



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: April 7, 2021

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 4/15/21 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 (10 minutes)**
 - A. Approval of Minutes –March 18, 2021 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of April 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 – March 2021 Administrative Services
 - ii. Keystone Waters, LLC – March 2021 Printing Expenses
 - iii. Barr Engineering – March 2021 Engineering Services
 - iv. Lawn Chair Gardener – March 2021 Administrative and Education Services
 - v. Kennedy & Graven – February 2021 Legal Services
 - vi. MMRK – Financial Audit
 - vii. HDR – Website Services
 - D. Acceptance of 2020 Financial Audit – **ACTION ITEM with attachment – *The audit of the Commission’s finances for the period February 1, 2020 to January 31, 2021 is complete. The auditor found no deficiencies in internal financial control and no findings based on testing of the Commission’s compliance with laws and regulations. Deputy Treasurer Virnig recommends the Commission accept the audit. Staff will submit the audit to the BWSR (due at the end of June).***
 - E. Approval of Hennepin County AIS Prevention Grant Agreement – **ACTION ITEM with attachment – *The BCWMC was recently awarded \$10,000 to develop and install AIS educational signage for fishing piers and other public access points on priority lakes in the watershed. The agreement was reviewed by Commission Legal Counsel. Staff recommends approval.***
 - F. Approval of Agreement with Met Council for (CAMP) Citizen Assisted Monitoring Program – **ACTION ITEM with attachment – *Staff recommends approval of the annual agreement with Met Council to cooperate on the CAMP which uses volunteers to collect water samples and data on 10 BCWMC lakes. The Commission Legal Counsel reviewed the agreement.***
 - G. Approval of Hennepin County Opportunity Grant Agreement – **ACTION ITEM with attachment – *The BCWMC was recently awarded \$74,743 for the Main Stem Lagoon Dredging Project. The agreement was reviewed by Commission Legal Counsel. Staff recommends approval.***

- H. Approval of Barr Engineering Service Agreement – **ACTION ITEM with attachment** – *At the February meeting, the Commission took action to continue contracting with Barr Engineering for technical services. At the March meeting the Commission reviewed an updated service agreement and fee schedule and requested additional changes. The attached service agreement incorporates the additions requested and was reviewed by the Commission Legal Counsel. I recommend approval.*

5. BUSINESS

- A. Consider Approval of BCWMC Education Committee Recommendations (30 min) – **ACTION ITEM with attachments** – *The Education Committee met on March 22 to discuss education needs, programming and budget for 2021. The attached memo outlines their recommendations which include contributing \$2,300 to the Bassett's Creek Park Restoration and Engagement Project. The proposal for that project is included with the memo. Representatives from the Bassett's Creek Park Volunteer Stewardship Group will join today's meeting to describe their project and answer questions. Staff recommends approval of the committee's recommendations.*
- B. Receive Update on Twin Lake Riparian Condition and Discussions (20 min) – **INFORMATION ITEM no attachment** – *At the March meeting the Commission heard concerns from Golden Valley residents about Twin Lake water quality and the condition of the riparian area during the public open forum. I was directed to learn more about the issue and discuss it with Golden Valley staff and other stakeholders. Since then, I have participated in considerable correspondence among Golden Valley staff, MPRB staff, and residents. I toured the site this week and will participate in a meeting among city and MPRB staff next week. I will provide an update on the issue at this meeting.*

BREAK, if needed

- C. Discuss Possibility of Creating BCWMC Internship for Dougherty Family College Student (20 min) – **DISCUSSION ITEM no attachment** – *At the March Commission meeting and at the Education Committee meeting, the idea of creating a paid internship for a student of the Dougherty Family College (part of St. Thomas University) was briefly discussed. The Education Budget has up to \$3,770 available for such a position if internship activities centered on education. Alternate Commissioner McDonald Black has additional ideas and information to discuss with the Commission at this meeting. I am seeking direction to continue exploring this possibility in conjunction with the Education Committee and Alternate Commissioner McDonald Black.*
- D. Review Updated CIP List and Project Costs (10 min) – **INFORMATION ITEM with attachment** – *At the March meeting, the Commission approved the 5-year CIP as recommended by the TAC and requested the CIP table be updated to include city and grant contributions for a more complete picture of total project costs. The attached table incorporates those revisions. The 30-day comment period for the proposed minor plan amendment to add five projects to the CIP ends on May 7th. The Commission will hold a public hearing on May 20th and will set a 2022 maximum levy at their June meeting.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachment**
- i. Reminder to Complete PRAP Survey – April 22nd deadline
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- i. Budget Committee Report on 3/22 and 4/12 Meetings

- F. Education Consultant
- G. Legal Counsel
- H. Engineer
 - i. Update on 2021 Monitoring Activities

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Budget Committee Meeting: Tuesday April 12, 2021, 1:00 p.m.
- Metro MAWD Meeting: April 20, 2021; 7:00 – 9:00 p.m. online
- Bassett Creek Watershed Mgmt Commission Meeting and Public Hearing: Thursday May 20th , 8:30 a.m. via Zoom