



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: March 10, 2021

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 3/18/21 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 (10 minutes)**
 - A. **Approval of Minutes –February 18, 2021 Commission Meeting- ACTION ITEM with attachment**
 - B. **Acceptance of March Financial Report - ACTION ITEM with attachment**
 - 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 – February 2021 Administrative Services
 - ii. Keystone Waters, LLC – February 2021 Printing Expenses
 - iii. Barr Engineering – February 2021 Engineering Services
 - iv. Wenck – February 2021 WOMP Monitoring
 - v. Lawn Chair Gardener – February 2021 Administrative and Education Services
 - vi. MMKR – Financial Audit
 - D. **Approval of Crystal 2021 Utility Reconstruction Project – ACTION ITEM with attachment – *The proposed project in Crystal includes street reconstruction, utility improvements including water main, sanitary sewer, storm sewer, and gas main, and replacement of an arch culvert under Louisiana Avenue that conveys the North Branch of Bassett Creek. The proposed project results in 2.31 acres of disturbance, decreases impervious surface by 0.03 acres, and meets the BCWMC floodplain requirements and policies. Staff recommends approval.***
 - E. **Approval of Resolution of Appreciation for Alternate Commissioner Noon – ACTION ITEM with attachment – *Alternate Commissioner Noon is stepping down from the Commission after representing the city of St. Louis Park for more than 5 years. Staff recommends a resolution of appreciation for his work on the Commission and participation on the Education Committee.***
 - F. **Approval of Contract with PLM Lake and Land Management Corp for Curly-leaf Pondweed Treatment, Medicine Lake – ACTION ITEM with attachment – *As in years past, the Commission received a MnDNR permit to chemically treat curly-leaf pondweed in Medicine Lake. Staff recommends approval of the contract with PLM Lake and Land Management for this work. PLM has performed this treatment in the past with good results and is familiar with the lake. The treatment is included in the APM/AIS budget line and is estimated at \$8,1000. Three Rivers Park District shares the cost of the treatment. And, we were recently selected by lottery to receive \$5,000 in MnDNR grant funds for the treatment (see Item 4G).***

- G. Approval to Execute Grant Award Notice from MnDNR for Curly-leaf Pondweed Treatment – **ACTION ITEM no attachment** – *I recently submitted a lottery grant application to receive \$5,000 to assist with treatment of AIS in Medicine Lake and was just informed BWCWC was chosen as a grant recipient! I will work with MnDNR and the Commission Attorney on the grant agreement which I expect to be very simple. I request the ability to execute the agreement with review by the Chair and Commission Attorney to expediate the curly-leaf pondweed treatment.*

5. BUSINESS

- A. Receive Information on BWSR Performance Review and Assistance Program (20 min) – **INFORMATION ITEM with attachment** – *The MN Board of Water and Soil Resources will assess the performance of the BCWMC this spring through a “Level II” review. The attached program fact sheet and list of performance standards indicates the items to be evaluated. At this meeting BWSR staff will provide an overview of the program, the survey commissioners can expect to receive, and BCWMC staff’s responsibility in assisting with the review.*
- B. Consider Approval of Contracts for Services and Fee Schedules (20 min) - **ACTION ITEMS with attachments** – *At the February meeting, the Commission took action to continue contracting with Kennedy & Graven and Barr Engineering for legal and technical services, respectively. At that meeting there were discussions about existing contracts and fee schedules. I was directed to bring pertinent fee schedules to a future meeting for review and approval. Since the existing service contracts with each firm were several years old, I asked each firm to submit updated contracts for Commission consideration (see attached). Current fee schedules are also included. The Commission Attorney reviewed the Barr contract. I reviewed the Kennedy & Graven contract. These agreements are “standing service contracts” and do not have an expiration date, but can be terminated at any time by either party. I recommend approval of the updated contracts. The Commission should consider how often the contracts should be reviewed or renewed.*
- i. Legal Services: Kennedy & Graven, Chartered – **see attachment**
 - ii. Technical Services: Barr Engineering Co. – **see attachment**

BREAK (If needed)

- C. Consider Technical Advisory Committee Recommendations (30 min) – **ACTION ITEM with attachment** – *At their meeting on March 5th, the TAC discussed several items including the FEMA mapping project, the 5-year CIP, and the idea of starting a cost share program for BMPs on private developments. Their recommendations on the 5-year CIP and discussion on the cost share program can be found in the attached memo. The recommended 5-year CIP table and prioritization matrix are attached in 5Ci along with fact sheets on the proposed additions to the CIP.*
- i. 5-year Capital Improvement Program – **see attachments** – *The 5-year CIP table shows changes to the current CIP tracked in red with notes on these changes in the TAC memo (5C). The proposed additions to the CIP are shown in the orange rows at the bottom of the table and are briefly described in the TAC memo. The prioritization matrix with scores for existing and proposed projects is included here, and fact sheets with additional project information are also attached.*
 - ii. Set Public Hearing for Plan Amendment – **no attachment** – *If the Commission approves TAC recommendations to add one or all of the proposed projects, a minor plan amendment will be needed. This process includes review of proposed changes by State agencies and the county, and a 45-day notice of a public hearing to member cities. Staff recommends setting a public hearing for your May 20, 2021 Commission meeting.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report
 - i. Update on Hennepin County Chloride Initiative
- B. Chair
- C. Commissioners
- D. TAC Members
 - i. Update on Parker's Lake Chloride Reduction Project
- E. Committees
- F. Education Consultant
 - i. Latest Education Videos ([Pet Friendly Deicers](#) and [Time to Sweep the Salt!](#))
- G. Legal Counsel
- H. Engineer
 - i. Update on 2021 Monitoring Plans
 - ii. Update on SEA School-Wildwood Park and Medley Park Feasibility Studies

7. 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. [2021 Online Salt Symposium Save the Date – August 3 & 4](#)

8. ADJOURNMENT

Upcoming Meetings & Events

- [MAWD Virtual Legislative Event](#): March 17, 2021, starting at 1:00, [AGENDA](#) (let me know if you wish to attend)
- [BCWMC Budget Committee Meeting](#): March 22, 2021, 1:00 P.M. via Zoom
- [BCWMC Education Committee Meeting](#): March 22, 2021, 4:00 P.M. via Zoom
- [Resilient Yards Workshop](#): March 25, 2021; 6:00 – 9:00 P.M., online <https://bluethumb.org/event/plymouth-resilient-yard/>
- [Bassett Creek Watershed Mgmt Commission Meeting](#): Thursday April 15th, 8:30 a.m. via Zoom
- [Metro MAWD Meeting](#): April 20, 2021; 7:00 – 9:00 p.m. online