



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: April 8, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 4/16/15 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – March 19, 2015 Commission meeting- ACTION ITEM with attachment
 - B. Approval of April 2015 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – March 2015 Administrator Services
 - ii. Barr Engineering – March 2015 Engineering Services
 - iii. Amy Herbert – March 2015 Secretarial Services
 - iv. ACE Catering – April 2015 Meeting Refreshments
 - v. Wenck – March 2015 WOMP Monitoring
 - vi. Kennedy Graven – February Legal Services
 - vii. Talbott Promotions – Materials for Events
 - D. Set TAC Meeting for May 5, 2015 – ACTION ITEM no attachment – *Staff recommends that the TAC meet on May 5th to continue reviewing revisions to the Commission's Requirements Document which are needed to align the document with the policies in the draft Plan. The TAC may also receive an update on the Commission's P8 model and how the modeling/CIP planning corresponds with the MS4-TMDL reporting that MPCA has formulated.*
 - E. Approval of France-Indiana Avenue Reconstruction, Robbinsdale – ACTION ITEM with attachment
The proposed project includes work on 33rd, 36th, France, and Indiana Avenues in Robbinsdale in the Grimes Pond subwatershed. The project includes street reconstruction and replacement of underground utilities including sanitary sewer, storm sewer, and water main resulting in no change in impervious surface from the current conditions. There is currently no water quality treatment provided on the site and the project does not include any permanent best management practices. Staff recommends conditional approval based on comments in the attached memo.
5. **BUSINESS**
 - A. Receive Update on Blue Line (Bottineau) LRT Project – INFORMATION ITEM no attachment – *At the meeting on 12/18/14 the Commission took action authorizing Jeff Oliver and Richard McCoy to represent the Commission at Blue Line LRT Issue Resolution Team meetings and for the Commission Engineer to assist, as needed, up to a spending cap of \$5,000 from the preliminary plat review budget line. Staff was directed to come back to the Commission if that cap was to be exceeded. To date, the Commission Engineer has spent just over \$4,100 on addressing floodplain and modeling issues and attending one meeting with Blue Line LRT consultants and Metro Transit staff. City and Commission staff will verbally update the Commission on progress of the project and anticipated future Commission involvement. Additionally, the Metro Transit's Director of Design and Engineering for the Blue Line LRT will be in attendance to also update the Commission on the project. The Commission is asked to provide further guidance on Commission involvement and spending.*

- B. Receive Update on Development of Watershed Management Plan - *The 60-day review period for the draft Watershed Management Plan ended 1/30/15. Comments were received from multiple agencies, cities, and partners as well as from Commissioners/Alt Commissioners Crough, Goddard and Mueller. The Plan Steering Committee (PSC) met on March 12 and 23 to review comments and develop responses to comments. The PSC recommends that the Commission approve the responses to comments presented here. Staff would like Commission discussion on comments shaded gray; however, discussion on any and all comments is welcome.*
- i. Review Plan Steering Committee Meeting Minutes – INFORMATION ITEM with attachment – *Minutes from the 3/12/15 meeting were approved by the committee. Minutes from the 3/23/15 meeting were not reviewed by the committee. (The 3/23 was likely the last meeting of that committee.) Both sets of minutes provide background on discussions regarding comments and responses.*
 - ii. Consider Approval of Responses to Comments on Draft Plan – ACTION ITEM with attachment - *The PSC recommends that the Commission approve the responses to comments presented here. Staff would like Commission discussion on comments shaded gray; however, discussion on any and all comments is welcome. The Commission must submit to review agencies a written response for each comment at least 10 days prior to the public hearing on the Plan scheduled for May 21st.*
- C. Review Budget and Timeline for XP-SWMM Phase II Project and Determine Next Steps – ACTION ITEM with attachment – *At their 3/5/15 meeting, the Technical Advisory Committee (TAC) recommended that the Commission 1) begin the XP-SWMM Phase 2 project in 2015, using Flood Control Project Long Term Maintenance Funds; 2) seek additional funding for the project from other sources; and 3) complete the project in as short a time as possible (within two years being preferred). As per direction from the Commission at their 3/19/15 meeting, the Commission Engineer developed the attached project scope and timeline, along with information regarding advantages and disadvantages of the project. I recommend that the Commission direct the Commission Engineer to complete this project with the timeframe presented in Table 1 of the attached memo; approve the use of \$103,000 of Flood Control Project Long-Term Maintenance Funds for work in FY2015; direct the Budget Committee to determine a source for project funding of \$158,000 in FY2016; and direct Commission staff to continue seeking funding for the project from other sources.*
- D. Consider Approval of Contract with HDR for Website Redesign Project – ACTION ITEM with attachment – *As directed by the Commission at the 3/19/15 meeting, Commission staff worked with HDR to develop a contract for the website redesign project. To allow more time for Commission input during the project, at my request HDR staff added 10 hours to their original project proposal for a total of up to 100 hours. The total not to exceed amount of \$10,980 fits within the Commission’s budget for this project. Staff recommends approval of the attached contract.*
- E. Consider Approval of Technical Advisory Committee Recommendations – ACTION ITEM with attachment – *The TAC met on April 2 and forwards the recommendations in the attached memo to the Commission for their consideration.*
- i. 2017 – 2021 Capital Improvement Program (see Attachment 1 of this TAC memo and the project fact sheets on pages 2 – 12 from [item 6Di from the 3/19/15 Commission meeting](#))
 - ii. Proposed Revisions to Requirements Document
 - iii. Timing for Study of Flood Control Project Rehab & Replacement Responsibilities & Funding

6. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
- B. Chair
- C. Commissioners - Report on Plymouth Home Expo

- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer

7. INFORMATION ONLY (Information online only)

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet

8. ADJOURNMENT

Upcoming Meetings

- Plymouth Home Expo Friday (6-9 p.m.) & Saturday (9 a.m. – 1 p.m.) April 10 – 11, Plymouth Creek Center
- BCWMC Budget Committee Meeting Tuesday April 21, 4:00 – 6:00 p.m., Golden Valley City Hall
- Twin Cities Metro Area Chloride Stakeholder Event Tuesday April 28, 1:00 – 4:30 p.m., Dakota Lodge, 1200 Stassen Lane, West St. Paul (free event; more info and registration [here](#))
- Friends of Northwood Lake Annual Meeting Tuesday April 28, 7:00 p.m., New Hope City Hall
- Technical Advisory Committee Meeting Tuesday May 5, 1:30 – 3:30 p.m., Golden Valley City Hall
- Mississippi River Forum Annual Workshop Friday May 8, 8:30 – 12:30, Science Museum of MN, St. Paul (free event; more info and registration [here](#))
- Regular Commission Meeting & Public Hearing Thursday May 21, 8:30 – 11:00 a.m., Golden Valley City Hall