission Meeting
- B. Acceptance of January 2021 Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – December 2020 Administrative Services
 - ii. Keystone Waters, LLC – December 2020 Expenses
 - iii. Barr Engineering – December 2020 Engineering Services
 - iv. Wenck – December 2020 WOMP Monitoring
 - v. Lawn Chair Gardener – December 2020 Administrative and Education Services
 - vi. Kennedy & Graven – November 2020 Legal Services
 - vii. City of Golden Valley – 2020 Accounting Services
 - viii. Metropolitan Council – 2020 CAMP Program Payment
 - ix. HDR – 2020 Website Services
 - x. State Register – Public Notice Printing
 - xi. Metro Blooms – Commercial Properties Project Grant Funds
 - xii. Metro Blooms – Lawns to Legumes Grant Funds
 - xiii. Metro Blooms – 2020 Local Match Contribution
 - xiv. Commissioner Anderson – Reimbursement for Meeting Expenses
- D. Approval of Resolution 21-01 to Transfer Funds from CIP Account to Administrative Account
- E. Approval of Resolution 21-02 to Transfer Funds from Administrative Account to Channel Maintenance Fund, Long-Term Maintenance Fund, and Next Generation Plan Development Savings Account
- F. Approval of Watershed Based Implementation Funding Grant Agreement for Main Stem Lagoon Dredging Project
- G. Approval of Contract for 2021 Administrative and Education and Outreach Services
- H. Approval of Residential Shoreline Restoration Project, Golden Valley
- I. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers
- J. Approval to Accept the Bassett Creek 3rd Avenue and 2nd Street Tunnel (Deep Tunnel) Inspection Report

5. BUSINESS

- A. Consider Proposal for Bassett Creek Lagoon Dredging Project Engineering Services
- B. Review Proposals for Accounting Services
- C. Consider Approval to Submit Hennepin County AIS Prevention Grant Application
- D. Receive Update on FEMA Modeling and Mapping Project
- E. Consider Approval of Revision to Requirements for Improvements and Development Proposals (BCWMC Requirements Document)

6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report
 - i. Reminder: February Meeting of Election of Officers and Committee Assignments
 - ii. Reminders: State Campaign Finance Forms and Auditor Conflict of Interest Forms
 - iii. Update on Bryn Mawr Meadows Water Quality Improvement Project
- B. Chair
- C. Commissioners
 - i. Report on Dougherty Family College Environmental Justice Panel Session
- D. TAC Members
 - i. Upcoming Meeting February 4th
- E. Committees
- F. Education Consultant
- G. Legal Counsel
- H. Engineer

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet
- D. Met Council Water Resources 2021 Update
- E. Bassett Creek Chloride Data 2001 – 2013
- F. Bassett Creek Coloring Book
- G. WCA Notice of Decision, Plymouth
- H. WCA Notice of Application, Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- Metro MAWD Meeting: Tuesday January 19, 7:00 p.m.
- BCWMC Technical Advisory Committee Meeting: Thursday February 4, 10:30 a.m.
- Bassett Creek Watershed Management Commission Regular Meeting: Thurs February 18, 8:30 a.m.



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: January 13, 2021

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 1/21/2021 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – Dec 17, 2020 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of January Financial Report - **ACTION ITEM with attachment (full report online)**
 - C. Approval of Payment of Invoices - **ACTION ITEM with attachments (online) – I reviewed the following invoices and recommend approval of payment.**
 - i. Keystone Waters, LLC – December 2020 Administrative Services
 - ii. Keystone Waters, LLC – December 2020 Expenses
 - iii. Barr Engineering – December 2020 Engineering Services
 - iv. Wenck – December 2020 WOMP Monitoring
 - v. Lawn Chair Gardener – December 2020 Administrative and Education Services
 - vi. Kennedy & Graven – November 2020 Legal Services
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 - viii. Metropolitan Council – 2020 CAMP Program Payment
 - ix. HDR – 2020 Website Services
 - x. State Register – Public Notice Printing
 - xi. Metro Blooms – Commercial Properties Project Grant Funds
 - xii. Metro Blooms – Lawns to Legumes Grant Funds
 - xiii. Metro Blooms – 2020 Local Match Contribution
 - xiv. Commissioner Anderson – Reimbursement for Meeting Expenses
 - D. Approval of Resolution 21-01 to Transfer Funds from CIP Account to Administrative Account – **ACTION ITEM with attachment – Per its fiscal policies, each year the Commission transfers up to 2.5% of the taxes levied for CIP projects to the Commission’s administrative account (annual operating funds) to offset the administrative costs of managing the CIP projects. In 2020, the Commission levied \$1,500,000 through Hennepin County. Staff recommends approving the resolution to transfer 2.0% of the levy amount or \$30,000 from the CIP account to the administrative account.**
 - E. Approval of Resolution 21-02 to Transfer Funds from Administrative Account to Channel Maintenance Fund, Long-Term Maintenance Fund, and Next Generation Plan Development Savings Account - **ACTION ITEM with attachment – Per its fiscal policies, each year the Commission transfers \$25,000 from the administrative account into the Channel Maintenance Fund and \$25,000 from the administrative account into the Flood Control Project Long Term Maintenance Fund. Beginning in 2019, the Commission also began setting aside funding for development of the Next Generation Plan. In 2020, this amount was budgeted at \$18,000. Staff recommends approval of the attached resolution to transfer the funds accordingly.**

- F. Approval of Watershed Based Implementation Funding Grant Agreement for Main Stem Lagoon Dredging Project - **ACTION ITEM with attachment** – *The MN Board of Water and Soil Resources recently awarded \$250,000 of Clean Water Funds through its Watershed Based Implementation Funding program for the Main Stem Lagoon Dredging Project. Staff recommends approval of the attached grant agreement which was reviewed by the Commission Attorney. A grant work plan is in development.*
- G. Approval of Contract for 2021 Administrative and Education and Outreach Services - **ACTION ITEM with attachment** – *Each year, the Commission contracts with Dawn Pape (DBA Lawnchair Gardener) for both administrative and educational services, typically through two different contracts. These services are combined into one contract this year and removes the need to amend her 2020 educational contract that was tabled at the last meeting. The not-to-exceed amount shown in Exhibit 1 of the contract is in line with corresponding Commission budget lines. Staff recommends approval; the Commission Attorney reviewed and finalized the contract.*
- H. Approval of Residential Shoreline Restoration Project, Golden Valley - **ACTION ITEM with attachment** – *The proposed project is located on Sweeney Lake. The applicant proposes to improve the shoreline along their property by placing geotextile, riprap, and native wildflowers along the shoreline. The proposed project does not result in any change of impervious surfaces and results in an increase in floodplain storage. Staff recommends approval.*
- I. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers - **ACTION ITEM with attachment online** – *In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project (FCP), an annual inspection of the FCP features was completed by Commission Engineers. Staff requests approval to submit the inspection report to the appropriate entities. The municipalities are responsible for routine maintenance and repair of the FCP features located within their city and are responsible for submitting the completed FCP Maintenance Record from the previous year’s inspection.*
- J. Approval to Accept the Bassett Creek 3rd Avenue and 2nd Street Tunnel (Deep Tunnel) Inspection Report - **ACTION ITEM with attachment (full document online)** – *In October, the Commission Engineers completed an inspection of the Flood Control Project’s deep tunnel including the 3rd Avenue and 2nd Street sections of the tunnel. A [presentation on the tunnel inspection](#) was given at the October 2020 Commission meeting. Staff recommends acceptance of the formal inspection report.*
- K. Approval of Proposal from MMKR to Perform 2020 Financial Audit- **ACTION ITEM with attachment online** - *Staff (including the Commission’s Deputy Treasurer) recommends accepting the proposal from MMKR to perform the FY2020 financial audit*

5. BUSINESS

- A. Consider Proposal for Bassett Creek Lagoon Dredging Project Engineering Services – **ACTION ITEM with attachment** – *This CIP project will be implemented by the Commission. At the November meeting the Commission approved a timeline for project implementation and to receive a scope of work from the Commission Engineer to design the project and provide engineering services. The proposed scope and budget are attached. I reviewed this scope and recommend Commission approval direction to the Commission Engineers to begin project designs and engineering.*

- B. Review Proposals for Accounting Services – DISCUSSION/ACTION ITEM with proposals sent to Commissioners and Alternate Commissioners only (non-public data) – *At their meeting in December the Commission approved a request for proposals for accounting services and directed me to distribute to various firms. We received three proposals which were reviewed by me, the BCWMC Deputy Treasurer, Chair Prom and Alt. Commissioner McDonald Black. A recommendation on firm selection will be presented at this meeting. The Commission could approval entering a contract with a particular firm or request additional information before deciding how to proceed.*

- C. Consider Approval of Application Submitted to Hennepin County AIS Prevention Grant Program – ACTION ITEM with attachment – *Grant applications for the Hennepin County AIS Prevention Grant are due January 14th. After receiving support from member cities, TRPD, MPRB, and county staff, I decided to submit a grant application to develop new and updated signage at fishing piers, boat launches, and carry-in sites throughout the watershed. There is no cash match required and the project is straightforward. The activity is in line with recommendations of the Commission’s APM/AIS Committee. I apologize for bringing this “after the fact” request. The application can be pulled from consideration, if needed.*

- D. Receive Update on FEMA Modeling and Mapping Project – INFORMATION ITEM with attachment – *In February 2018, the Commission approved a grant agreement with the MnDNR to perform updated modeling and mapping in a collaborative effort to improve flood risk identification within the watershed (FEMA maps). As the MnDNR staff member working on this project, Commissioner Harwell will provide an update on project status and next steps. The attached memo provides additional background.*

- E. Consider Approval of Revision to Requirements for Improvements and Development Proposals (BCWMC Requirements Document) – ACTION ITEM with attachment (full document online)- *The Commission Engineer has seen a recent increase in applications for single-family home shoreline improvement projects (such as Item 4H above). Currently, these projects require review by the Commission Engineer and action at a Commission meeting. These projects are typically very straightforward and involve fairly quick and simple review by the Commission Engineer. However, the need for action at a Commission meeting results in approval occurring 3-6 weeks after the project is submitted for review. The Commission Engineer recommends that Section 3.1.3 of the BCWMC Requirements Document be revised to allow single-family home shoreline and streambank improvement projects to be reviewed administratively, rather than requiring action at a Commission meeting. Other minor grammar edits and verbiage clarifications are included as part of this recommended update to the document.*

6. COMMUNICATIONS (10 minutes)

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Bassett Creek Watershed Management Commission

**DRAFT Minutes of Regular Meeting
Wednesday, December 17, 2020
8:30 a.m.**

Via video conference due to the COVID-19 global pandemic

1. CALL TO ORDER and ROLL CALL

On Thursday, December 17, 2020 at 8:34 a.m. via video conference, Chair Prom called the meeting of the Bassett Creek Watershed Management Commission (BCWMC) to order.

Commissioners and city staff present:

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Dave Anderson	<i>Vacant Position</i>	Mark Ray
Golden Valley	Stacy Harwell (Treasurer) (present at the end of the meeting)	Jane McDonald Black	Jeff Oliver
Medicine Lake	Clint Carlson	Gary Holter	<i>Absent</i>
Minneapolis	Michael Welch (Vice Chair)	<i>Vacant Position</i>	<i>Absent</i>
Mnetonka	<i>Absent</i>	<i>Vacant Position</i>	Chris Long, Leslie Yetka
New Hope	<i>Absent</i>	Patrick Crough	Megan Hedstrom
Plymouth	James Prom (Chair)	Catherine Cesnik	Ben Scharenbroich
Robbinsdale	Wayne Sicora	<i>Vacant Position</i>	Marta Roser, Richard McCoy
St. Louis Park	Jim de Lambert (Secretary)	<i>Absent</i>	
Administrator	Laura Jester, Keystone Waters		
Engineer	Karen Chandler, Barr Engineering Jim Herbert, Barr Engineering		
Recorder	Dawn Pape, Lawn Chair Gardener		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Presenters/ Guests/Public	James Wolfin, Laura Scholl, and Yordi Solomone (Metro Blooms) Kris Guentzel and Maya Starr (Hennepin County) Anna Peterson and Ryan Atwell (Minneapolis residents) Roshaan Grieme and Jared Ward (Wenck Associates for Wellington Management) Others: Faith K, Stacey Robinson, Dave Kappel		

2. PUBLIC FORUM ON NON-AGENDA ITEMS

None.

3. APPROVAL OF AGENDA

Administrator Jester requested the addition of Item 5H: Amend Educational Services Agreement with Dawn Pape

MOTION: Commissioner Welch moved to approve the agenda as amended adding agenda item 5H. Commissioner Carlson seconded the motion. Upon a roll call vote, the motion carried 8-0, with the city of Minnetonka absent from the vote.

4. CONSENT AGENDA

Commissioner Welch requested the removal of Item 4E: Approval of the Currie Commons Development, Minneapolis from the consent agenda and to add the item to the business agenda.

The following items were approved as part of the consent agenda: November 18, 2020 Commission meeting minutes, December 2020 financial report, and payment of invoices, reimbursement to Golden Valley for DeCola Ponds B & C Improvement Project, approval of residential project at 10406 South Shore Dr., Plymouth, and approval of contract for 2021 WOMP Services with Wenck.

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

Checking Account Balance	\$ 470,469.51
TOTAL GENERAL FUND BALANCE	\$470,469.51
TOTAL CASH & INVESTMENTS ON-HAND (12/9/20)	\$ 3,465,554.60
CIP Projects Levied – Budget Remaining	\$(3,838,588.46)
Closed Projects Remaining Balance	\$ 963,289.56
2015-2018 Anticipated Tax Levy Revenue	\$1,429.11
2019 Anticipated Tax Levy Revenue	\$4,499.30
Anticipated Closed Project Balance	\$969,217.97

MOTION: Commissioner Carlson moved to approve the amended consent agenda. Alternate Commissioner McDonald Black seconded the motion. Upon a roll call vote, the motion carried 8-0, with the city of Minnetonka absent from the vote.

5. BUSINESS

A. Receive Presentation from Metro Blooms on Northside Neighborhood Projects

Since 2017, Metro Blooms has been working in Minneapolis' Harrison Neighborhood and surrounding areas to equitably engage residents and install best management practices along residential boulevards and on commercial properties. Metro Blooms staff gave an update on the Northside Neighborhood Commercial Projects Program funded by a Clean Water Fund Grant from BWSR, and the Northside Pollinator Project, a Lawns to Legumes Project also funded by BWSR.

Ms. Laura Scholl gave an overview of the Northside neighborhood project, pointing out that there are many social and environmental justice issues related to this project. The goal of this project is for a community led program that responds to community needs and desires. The Northside Neighborhood Commercial Projects Program completed 6 projects in two years (3 in 2019 and 3 in 2020). Notable projects include the Eco-mosque raingardens and All Nations Church raingardens in the Willard Hay neighborhood. Ms. Scholl noted that the grant-funded project is complete and although there were many challenges including high participant turnover, the project was successful, resulting in direct engagement with multiple commercial properties.

James Wolfen and Yordi Solomone gave an overview of the “Lawns to Legumes” pollinator project which is a grant-funded neighborhood demonstration project. They noted that the project has an environmental justice focus and participant recruitment efforts include finding residents more representative of the neighborhood. With COVID-19, they weren’t able to engage face-to-face so they built a user-friendly website. Online, people could download garden “palettes” (garden design templates) with plants for various site conditions so pollinators are fed throughout the growing season. They included trees and shrubs because they are easy to care for and great for pollinators because they generally bloom earlier than perennials.

They also worked on program accessibility for renters by utilizing raised garden planters. They used youth to help carry messages to homeowners, worked to remove jargon from written materials, and connected residents with green infrastructure experts for on-site consultations to collaboratively select planting type and location. Metro Blooms staff explained they are aiming to build “community capacity”—not just putting in plants and leaving. They held sustainable land care trainings on proper maintenance.

Summary of numbers: 52 properties, 3 neighborhood associations, 5 renters, 7 paid community project stewards (3 youth community stewards who served as liaisons), 21 native gardens, and 4 garden planters totaling 1500+ sq. ft. pollinator habitat.

The lessons learned from these projects were to invest in creating partnerships with local community leaders and to remember that engagement takes time, so it’s important to start early. Equitable compensation is one way to close disparity.

The commissioners thanked Metro Blooms for the presentations and requested a copy of the slides. Commissioner Welch said he’d like to see this presented at next year’s MAWD Conference. Alternate Commissioner McDonald Black commented how this was a great intersection of environmental justice and Administrator Jester noted that the records were meticulously kept to aide in easy grant reporting. Pape suggested working together on salt education.

B. Approval of Currie Commons Development, Minneapolis (from Item 4E)

This proposed project is located within the Bassett Creek Valley in Minneapolis and includes construction of a multi-story residential building, a second level parking deck, a surface parking lot, a stormwater management system, and utility improvements resulting in creation of 1.29 acres of new impervious surfaces. The project involves work in the floodplain but results in a net increase in flood storage and will remove approximately 62% of total phosphorus from site runoff.

Commissioner Welch asked who the applicant was and commented that the project is very close to the creek in a very challenging area. He expressed surprise over the feasibility of the project and noted that the surface parking lot is below flood grade. Commission Engineer Herbert replied that Wellington Management is the applicant and the project meets BCWMC requirements, which allow for surface parking lots in floodplains. He explained that there had been many conversations with the Commission Administrator and Attorney, the developer’s consultant (Wenck), and the developer about the possible risk to flooding in the parking lot and that the developer plans to have a safety plan in place.

Roshaan Grieme with Wenck noted he is currently evaluating the emergency flood plan. He noted they put together a formalized plan based on experience with other properties to notify residents that flood conditions are coming.

Chair Prom asked who is liable if cars get towed or damaged. Mr. Ward responded that Wellington has similar properties and resident agreements may contain a plan of action for flood response. Commissioner Welch added there isn't a liability issue on BCWMC's side except that records should show that there is a risk of flood damage. BCWMC records should note that BCWMC doesn't endorse the placement of parking lots within the 2-year flood zone.

[Commissioner Sicora departs the meeting.]

There was a brief discussion about the modeling and Commission Engineer's memo comments. Commissioner Welch asked why the 0.27 acres of work in the adjacent right-of-way (ROW) were considered a linear project rather than being tied in with the complete project. Engineer Herbert explained that the redevelopment project was reviewed on the parcel scale and that there is often work in ROW adjacent to the parcel that is considered separate from the project. Commissioner Welch noted there shouldn't be a "magic line" between a redeveloped parcel and the adjacent street and ROW.

There were brief discussions about chloride management and the need for a regional approach to stormwater and floodplain management throughout the Bassett Creek Valley. It was noted that overall, the project actually results in a net gain for floodplain storage.

MOTION: Commissioner Welch moved to approve the Currie Commons Development in Minneapolis on the condition that Commission Engineer's calculations and comments include the 0.27 acres of the linear project portion in the development project, the risk of flood damage is noted, and that the developer is liable for any flood damage. Alternate Commissioner Crough seconded the motion. Upon a roll call vote, the motion carried 6-0, with the cities of Robbinsdale and Minnetonka absent from the vote and Medicine Lake abstained.

C. Consider Approval of Final Report and Reimbursement Request for Crane Lake Water Quality Improvement Project

i. Final Report

Chris Long, with the city of Minnetonka presented the final report of the completed 2020 Crane Lake Improvement CIP Project (CL-3), which included stormwater quality improvements completed in conjunction with the Ridgedale Drive Reconstruction Project. The reconstruction of Ridgedale Drive between Plymouth Road and Wayzata Boulevard reconfigured the roadway with three roundabouts, and reduced the impervious area by approximately two acres. The associated Crane Lake Improvements include the installation of an underground treatment system beneath the park, which then pumps to a series of raingarden filtration basins prior to out-letting into Crane Lake. These improvements provide treatment of a 13.3-acre drainage area which was previously not treated prior to entering Crane Lake. They will remove 9 pounds of total phosphorus and 3,500 pounds of total suspended solids. The 12,250 square-foot underground treatment system and raingardens were constructed in the park area where a future park shelter (planned for 2021) with an educational kiosk will be built and can help educate the public about the treatment system and Crane Lake. He noted that this is a great opportunity for education with the close proximity to the Ridgedale Mall, park amenities, and adjacent trail network.

Commissioner Welch noted the low cost per pound pollutant removal and the overall good project.

ii. Reimbursement Request

Mr. Long requested reimbursement of project fund balance of \$367,999.15.

MOTION: Commissioner Welch moved to approve the Final Report and Reimbursement Request for Crane Lake Water Quality Improvement Project. Commissioner de Lambert seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

D. Consider Approval of Accounting Services Request for Proposals

Administrator Jester noted that at the November meeting, she reported that the city of Golden Valley is seeking to relinquish its BCWMC deputy treasurer position and turn over monthly accounting to another city or outside firm. Administrator Jester was directed to develop a request for proposals (RFP) for outside firms. Administrator Jester recommended submitting the attached RFP to well-known firms and reviewing the submissions at the January meeting.

There was a short discussion about the importance of having separate firms do the accounting and auditing. There was consensus that Chair Prom, Alternate Commissioner McDonald Black, and the Administrator should review the proposals received and make a recommendation to the Commission at the January meeting.

MOTION: Alternate Commissioner McDonald Black moved to approve the accounting services request for proposals. Commissioner Anderson seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

E. Review Staff Evaluations and Consider Process for Consultant Solicitation

Chair Prom summarized the 2020 evaluation results for the commission's administrator and engineers. Both received positive remarks from those responding to the evaluation. The evaluations are non-public data so they were not included with meeting materials. Administrator Jester will send results to commissioners and alternate commissioners.

Commissioner Welch commented that the commission has an "open" relationship and appreciates that the staff is open to feedback. Administrator Jester and Engineer Chandler both agreed and noted that they would like to hear about ways to improve.

Administrator Jester reminded commissioners that they should decide how to solicit proposals for at least engineering and legal services as required biennially by State law.

MOTION: Alternate Commissioner Crough moved to solicit services with letters of interest. Alternate Commissioner McDonald Black seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent.

F. Receive Update on MAWD Annual Conference and Meeting

Commissioners Harwell, Sicora, and Welch participated in the online MAWD business meeting on December 4, 2020 as the BCWMC's two delegates and alternate delegate, respectively. Administrator Jester attended the meeting as a spectator. The meeting included reports from state agencies and MAWD committees. Attendees reported that there was a lengthy discussion on the resolutions presented for consideration for the 2021 legislative platform, some of which passed and others that failed, sometimes by close margins. Commissioner Welch noted that there are distinctive differences between pressing issues in Metro watershed vs. non-metro watersheds, and noted some resolutions were pulled from consideration due to improper timing of submittals. He also noted that the BCWMC was minimally represented at the conference and presentations.

There was some discussion about resolution on wake boats and their potential to damage shorelines and how new rules would be enforced.

G. Receive Update on New MS4 Permit

At the Commission meeting in November, TAC members were asked to bring information about the new MS4 permit to a future meeting. The permit has new requirements. TAC member Mark Ray reported that the new permit is longer and has many changes. He noted that a group of cities is developing a spreadsheet to help track activities and public education. He hopes they will have a common educational message on stormwater and pollution. TAC member Scharenbroich noted the fees to cities for MS4 compliance increased dramatically. For instance, Plymouth's fee went from \$400 per permit cycle to \$7,500 per permit cycle. It was reported that cities

have until mid-April to complete an application to reapply for the MS4 permit and tell the State how they will comply with the permit.

Mark Ray stated that he's looking for universal education for the area. Education consultant Dawn Pape chimed in that the Watershed Partners are providing that education and consistent messaging, that it is posted regularly on the BCWMC website and is available to cities. She noted that city communication departments can get involved. Administrator Jester noted that the West Metro Water Alliance is seeking ways to assist cities with educational programming.

H. Consider Amending Contract with Education Consultant

Administrator Jester suggested extending the contract term through March so there isn't a lapse during important salt education months. Chair Prom tabled the item and requested that it be moved to the January agenda.

6. COMMUNICATIONS

A. Administrator's Report

- i. Update on Chloride Management Webpage and Template Development – Administrator Jester is working with Fortin Consulting and the Hennepin County Chloride Initiative to develop a template for chloride management plans. She also noted the new BCWMC webpage on chloride management, particularly meant for BCWMC-reviewed projects.
- ii. Update on Medicine Lake Vegetation Management – Administrator Jester reported on the meeting with the DNR, TRPD, city staff and commissioners from Plymouth and Medicine Lake and Commission Engineers. She noted the good news is that the native plant community is healthy, despite AIS presence in the lake. She also noted a DNR variance is needed but likely to be approved to treat a larger area of curly-leaf pondweed in 2021.
- iii. Commissioners should have received campaign finance reform information in the mail. They need to be filed between Jan. 1-25 or risk being fined.
- iv. DNR is accepting applications for new AIS advisory committee members.
- v. Administrator Jester informed the commission that she joined an environmental justice subgroup of Blue Thumb.

B. Chair

Chair Prom informed the Commission that his tenure as the primary commissioner from Plymouth will end in January and he will step down from his position as Chair. He noted Catherine Cesnik will be commissioner and Prom will be the alternate starting in February 2021.

C. Commissioners

Alternate Commissioner McDonald Black noted her desire to have more diversity on the Commission. She suggested offering an internship and informed the Commission about the Dougherty Family College Lunch and Learn event centered on environmental justice on January 15, 2021 via Zoom.

D. TAC Members

- i. Sanitary Sewer Break on North Branch Bassett Creek
Mark Ray explained how a resident reported the North Branch sanitary sewer break on November 21st and how the leak was repaired within 90 minutes of the report. He reported the area has been seeded and blanketed and that the cause of the sewer break was a buildup of grease and non-flushable wipes.

E. Committees - None

F. Education Consultant

- i. Ms. Pape urged commissioners to share the latest video on [smart salting](#). In addition, she encouraged the commissioners to let her know how many salt flyers they would like to hand out/post on places in the community that use too much salt.

G. Legal Counsel - None

H. Engineer - None

7. INFORMATION ONLY (Information online only)

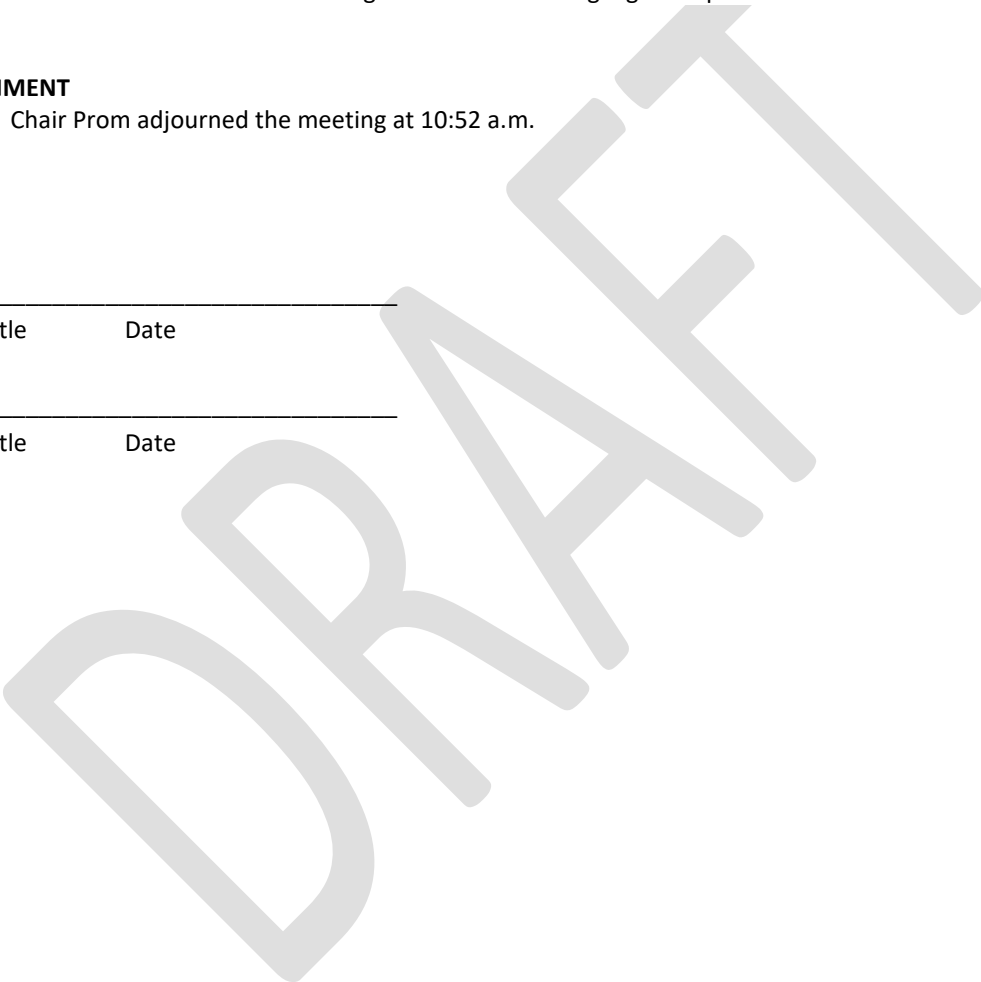
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- B. Grant Tracking Summary and Spreadsheet
- C. 2020 BCWMC Administrative Calendar
- D. WCA Notices of Decision, Plymouth
- E. WCA Notices of Application, Plymouth
- F. WCA Notice of Decision, Golden Valley
- G. MN Stormwater Research Program 2019 – 2020 Highlights Report

8. ADJOURNMENT

Chair Prom adjourned the meeting at 10:52 a.m.

Signature/Title Date

Signature/Title Date



Bassett Creek Watershed Commission
General Fund (Administration) Financial Report
Fiscal Year: February 1, 2020 through January 31, 2021
MEETING DATE: January 21, 2021

(UNAUDITED)

BEGINNING CASH BALANCE	9-Dec-2020	237,366.15	
Transfer from 4M Fund		70,000.00	
	Total Cash Balance		307,366.15
BEGINNING INVESTMENT BALANCE		233,103.36	
Transfer out to Wells Fargo		(70,000.00)	
Interest Earnings - 4M Funds		7.90	
	Total Investment Balance		163,111.26
	Total Cash and Investments		470,477.41
ADD:			
Assessments:			
2021 - Assessments:			
City of Minnetonka	2021 Assessment	29,622.00	
Other:			
Transfer from CIP	Construction Administration	30,000.00	
State of MN	Lawns to Legumes Grant-BWSI	22,033.77	
LMC	Dividend-Insurance	677.00	
Permits:			
SouthView Design		500.00	
City of Robbinsdale		2,500.00	
City of Plymouth		1,500.00	
Geislinger		1,500.00	
Reimbursed Construction Costs		47,797.95	
	Total Revenue and Transfers In		136,130.72
DEDUCT:			
Checks:			
3321 VOIDED - Check lost	VOIDED - Check lost	(160.00)	
3363 Barr Engineering	November Services	48,497.57	
3364 Kennedy & Graven	October Legal	1,094.50	
3365 Keystone Waters LLC	November Services/Admin Chg	6,825.09	
3366 Lawn Chair Gardener	November Services	1,246.77	
3367 Wenck	WOMP	2,748.81	
3368 City of Golden Valley	Financial Services	3,500.00	
3369 HDR Engineering Inc	Website Services	539.10	
3370 Metro Blooms	Harrison/Pub Outreach	36,763.62	
3371 Dept of Admin/PMD-Minnesota	State Register	69.00	
3372 Metropolitan Council	CAMP	6,685.00	
3373 Dave Anderson	Reimb Land Line Exp	93.24	
3374 Catherine Cesnik	Training Reimbursement	160.00	
	Total Checks/Deductions		(108,062.70)
Outstanding from previous month:			
3357 Lawn Chair Gardener	October Services	1,226.25	
Transfers:			
EROSION/SEDIMENT (CHANNEL MAINT)		(25,000.00)	
LONG TERM MAINTENANCE		(25,000.00)	
NEXT GENERATION PLAN DEVELOPMENT		(18,000.00)	
	Total Transfers		(68,000.00)
ENDING BALANCE	12-Jan-2021		430,545.43

Bassett Creek Watershed Commission
 General Fund (Administration) Financial Report
 Fiscal Year: February 1, 2020 through January 31, 2021
 MEETING DATE: January 21, 2021

(UNAUDITED)

	2020/2021 BUDGET	CURRENT MONTH	YTD 2020/2021	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS TO CITIES	550,450	0.00	550,451.00	(1.00)
PROJECT REVIEW FEES	50,000	6,000.00	63,000.00	(13,000.00)
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
TRANSFERS FROM LONG TERM FUND & CIP	42,000	0.00	0.00	42,000.00
CIP ADMINISTRATIVE CHARGE	30,000	30,000.00	30,000.00	0.00
LONG TERM MAINT-FLOOD CONTROL PRO	12,000			
USE OF FUND BALANCE	15,000	0.00	0.00	15,000.00
METROPOLITAN COUNCIL - LRT		0.00	0.00	
THREE RIVERS PARK DISTRICT - CURLY LEAF POND		0.00	1,127.85	
STATE OF MN-LAWNS TO LEGUMES GRANT-BWSR		22,033.77	22,033.77	
CITY OF MINNEAPOLIS-BASSETT CREEK STUDY			53,571.89	
REVENUE TOTAL	692,450	58,033.77	724,684.51	44,499.00
EXPENDITURES				
ENGINEERING & MONITORING				
TECHNICAL SERVICES	130,000	8,832.50	134,275.14	(4,275.14)
DEV/PROJECT REVIEWS	75,000	8,158.50	92,273.25	(17,273.25)
NON-FEE/PRELIM REVIEWS	20,000	556.50	14,846.50	5,153.50
COMMISSION AND TAC MEETINGS	12,000	868.00	9,997.20	2,002.80
SURVEYS & STUDIES	10,000	1,593.68	2,175.68	7,824.32
WATER QUALITY/MONITORING	102,600	4,541.50	97,863.12	4,736.88
WATER QUANTITY	6,500	465.00	5,692.44	807.56
ANNUAL FLOOD CONTROL INSPECTIONS	12,000	5,334.09	59,579.14	(47,579.14)
REVIEW MUNICIPAL PLANS	2,000	0.00	1,548.00	452.00
WOMP	20,500	2,748.81	19,374.69	1,125.31
APM / AIS WORK	30,000	0.00	11,634.42	18,365.58
ENGINEERING & MONITORING TOTAL	420,600	33,098.58	449,259.58	(28,659.58)
PLANNING				
NEXT GENERATION PLAN DEVELOPMENT	18,000	18,000.00	18,000.00	0.00
TRANSFER				
MAINTENANCE FUNDS TOTAL	18,000	18,000.00	18,000.00	0.00
ADMINISTRATION				
ADMINISTRATOR	69,200	6,660.00	58,356.00	10,844.00
MN ASSOC WATERSHED DIST DUES	500	0.00	500.00	0.00
LEGAL COSTS	15,000	1,094.50	16,180.23	(1,180.23)
AUDIT, INSURANCE & BONDING	18,000	0.00	18,684.00	(684.00)
FINANCIAL MANAGEMENT	3,500	3,500.00	3,500.00	0.00
MEETING EXPENSES	1,500	93.24	316.74	1,183.26
ADMINISTRATIVE SERVICES	15,000	1,254.36	10,703.80	4,296.20
ADMINISTRATION TOTAL	122,700	12,602.10	108,240.77	14,459.23
OUTREACH & EDUCATION				
PUBLICATIONS/ANNUAL REPORT	1,300	69.00	1,069.00	231.00
WEBSITE	1,000	539.10	1,264.00	(264.00)
PUBLIC COMMUNICATIONS	1,000	0.00	1,112.59	(112.59)
EDUCATION AND PUBLIC OUTREACH	22,000	7,270.97	38,321.17	(16,321.17)
WATERSHED EDUCATION PARTNERSHIPS	15,850	6,685.00	16,535.00	(685.00)
OUTREACH & EDUCATION TOTAL	41,150	14,564.07	58,301.76	(17,151.76)
MAINTENANCE FUNDS				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	25,000.00	25,000.00	0.00
TRANSFER				
LONG TERM MAINTENANCE (moved to CF)	25,000	25,000.00	25,000.00	0.00
TRANSFER				
MAINTENANCE FUNDS TOTAL	50,000	50,000.00	50,000.00	0.00
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
TOTAL EXPENSES	662,450	128,264.75	683,802.11	(21,352.11)

BCWMC Construction Account
Fiscal Year: February 1, 2020 through January 31, 2021
January 2021 Financial Report

(UNAUDITED)

Cash Balance 12/09/2020			
Cash		(1,485,290.89)	
Transfer from Investment		200,000.00	
	Total Cash		(1,285,290.89)
Investments:			
Minnesota Municipal Money Market (4M Fund)		4,950,845.49	
Transfer to Cash		(200,000.00)	
Dividends-Current		167.78	
	Total Investments		4,751,013.27
	Total Cash & Investments		3,465,722.38
Add:			
Interest Revenue (Bank Charges)		(103.56)	
State of MN - Local Option Disast Abatement		44.11	
State of MN - Market Value Homestead Credit		2.01	
	Total Revenue		(57.44)
Less:			
CIP Projects Levied - Current Expenses - TABLE A		(31,752.00)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(15,088.80)	
	Total Current Expenses		(46,840.80)
	Total Cash & Investments On Hand	1/12/2021	3,418,824.14
Total Cash & Investments On Hand		3,418,824.14	
Current Anticipated Levy -2020 (July 20/Dec 20/Jan 21)		26,757.54	
CIP Projects Levied - Budget Remaining - TABLE A		(3,806,836.46)	
Secured Grant Funds (CIP Projects Levied)-Not yet received		679,485.88	
2021 Expected Levy for 2020/2021 Projects		630,080.00	
Closed Projects Remaining Balance		948,311.10	
2015 - 2018 Anticipated Tax Levy Revenue - TABLE C		1,429.11	
2019 Anticipated Tax Levy Revenue - TABLE C		4,499.30	
Anticipated Closed Project Balance		954,239.51	
Proposed & Future CIP Project Amount to be Levied - TABLE B		4,003,700.00	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2020/21 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget	Grant Funds Received- included in Cash Balances	Secured Grant Funds	2021 Expected Levy for 2020/2021 Projects
Projects Completed-to be removed at year end								
Northwood Lake Pond (NL-1) - FINALLED	1,433,740							
Close Project - Use Closed Project Funds	13,403	1,447,143	0.00	0.00	1,447,143.38	0.00	700,000	
Plymouth Creek Restoration (2017 CR-P) - FINALLED	863,573	627,329	0.00	0.00	627,329.10	0.00	435,468	
Close Project - funds to Closed Project Fund	(236,244)							
Current Projects								
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000	1,227.00	10,205.00	185,236.56	804,763.44			
2014								
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000	0.00	3,146.00	431,508.45	180,491.55			
Twin Lake Alum Treatment Project (TW-2)	163,000	0.00	0.00	91,037.82	71,962.18			
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						150,300	
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	0.00	3,500.00	1,066,648.32	56,702.68			
2019								
Decola Ponds B&C Improvement(BC-2,BC-3,BC-8)	1,600,000	10,000.00	1,401,387.75	1,507,985.31	92,014.69	34,287	34,287	
Westwood Lake Water Quality Improvement Project(Feasibility)	404,500	0.00	174,486.76	223,640.96	180,859.04			
2020								
Bryn Mawr Meadows (BC-5)	912,000	2,270.00	4,289.00	101,976.03	810,023.97	200,000	200,000	412,000
Jevne Park Stormwater Mgmt Feasibility (ML-21)	500,000	10,000.00	10,000.00	56,390.75	443,609.25			
Crane Lake Improvement Proj (CL-3)	380,000	7,600.00	375,599.15	387,600.00	(7,600.00)			
Sweeney Lake WQ Improvement Project (SL-8)	568,080	655.00	325,363.09	326,513.09	241,566.91	40,345	294,899	218,080
	10,391,875	31,752.00	2,307,976.75	6,585,039.02	3,806,836.46	274,632	679,485.88	630,080.00

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2020/21 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2021					
Main Stem Dredging Project (BC-7)	3,259,000	0.00	38,616.50	80,811.22	3,178,188.78
Mt Olivet Stream Restoration (ML-20)	178,100	0.00	14,410.50	35,993.92	142,106.08
Parkers Lake Stream Restoration (PL-7)	485,000	0.00	24,564.90	57,547.12	427,452.88
Purchase High Efficiency Street Sweeper (ML-23)	81,600	0.00	0.00	0.00	81,600.00
2021 Project Totals	4,003,700	0.00	77,591.90	174,352.26	3,829,347.74
2022					
DeCola Ponds/Wildwood Park/SEA School Flood Control (BC-2,3,8,10)	0	7,887.50	23,582.89	23,582.89	(23,582.89)
Medley Park Stormwater Treatment Feasibility (ML-12)	0	7,201.30	46,287.86	46,287.86	(46,287.86)
2022 Project Totals	0	15,088.80	69,870.75	69,870.75	(69,870.75)
Total Proposed & Future CIP Projects to be Levied	4,003,700	15,088.80	147,462.65	244,223.01	3,759,476.99

BCWMC Construction Account

Fiscal Year: February 1, 2020 through January 31, 2021

(UNAUDITED)

January 2021 Financial Report

TABLE C - TAX LEVY REVENUES

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception To Date Rec'd	Balance to be Collected	BCWMO Levy
2020 Tax Levy	1,500,000.00	1,239.74	1,501,239.74	0.00	1,474,482.20	1,474,482.20	26,757.54	1,500,000.00
2019 Tax Levy	1,436,000.00	(4,500.13)	1,431,499.87	0.00	1,952.86	1,427,000.57	4,499.30	1,436,000.00
2018 Tax Levy	1,346,815.00	(8,893.33)	1,337,921.67	0.00	(125.40)	1,335,639.00	2,282.67	947,115.00
2017 Tax Levy	1,303,600.00	(16,571.62)	1,287,028.38	0.00	344.03	1,288,055.03	(1,026.65)	1,303,600.00
2016 Tax Levy	1,222,000.00	(11,662.58)	1,210,337.42	0.00	171.60	1,210,242.31	95.11	1,222,000.00
2015 Tax Levy	1,000,000.00	(103.70)	999,896.30	0.00	461.81	999,818.32	77.98	1,000,000.00
				<u>0.00</u>			<u>32,685.95</u>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2020/21 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000	0.00	85.00	107,850.15	27,149.85
TOTAL TMDL Studies	135,000	0.00	85.00	107,850.15	27,149.85
Flood Control Long-Term					
Flood Control Long-Term Maintenance	674,980	1,307.00	17,152.00	406,728.91	
Transfer from General Fund	25,000				
Less: State of MN - DNR Grants		0.00	(3,231.50)	(145,078.40)	
TOTAL Flood Control Long-Term	699,980	1,307.00	13,920.50	261,650.51	438,329.49
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	415,950		11,453.70	267,073.30	
Transfer from General Fund	25,000				
TOTAL Channel Maintenance	440,950	0.00	11,453.70	267,073.30	173,876.70
Next Generation Plan Development Savings Account					
Next Generation Plan-setup in 2019	12,000	0.00	0.00	0.00	
Transfer from General Fund	18,000				
TOTAL Next Generation Plan Development	30,000	0.00	0.00	0.00	30,000.00
Metro Blooms Harrison Neighborhood CWF Grant Project					
BWSR Grant	134,595	29,650.15	48,608.11	136,501.00	(1,906.00)
		0.00	(53,838.00)	(121,136.00)	(121,136.00)
	134,595	29,650.15	(5,229.89)	15,365.00	
Total Other Projects	1,885,525	30,957.15	20,229.31	530,802.96	1,016,314.04



Bassett Creek Watershed Management Commission

RESOLUTION NO. 21-01

Member _____ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE REIMBURSEMENT TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION 2.0% OF THE TAX LEVY REQUEST TO HENNEPIN COUNTY FOR COLLECTION IN 2020, FOR ADMINISTRATIVE EXPENSES FOR CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS AND APPROVING THE TRANSFER OF THE FUNDS FROM THE CIP ACCOUNT TO THE ADMINISTRATIVE ACCOUNT

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:

1. The Bassett Creek Watershed Management Commission (BCWMC) will be reimbursed \$30,000, which is 2.0% of the BCWMC's September 2019 tax request in the amount of \$1,500,000 to Hennepin County for collection in 2020, for administrative expenses for Capital Improvement Projects.
2. The Bassett Creek Watershed Management Commission directs its Deputy Treasurer to transfer the reimbursed funds from the Commission's CIP Account to its Administrative 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.



Bassett Creek Watershed Management Commission

RESOLUTION NO. 21-02

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 EROSION/SEDIMENT (CHANNEL MAINTENANCE) ACCOUNT AND THE FLOOD CONTROL LONG-TERM MAINTENANCE ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission that:

1. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission’s Administrative Account to the Erosion/Sediment (Channel Maintenance Fund) account.
2. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission’s Administrative Account to the Flood Control Long-Term Maintenance account.
3. \$18,000 will be transferred from the Bassett Creek Watershed Management Commission’s Administrative Account to the Next Generation Plan Development 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.



FY 2021 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
WATERSHED-BASED IMPLEMENTATION FUNDING
GRANT AGREEMENT

Vendor:	0000265343
PO#:	3000012870

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and **Bassett Creek WMC, c/o 16145 Hillcrest Ln Eden Prairie, Minnesota 55346** (Grantee).

This grant is for the following Grant Programs :

C21-5114	Main Stem Lagoon Dredging Project	\$250,000
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Total Grant Awarded: \$250,000

Recitals

1. The Laws of Minnesota 2019, 1st Special Session, Chapter 2, Article 2, Section 7(a), appropriated Clean Water Funds (CWF) to the Board for the FY 2020-2021 Watershed-based Implementation Funding.
2. The Board adopted the FY 2020-2021 Clean Water Fund Watershed-based Implementation Funding Program Policy and authorized the Watershed-based Implementation Funding Program through Board Order #19-54.
3. The Board adopted Board Order #19-54 to allocate funds for the FY 2020-2021 Watershed-based Implementation Funding Program.
4. The Grantee has submitted a BWSR approved work plan for this Program which is incorporated into this Grant Agreement by reference.
5. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the State.
6. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State’s Authorized Representative is Marcey Westrick, Clean Water Coordinator, BWSR, 520 Lafayette Road North, Saint Paul, MN 55155, 651-284-4153, or his/her successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee’s Authorized Representative is:

**BCWMC Administrator
c/o 16145 Hillcrest Lane
Eden Prairie, MN 55346
952-270-1990**

If the Grantee’s Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. Terms of the Grant Agreement.

- 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The State will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
- 1.2. **Expiration date: December 31, 2023**, or until all obligations have been satisfactorily fulfilled, whichever comes first.
- 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Publicity and Endorsement; 12. Governing Law, Jurisdiction, and Venue; 14. Data Disclosure; and 19. Intellectual Property Rights.

2. **Grantee's Duties.**

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their work plan, which is incorporated into this Grant Agreement by reference.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
 - 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board. All individual grants over \$500,000 will also require a reporting expenditure by June 30 of each year.
 - 2.2.2. The Grantee will prominently display on its website the Clean Water Legacy Logo and a link to the Legislative Coordinating Commission website.
 - 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, 2024 or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.
- 2.3. **Match:** The Grantee will ensure any local match requirement will be provided as stated in Grantee's approved work plan.

3. **Time.**

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. **Terms of Payment.**

- 4.1. Grant funds will be distributed in three installments: 1) The first payment of 50% will be distributed after the execution of the Grant Agreement. 2) The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. An eLINK Interim Financial Report that summarizes expenditures of the first 50% must be signed by the Grantee and approved by BWSR. Selected grantees may be required at this point to submit documentation of the expenditures reported on the Interim Financial Report for verification. 3) The third payment of 10% will be distributed after the grant has been fully expended and reporting requirements are met. The final, 10% payment must be requested within 30 days of the expiration date of the Grant Agreement. An eLINK Final Financial Report that summarizes final expenditures for the grant must be signed by the Grantee and approved by BWSR.
- 4.2. All costs must be incurred within the grant period.
- 4.3. All incurred costs must be paid before the amount of unspent funds is determined. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.
- 4.4. The obligation of the State under this Grant Agreement will not exceed the amount listed above.
- 4.5. This grant includes an advance payment of 50 % of the grant's total amount. Advance payments allow the grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. **Conditions of Payment.**

- 5.1. All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as set forth in this Grant Agreement and in the BWSR approved work plan for this program. Compliance will be determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, State, and local laws, policies, ordinances, rules, FY 2020-2021 Clean Water Fund Watershed-based Implementation Funding Program Policy, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, State or local law.
- 5.2. Minnesota Statutes §103C.401 (2018) establishes BWSR's obligation to assure Program compliance. If the noncompliance is severe, or if work under the Grant Agreement is found by BWSR to be unsatisfactory or performed in violation of federal, State, or local law, BWSR has the authority to require the repayment of grant funds or withhold payment on grants from other programs.

6. **Assignment, Amendments, and Waiver**

- 6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 6.2. **Amendments.** Any amendments to this Grant Agreement must be in writing and will not be effective until it has been approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any amendments thereto.

6.3. **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. **Liability.**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

8. **State Audits.**

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

9. **Government Data Practices.**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

10. **Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. **Publicity and Endorsement.**

11.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Agreement.

11.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services

12. **Governing Law, Jurisdiction, and Venue.**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. **Termination.**

13.1. The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2. In the event of a lawsuit, an appropriation from a Clean Water Fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.

13.3. The State may immediately terminate this Grant Agreement if the State finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14. Data Disclosure.

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

15. Prevailing Wage.

It is the responsibility of the Grantee or contractor to pay prevailing wage for projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44. All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at a rate not less than those prevailing on projects of a character similar in the locality. Bid requests must state the project is subject to prevailing wage.

16. Municipal Contracting Law.

Per Minn. Stat. § 471.345, grantees that are municipalities as defined in Subd. 1 of this statute must follow the Uniform Municipal Contracting Law. Supporting documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

17. Constitutional Compliance.

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution regarding the use of Clean Water Funds to supplement traditional sources of funding.

18. Signage.

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, Article 3, Section 5(b) for Clean Water Fund projects.

19. Intellectual Property Rights.

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries, (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Work includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United State Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Bassett Creek WMC

Board of Water and Soil Resources

By: _____
(print)

By: _____

(signature)

Title: Chair

Title: _____

Date: _____

Date: _____

By: _____
(print)

(signature)

Title: Secretary

Date: _____



ADMINISTRATIVE SERVICES AND EDUCATION & OUTREACH SERVICES AGREEMENT

THIS ADMINISTRATIVE SERVICES AND EDUCATION & OUTREACH 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 January 4, 2021, which is attached hereto as Exhibit 1 and is incorporated herein, generally including attending meetings and drafting minutes for all monthly Commission meetings; performing social media tasks; writing newspaper columns and press releases; and performing additional educational tasks as assigned by the Commission (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 \$18,867.00.
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, 2022. 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. COMPLETE AGREEMENT. This Agreement, together with any attached exhibits, contains the complete agreement between the parties and supersedes any and all previous oral and written agreements, representations and negotiations between the parties regarding the provision of services by Contractor to the Commission. No modifications or amendments may be made to this Agreement unless in 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



ADMINISTRATIVE & EDUCATION / OUTREACH SERVICES

PROPOSAL FOR BCWMC

February 1, 2021-January 31, 2022

Dawn Pape has over twenty-five years of experience in the field of education and sixteen 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

Laura Jester

5901 Birchwood St.
Shoreview, MN 55126
651.485.5171

dawn@lawnchairgardener.com

laura.jester@keystonewaters.com

lawnchairgardener.com

bassettcreekwmo.org

Proposal Issued:

Proposal Valid to:

01.05.2021

03.30.2021

Administrative Services

Board minutes

meeting attendance and drafting minutes, approx. 7.5 hrs. ea. mo. x \$45/hr. x 12 mos. = \$4,050

Mileage for board meetings

assuming 6 in-person meetings x 42 miles x \$0.56/mile = \$ 142

TOTAL not to exceed = **\$4,192**

Education/Outreach Services

Facebook and Instagram

1-2 social media posts on both platforms, 1.5 hrs./week x 52 weeks x \$45 = \$3,510

There was a 10.4% increase in followers and a 19% increase in Facebook engagement in 2020.

2020 Reach=45,867 (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.)

2020 Engagement=5,771 (Engagement is defined as the number of unique users who engaged with the BCWMC Page. Engagement includes any click or story created.)

Facebook ads

\$40/mo.x 12 mos. to increase reach and engagement = \$ 480

Educational newspaper article writing

write monthly column for local newspapers and send press releases as needed,
post columns and Watershed Partners articles to BCWMC website,
\$45 x 6 hrs./month x 12 mos. = \$3,240

Education committee meetings or meetings with Administrator

2 meetings/year at approx. 3 hours in length X \$45 = \$ 270
mileage 2 in-person meetings x 42 miles x \$0.56/mile = \$ 47

Additional educational tasks and activities such as educational videos

or as assigned by the Education Committee and approved by the BCWMC Board
of Commissioners in 2021 = \$7,128

TOTAL not to exceed = **\$14,675**

Administrative & Education/Outreach Services Total not to exceed

\$18,867.00



Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr)
Subject: Item 4H: 4710 Killarney Drive Shoreline Improvements – Golden Valley, MN
BCWMC January 21, 2021 Meeting Agenda
Date: January 12, 2021
Project: 23270051.48 2020 2238

4H 4710 Killarney Drive Shoreline Improvements – Golden Valley BCWMC 2020-32

Summary:

Proposed Work: Single-family home shoreline improvements

Basis for Review at Commission Meeting: Work in the floodplain and shoreline improvements

Impervious Surface Area: No change

Recommendation: Approval

General Project Information

The proposed project is located in the Sweeney Lake subwatershed at 4710 Killarney Drive in Golden Valley, MN. The applicant proposes to improve the Sweeney Lake shoreline along their property by placing geotextile, riprap, and native wildflowers along the shoreline. The proposed project does not result in any change of impervious surfaces.

Floodplain

The proposed project includes work in the BCWMC (Sweeney Lake) 1% annual-chance (base flood elevation, 100-year) floodplain. The October 2019 BCWMC Requirements for Improvements and Development Proposals (Requirements) document states that projects within the floodplain must maintain no net loss in floodplain storage and no increase in flood level at any point along the trunk system (managed to at least a precision of 0.00 feet). The 1% annual-chance (base flood elevation, 100-year) floodplain elevation of Sweeney Lake is 831.9 feet NAVD88. The proposed cross section shows that the work will result in an increase of flood plain storage along the shoreline.

Lakes, Streams, and Wetlands

The proposed project includes shoreline improvements along Sweeney Lake that trigger review by the Commission. As part of the proposed project, geotextile and 6"-30" riprap (Type III or IV) will be installed along the shoreline. The riprap will be installed from approximately elevation 825.7 (approximately 1.5 feet below the normal water level) to elevation 829.2 (approximately 2 feet above the normal water level).

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr)
Subject: Item 4H: 4710 Killarney Drive Shoreline Improvements – Golden Valley, MN
Date: January 12, 2021
Page: 2

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 project does not create one or more acres of new or fully reconstructed impervious surfaces; therefore, BCWMC rate control review is not required.

Water Quality

The proposed project does not create one or more acres of new or fully reconstructed impervious surfaces; therefore, BCWMC water quality review is not required.

Erosion and Sediment Control

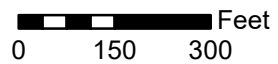
Single family homes are exempt from BCWMC erosion and sediment control requirements.

Recommendation

Approval



- Project Location
- Municipality
- BCWMC Legal Boundary
- Major Subwatershed



BCWMC #2020-32
 4710 KILLARNEY DRIVE
 SHORELINE IMPROVEMENTS
 Golden Valley, MN

LOCATION MAP

Bassett Creek 3rd Avenue and 2nd Street Tunnel Inspection Report



Prepared for
Bassett Creek Watershed Management Commission

Inspection Date: October 2020

3rd Avenue and 2nd Street Tunnel Inspection Report

Inspection Date: October 2020

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1 Executive Summary

The Bassett Creek Watershed Management Commission (BCWMC) retained Barr Engineering Co. (Barr) to conduct an inspection of the 3rd Avenue tunnel and a portion of the I-94/2nd Street tunnel between the Mississippi River outlet and the junction with the 3rd Avenue tunnel in October 2020. The purpose of the inspection was to document current tunnel conditions and provide recommendations to BCWMC regarding future monitoring and repair.

The Bassett Creek tunnel system conveys the former open channel Bassett Creek through downtown Minneapolis to the Mississippi River where it discharges between the Upper and Lower St. Anthony Falls as shown in Figure 1-1. The tunnel system was constructed in three phases including the I-94/2nd Street tunnel (Phase 1 shown in green), the 3rd Avenue tunnel (Phase 2 shown in yellow), and the Double Box Culvert (Phase 3 shown in orange). The 2020 inspection extents performed for BCWMC are delineated with a red-dashed line. The portion of the I-94 tunnel upstream of the 3rd Avenue tunnel junction was inspected under a separate contract for the City of Minneapolis (City). The Double and Single Box Culverts (shown in orange) were inspected by Barr in October 2019. Findings from these inspections are documented in separate reports.

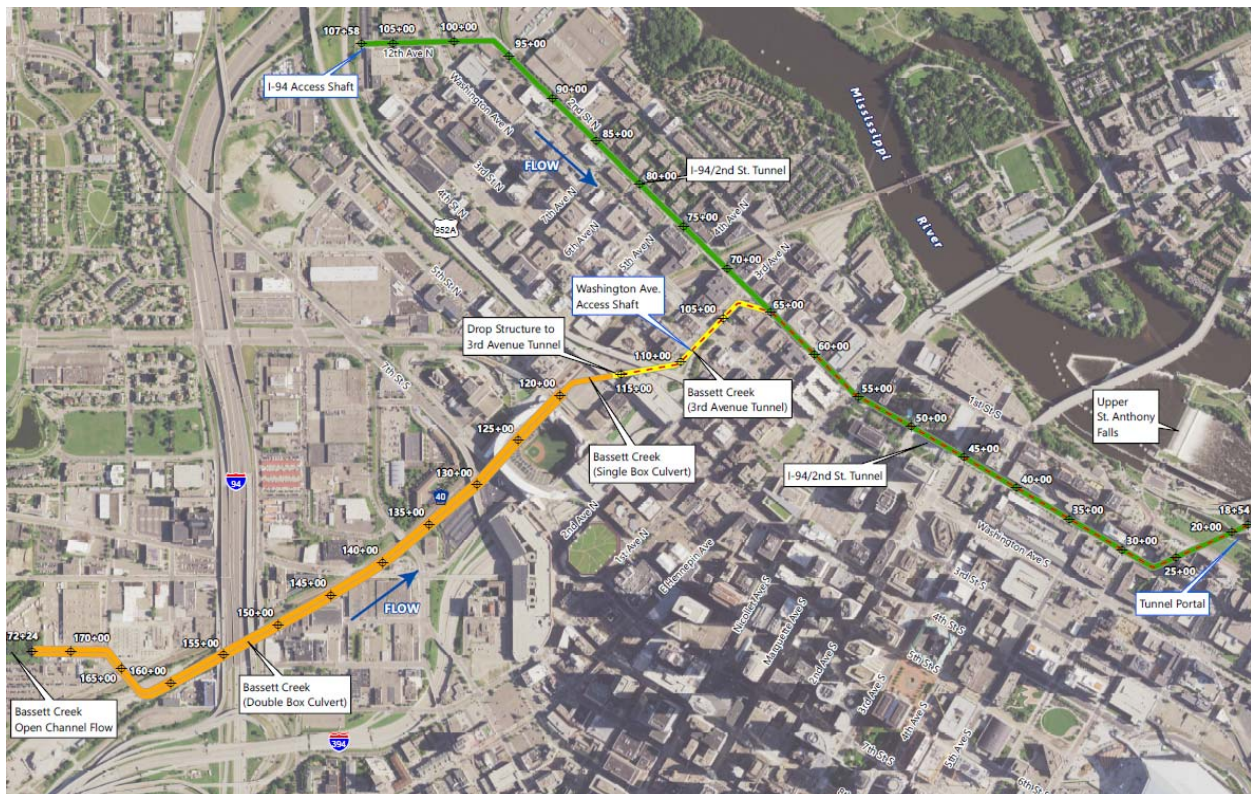


Figure 1-1 Tunnel System Overview

Further discussion and details regarding each tunnel and phase is provided in Section 2.

1.1 Recommendations

Based on the 2020 inspection findings, the following recommendations are provided to the BCWMC for consideration. Additional discussion regarding these recommendations is also provided in Section 6.

1.2 Inspection

The following provides recommendations to BCWMC regarding Barr's recommended inspection frequency for each tunnel segment.

1.2.1 3rd Avenue Tunnel

It is recommended that the BCWMC continue to perform a full NASSCO PACP inspection on a 5-year basis (coordinating with the City's I-94/2nd Street tunnel inspection).

1.3 Repairs, Maintenance

The following provides recommendation to BCWMC regarding Barr's recommended repairs and maintenance for each tunnel segment. Barr recommends that these repairs be performed in the next 10 years.

1.3.1 3rd Avenue Tunnel

Void Probing: The 2020 inspection did not include an assessment of void thicknesses behind the existing concrete tunnel liner and it is understood that no previous void investigations have been performed by others. It is recommended that void probing be performed to determine the presence of voids. This work could be coordinated with other repairs for to increase efficiency.

Infiltration Repair: Various degrees of infiltration were observed over the entire 3rd Avenue segment. Infiltration contributes to concrete degradation and encrustation buildup and can be a potential flow path that contributes to sandstone erosion outside of the tunnel. It is recommended that the points of infiltration be injected and sealed with chemical grout.

Debris Removal: Concrete debris was observed within the invert of the tunnel near the junction with the I-94 tunnel. It is recommended that this debris be removed to improve tunnel conveyance and to minimize trip hazards.

Washington Avenue Shaft Modification: The Washington Avenue Shaft is one of the primary access points to enter the Bassett Creek and the I-94/2nd Street tunnel system. The 8-foot-diameter shaft is approximately 70 feet deep and has an approximately 4-foot-deep sump at the bottom that is typically filled with water. This configuration adds challenges for access as well as safety hazards (i.e. submergence of inspectors). Barr recommends that a grated landing be installed to improve this access point for future inspections and maintenance..

1.3.2 I-94/2nd Street Tunnel

Outlet Sediment Removal: Sediment was observed blocking three of the four outlet bays in both the 2008 inspection, as well as the 2020 inspection, as shown in Figure 6-3. It is recommended that this sediment be removed within the tunnel outlet structure and immediately downstream of the outlet to improve tunnel conveyance.

Infiltration Repair: Various degrees of infiltration were observed over the entire I-94 tunnel segment. Infiltration contributes to concrete degradation and encrustation buildup and can be a potential flow path for eroded sandstone. It is recommended that the points of infiltration be injected and sealed with chemical grout.

Void Filling: The 2020 inspection did not include an assessment of void thicknesses behind the existing concrete tunnel liner. However, voids ranging from 0 feet to 0.9 feet were measured in 2008 by others (Ref. (1)). The presence of these voids likely does not present an immediate risk to the structural integrity of the tunnel; however, if left untreated, the voids may increase due to the friable nature of the sandstone which can be transported into the tunnel through points of infiltration which could lead to larger more significant problems including:

- **Tunnel Lining Failure:** The tunnel lining is unreinforced concrete and relies upon a solid contact with the surrounding sandstone to transfer surcharge loading. If this contact is lost, the tunnel lining can crack and ultimately fail. This is particularly important for the Cathedral Arch tunnel between station 23+70 to 64+94 which is unreinforced concrete.
- **Ground Loss and Sinkholes:** The St. Peter Sandstone formation is friable, and the development of large voids is a common occurrence outside of the deep stormwater tunnels in the Twin Cities region. If left untreated, these voids can increase and extend up to ground surface and cause ground loss or damage to infrastructure.

It is recommended that these voids be filled with grout to restore the outside tunnel lining contact, as well as close flow paths that lead to erosion and development of these voids.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Consider Approval of Proposal for Engineering Services for the Main Stem Lagoon Dredging Project (2021 CIP Project BC-7)
BCWMC January 21, 2021 Meeting Agenda
Date: January 13, 2021

5A. Consider Approval of Proposal for Engineering Services for the Main Stem Lagoon Dredging Project (2021 CIP Project BC-7)

Recommendations:

1. Consider approving the scope of work and \$238,000 budget presented in this memorandum and direct the Engineer to prepare final design, develop plans and specifications, and provide permitting assistance, bidding assistance and construction services for the Main Stem Lagoon Dredging Project (2021 CIP Project BC-7), scheduled for construction in winter 2022 – 2023.

Background

At the July 16, 2020 meeting, the Commission approved a plan to fund the “Dredge Accumulated Sediment in the Main Stem of Bassett Creek in Wirth Park Project” (Main Stem Lagoon Dredging Project) with CIP levies in tax years 2021 – 2024, up to \$1.2M in Closed Project Account funds, and grant funds, if awarded. At the September 17, 2020 meeting, the Commission passed resolution 20-06 officially ordering the Project. Unlike most CIP projects where the Commission has an agreement with a member city to design and construct the project, the Commission will design and construct this project on its own, in close coordination with the MPRB, Minneapolis, and Golden Valley.

At their November 18, 2020 meeting, the Commission approved the project timing – begin project design and permitting in summer 2021 and dredge Lagoons D, E, and F in winter 2022 – 2023 – and to receive a scope of work from the Commission Engineer to provide project engineering for an amount not to exceed \$300,000.

This project will remove almost 40,000 cubic yards of accumulated sediment from three of seven “lagoons” created along the Main Stem of Bassett Creek in Theodore Wirth Regional Park, between Golden Valley Road and Highway 55 (Figure 1). These lagoons were originally created in the mid-1930s by Civilian Conservation Corps crews. The project will improve flow capacity, floodplain storage, and habitat, and will result in significant water quality improvements by removing an estimated 600 lbs/year total phosphorus and 156,000 lbs/year total suspended solids which currently flow downstream through the Bassett Creek Valley and into the Mississippi River.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Consider Approval of Proposal for Engineering Services for the Main Stem Lagoon Dredging Project (2021 CIP Project BC-7)
BCWMC January 21, 2021 Meeting Agenda
Date: January 13, 2021
Page: 2

The estimated project cost is higher than a typical sediment removal project due to the landfill disposal of contaminated sediment. Despite these challenges, the project results in a relatively low cost per pound pollutant removal of only \$270/pound of total phosphorus.

The feasibility report for the project (Main Stem Lagoon Dredging Project Feasibility Study, June 2020, Barr) will form the basis for the project design. The feasibility report and further project information can be found online at www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-lagoon-dredging-project.

Proposed Scope of Work

Below is a summary of the work scope components for this project:

1) Project Coordination and Project Meetings

- a) Project coordination meeting with BCWMC staff, commissioners, Minneapolis staff, Golden Valley staff and MPRB staff and preparation of meeting notes. This meeting would take place after 50% draft plans are developed.
- b) BCWMC Meeting #1: Commission meeting to present 50% design plans including memo
- c) BCWMC Meeting #2: Commission meeting to present 90% design plans including memo
- d) BCWMC Meeting #3: Commission meeting to present final report upon project completion
- e) Other coordination meetings

Meetings related to bidding and construction are incorporated under other tasks.

2) Public Engagement

- a) Coordinate with BCWMC Administrator, Minneapolis staff, Golden Valley staff, and MPRB staff to determine the best means to gather public input on project plans and keep the public informed on impacts to the park during construction. Primary group for public engagement will be the park users, nearby residents, and property owners. The budget for this task includes time to prepare for and attend one public meeting including preparing handouts, boards, and/or presentation. This task also includes assisting with updates to the project partners through MPRB and BCWMC website project page and responding to public questions and comments. We assume that meeting coordination, expenses, and set-up will be largely completed by the BCWMC Administrator with assistance from the City and MPRB.

2) Permitting

Below is a list of anticipated permitting and approvals required for the project. We will pay all permitting fees and submit invoices to obtain reimbursement.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Consider Approval of Proposal for Engineering Services for the Main Stem Lagoon Dredging Project (2021 CIP Project BC-7)
BCWMC January 21, 2021 Meeting Agenda
Date: January 13, 2021
Page: 3

- a) *Minnesota Wetland Conservation Act (WCA) Approval* - The City of Golden Valley is the LGU for the project location. The Minnesota Board of Water and Soil Resources (BWSR) oversees administration of the WCA statewide. A permit related to wetland impacts will likely be required. Although it is also likely the project will be covered under WCA no-loss criteria 8420.0415 (B), the LGU will make the final determination. We will complete the joint application form and submit for approval.
- b) *US Army Corps of Engineers permit (Section 404 Permit and Section 401 Certification)* – We will submit the joint permit applications to both the LGU and the USACE. It is likely the proposed project would fall under a USACE Nationwide Permit from the USACE if the project can be performed through excavation only (i.e., no grading or filling). However, it is ultimately up to the discretion of the USACE. USACE decisions on Nationwide permits typically happen within 60 days of submittal.
 - i) *State Historic Preservation Office (SHPO)* - Any determination by USACE would be subject to SHPO review and concurrence. During the feasibility study USACE indicated this project could likely receive a “no adverse effect” determination, so long as the applicant provides adequate documentation showing that the proposed dredging activities are adhering to the original park plans from the 1930s, and temporary impacts associated with project are minimized as much as practicable. However, coordination with SHPO could result in a different determination and delay the permitting process. Because the project area was completely impacted during construction in the 1930s, and that dredging would only occur within the limits of the original design, it is not anticipated that there would be any significant cultural resources impacted by this project.
- c) *Minnesota Department of Natural Resources (MDNR) public waters work permit* – Bassett Creek is a public watercourse and Lagoon E is a public water, so the proposed work will require a MDNR public waters work permit. We will prepare and submit this permit application.
- d) *Environmental Assessment Worksheet (EAW)* – Minnesota Rules Section 4410.4300, Mandatory EAW Categories, Subp. 27A require preparation of an EAW for “projects that will change or diminish the course, current, or cross-section of one acre or more of any public water or public waters wetland.” The rule further states that in this situation, “the local government unit shall be the RGU.” Based on these requirements, an EAW is required for the Main Stem Lagoon Dredging Project and the City of Golden Valley is the Regional Government Unit (RGU) for preparing the EAW. We will prepare and submit the EAW to the City of Golden Valley for review and approval.
- e) *Minnesota Pollution Control Agency (MPCA) permitting* – this project is not anticipated to disturb more than one (1) acre of upland and therefore would not require a construction stormwater general permit or a stormwater pollution prevention plan (SWPPP). However, we are including some budget to make sure the design follows MPCA guidelines. If the scope of construction

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Consider Approval of Proposal for Engineering Services for the Main Stem Lagoon Dredging Project (2021 CIP Project BC-7)
BCWMC January 21, 2021 Meeting Agenda
Date: January 13, 2021
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changes and the one-acre threshold of upland disturbance is exceeded this task would need to be re-evaluated.

- f) *Minneapolis Park and Recreation Board (MPRB) construction permit* - MPRB Construction Permits are required for construction related activities on parkland and are administered by the MPRB Planning Services Division. We will prepare and submit this permit application.
- g) *City of Golden Valley stormwater management permit* - The City of Golden Valley requires a Stormwater Management Permit for land-disturbing activities that remove soils or vegetation, including but not limited to clearing, digging, dredging, draining, or filling. This project exceeds the thresholds that trigger this permit. We will prepare and submit this permit application.

4) Design

We will build upon the feasibility study concept design to develop the project design. We will prepare documents to be used for bidding and construction.

- a) *Construction Drawings:* We will develop the following and provide to Cities of Golden Valley and Minneapolis and the MPRB for review and comment:
 - i. 50% plans and memo to BCWMC
 - ii. 90% plans and memo to BCWMC
 - iii. 100% plans for bidding and construction
 - iv. Following each submittal, we will edit the plans based on reviews from City of Golden Valley, City of Minneapolis, MPRB, and BCWMC.

Anticipated drawings include:

- Cover sheet
 - Existing conditions, removals, and erosion control plan
 - Site access & traffic control plan
 - Grading plan (each Lagoon)
 - Grading sections (each Lagoon)
 - Project details
 - Restoration plan(s)
- b) *Specifications:* We will develop front-end documents (EJCDC format including instructions to bidders, bid form, contract (form of agreement), performance and payment bonds, general and supplementary conditions, prevailing wages, etc.) and technical specifications for the 90% & 100% submittals. We will coordinate with the Commission attorney regarding the front-end documents.
 - c) *Engineer's opinion of cost:* We will prepare an engineer's opinion of probable construction costs for the 50%, 90% & 100% submittals. We will report the opinion of costs to the Commission in a unit price format.

- d) *Water quality modeling updates:* The scope includes additional refinements to the water quality modeling as the design components are finalized and incorporation of the constructed improvements into the model after completion of the project. We will incorporate the modeling results into the 50% & 90% design submittal memos to the Commission.

5) Bidding Services

The scope includes the following bidding services:

- a) Prepare bidding documents and issue addenda (if necessary)
- b) Hold a pre-bid meeting
- c) Post the bid via QuestCDN online bidding and administer the bidding process, including responding to questions from bidders and preparing any required addenda
- d) Prepare bid tabulation, review bids and assist the BCWMC with selection of Contractor

6) Construction Services

The scope includes the following construction services:

- a) *Pre-construction meeting:* We will hold a pre-construction meeting. Invitees to include contractor, MPRB, City of Golden Valley, City of Minneapolis, and Commission administrator.
- b) *Construction Observation:* The scope includes budget for up to 280 hours of project observation during the construction phase of the project. The budget assumes full-time observation at the start of construction for (2) weeks and reduces to part time (2-4 hours daily) thereafter. Construction is assumed to take (12) weeks.
- c) *Construction Administration:* We will provide the following services:
 - i. *Submittals:* We will manage all submittals (any products or documentation requiring the engineer's review and/or approval) including tracking, review, resubmittals and approvals.
 - ii. *Pay Applications:* We will manage and review pay applications, including verification of pay quantities.
 - iii. *Change Orders:* We will review contractor's change order requests and prepare all change orders.
 - iv. *Updates and Modifications:* We will prepare and distribute updated construction documents for any changes made during construction. This assumes the changes are small adjustments to the design and not substantial changes in construction scope or duration.
 - v. *Contractor Communication:* We will communicate with the contractor to clarify plans and specifications and answer questions that arise during construction.
- d) *Record drawings:* We will provide record drawings showing locations and elevations of project features, following completion of the project. These drawings will also serve as a reference point for future projects.

- e) *Environmental Observation:* Based on the sampling and testing performed during the feasibility study, we will perform limited environmental services during construction, including coordinating with the contractor and landfill, reviewing site conditions, and performing limited field screening of dredged material. Additional lab testing is not assumed as part of this task. This task does not include the additional work that would be needed should contamination be uncovered that varies significantly from sampling and testing performed during the feasibility study.
- f) *Contingency Environmental Soil Testing:* In the event dredging operations uncover material that appears contaminated, but inconsistent with the contamination found during the feasibility study, this task provides some additional budget for sampling, testing, data analysis, and coordination with the contractor and/or landfill. We assume that if other contamination is found, it would ultimately be disposed of at the landfill with the rest of the dredged material, but would require additional testing for the landfill to accept it.

7) Project Management

We will manage project scheduling and budgeting, in close coordination with the Commission Administrator, provide grant administration assistance and reporting, and prepare and send project email updates (bi-weekly during design, weekly during construction) that briefly summarize:

- a) Work completed since the previous updates
- b) Upcoming work
- c) Information, data or actions we need from others

8) Deliverables

We will provide the Commission with the following deliverables during the proposed work:

- a) 50%, 90% & 100% construction drawings
- b) 90% & 100% specifications
- c) 50%, 90% & 100% opinion of cost
- d) Memos accompanying the 50% & 90% construction plans. The memos will describe the project, how the project follows or departs from the feasibility study, and the water quality impacts
- e) Record drawings
- f) Project meetings, pre-bid meeting, and pre-construction meeting
- g) Project email updates

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Consider Approval of Proposal for Engineering Services for the Main Stem Lagoon Dredging Project
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Cost Estimate

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

Tasks	Estimated Total
1) Project Coordination and Project Meetings	\$15,000
2) Public Engagement	\$5,600
3) Permitting	\$52,800
4) Design	\$35,700
5) Bidding Services	\$7,700
6) Construction Services	\$97,300
7) Project Management	\$23,900
Total	\$238,000



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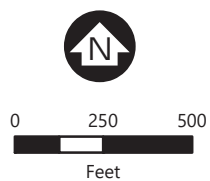
We will complete the tasks and milestones outlined in the scope of work on the following schedule.

Tasks and milestones	Estimated Schedule
Design – complete 50% plans for review and permitting	Spring/Summer 2021
Permitting	Summer/Fall/Winter 2021
Design – complete 90% plans for review	Winter 2021/2022
Design – complete 100% plans for review	Winter 2022
Bidding	By Fall 2022
Construction	Winter 2022/2023
Record drawings, final restoration, project closeout	Spring/Summer 2023



Aerial Imagery: April 2019; NearMap

-  Project Area
-  Theodore Wirth Regional Park



SITE LOCATION MAP

Golden Valley, Minnesota

FIGURE 1

AIS prevention application (Attachment 2)

Project goals and summary description of project

Organization name:	Bassett Creek Watershed Management Commission (BCWMC)
Project title:	AIS Signage at Piers and Access Points
Primary project category (select one):	<input type="checkbox"/> Early Detection <input type="checkbox"/> Pathway Analysis <input checked="" type="checkbox"/> Education <input type="checkbox"/> Decontamination <input type="checkbox"/> Access Re-design <input type="checkbox"/> Research
Other project categories: (select all that apply)	<input type="checkbox"/> Early Detection <input type="checkbox"/> Pathway Analysis <input type="checkbox"/> Education <input type="checkbox"/> Decontamination <input type="checkbox"/> Access Re-design <input type="checkbox"/> Research
Project location:	Multiple Lakes in Bassett Creek Watershed
Applicant name/organization:	Laura Jester, BCWMC Administrator
Phone number(s):	952-270-1990
Amount request:	\$10,000

- Executive summary:**

This project will design and fabricate new, updated and consistent signage on AIS and AIS prevention measures for fishing piers, carry-in access sites, and boat launches throughout the Bassett Creek Watershed. The goal of the project is to prevent the spread of AIS by educating lake users, including anglers, about AIS and the simple, specific actions they should take to prevent the spread of AIS. Signage would be developed using consistent and simple language. New graphics would be designed or existing designs that are proven effective would be used. Languages other than English may be used in appropriate areas to reach a broader audience.

Signage will be developed for multiple locations most likely including but not limited to: Sweeney Lake, Golden Valley: carry in access point; Parkers Lake, Plymouth: boat launch and fishing pier; Wirth Lake, Golden Valley: fishing pier, boardwalk, prior boat launch; Westwood Lake, St. Louis Park: two fishing piers; and Medicine Lake, Plymouth: West Medicine Lake Park, fishing piers, private marina.

The project will include collaboration with cities and park districts where these accesses are located, all of which have indicated their support of the project and agreement that signage is needed in these locations.

Project activities and outcomes

1. Activity: Develop Messages and Design Signage

Timeframe: May 2021 – October 2021

Responsible Party: BCWMC in collaboration with project partners/jurisdictions where lakes are located

Description and Outcomes: This activity will include development of key messages and graphics, considering messages or graphics that are used successfully in other locations, and the need for site specific messages or languages. For instance, messaging on fishing piers would concentrate on properly disposing of bait and cleaning, draining, and drying fishing gear. Messages at carry-in sites or boat launches would concentrate on cleaning, draining, and drying boats, ballast tanks, and gear.

Signage would be developed in collaboration with Hennepin County AIS staff, MnDNR, lake associations, where available, and staff with cities and park districts. This activity includes the use of a professional designer once messages and graphic options are finalized by the partners.

Deliverables: Complete designs in a format preferred by the sign fabricator.

2. Activity: Fabricate and Install Signs

Timeframe: Fall/Early Winter 2021

Responsible Party: BCWMC

Description and Outcomes: A professional and experienced sign fabricator will build the signs under contract or purchase order from BCWMC. Signs will be constructed with durable and weather resistant materials. Signs will be installed by the BCWMC or its partners.

Deliverables: Up to ten signs for installation at various fishing piers, carry-in access points, and boat launches. Likely locations include:

- Sweeney Lake, Golden Valley: carry in access point
- Parkers Lake, Plymouth: boat launch and fishing pier
- Wirth Lake, Golden Valley: fishing pier, boardwalk, prior boat launch
- Westwood Lake, St. Louis Park: two fishing piers
- Medicine Lake, Plymouth: West Medicine Lake Park, fishing piers, possibly private marina

Project staff, partners and volunteers

- **Project coordinator and organization information**

- Bassett Creek Watershed Management Commission
- Laura Jester, Administrator, Project Manager/Coordinator
- 16145 Hillcrest Lane, Eden Prairie MN 55346; 952-270-1990;
laura.jester@keystonewaters.com
- www.bassettcreekwmo.org; <https://www.facebook.com/BCWMC>
- BCWMC Mission: *Stewardship of water resources to protect and enhance our communities.*

This project will work towards fulfilling the BCWMC goal to: *Minimize the spread and manage the adverse impacts of harmful aquatic invasive species*

This project is in line with Policy 79 from the BCWMC Watershed Management Plan: *The BCWMC will support and collaborate with other entities (e.g., agencies, lake association, cities, counties) to manage and prevent the spread of aquatic invasive species*

This project is one of the actions recommended by the 2017 BCWMC Aquatic Plant Management/Aquatic Invasive Species Committee and approved by the Commission

- **Contracting organization information**

- Contracting organization: Same as above
- Designated contract signatory: BCWMC Board of Commissioners Chairperson (currently Mr. James Prom)
- BCWMC c/o 16145 Hillcrest Lane, Eden Prairie MN 55346; 612-940-4238
- Has the organization received funding from the county in the last three years?

Yes; if yes, list the programs or briefly explain:

The BCWMC has successfully implemented two previous AIS Prevention Grants – one for the purchase of a decontamination unit for the French Regional Park Boat Launch, and one for aquatic vegetation surveys, early detection training, and development and dissemination of lake-specific AIS education materials for lakeshore homeowners.

The BCWMC received a 2017 Opportunity Grant for the Plymouth Creek Restoration Project; the final project report was submitted in January 2020.

The BCWMC received a 2017 ERF Grant for disposal of contaminated soils at the Main Stem Erosion Repair Project site. The grant was extended due to a delay in project implementation. The project was recently completed and a grant report will be prepared in the coming weeks.

- **Staff and volunteers:** *List the staff and volunteers who will implement the project and briefly describe their role in the project and their qualifications. Please include the person who will manage financial reporting for the project. Are these leaders part of an existing team, such as a green team or a student group?*

Laura Jester, BCWMC Administrator, will be the staff person responsible for project implementation including overall project management, coordination with partners, coordination with design firm and sign fabricators, budget and schedule supervision, and financial and project reporting. Laura has successfully managed many watershed programs, capital projects, and grant-funded projects over her 23 year career in water resources.

Budget

See Project Budget Attached

At this time, the BCWMC does not have funding to implement this project without grant funds. No part of this project is expected to be implemented without AIS Prevention Grant funding.

The project will include in-kind contributions for BCWMC Administrator staff time. There will also be time spent by staff members of partnering cities and park districts as they provide ideas and input on the sign designs and may perform sign installation. (However, these contributions are not expected to be tracked for grant purposes.)

<u>Expense Category</u>	<u>Description/ Role</u>	<u>Hourly Rate/ Cost per Item</u>	<u>Number Hours/Items</u>	<u>Funds Requested</u>	<u>In-kind/ Matching*</u>	<u>Total Project Costs</u>
(A) Staff and Personnel					(*if any)	
	Administrative staff			\$0.00		\$0.00
	Project management staff			\$0.00	\$1,440.00	\$1,440.00
	Community Volunteers			\$0.00		\$0.00
	Outside consultants			\$0.00		\$0.00
	Other			\$0.00		\$0.00
				SUBTOTAL =	\$0.00	\$1,440.00
(B) Reimbursable Expenses						
1. Project Supplies/Materials -- List all of the supplies/materials needed for your project (add rows below as needed)						
	Sign Fabrication (10 signs @ \$750/sign)			\$7,500.00		\$7,500.00
				\$0.00		\$0.00
2. Professional Services						
	Professional Graphic Designer			\$2,500.00		\$2,500.00
				\$0.00		\$0.00
3. Incentives -- Must be tied directly to an action or activity that motivates environmentally-responsible behavior (add rows below as needed)						
				\$0.00		\$0.00
4. Marketing and Communications						
	Printing			\$0.00		\$0.00
	Mailing			\$0.00		\$0.00
	Distribution			\$0.00		\$0.00
5. Other Expenses (add rows below as needed)						
				\$0.00		\$0.00
				\$0.00		\$0.00
				SUBTOTAL =	\$10,000.00	\$10,000.00
				TOTAL =	\$10,000.00	\$11,440.00



Bassett Creek Watershed Management

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Laura Jester, Administrator
Date: January 13, 2021

RE: Update on BCWMC FEMA Floodplain Mapping and Modeling Project

In February 2018, the Commission approved a grant agreement with the Minnesota Department of Natural Resources (MnDNR) to perform updated modeling and mapping in a collaborative effort to improve flood risk identification within the watershed (FEMA maps).

The previous FEMA-approved modeling and maps for the Bassett Creek watershed were completed in 1997 using older data and software. In 2012, the BCWMC converted these older HEC-1/HEC-2 models to an XP-SWMM hydrologic and hydraulic model (Phase 1 XP-SWMM model), preserving the same resolution and scale as in the approved FEMA models.

In 2015-2017, the BCWMC funded a second effort to further refine the Phase 1 XP-SWMM model (Phase 2 XP-SWMM model). That effort incorporated more detail in the upper watershed and increased the number of subwatersheds to account for the storage in ponds, wetlands, and lakes throughout the watershed, along with storm sewer conveyance and outlet structures based on data provided by the BCWMC member cities.

The current MnDNR-funded FEMA modeling project builds on the BCWMC Phase 2 XP-SWMM model. The Commission Engineer has been working on this project over the last two years. Late last year, they submitted the final model results and maps to the MnDNR. Now, the MnDNR is performing floodway modeling and final mapping clean-up in preparation for Working Map Review Meetings scheduled for the end of February.

Commissioner Harwell happens to be the MnDNR staff person doing much of this work. She will give a brief update on the project, review the next steps in the process, and provide a timeline for map completion. One of the next steps will involve a conversation with BCWMC member cities about how and if floodplain storage areas under their jurisdictions are protected or managed. The TAC will discuss this item at their meeting on February 4th.

Bassett Creek Watershed Management Commission (BCWMC)

Requirements for Improvements and Development Proposals

Revised ~~October 2019~~ January 2021



Requirements for Improvements and Development Proposals

Revised ~~October 2019~~ January 2021

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3.0 Review Process

As outlined in Section 2.0, all persons, municipalities, public agencies, or other agencies proposing improvements or developments within the Bassett Creek watershed shall submit sufficient information to the **BCWMC** to determine the effect that their proposed project may have on the water resources of the watershed. The **BCWMC** Engineer will review all applications for compliance with the **BCWMC** policies. Some applications will require action by the **BCWMC** at a Commission meeting; as outlined in Section 3.1.3. All other applications may be processed through administrative review by the **BCWMC** Engineer. The process the **BCWMC** will follow in reviewing projects submitted for review and the information that must be submitted by applicants is summarized below.

3.1 Procedure for BCWMC Review

1. The **BCWMC** will review the applicant's submittal only after the project has received preliminary review by the municipality indicating general compliance with existing local watershed management plans prepared pursuant to 103B.235. Questions about the **BCWMC** requirements must first be directed to the municipality in which the project is located. The municipality may choose to direct the applicant to contact the **BCWMC** administrator or engineer.
2. The **BCWMC** engineer has 15 days to determine if an application is complete from the date that the signed application and proposed project documentation is received by the **BCWMC** engineer. The **BCWMC** engineer has 60 days to determine if an application is approved or send a letter with comments to the municipality and to the applicant.
3. Some proposed projects require **BCWMC** approval at a **BCWMC** meeting. [Except as noted, A](#)all submittals impacting **floodplains** (as defined in Section 2.1), lakes, streams, or wetlands, or involving the Bassett Creek **trunk system**, [appropriations](#), variances, linear construction or reconstruction projects disturbing over 5 acres, or alternative **BMPs** not included in the most current version of the Minnesota Stormwater Manual require action at a **BCWMC** meeting. [Work limited to single-family home shoreline restoration and/or streambank stabilization projects do not require action at a BCWMC meeting.](#)
4. The **BCWMC** meetings are generally held the third Thursday of each month. For a proposed project to be included on the agenda, application materials must be submitted to the **BCWMC** engineer by the last Friday of the month prior to the meeting date. **Complex projects** may require additional review time. However, not all proposed projects are presented at the **BCWMC** meeting for review and approval.
5. Upon receipt of a submittal, the **BCWMC** engineer will review the submittal and prepare recommendations to the **BCWMC** or municipality.
 - a. For projects requiring action at a **BCWMC** meeting, a memorandum describing each proposed project and the engineer's recommendations will be sent to the **BCWMC** approximately one week before the meeting.



Bassett Creek Watershed Management

MEMO

Date: January 13, 2021
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 (No change since December): 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 was ongoing through the winter. As of early June 2020, earth work and infrastructure work by Dahn Construction is nearly complete and trail paving is complete. Vegetative restoration by AES is underway including soil prep and seeding. Plants, shrubs, and trees will begin soon along with placement to goose protection fencing to help ensure successful restoration. The construction phase of this project was completed in June with minor punch list items completed in September. The restoration and planting phase is complete except for minor punch list items and monitoring and establishment of vegetation over three growing seasons. The second reimbursement request is on this month's consent agenda. 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 was completed and the grant with BWSR was fully executed in early May. The project and the grant award was the subject of an article in the Southwest Journal in February: <https://www.southwestjournal.com/voices/green-digest/2020/02/state-awards-grant-to-bryn-mawr-runoff-project/>. In early September, Minneapolis and MPRB staff met to review the implementation agreement and maintenance roles. BCWMC developed options for contracting and implementation which were presented at the November meeting. At that meeting staff was directed to develop a memorandum of understanding or agreement among BCWMC, MPRB, and city of Minneapolis to more formally recognize and assign roles and responsibilities for implementation. The draft agreement was sent to MPLS and MPRB staff earlier this week in advance of a meeting with them about the project scheduled for January 14th. I can update the Commission on the status of the project at this Commission meeting. 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 2019): 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 (No change since October 2020): 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 2017 meeting and was finalized over the winter. The Sun Sailor printed [an article](#) on the project in October 2018. The project is largely complete and a ribbon cutting by the city was held September 13th. The building and site are open to the public and being used to educate students. There are still punch list items which must be addressed by the contractor to finalize the work. The system is capturing stormwater runoff from roof and paving, and the runoff is being stored underground and pumped via solar or hand pumps into the engineered creek. None of the captured water is flowing over land into Westwood Lake. The educational sign indoors is installed. (See photo.)

Project website: <http://www.bassettcreekwmo.org/projects/all-projects/westwood-lake-water-quality-improvement-project> .

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M): The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. A Response Action Plan to address contaminated soils in the project area was completed by Barr Engineering with funding from Hennepin County and was reviewed and approved by the MPCA. The Commission was awarded an Environmental Response Fund grant from Hennepin County for \$150,300 and a grant agreement is in the process of being signed by the county. A subgrant agreement with the City will be developed. The City hired Barr Engineering to design and construct the project. Fifty-percent and 90% designs were approved at the August and October Commission meetings, respectively. In September 2017, design plans were presented by Commission and city staff to the Harrison Neighborhood Association's Glenwood Revitalization Team committee and through a public open house on the project. Construction was to begin summer of 2018 but was delayed until 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 ongoing negotiations with Pioneer Paper.

Construction began in November 2020 with clearing and grubbing to have access to the creek and to remove trees from the work area. In the Fruen Mill Reach work was completed per design plans on the south side of the creek, including stabilizing the existing MPRB trail, installing riprap toe protection and grading the bank. In the Cedar Lake Road to Irving Avenue Reach, the City was unable to come to an agreement with Pioneer Paper to get the amount of access needed to install the VRSS on the north side of the creek. The property owner allowed access to the streambank but instead of installing VRSS through this reach the City installed riprap toe protection, removed debris, completed bank grading and live staking and seeding, and installed the in-stream rock vanes to divert flows away from the steep banks. In Irving Avenue to the tunnel reach, the work was completed according to design plans with the installation of live staking, rock vanes within the stream channel, removal of brush and invasive species, and the installation of live stakes and fascines to encourage native plant growth and minimize bank erosion. Vegetation will be established this spring. Project Website: www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-erosion-repair-project-cedar-lake-ro

2014 Schaper Pond Diversion Project, Golden Valley (SL-3) (No change since Oct 2019): 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 was held via Webex on April 8th with approximately 20 people joining. The open house presentation and a question and answer document is available online. The curly-leaf pondweed herbicide treatment was completed in May. Carp Solutions performed carp tracking and setting nets in early June. The first round of netting resulted in 334 carp removed from Sweeney Lake (mean length 620 mm, mean weight 3.1 kg), representing an estimated 29% of the total population. From Schaper Pond 82 carp removed which likely represents about 17% of the initial population. After another round of carp removals in late July, 118 additional carp were netted from Sweeney. Based on preliminary estimates, approximately 40% of the carp population was removed from Sweeney this summer. The carp biomass was reduced from approximately 129 kg/ha to 79 kg/ha, which is below the threshold where adverse impacts on water quality are expected. The first round of alum treatment was completed in late October. A report on the outcome of the carp removals and recommendations for future management is expected at the February Commission meeting. The 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) (No change since Oct 2020): 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. At the April 2020 meeting, the Commission conditionally approved the 90% project plans. The agreements with Dominium and the city of Plymouth to construct the project were approved May 2020 and project designers coordinated with Commission Engineers to finalize plans per conditions. The redevelopment project is scheduled to be before the Plymouth City Council again on November 24th for approval of various items including final plat, the stormwater grant agreement, and site improvement performance agreement. If approved, Dominium is scheduled to close on the property in the first half of 2021 and potentially begin construction later next year. Project webpage: <http://www.bassettcreekwmo.org/index.php?CID=282>.

2021 Parkers Lake Drainage Improvement Project (PL-7): The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to design and construct the project. The city hired WSB for project design which is currently underway. www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

2021 Parkers Lake Chloride Reduction Project (PL-7): The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of

Plymouth to implement the project in coordination with commission staff. City staff and I have had an initial conversation about this project. The city plans to collect additional chloride data this winter in order to better pinpoint the source of high chlorides loads within the subwatershed. Our work through the Hennepin County Chloride Initiative may dovetail nicely with this project. Additional information on project implementation will be available in February or March.

www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

2021 Mt. Olivet Stream Restoration Project (ML-20): The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to design and construct the project. The city hired WSB for project design which is currently underway. www.bassettcreekwmo.org/projects/all-projects/mt-olivet-stream-restoration-project

2021 Main Stem Lagoon Dredging Project (BC-7) (See Items 4F and 5C): The feasibility study for this project was approved in May 2020 with Alternative 2-all (dredge all three lagoons to 6-foot depth) being approved. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020. Rather than entering an agreement with a separate entity to design and construct this project, the Commission will implement the project in close coordination with the MPRB. At their meeting in November, the Commission approved a timeline for implementation and the Commission Engineer was directed to prepare a scope of work for project design and engineering. That scope is presented in 5C at this meeting. Design and permitting should get underway in summer 2021. Dredging of all three lagoons is planned for winter 2022/2023. Grant funding is being sought: \$250,000 in Watershed Based Implementation Funding from BWSR was approved and a grant agreement is included in Item 4F this month. We should hear about the Hennepin County ERF grant sometime this month, and the Hennepin County Opportunity grant application scored well and is through the first round of reviews. www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-lagoon-dredging-project

2021 Cost-share Purchase of High Efficiency Sweeper (ML-23) (No change since Dec): Because the Commission had not entertained a project like this in the past (to cost share equipment purchase), this proposed project was discussed by the Commission in February and April, 2020 after being recommended for approval by the TAC. The Commission approved a [policy](#) regarding the use of CIP funds for equipment purchases at their April 2020 meeting. The project was added to the CIP through a Watershed Plan Amendment adopted in August 2020 and was officially ordered by the Commission on September 17, 2020 after a public hearing. The Commission entered an agreement with the city of Plymouth which includes reporting requirements for street sweeper use and effectiveness. The first report is expected spring 2021.

2022 Medley Park Stormwater Treatment Facility (ML-12): The feasibility study for this project is underway after the Commission Engineer's scope of work was approved in August. City staff, Commission Engineers and I have collaborated on developing materials for public engagement this fall/early winter. A project kick-off meeting was held in September, an internal public engagement planning meeting was held in October, and a Technical Stakeholder meeting with state agencies was held in November. A [story map of the project](#) was created and a [survey](#) to gather input from residents closed on December 18th - city staff are developing a report with results. Commission Engineers recently review concepts with city staff and me. A draft feasibility report is expected in early spring 2021. Another public engagement session will be held later this winter to showcase and receive feedback on concept designs. www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility

2022 SEA School-Wildwood Park Flood Reduction Project (BC-2, 3, 8, 10): The feasibility study for this project is underway after the Commission Engineer's scope of work was approved in August. A project kick-off meeting with city staff was held on November 30th. Meetings with city staff, Robbinsdale Area School representatives, and technical stakeholders were held in December, along with a public input planning meeting. A storyboard is being developed for the public, likely available in early March and a virtual open house will be held in March. A draft feasibility study report is expected in early spring 2021. www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project.

Other Work

CIP Project Work and Technical Assistance

- Assisted with development of memorandum of understanding for Bryn Mawr Meadows Improvement Project implementation
- Participated in meetings on concept reviews and public input for SEA School-Wildwood Flood Reduction Project; prepared meeting notes for public input meeting
- Participated in meeting on concept reviews for Medley Park Water Quality Improvement Project
- Participated Medicine Lake vegetation management meeting with TRPD, DNR, staff and commissioners from Plymouth and Medicine Lake, and Commission Engineers
- Additional follow up with DNR and TRPD on starry stonewort management and research needs
- Participated in Pathogen Task Force meeting
- Reviewed and commented on Main Stem Lagoon Dredging Project Engineering Scope
- Participated in meetings and correspondence on FEMA modeling and mapping project with DNR and Commission Engineers
- Reviewed Bassett Creek chloride data fact sheet from Met Council

Administration and Education

- Researched and submitted RFP to accounting firms; answered questions; received and reviewed proposals and discussed with Chair Prom and Alt. Commissioner McDonald Black; had follow up discussions with top two firms
- Prepared solicitation for engineering and legal services; submitted to State Register for publication
- Distributed email to commissioners with upcoming events and results of staff evaluations
- Reviewed and edited education column
- Requested information from Hennepin County on max levy request timeline
- Reviewed Fortin Consulting proposal to develop chloride management template
- Talked with potential partners and developed AIS Grant Application
- Set TAC meeting
- Coordinated with Education Consultant and drafted agreement for administrative and educational services for 2021
- Reviewed and edited information from Metro Blooms; submitted final grant report and payment request for Northside Commercial Projects Clean Water Fund grant project
- Reviewed and edited information from Metro Blooms; submitted interim grant report and payment request for Lawns to Legumes Project