



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 11, 2021

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 2/18/21 BCWMC Meeting**

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – January 21, 2021 Commission Meeting- ACTION ITEM with attachment
 - B. Acceptance of Financial Reports - ACTION ITEM with attachment
 - i. Fiscal Year 2020 Year End Financial Report
 - ii. February 2021 Financial Report
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – I reviewed the following invoices and recommend approval of payment.
 - i. Keystone Waters, LLC – January 2021 Administrative Services
 - ii. Keystone Waters, LLC – January 2021 Printing Expenses
 - iii. Barr Engineering – January 2021 Engineering Services
 - iv. Wenck – January 2021 WOMP Monitoring
 - v. Lawn Chair Gardener – January 2021 Administrative and Education Services
 - vi. Kennedy Graven – December 2020 & January 2021 Legal Services
 - vii. CNA Surety – 2021 Bond Insurance
 - D. Approval of Resolution 21-03 Designating Depositories for BCWMC Funds – ACTION ITEM with attachment – The Commission annually designates official depositories for its funds. Staff (including the Deputy Treasurer) recommends approval of the attached resolution.
 - E. Approval of Resolution 21-04 Transferring Funds from Flood Control Project Long Term Account to Administrative Fund – ACTION ITEM with attachment – The Commission budget includes reimbursement to the Administrative Fund from the Flood Control Project (FCP) Long Term Maintenance Account for expenses related to that fiscal year’s FCP inspections including the annual inspections, double box culvert inspections, and deep tunnel inspections. Staff recommends approval of the resolution.
 - F. Approval to Designate Finance and Commerce as the Official News Publication of the BCWMC – ACTION ITEM no attachment – Staff recommends continuing to designate Finance and Commerce as the only BCWMC official publication as it covers the entire watershed, and to continue the practice of sending notices to local news outlets (such as the Sun Post) and neighborhood newsletters when appropriate.
 - G. Approval to Adopt Data Practices Policy – ACTION ITEM with attachment online – Commission Legal Counsel Anderson recommends annually adopting this policy. There were no changes to the policy that was adopted in May 2020.

5. ORGANIZATIONAL MEETING (30 minutes)

- A. Elect Officers – **ACTION ITEM no attachment** - *The Commission should elect a Chair, Vice Chair, Secretary and Treasurer. Officers hold one-year terms and positions can only be held by commissioners. The Secretary and Treasurer can be combined into one position. More information on the duties of the officers can be found in the bylaws here:*
<http://www.bassettcreekwmo.org/application/files/1314/4424/7360/BCWMC-Bylaws.pdf>.
- B. Review 2021 Commission Calendar and Areas of Work - **INFORMATION ITEM with attachment** *February 1st marks the beginning of the Commission’s business and fiscal year. The attached document shows items the Commission considers annually and/or will consider over the next 12 months. The document also lists the various Commission committees, the approximate timing of committee meetings, and work areas for the committees this year. Please mark your calendars with Commission meeting dates.*
- C. Appoint Committee Members - **ACTION ITEM see attachment 5B** - *Committees are an important part of the Commission. Commissioners and Alternate Commissioners should consider participating on at least one committee. TAC members and other non-commissioners can also sit on Commission committees. See the document in 5B for a description of committees and their work slated for this year. Current committee members are listed here:* <http://www.bassettcreekwmo.org/about/our-members>.
- i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Education Committee
 - iv. Technical Advisory Committee Liaison
- D. Review Open Meeting Law - **INFORMATION ITEM with attachment** - *The attached document is included simply to remind Commissioners about key provisions of the open meeting law, ways in which the law can be easily broken, and links to further information. The document was updated this year by Legal Counsel Anderson.*
- E. Review Year End Financial Report (Feb 1, 2020 - Jan 31, 2021) – **INFORMATION ITEM see attachment 4Bi** - *Overall, the Commission is in good financial standing and ended the year in the black when expenses are adjusted with revenue. (Total revenue = 793,833; Total expenses = 744,427) I will walk through the year-end report at the meeting.*

6. BUSINESS

- A. Review Report on Sweeney Lake/Schaper Pond Carp Removal Project (30 min) – **DISCUSSION ITEM with attachment** – *Carp populations and movements were tracked and evaluated in Sweeney Lake and Schaper Pond, and removal of carp was completed through the Sweeney Lake Water Quality Improvement Project in 2020. The Commission Engineer prepared the attached report with project results and long-term control options and will give a presentation at this meeting.*
- B. Consider Approval of Agreement with Redpath & Company for Accounting Services (10 min) – **ACTION ITEM with attachment** – *At the meeting last month, the Commission approved moving forward with contracting for accounting services with Redpath and Company. Commission Attorney Anderson drafted the attached agreement, which has since been signed by Redpath. Staff recommends approval.*
- C. Consider Approval of Revision to Requirements for Improvements and Development Proposals (BCWMC Requirements Document) (10 min) – **ACTION ITEM with attachment (full document online)** – *At the meeting last month, Commissioners reviewed staff recommendations for revisions to the Requirements Document regarding what types of projects need approval at a Commission meeting. Commissioners had suggestions for adding clarity to the proposed revisions and the item was tabled. The Commission*

Engineers and Attorney reworded the section with recommendations from commissioners. Staff recommends approval of the updated revisions Section 3.1, in addition to minor grammatical changes in other parts of the document.

- D. Consider Staff/TAC Request to Explore BCWMC Cost Share Program for Private Development Projects (15 min) – DISCUSSION ITEM with attachment – *At their meeting February 4th, it was noted by some TAC members that they expect a significant amount of redevelopment to occur over the next ten years in their cities. They mentioned that a cost share program (similar to the one in Shingle Creek WMO, see attached) could incentivize some developers to go “above and beyond” with pollutant reduction measures during redevelopment. The Commission could consider directing staff and the TAC to further explore the idea and bring recommendations back to the Commission or a committee.*

- E. Review Letters of Interest Proposals from Legal and Engineering Firms (10 min) – DISCUSSION ITEM attachments are non-public data; will be sent to commissioners - *The Commission recently submitted a solicitation for “letter of interest” proposals for legal and technical engineering services to comply with State Law. The Commission received two proposals for legal services and three proposals for engineering services. The proposals themselves are not public documents and cannot be included with meeting materials - I will send them to Commissioners separately. I recommend the Commission continue to use Kennedy & Graven and Barr Engineering as their legal and engineering consultants, respectively.*

7. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - i. Reminder to Submit Conflict of Interest Statements – **see attachment**
 - ii. Update on Bassett Creek Flood Risk Review Meeting
 - iii. Update on Hennepin County Opportunity Grant – Lagoon Dredging Project
 - iv. Update on BWSR Performance Review and Assistance Program
- B. Chair
- C. Commissioners
- D. TAC Members
 - i. Report on February 4th Meeting
 - ii. Next Meeting: March 5th, 1:00 p.m.
- E. Committees
- F. Education Consultant
- G. Legal Counsel
- H. Engineer

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. WCA Notices of Decision, Plymouth
- D. [Hennepin Co. Draft Climate Action Plan and Input Opportunities](#)
- E. [2021 Online Salt Symposium Save the Date – August 3 & 4](#)

9. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Technical Advisory Committee Meeting: Friday March 5th, 1:00 p.m. via Zoom
- MAWD Virtual Legislative Event: March 17, 2021 – Save the date, more info to come
- Bassett Creek Watershed Mgmt Commission Meeting: Thursday March 18th, 8:30 a.m., via Zoom
- Metro MAWD Meeting: April 20, 2021; 7:00 – 9:00 p.m., Virtual