



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
 - 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 – **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)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - 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.