



Bassett Creek Watershed Management Commission

Regular Meeting

8:30 – 11:00 a.m.

Thursday, April 16, 2015

Council Conference Room, Golden Valley City Hall, 7800 Golden Valley Rd., Golden Valley MN

AGENDA

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - A. Approval of Minutes - March 19, 2015 Commission Meeting
 - B. Approval of April 2015 Financial Report
 - C. Approval of Payment of Invoices
 - 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
 - E. Approval of France-Indiana Avenue Reconstruction, Robbinsdale
5. **BUSINESS**
 - A. Receive Update on Blue Line (Bottineau) LRT Project
 - B. Receive Update on Development of Watershed Management Plan
 - i. Review Plan Steering Committee Meeting Minutes
 - ii. Consider Approval of Responses to Comments on Draft Plan
 - C. Review Budget and Timeline for XP-SWMM Phase II Project and Determine Next Steps
 - D. Consider Approval of Contract with HDR for Website Redesign Project
 - E. Consider Approval of Technical Advisory Committee Recommendations
 - i. 2017 – 2021 Capital Improvement Program
 - ii. Proposed Revisions to Requirements Document
 - iii. Timing for Study of Flood Control Project Rehab & Replacement Responsibilities & Funding
6. **COMMUNICATIONS**
 - A. Administrator's Report
 - 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

Future Commission Agenda Items list

- Address Organizational Efficiencies
- Finalize Commission policies (fiscal, data practices, records retention, roles and responsibilities, etc.)
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides

Future TAC Agenda Items List

- Develop guidelines for annualized cost per pound pollutant removal for future CIP projects
- Stream identification signs at road crossings
- Look into implementing “phosphorus-budgeting” in the watershed – allow “x” pounds of TP/acre.



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)

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Bassett Creek Watershed Management Commission

Minutes of Regular Meeting March 19, 2015 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Robbinsdale	Alternate Commissioner Michael Scanlan
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Chair
Medicine Lake	Commissioner Clint Carlson	Administrator	Laura Jester
Minneapolis	Alternate Commissioner Lisa Goddard	Attorney	Charlie LeFevere, Kennedy & Graven
Minnetonka	Alternate Commissioner Patty Acomb	Engineer	Karen Chandler, Barr Engineering Co.
New Hope	Commissioner John Elder	Recorder	Amy Herbert
Plymouth	Alternate Commissioner David Tobelmann		

Technical Advisory Committee (TAC) Members/ Other Attendees Present:

Derek Asche, TAC, City of Plymouth	Linda Loomis, Chair, Plan Steering Committee
Sandy Baine, Friends of Northwood Lake Assoc.	Richard McCoy, TAC, City of Robbinsdale
Steve Christopher, BWSR	Jane McDonald Black, Alternate Commissioner, City of Golden Valley
Pat Crough, Alternate Commissioner, City of New Hope	Patrick Noon, Alternate Commissioner, City of St. Louis Park
Eric Eckman, TAC, City of Golden Valley	Bob Paschke, TAC, City of New Hope
Erick Francis, TAC, City of St. Louis Park	Jim Prom, Councilmember, City of Plymouth
Christopher Gise, Golden Valley Resident	Liz Stout, TAC, City of Minnetonka
Jere Gwin-Lenth, Friends of Northwood Lake	Robert White, New Hope Resident
Mary Gwin-Lenth, Friends of Northwood Lake	Pete Willenbring, WSB & Associates
Gary Holter, Alternate Commissioner, City of Medicine Lake	Doug Williams, Friends of Northwood Lake

1. CALL TO ORDER AND ROLL CALL

On Thursday, March 19, 2015, at 8:39 a.m. in the Council Conference room at Golden Valley City Hall, Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No items were raised.

3. AGENDA

Chair de Lambert announced that item 6B - Consider Approval of 50% Design Plans for 2015 Main Stem Restoration Project (CR2015) - would be moved to later in the agenda. Commissioner Mueller moved to approve the agenda as amended. Commissioner Elder seconded the motion. Upon a vote, the motion carried 9-0.

4. CONSENT AGENDA

Administrator Jester added to the agenda payment of the invoice to Finance & Commerce in the amount of \$94.15 for publication of the BCWMC's public hearing notice. She also noted the revised financial statement to include the invoice. Chair de Lambert noted that the minutes of the February 19, 2015, BCWMC meeting should be corrected to indicate that Alternate Commissioner Tobelmann was not present. Commissioner Goddard moved to approve the consent agenda as amended. Alternate Commissioner Tobelmann seconded the motion. Upon a vote, the motion carried 9-0. [The following items were approved as part of the Consent Agenda: the February 19, 2015, Commission Meeting minutes, the monthly financial report, the payment of the invoices, Approval to Execute Agreement with Hennepin County for 2015 River Watch Program Pending Approval by Commission Legal Counsel, Appointment of Commissioner Ginny Black to Budget Committee and Administrative Services Committee, Set Public Hearing on 2015 BCWMC Watershed Management Plan for May 21, 2015, and Set TAC Meeting for April 2, 2015]. The general and construction account balances reported in the Fiscal Year 2015 Financial Report prepared for the March 19, 2015, meeting are as follows:

Checking Account Balance	\$841,880.89
TOTAL GENERAL FUND BALANCE	\$841,880.89
TOTAL CASH & INVESTMENTS ON-HAND (3/11/15)	\$3,408,178.97
CIP Projects Levied – Budget Remaining	(\$2,674,767.87)
Closed Projects Remaining Balance	\$733,411.10
2013 Anticipated Tax Levy Revenue	\$1,465.41
2014 Anticipated Tax Levy Revenue	\$7,886.48

Anticipated Closed Project Balance

\$742,762.99

5. PUBLIC HEARING

A. Receive Comments from Public on Proposed Major Plan Amendment

- Revising the Northwood Lake Water Quality Improvement Project (NL-1) in the Capital Improvement Program (CIP) from the construction of two stormwater ponds (NB-35A, B, C and NB-29A, B) to the construction of one pond just upstream (west) of Northwood Lake and the construction of a stormwater reuse system with bioretention basins in Northwood Park near the east end of the lake).
- Adding to the CIP the Honeywell Pond Expansion Project (BC-4) to provide stormwater quantity and water quality improvements, divert currently untreated stormwater to the pond, and provide opportunities for reuse of water from the pond.

Administrator Jester summarized the proposed Major Plan Amendment. Chair de Lambert opened the public hearing and called for comments. Jere Gwin-Lenth of the Friends of Northwood Lake stated that the group has been meeting with the City of New Hope for a long time and there is lots of neighborhood involvement with the proposed Northwood Lake Water Quality Improvement Project. He said that the Friends of Northwood Lake is very supportive of the project.

Administrator Jester reported that staff submitted a Clean Water Partnership grant application to the Minnesota Pollution Control Agency (MPCA) for this project for the maximum grant amount of \$300,000. She said that the Commission will hear the MPCA's grant award decision by the end of April.

Chair de Lambert called for comments two more times. Upon hearing no additional comments, Chair de Lambert closed the public hearing.

6. BUSINESS

A. Receive Update on Comments and Responses for Draft Watershed Management Plan

Administrator Jester reminded the Commission that the 60-day review of the BCWMC's draft Watershed Management Plan ended in the end of January. She said that the Commission received comments from all of the reviewing state agencies and others, and that staff and the BCWMC Plan Steering Committee are working through the comments and drafting responses. Administrator Jester announced that the Plan Steering Committee's next meeting is Monday, March 23 at 4:30 p.m. She said that the draft responses to comments should be ready for the Commission's review at its April meeting.

B. Consider Approval of 50% Design Plans for 2015 Main Stem Restoration Project (CR2015)

This item was deferred to later in the meeting.

C. Consider Approval of Twin Lake In-Lake Alum Treatment Project Plans

Administrator Jester stated that last November the Commission approved an agreement with the City of Golden Valley to implement this project. She announced that tonight the City of Golden Valley is holding a public information meeting about this project. Administrator Jester explained that staff is looking for Commission approval to implement the project as specified in the plans presented in the meeting packet.

Engineer Chandler provided details about the alum application. She said that a barge is used to apply the alum to the lake, and the application needs to be done when the water is within a certain temperature range. She said that permitting is a pretty simple process through the MPCA, and the permitting should be done in time for the alum application to be done in April. Engineer Chandler explained that one of the key factors that needs to be monitored as part of the alum application process is the lake water's pH level, which needs to be within the range of 6.5 and 9. She reminded the Commission that one of the reasons that the application is recommended to be done in two parts, two to three years apart, is because it is difficult to apply the full dosage of alum without causing the pH level to drop too low and adversely affect aquatic life. She noted the pH will be continually measured in the lake during the treatment. She provided more details about the weather conditions that could affect the timing of the application including wind and rain. She responded to questions. Administrator Jester noted that she would inform Commissioners and TAC members the date and time planned for the application as some may want to observe. (Although it was also noted there may not be a good viewing area.)

Alternate Commissioner Goddard moved to approve the Twin Lake alum treatment plans as presented. Commissioner Hoschka seconded the motion. Upon a vote, the motion carried 9-0.

D. Consider Approval of Technical Advisory Committee Recommendations

Erick Francis reported that the TAC recommends that the Commission approve the Commission's 2017-2021 CIP as presented in the attachment to the TAC memo. Additionally, he reported that the TAC recommends the Commission begin the XP-SWMM Phase II project in 2015 using Flood Control Long-term Maintenance Funds and to seek additional funding for the project from other sources, and to complete the project in as short a time frame as possible. Mr. Francis reported that the TAC also recommends that staff continue working to develop a flow chart and frequently asked questions sheet to streamline the communication process between cities, developers, and the Commission. The Commission discussed each recommendation separately:

2017-2021 CIP

Alternate Commissioner Goddard raised the issue of flooding that has occurred in Wirth Park and along Wirth Lake Parkway and the possibility that accumulated sediment in the channel could have contributed to the flooding. She asked why that project is listed in the CIP as so many years out. Mr. Francis said it may have to do with the expected timeframe for permitting the project and the anticipated issues with contaminated soils. Administrator Jester noted that no TAC members had raised that particular issue in relation to that project.

Administrator Jester pointed out an error in the CIP table and said that the final cell should total \$7,699,000. There was discussion about the proposed increase in the Commission's annual levy request to more than \$1,000,000 for many of the upcoming years as listed in the 2017-2021 CIP table. Administrator Jester reminded the group that Commission fiscal policies were recently revised to indicate a desire to maintain a relatively stable level of levy request, but that the Commission understood that a \$1 million levy was unlikely to suffice for the large projects needed in the watershed.

Chair de Lambert said that he would like to see the table corrected for math errors and that he is a little concerned about the proposed levy for 2017 as listed. There was discussion about possibly splitting some of the proposed projects over two years. Chair de Lambert recommended that staff correct the errors in the table, that the TAC look at this proposed table again at its next meeting and bring options back to the Commission at their April meeting, with the goal of keeping the total levy amount more uniform across years. The Commission agreed.

XP-SWMM Model

Administrator Jester provided a history of the Commission and TAC's discussions of this item. She reported that the TAC recommends that the Commission move forward with the XP-SWMM Phase II, and she reminded the Commission that it did not budget for this work in its 2015 administrative budget.

Mr. Asche said that he knows that some cities want this next phase of the XP-SWMM model and that those cities would find value in it, but he does not support it. He said that a \$250,000 model update is a significant project needing thoughtful consideration. Mr. Asche noted how in 2011 the Commission discussed the idea that cities and others could update the model and that the Commission wouldn't need to update the model. Mr. Asche also commented that the \$250,000 proposed to be spent on this project will not reduce phosphorous in the cities. Mr. Asche stated that the decision today is not whether the model should be updated but whether the model should be updated through the Commission or updated as originally discussed through the cities and other projects in the watershed.

Ms. Stout said that she recalls that the Commission discussed the Commission Engineer being the keeper of the model so that there would be continuity within the model, which cities and developers would be welcome to use. She reminded the Commission that it was founded as a flood management organization, and flooding still impacts downstream communities. Ms. Stout said that she thinks it would be wrong for the Commission not to undertake the modeling update.

There was discussion. Engineer Chandler noted that the original cost of converting the two existing models into the XP-SWMM model was \$70,000. She explained that back in 2011 Barr Engineering had stated that cities could update the model and then turn the work back in to the Commission Engineer to review and ensure the quality of the model.

Mr. Eckman stated that flooding is an important issue for the City of Golden Valley and that it sounds like from what Lois Eberhart said at the TAC meeting that it is an important issue for the City of Minneapolis as well. He described how there are homes in the City that are at risk of flooding. Mr. Eckman provided some real-world examples of work proposed in the City of Golden Valley that could have flooding impacts, and he described the value of being able to use a model in determining the specifications for such projects. He said that the City of Golden Valley thinks it is important to have an XP-SWMM model that's updated and coordinated with the Commission Engineer. Commissioners Hoschka and Goddard spoke in favor of the Commission completing the model update noting the difficulties with multiple firms or cities updating different portions of the model and the coarseness of the current model.

Mr. LeFevere said that it seems if the Commission is going to do this model update it will have to front-end the cost. He added that to the extent that this model would be useful in Commission project reviews for its own capital projects, the Commission could charge the cost back to the CIP projects and could charge developers through fees.

Chair de Lambert commented that he thinks it is time for the Commission to figure out what additional information, if any, is needed in order to make a decision. He said he thinks the staff's recommendation to develop a scope and timeline is a good start. Commissioner Tobelmann said that he would like to understand the pros and cons of this project. Engineer Chandler said that in order to develop a project timeline, the Commission would need to decide if the project would start this year or next year. Chair de Lambert recommended developing the timeline as if the project would start this year.

Commissioner Hoschka moved to approve staff's recommendation to begin the XP-SWMM Phase II process with staff developing a project scope and timeline for the project to start this year. Alternate Commissioner

Scanlan seconded the motion. Mr. Asche asked if the Commission is only asking the Commission Engineer for this scope or if the Commission is going to get something for comparison. Chair de Lambert indicated that this was not a proposal from the Commission Engineer but simply more information about the potential project needed for the Commission to make a more informed decision. Upon a vote, the motion carried 9-0. Ms. Chandler clarified that the Commission also wants information on pros and cons, and the Commission indicated yes.

Communication Protocols Among Cities, Developers, and Commission

Administrator Jester said that the TAC recommends staff create a communication flow chart and a frequently asked questions document. She described the protocols that have been put in place including that contractors and developers are first directed by Commission staff to the appropriate city staff person.

E. Consider Approval of Education Committee Recommendations

i. Approval of 2015 Education and Outreach Budget and Work Plan; Approval to Execute Contract with University of Minnesota to Participate in 2015 Non-point Education for Municipal Officials (NEMO) Program Pending Approval by Commission Legal Counsel

Administrator Jester reported that the Education Committee met on March 9th and recommended for approval the 2015 Education and Outreach Budget and Work Plan as presented in the meeting materials. She noted that this budget is in line with the education/outreach budget included in the 2015 Administrative Budget. She highlighted new items and stated that the Committee decided not to fund Blue Thumb for 2015 because Blue Thumb and Metro Blooms are merging and the Commission already provides funds to Metro Blooms. She said that the funds budgeted for Blue Thumb have been taken out of the presented budget.

Administrator Jester communicated that the Committee recommends funding the Children's Water Festival in the amount of \$350 and the Freshwater Society's Water Stewardship Program in the amount of \$1,000. She reported that the Committee recommends budgeting \$1,000 for reimbursing Commissioners for training. She said for example reimbursing Commissioners for registration fees, not travel expenses, on a pre-approval basis. She explained that the Committee recommends supporting NEMO at a funding level of \$750 plus her time to help plan the workshops. Administrator Jester said that if the Commission approves this funding, the Commission will need to execute an agreement with the University of Minnesota for the NEMO program, and the draft contract is in the meeting packet. She said that the Commission's Legal Counsel requested a change to that contract and is working it out with the University.

Alternate Commissioner Scanlan moved to approve the 2015 Education and Outreach Budget and Work Plan and the contract with the University of Minnesota for the NEMO program with the Commission's Legal Counsel's review. Commissioner Elder seconded the motion. Upon a vote, the motion carried 9-0.

ii. Approval to Develop and Execute Contract with HDR for Website Redesign Project

Administrator Jester described the Education Committee's proposal review process, and she presented the Committee's recommendation to contract with HDR for the website redesign project. Alternate Commissioner Tobelmann moved to approve staff working with HDR, and the Commission's Legal Counsel to develop a contract to bring in front of the Commission at its April meeting. Commissioner

Elder seconded the motion. Upon a vote, the motion carried 9-0.

6B. Consider Approval of 50% Design Plans for 2015 Main Stem Restoration Project (CR2015)

Commissioner Hoschka announced that she now works for WSB & Associates, and she described her discussion with the Commission's legal counsel on how to avoid possible conflict of interest issues. She said that she won't work on Commission projects at WSB and she won't vote on WSB projects as a Commissioner.

Mr. Eckman said that the 2015 Main Stem Restoration Project comprises almost two miles of streambank restoration. He stated that the project is estimated to reduce total phosphorous by 61 pounds per year and to reduce total suspended sediment loading by 140-200 pounds per year. Mr. Eckman explained that the project's approach is a combination of bioengineering and hard armoring. He noted that the City has received input from residents through two open houses and direct contact. He said that the majority of the project work will be on private property.

Mr. Eckman explained that these 50% design plans reflect information from the feasibility study, input from residents, and further field evaluation.

Engineer Chandler asked why these design plans didn't include more of the bioengineering methods mentioned in the feasibility study, such as root wads, rock vanes, and VRSS (Vegetated Reinforced Soil Slope). Mr. Eckman said that these items will be further evaluated to see if they could be incorporated into the project. Pete Willenbring of WSB & Associates described some of the considerations that go into the decisions of what method to use in each location, such as effects the methods would have on the cross section of the channel and impacts to the flood stage.

Engineer Chandler asked about areas C and D, which were identified in the feasibility study as having continuous riprap installed as part of the project. She pointed out that these design plans call for intermittent riprap in these areas. She asked for an explanation for the change and voiced concerns that intermittent riprap could lead to future problems, such as erosion. Mr. Willenbring said that soft armoring is a focus for the City of Golden Valley with this project, but he agrees that these areas need to be reviewed. Engineer Chandler also asked about a change from the feasibility study regarding stabilizing a bank. She noted that the feasibility study showed either VRSS or a nine-foot tall boulder wall, and now the plans show something much less. Engineer Chandler said that the concern is whether the new proposed technique for this area provides enough stabilization. Mr. Willenbring said that they can look into it. Engineer Chandler summarized the rest of the Commission Engineer's comments.

Administrator Jester asked what kind of feedback the City received at the public open houses. Mr. Eckman described the feedback received, noting that staff continue to work with individual landowners regarding their thoughts and desire for the project.

Commissioner Muller moved to approve the Commission Engineer's recommendation of approving the 50% design plans conditionally and to authorize the City of Golden Valley to move ahead with final design plans and contract documents. Commissioner Carlson seconded the motion. Upon a vote, the motion carried 9-0.

7. COMMUNICATIONS

A. Administrator:

- i. Administrator Jester noted that her report is in the meeting packet.

B. Chair:

- i. Chair de Lambert announced that the Commission will be participating in the Plymouth Home Expo and asked for volunteers for the event.

C. Commissioners:

- i. Commissioner Tobelmann reported that he recently attended a road salt symposium, and he provided insights about chloride. He provided information and his thoughts regarding implications for the Commission including the need for a watershed strategy.

D. TAC Members: No TAC Communications

E. Committees: No Committee Communications

F. Legal Counsel: No Legal Communications

G. Engineer: No Engineer Communications

8. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/Meetings/2015/2015-March/2015MarchMeetingPacket.htm>)

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet
- C. Metro WaterShed Partners and Clean Water MN 2014 Report

9. ADJOURNMENT

Chair de Lambert adjourned the meeting at 10:48 a.m.

Amy Herbert, Recorder

Date

Secretary

Date

Bassett Creek Watershed Management Commission General Account
 General Fund (Administration) Financial Report
 Fiscal Year: February 1, 2015 through January 31, 2016
 MEETING DATE: April 16, 2015

Item 4B.
 BCWMC 4-16-15

(UNAUDITED)

BEGINNING BALANCE	11-Mar-15		841,880.89
ADD:			
General Fund Revenue:			
Interest less Bank Fees		(13.07)	
WOMP Grant		4,500.00	
Permits:			
City of Robbinsdale	Grimes/Halifax	1,100.00	
Reimbursed Construction Costs		4,201.00	
		Total Revenue and Transfers In	9,787.93
DEDUCT:			
Checks:			
2727 Barr Engineering	March Engineering	36,199.42	
2728 D'Amico Catering	April Meeting	129.92	
2729 Amy Herbert LLC	Mar Admin Services	1,639.64	
2730 Kennedy & Graven	Feb Legal	1,383.53	
2731 Keystone Waters LLC	March Administrator	5,150.00	
2732 Wenck Associates Inc	Outlet Monitoring	995.30	
2733 Talbott Promotions	Dog Bone Dispensers	299.50	
	Total Checks		45,797.31
Outstanding from previous month:			
2723 Hamline University	2015 Membership	3,500.00	
	Total Expenses		45,797.31
ENDING BALANCE	11-Mar-15		805,871.51

	2015 / 2016 BUDGET	CURRENT MONTH	YTD 2015 / 2016	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS TO CITIES	490,345	0.00	486,799.00	3,546.00
PERMIT REVENUE	60,000	1,100.00	7,600.00	52,400.00
WOMP REIMBURSEMENT	5,000	4,500.00	4,500.00	500.00
TRANSFERS FROM LONG TERM FUND & CIP	35,000	0.00	0.00	35,000.00
REVENUE TOTAL	590,345	5,600.00	498,899.00	91,446.00
EXPENDITURES				
ENGINEERING & MONITORING				
TECHNICAL SERVICES	120,000	8,995.00	16,669.58	103,330.42
DEV/PROJECT REVIEWS	65,000	1,905.00	5,011.00	59,989.00
NON-FEE/PRELIM REVIEWS	15,000	5,527.48	7,511.98	7,488.02
COMMISSION AND TAC MEETINGS	14,500	2,441.65	3,545.65	10,954.35
SURVEYS & STUDIES	20,000	2,060.50	2,060.50	17,939.50
WATER QUALITY/MONITORING	63,000	4,560.01	8,308.51	54,691.49
WATER QUANTITY	11,500	414.90	829.80	10,670.20
WATERSHED INSPECTIONS	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	0.00	10,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
WOMP	17,000	1,084.80	2,523.78	14,476.22
ENGINEERING & MONITORING TOTAL	339,000	26,989.34	46,460.80	292,539.20
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	0	0.00	0.00	0.00
WATERSHED-WIDE P8 WATER QUALITY MODEL	0	0.00	0.00	0.00
NEXT GENERATION PLAN	30,000	5,681.88	6,805.88	23,194.12
PLANNING TOTAL	30,000	5,681.88	6,805.88	23,194.12
ADMINISTRATION				
ADMINISTRATOR	62,000	5,150.00	10,300.00	51,700.00
LEGAL COSTS	18,500	1,383.53	1,383.53	17,116.47
AUDIT, INSURANCE & BONDING	15,500	0.00	1,500.00	14,000.00
FINANCIAL MANAGEMENT	3,200	0.00	0.00	3,200.00
DIGITIZE HISTORIC PAPER FILES	2,500	0.00	0.00	2,500.00
MEETING EXPENSES	2,500	129.92	391.64	2,108.36
ADMINISTRATIVE SERVICES	32,000	1,639.64	3,836.96	28,163.04
ADMINISTRATION TOTAL	136,200	8,303.09	17,412.13	118,787.87
OUTREACH & EDUCATION				
PUBLICATIONS/ANNUAL REPORT	4,000	0.00	0.00	4,000.00
WEBSITE	12,000	0.00	0.00	12,000.00
PUBLIC COMMUNICATIONS	3,000	0.00	637.11	2,362.89
EDUCATION AND PUBLIC OUTREACH	17,000	299.50	10,049.50	6,950.50
WATERSHED EDUCATION PARTNERSHIPS	15,500	0.00	3,500.00	12,000.00
OUTREACH & EDUCATION TOTAL	51,500	299.50	14,186.61	37,313.39
MAINTENANCE FUNDS				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
MAINTENANCE FUNDS TOTAL	50,000	0.00	0.00	50,000.00
TMDL WORK				
TMDL STUDIES	0	0.00	0.00	0.00
TMDL IMPLEMENTATION REPORTING	20,000	322.50	1,750.50	18,249.50
TMDL WORK TOTAL	20,000	322.50	1,750.50	18,249.50
TOTAL EXPENSES	626,700	41,596.31	86,615.92	540,084.08

Cash Balance 03/11/15			
Cash		2,408,000.11	
Investments:		<u>1,000,000.00</u>	
	Total Cash & Investments		3,408,000.11
 Add:			
Interest Revenue (Bank Charges)		(56.18)	
Interest Revenue Investments			
Henn County Property Tax Levy			
	Total Revenue		(56.18)
 Less:			
CIP Projects Levied - Current Expenses - TABLE A		(3,223.00)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		<u>(978.00)</u>	
	Total Current Expenses		(4,201.00)
	Total Cash & Investments On Hand	04/08/15	<u>3,403,742.93</u>
 Total Cash & Investments On Hand		3,403,742.93	
CIP Projects Levied - Budget Remaining - TABLE A		<u>(4,163,285.52)</u>	
 Closed Projects Remaining Balance		(759,542.59)	
2012 - 2014 Anticipated Tax Levy Revenue - TABLE C		9,634.81	
2015 Anticipated Tax Levy Revenue - TABLE C		<u>1,000,000.00</u>	
 Anticipated Closed Project Balance		<u>250,092.22</u>	
 Proposed & Future CIP Project Amount to be Levied - TABLE B		<u>0.00</u>	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2015 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Plymouth Creek Channel Restoration (2010 CR)	965,200.00	0.00	0.00	933,688.61	31,511.39
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	0.00	580,200.00	0.00
Wirth Lake Outlet Modification (WTH-4)(2012)	202,500.00	0.00	0.00	201,513.94	986.06
5/13 Increase Budget - \$22,500					
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	0.00	0.00	178,453.95	677,546.05
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	11,589.50	184,410.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	0.00	0.00	101,635.49	888,364.51
2014				0.00	0.00
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	0.00	0.00	89,594.90	522,405.10
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	0.00	0.00	19,598.09	230,401.91
Twin Lake Alum Treatment Project (TW-2)	163,000.00	368.00	432.00	24,225.65	138,774.35
2015					
Main Stem 10th to Duluth	1,503,000.00	2,855.00	2,935.00	14,114.35	1,488,885.65
	<u>6,317,900.00</u>	<u>3,223.00</u>	<u>3,367.00</u>	<u>2,154,614.48</u>	<u>4,163,285.52</u>

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2015 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2016					
Bryn Mawr Meadows (BC-5)	0.00	0.00	0.00	5,282.80	(5,282.80)
Honeywell Pond Expansion (BC-4)	0.00	0.00	0.00	7,461.95	(7,461.95)
Northwood Lake Pond (NL-1)	0.00	978.00	978.00	6,096.75	(6,096.75)
2016 Project Totals	0.00	978.00	978.00	18,841.50	(18,841.50)
Total Proposed & Future CIP Projects to be Levied	0.00	978.00	978.00	18,841.50	(18,841.50)

BCWMO Construction Account

Fiscal Year: February 1, 2015 through January 31, 2016

(UNAUDITED)

April 2016 Financial Report-Final

TABLE C - TAX LEVY REVENUES

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2015 Tax Levy	1,000,000.00		1,000,000.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00
2014 Tax Levy	895,000.00	(2,576.10)	892,423.90	0.00	0.00	884,537.42	7,886.48	895,000.00
2013 Tax Levy	986,000.00	(13,785.61)	972,214.39	0.00	0.00	970,748.98	1,465.41	986,000.00
2012 Tax Levy	762,010.00	(5,103.74)	756,906.26	0.00	0.00	756,623.34	282.92	762,010.00
2011 Tax Levy	863,268.83	(8,962.04)	854,306.79	0.00	0.00	854,306.79	0.00	862,400.00
2010 Tax Levy	935,298.91	(9,027.10)	926,271.81	0.00	0.00	926,271.81	0.00	935,000.00
				<u>0.00</u>			<u>1,009,634.81</u>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2015 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	0.00	142,512.65	(7,512.65)
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
TOTAL TMDL Studies	254,000.00	0.00	0.00	190,864.87	63,135.13
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	623,373.00	0.00	0.00	43,195.48	580,177.52
Sweeney Lake Outlet (2012 FC-1)	250,000.00	0.00	0.00	179,742.18	70,257.82
Annual Water Quality					
Channel Maintenance Fund	300,000.00	0.00	0.00	59,718.10	240,281.90
Total Other Projects	1,927,373.00	0.00	0.00	473,520.63	1,453,852.37

Bassett Creek Construction Project Details

4/8/2015

Bassett Creek Construction Project Details

	CIP Projects Levied										
	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth	
Original Budget	6,295,400	965,200	580,200	180,000	856,000	196,000	990,000	612,000	250,000	163,000	1,503,000
Added to Budget	27,500			22,500							
Expenditures:	637.50					637.50					
Feb 2004 - Jan 2005											
Feb 2005 - Jan 2006											
Feb 2006 - Jan 2007											
Feb 2007 - Jan 2008											
Feb 2008 - Jan 2009	20,954.25	20,954.25									
Feb 2009 - Jan 2010	9,319.95	9,319.95									
Feb 2010 - Jan 2011	70,922.97	30,887.00	34,803.97	2,910.00	1,720.00		8,086.37				
Feb 2011 - Jan 2012	977,285.99	825,014.82	9,109.50	22,319.34	71,647.97	1,476.00	71,647.97	39,632.48	4,572.97	152.80	1,358.75
Feb 2012 - Jan 2013	153,174.66	47,378.09	9,157.98	4,912.54	20,424.16	2,964.05	61,840.82	19,078.54	6,477.29	13,678.55	9,820.60
Feb 2013 - Jan 2014	819,686.41	135.00	527,128.55	171,341.06	42,969.42	6,511.95	31,006.30	26,309.90	12,368.00	8,448.85	2,935.00
Feb 2014 - Jan 2015	99,265.75			31.00	41,692.40				432.00		
Feb 2015-Jan 2016	3,367.00										
Total Expenditures:	2,154,614.48	933,688.61	580,200.00	201,513.94	178,453.95	11,589.50	101,635.49	89,594.90	19,598.09	24,225.65	14,114.35
Project Balance	4,163,285.52	31,511.39		986.06	677,546.05	184,410.50	888,964.51	522,405.10	230,401.91	138,774.35	1,488,885.65

Total	Proposed & Future CIP Projects (to be Levied)		
	2016	2016	2016
	Bryn Mawr Meadows	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
17,863.50	5,282.80	7,461.95	5,118.75
978.00			978.00
18,841.50	5,282.80	7,461.95	6,096.75

	CIP Projects Levied										
	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth	
Barr Engineering	377,150.60	47,863.10	48,811.20	30,565.19	101,026.38	6,338.95	28,670.54	75,251.50	13,089.74	15,280.00	10,254.00
Kennedy & Graven	14,948.25	2,120.10	1,052.50	2,225.15	1,862.25	1,200.55	2,471.95	993.40	1,038.35	1,058.65	925.35
City of Golden Valley	691,803.86		526,318.80	165,485.06							
City of Minneapolis	59,753.61				59,753.61						
City of Plymouth	911,036.86	861,142.86					49,893.00				
City of Crystal											
Blue Water Science	3,900.00								3,900.00		
S E H											
Mirc											
2.5% Admin Transfer	92,654.30	22,561.55	4,017.50	3,238.54	15,811.71	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00	
Total Expenditures	2,151,247.48	933,688.61	580,200.00	201,513.94	178,453.95	11,589.50	101,635.49	89,594.90	19,598.09	23,793.65	11,179.35

Total	Proposed & Future CIP Projects (to be Levied)		
	2016	2016	2016
	Bryn Mawr Meadows	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
17,604.80	5,282.80	7,352.50	4,969.50
258.70		109.45	149.25
17,863.50	5,282.80	7,461.95	5,118.75

	CIP Projects Levied										
	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014	2015
CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)- Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth	
2009/2010 Levy	902,462	902,462	160,700								
2010/2011 Levy	160,700										
2011/2012 Levy	762,010			83,111	678,899						
2012/2013 Levy	986,000					162,000	824,000				
2013/2014 Levy	895,000						534,000	218,800	142,200		
2014/2015 Levy	1,000,000									1,000,000	
Construction Fund Balance	1,384,228	62,738	419,500	21,889	177,101	34,000	166,000			503,000	
BWSR Grant- BC/WMO	504,750	212,250		75,000	217,500						
Total Levy/Grants	6,595,150	1,177,450	580,200	180,000	1,073,500	196,000	990,000	534,000	218,800	142,200	1,503,000

Total	Proposed & Future CIP Projects (to be Levied)		
	2016	2016	2016
	Bryn Mawr Meadows	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)

Bassett Creek Construction Project Details

Other Projects							
	Total					2012	
	Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
Original Budget	1,647,373.00	105,000.00	119,000.00	500,000.00	748,373.00		175,000.00
Added to Budget	163,870.64		163,870.64		(250,000.00)	250,000.00	
	280,000.00	30,000.00			125,000.00		125,000.00
Expenditures:							
Feb 2004 - Jan 2005							637.50
Feb 2005 - Jan 2006	6,949.19				3,954.44		6,949.19
Feb 2006 - Jan 2007	10,249.09	637.20			9,611.89		10,249.09
Feb 2007 - Jan 2008	113,141.44	23,486.95	89,654.49				113,141.44
Feb 2008 - Jan 2009	117,455.33	31,590.12	47,041.86				138,409.58
Feb 2009 - Jan 2010	76,184.64	31,868.63	44,316.01				85,504.59
Feb 2010 - Jan 2011	45,375.25	15,005.25	25,920.00			4,450.00	116,298.22
Feb 2011 - Jan 2012	12,656.65	168.00	5,290.50			7,198.15	989,942.64
Feb 2012 - Jan 2013	21,094.00	3,194.00					174,268.66
Feb 2013 - Jan 2014	174,826.03	1,815.00			4,917.00	168,094.03	994,512.44
Feb 2014 - Jan 2015	59,459.65				24,712.15		176,588.90
Feb 2015-Jan 2016							4,345.00
Total Expenditures:	637,391.27	107,765.15	212,222.86		43,195.48	179,742.18	94,465.60
Project Balance	1,453,852.37	27,234.85	70,647.78	500,000.00	580,177.52	70,257.82	205,534.40
							5,598,296.39

	Total					2012	
	Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
Project Totals By Vendor							
Barr Engineering	239,955.59	104,888.70	94,948.17		22,108.82	18,009.90	
Kennedy & Graven	5,977.19	1,164.30	2,902.59		94.40	1,461.15	354.75
City of Golden Valley	180,811.13					160,271.13	20,540.00
City of Minneapolis							
City of Plymouth	38,823.35						38,823.35
City of Crystal							
Blue Water Science							
S E H	101,598.10		101,598.10				3,900.00
Misc	18,478.41	1,712.15	12,774.00		3,992.26		101,598.10
2.5% Admin Transfer							18,478.41
Total Expenditures	585,643.77	107,765.15	212,222.86		26,195.48	179,742.18	59,718.10
							2,754,754.75

	Total					2012	
	Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance
Levy/Grant Details	163,870.64		163,870.64				
2009/2010 Levy							902,462
2010/2011 Levy	60,000.00	10,000			25,000		220,700
2011/2012 Levy	60,000.00	10,000			25,000		822,010
2012/2013 Levy	60,000.00	10,000			25,000		1,046,000
2013/2014 Levy	50,000.00				25,000		945,000
2014/2015 Levy							
Construction Fund Balance	50,000.00				25,000		1,434,228
BWSR Grant- BCWMO							504,750
Total Levy/Grants	443,870.64	30,000	163,870.64		125,000	125,000	5,875,150

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4E – France-Indiana Ave Reconstruction – Robbinsdale
BCWMC April 16, 2015 Meeting Agenda
Date: April 8, 2015
Project: 23270051 2015 2036

4E France-Indiana Ave Reconstruction - Robbinsdale

Summary:

Proposed Work: Street Reconstruction

Basis for Commission Review: Linear Project Disturbing Over 5 Acres

Impervious Surface Area: Increase 0.0 acres

Recommendation: Conditional Approval

General Background & Comments

The proposed project includes work on 33rd, 36th, France, and Indiana Avenues. The project includes street reconstruction and replacement of underground utilities including sanitary sewer, storm sewer, and water main. The project will result in no change in impervious surface from the current conditions. The total proposed impervious area is 7.2 acres. The site is in the Grimes Lake Subwatershed.

Floodplain

N/A

Wetlands

There is no work in wetlands as a part of this project. The BCWMC is the LGU for administering the Minnesota Wetland Conservation Act of 1991.

Stormwater Management

Under existing conditions, runoff from the project area is conveyed through storm sewer to four flared end section discharge points west of Indiana Avenue. Under proposed conditions, the drainage divides will remain the same and runoff will be conveyed through reconfigured storm sewer to two flared end section discharge points west of Indiana Avenue.

Water Quality Management

There is currently no water quality treatment provided on the site and the project does not include any permanent best management practices.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4E – France-Indiana Ave Reconstruction - Robbinsdale
Date: April 8, 2015
Page: 2
Project: 23270051 2015 2036

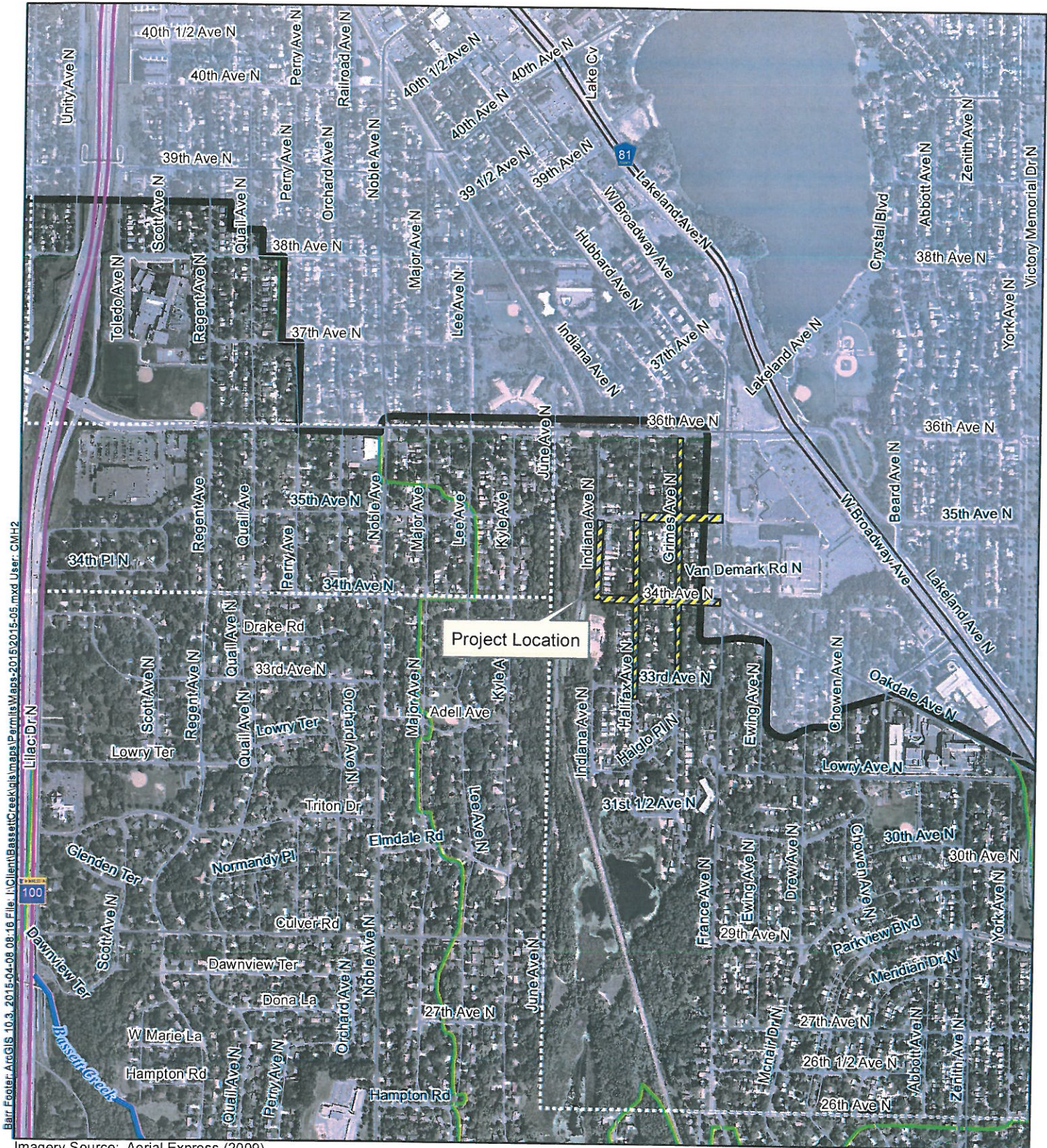
Erosion and Sediment Control

Since the area to be graded is greater than 10,000 square feet, the proposed project must meet the BCWMC erosion control requirements. Proposed temporary erosion control features include catch basin inlet protection, rock check dams, and street sweeping.

Recommendation







Conditional approval based on the following comments:

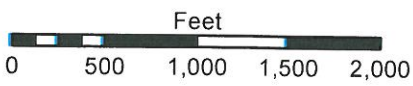
1. The Bassett Creek Watershed Management Plan requires that installation of permanent water quality best management practices be considered for road construction and reconstruction projects. Due to the limited available space for BMP implementation, the city should consider installing sump manholes with SAFL baffles to improve water quality upstream of each new outlet.
2. Outlet velocities at FES 31-123 and FES 31-141 exceed 10 fps and 17 fps respectively, when the pipes are flowing full. The City should add additional drop structures (or increase the proposed drop) to reduce the outlet velocities at these discharge locations.
3. Silt fence should be installed around areas of disturbance outside the roadway footprint (i.e. where stumps are being removed between the roadway and the sidewalk). Silt fence would not be needed if this area drains to the roadway; however, plans should clarify the drainage direction.
4. Add the following erosion control notes to the plans:
 - Vehicle tracking of sediment from the construction site (or onto streets within the site) must be minimized by installing rock construction entrances (with a minimum height of 2 feet above the adjacent roadway and with maximum side slopes of 4:1), rumble strips (mud mats), wood chips, wash racks, or equivalent systems at each site access.
 - Soils tracked from the site by motor vehicles must be cleaned daily (or more frequently, as necessary) from paved roadway surfaces throughout the duration of construction.
 - All exposed soil areas must be stabilized as soon as possible, but in no case later than 14 days after the construction activity has temporarily or permanently ceased.
 - Temporary or permanent mulch must be uniformly applied by mechanical or hydraulic means and stabilized by disc-anchoring or use of hydraulic soil stabilizers.
 - A temporary vegetative cover must be provided consisting of a suitable, fast-growing, dense grass-seed mix spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond the present growing season, two-thirds of the seed mix shall be composed of perennial grasses.
 - A permanent vegetation cover must be specified consisting of sod, a suitable grass-seed mixture, or a combination thereof. Seeded areas shall be either mulched or covered by fibrous blankets to protect seeds and limit erosion.
5. Revised drawings must be provided to the BCWMC Engineer for final review and approval.



Barr Footer: ArcGIS 10.3, 2015-04-08 08:16 File: I:\Client\BassettCreek\GIS\maps\Permits\Maps-2015\2015-05.mxd User: CMH2

Imagery Source: Aerial Express (2009)

-  Project Location
-  Bassett Creek
-  WMC Boundary
-  Major Subwatershed
-  Municipality
-  Stream



LOCATION MAP
APPLICATION 2015-05
France-Indiana Ave Reconstruction
Robbinsdale, MN



Bassett Creek Watershed Management Commission

Next Generation Plan Steering Committee Meeting Notes

4:30 p.m ~ Thursday March 12, 2015
Golden Valley City Hall

Attendees: Committee Chair Linda Loomis; Commissioner Guy Mueller, Alternate Commissioners Lisa Goddard, Pat Crough, and Dave Tobelmann; TAC Member Jeff Oliver; Engineers Karen Chandler and Greg Williams; Administrator Laura Jester

1. Call Meeting to Order

Chair Loomis called the meeting to order at 4:36 p.m.

2. Approve Meeting Notes from October 20, 2014 Plan Steering Committee Meetings

There were no changes suggested for these meeting notes. Consensus to approve as presented.

3. Discuss Commissioner Mueller's Comments

Administrator Jester thanked Commissioner Mueller for his thorough review of the Plan. Commissioner Mueller indicated that he would defer to the Commission Engineer as to how to handle his comments on Section 2 of the Plan. He noted these comments mostly included comments on the maps. Commission Engineer Chandler indicated that some references will be added to the maps and that the title of "tanks and leaks" on Figure 2-19 could be changed to "underground storage tanks." There was some discussion about whether or not to mention geese as a source of pollution. Administrator Jester noted that information might be better included in the Education and Outreach Plan.

Commissioner Mueller noted that he doesn't suggest actual changes to Section 3 of the Plan, rather his comments were meant to provoke thoughts about various opportunities for the Commission to improve water resources.

Regarding Commissioner Mueller's comments on Section 4 of the Plan (Goals and Policies), the group discussed the wording of the goals and related policies on aesthetics and recreation. Commissioner Mueller suggested that stronger language be used here. The group discussed how the Commission will consider aesthetics of a project and may be able to address recreation in some cases. Mr. Oliver reminded the group that the City cannot encourage kayaking or canoeing on the stream due to possible dangers and trespassing issues. After more discussion, the committee agreed to recommend changing the goal to "~~Consider~~ Take into account aesthetics and recreational opportunities within the watershed when completing BCWMC projects." Likewise, the word "consider" will be changed to "take into account" in policies 63 and 83. Policy 60 will be revised to incorporate Commissioner Mueller's suggested language aimed at providing a reason for the use of soft armoring techniques and parenthetical examples to clarify what "soft armoring" means.

4. Discuss Comments from Alternate Commissioners Goddard and Crough

Administrator Jester thanked Alt. Commissioners Crough and Goddard for their thorough review of the Plan and noted that their comments were mostly grammatical in nature or suggestions for improving figures, adding references, or adding other information. Alt. Commissioners Crough noted that many of his comments were suggestions, and asked the Engineer to “do what you can do.” The group did discuss Alt. Commissioner Goddard’s question about the classification of North Rice, South Rice and Grimes Ponds as “no priority” within the Plan. It was noted that these are the only waterbodies in the watershed within the City of Robbinsdale and that without a classification of either “priority 1 or 2” these ponds would no longer be monitored and would not be eligible for CIP projects (unless the project addressed a flooding issue or a TMDL). Administrator Jester reported that she had talked with Robbinsdale TAC member, Richard McCoy, about this issue and that he indicated that it would be nice to have these waterbodies classified as a priority by the Commission, but he could also see a reason for not including them in the priority list due to their position in the landscape and the fact that they are shallow.

The group discussed the parameters that originally went into classifying the Commission waterbodies as “priority 1, priority 2, or not a priority” and reviewed a table created for this discussion in 2013. It was noted that there may be expectations by residents for certain water quality if waterbodies are classified as a priority. There was discussion about waterbodies that were created for storm water management vs. natural waterbodies, about whether or not a waterbody could be listed as impaired, about the depth of the ponds, and about how the waterbody is connected to the creek. It was noted that this discussion called into question other waterbodies not listed as a priority in the Plan. There was discussion about the possibility of creating a third priority level that allowed for the Commission to support CAMP monitoring on 3rd priority waterbodies. Alt. Commissioner Tobelmann noted that it would be important to understand and record exactly how and why waterbodies are classified in certain ways. He also noted that just because a waterbody isn’t listed as a priority doesn’t mean the Commission doesn’t care about it but rather, the Commission’s resources would be primarily directed at higher priority waterbodies.

Staff was directed to bring more information on waterbody classification to the next Plan Steering Committee meeting so the group can make a more informed decision regarding North and South Rice and Grimes Ponds.

Alt. Commissioner Goddard also commented that flood elevations referenced in the Plan should include the datum that was used to determine the elevation. She also noted that the language on page 2-40 that states the “BCWMC will update flood profiles and flow rates per updated precipitation data published in Atlas 14” should be reviewed against the Plan policies, and revised as needed.

Administrator Jester noted [Commissioner Welch’s emailed?] comment regarding the requirements of Minnesota Statutes 103B.211, Subd. 4, which are not addressed in the draft Plan. The statute requires WMOs to have permitting programs for small appropriations from surface and ground water (i.e., those that are too small to trigger a MDNR permit).

5. Discuss Watershed Assessment Gaps

Committee Chair Loomis noted that the draft Plan does not address Minnesota Statutes 103B.211, Subd. 4, which requires watershed management organizations to have permitting programs for small appropriations from surface and ground water (i.e., those that are too small to trigger a MDNR permit). The remainder of the discussion on this item was tabled until the next meeting due to the absence of Commissioner Welch.

6. Review and Discuss Comments from Review Agencies and Draft Responses

The group walked through draft responses highlighted by staff as more significant or potentially controversial. The group agreed with the draft responses to comments from the BWSR, noting that more information is needed in the draft CIP table (Table 5-3). Staff noted they were currently working with the TAC to improve and refine the table and will bring a revised table to the next Plan Steering Committee meeting.

The group discussed the comment from the Association of Medicine Lake Area Citizens (AMLAC) that the Plan should address Medicine Lake water levels in a meaningful manner. The group suggested that more factual information about water levels in Medicine Lake over time be included in Section 2 of the Plan. The group also suggested including in the response to comments the Commission's plans to collaborate with local and state agencies to better understand groundwater-surface water interactions, as stated in Policy 47 . Additionally, the group suggested adding information to Section 3 of the Plan regarding how the Commission has addressed and been involved with the Medicine Lake water level issue over the years. Staff will bring suggested language changes to the next Plan Steering Committee meeting.

Aside from the response to AMLAC's comment, the group approved the draft responses to comments from the BWSR, MPCA, Hennepin County, MDNR, Met Council, MPRB, MDA, MnDOT, Plymouth Environmental Quality Commission, and two comments from the City of Minneapolis. The group ran out of time to discuss the remainder of the comments and responses and will continue this item at the next Plan Steering Committee Meeting.

7. Adjourn

The meeting adjourned at 6:25 p.m. The next meeting is scheduled for Monday March 23, 2015 at 4:30 p.m. at Golden Valley City Hall.



Bassett Creek Watershed Management Commission

Next Generation Plan Steering Committee DRAFT Meeting Notes

4:30 p.m. ~ Thursday March 23, 2015
Golden Valley City Hall

Attendees: Committee Chair Linda Loomis; Commissioners Michael Welch and Guy Mueller, Alternate Commissioners Lisa Goddard, Pat Crough, and Dave Tobelmann; TAC Member Eric Eckman; Engineers Karen Chandler and Greg Williams; Administrator Laura Jester

1. Call Meeting to Order

Chair Loomis called the meeting to order at 4:40 p.m.

2. Approve Meeting Notes from March 12, 2015 Plan Steering Committee Meetings

There were no changes suggested for these meeting notes. Consensus to approve as presented.

3. Finalize Recommendations for Waterbody Classification

This discussion was a continuation from the 3/12/15 Plan Steering Committee meeting. Commission Engineers Chandler and Williams walked through a memo and table to review the characteristics of waterbodies and the criteria that were used to generate classifications (i.e., priority status) of waterbodies for inclusion in the draft Plan. It was noted that priority waterbody lakes were identified as public waters lakes with a surface area of at least 10 acres because these waterbodies could be listed as impaired for nutrients. To distinguish between priority 1 and priority 2 waterbody lakes – priority 2 lakes typically had no public access and had no intercommunity drainage area. The Commission Engineer recommended that a new category of “priority wetlands” be created and that Turtle Lake be moved to this category and that North and South Rice Ponds be added to this category.

The group discussed the reasons for prioritizing waterbodies in the first place (to help the Commission focus its resources); the implications of a priority status (priority waterbodies are eligible for CIP projects, would be monitored, and some would require buffers); and that there should be a clear record showing how the Commission assigned priority status to different waterbodies. There was consensus that the table showing different pieces of information about each waterbody should be included in the appendices of the Plan, with minor edits (i.e., the public access column) and grouping and identifying the criteria used to determine the classifications.

Commissioner Mueller stated that he believes Bassett Creek Park Pond should be included in the list of priority waterbodies as it's the focal point of Crystal's most important park and loved by the neighborhood and community. He also noted it is a “wide spot” in the North Branch of Bassett Creek and that it has poor water quality. The Commission Engineer noted it is part of the Flood Control Project and the Trunk System (and thus eligible for BCWMC CIP project funding without being a priority waterbody). The group discussed how this pond differs or is similar to other priority waterbodies. After further discussion the group agreed to remove it from the table that lists all waterbodies and their characteristics and to, instead, add a footnote with North Branch Bassett Creek that indicates it includes Bassett Creek Park Pond.

There was further discussion about wetlands: Commissioner Welch indicated he thought that either all high quality wetlands should be included as priority wetlands or that no wetlands should be designated as priority wetlands. He noted that simply because the Commission has a history of monitoring certain wetlands doesn't mean they are a priority. He wondered if the Commission should place more importance on understanding wetland resources in the watershed and/or working on wetland restoration projects. Commission Engineer Chandler noted that wetlands have not historically been a high priority for the Commission because the Commission is not the LGU for administering the Wetland Conservation Act throughout the entire watershed. Commission Engineer Williams noted that currently, the gate keeper questions would likely keep a wetland restoration project off the CIP list. The group looked back to the gaps analysis and stakeholder input and determined that wetland health and/or restoration were not identified as gaps or priorities for the Commission. The group agreed this issue could be researched during the life of this plan. Additionally, the group agreed to delete the "priority wetlands" designation and to not include Turtle Lake, South Rice and North Rice Ponds on the list of priority waterbodies. It was noted these waterbodies (and any waterbodies) could be monitored through CAMP and that because these waterbodies are part of the trunk system, they would be eligible for CIP projects.

4. Discuss Watershed Assessment Gaps

The above discussion on wetlands led into the discussion of other possible assessment gaps in the watershed. Commissioner Welch expressed concern that perhaps the Commission should have done more assessments of problems to help inform this Plan. He noted the Medicine Lake TMDL Implementation Plan does not offer much detail, that functions and values of wetlands and other resources are lacking and that it's difficult for Commissioners to know how and why CIP projects get implemented when and where they do. Administrator Jester noted that the Commission has a wealth of information and data about its lakes and streams, has three TMDLs and previous assessments, and that between the cities, Commissioners, and watershed staff, she thinks the Commission has a good idea where problems lie and where opportunities for improvement exist. She noted that CIP projects are placed on the list for various reasons including city readiness, coordination with other projects, and keeping the tax levy relatively stable. There was some discussion about whether or not more prescriptive prioritization of CIP projects should happen. Administrator Jester noted that previous discussions about this topic with the TAC (and possibly other groups) resulted in the current system of CIP list generation without quantitative methods. It was noted that policy 110 in the draft Plan lays out this method, which includes the "gatekeeper" criteria and additional criteria to aid in the CIP project prioritization process.

5. Review and Discuss Comments from Review Agencies and Draft Responses

The group continued from the last committee meeting the review and discussion of comments on the Plan and draft responses. Regarding a comment (#63) from the City of Minneapolis on policy 35, Engineer Chandler noted that the policy could be rewritten to only prohibit basements in the floodplain and that all other proposed infrastructure in the floodplain would be subject to Commission review. After some discussion about what is current practice in floodplains, the group agreed to change the policy per Engineer Chandler's suggestion.

Alternate Commissioner Goddard asked about policy 122, and Commission Engineer Chandler reported that she discussed the City of Minneapolis' comment (#66) with Minneapolis staff. The group agreed the policy should be revised to clarify that it only applies to city acquisition of easements, etc. for Commission-ordered projects (e.g., the policy could start with "For CIP projects that have been ordered by the BCWMC,").

The group agreed with recommended responses to comment #67 regarding the correct identification of the trunk system and the flood control project features.

After some discussion, the group agreed that staff should draft an appropriate response, given TAC discussion, to address comment #68 from Minneapolis regarding communication among cities, developers and Commission staff.

The group reviewed staff's proposed additional language in Section 3.2 of the Plan to help address AMLAC's comment regarding the Medicine Lake water level issue. After some discussion about the Commission's possible future role in the issue, the group agreed that additional language is also needed in Section 5.2.1.1 regarding how the Commission will consider requests from member cities regarding water resource issues, and will analyze the Commission's possible role in addressing the issue, taking into account the policies and criteria established in the Plan. Alternate Commissioner Tobelmann asked that the new language in 3.2 be bulleted rather than written in paragraph form.

6. Discuss Presentation of Draft Responses to Commission

The group agreed that all comments and draft responses should be presented to the Commission at their April meeting with significant comments and draft responses highlighted for discussion at the meeting. The group agreed that staff should determine which comments and responses should be highlighted.

7. Adjourn

The meeting adjourned at 6:25 p.m. There are no more meetings of this committee anticipated.

DRAFT

BCWMC 60-Day Review Comments and Draft Responses

At the meeting we will discuss those comments/responses in grey; although any comment or response is up for discussion.

#	Reviewer	Comment	Draft Response
A	Commissioner Mueller	The goal regarding aesthetics and recreation should be clearer and stronger. The verb "consider" is a weak and also somewhat condescending and dismissive in its tone. Similarly, the word "consider" in policies 61, 63, and 83 should be deleted and replaced with the words "take into account and support."	The goal in Section 4.1 will be revised to " Consider Take into account aesthetics and recreational opportunities within the watershed when completing BCWMC projects." Likewise, the word "consider" will be changed to "take into account" in policies 63 and 83.
B	Commissioner Mueller	Regarding Policy 60: Except for those regularly involved in surface water management, the term "soft armoring" is probably not well understood, nor is there any explanation for the underlying logic of the BCWMC's preference for soft armoring. As such, I request the BCWMC revise policy 60 to include additional information and explanation.	Policy 60 will be revised to: " <u>Recognizing their benefits to biodiversity and more natural appearance</u> , the BCWMC will strive to implement stream and streambank restoration and stabilization projects that use soft armoring techniques (e.g., <u>plants, logs, vegetative mats</u>) as much as possible and wherever feasible."
C	Alt. Commissioner Goddard	In Section 2.6.4 it is really appropriate to leave Grimes Pond, North Rice Pond, and South Rice Pond off the BCWMC's list of priority waterbodies?	After much discussion about how and why BCWMC waterbody classifications were derived, including classifications of wetlands, ponds, lakes, and streams - the Plan Steering Committee recommends 1) leaving Grimes, North and South Rice Ponds off the priority waters list; 2) removing Turtle Lake from the list of priority 2 shallow lakes (because it is on the Public Waters Inventory as a wetland and is not different in nature than Grimes Pond, or South and North Rice Ponds; 3) including in the Plan the complete table of waterbody characteristics that was used to derive the classifications (as least as an appendix); and 4) deleting reference to the Bassett Creek Park Pond from the table of all waterbodies and footnoting that North Branch Bassett Creek includes Bassett Cr. Park Pond. [See Plan Steering Committee Meeting notes for further discussion.]
1	BWSR	Table 5-3: The Capital Improvement Project Table includes several projects that do not list estimated costs. These projects would require a plan amendment.	Table 5-3 of the Plan will be revised to include as many estimated costs and estimated years of implementation as possible. The Commission understands that updates to the table will require future plan amendments as outlined in Section 5.5 of the Plan.

#	Reviewer	Comment	Draft Response
2	BWSR	Table 5-3: A large portion of the projects included in the table do not have a scheduled year for construction. Having a projected year better allows for anticipated costs and we anticipate the proposed draft MN Rule 8410 to allow for scheduling flexibility to be allowed without a plan amendment.	Table 5-3 of the Plan will be revised to include as many estimated costs and estimated years of implementation as possible. The Commission understands that updates to the table will require future plan amendments as outlined in Section 5.5 of the Plan.
3	BWSR	Table 5-3: Additional details of capital projects should be included. This should include possible project elements, pollutant addressed and a summary/reference of the need of the project.	CIP projects will be described as best as possible with footnotes added to Table 5-3 including project elements, pollutants to be addressed and a reference to the need for the project.
4	BWSR	5.5.1 General Amendment Procedure: Depending on the scope of changes proposed to the Commission's Requirements or if there are significant fiscal impacts as a result to updates in the Education and Outreach Plan, a plan amendment may be required.	The Commission understands the requirements for plan amendments as outlined in Section 5.5 and will work with BWSR and review authorities to complete amendments when needed. Changes to the Requirements Document (Appendix G) will reflect policies outlined in this Plan such as the use of MIDS and buffer requirements.
5	MPCA	Page 2-11, Table 2-3 in the "Listed as impaired total maximum daily load (TMDL) status" column please update Parkers and Spring Lake to "Yes." These two lakes are impaired for aquatic life due to chloride.	Table 2-3 will be revised as suggested.
6	MPCA	Page 2-17, Section 2 .6.4.8 Parkers Lake is also on the draft 2014 303(d) list as impaired for aquatic life due to chloride and will be included in the Twin Cities Metro Area (TCMA) Chloride TMDL.	Section 2.6.4.8 will be revised to include this impairment.
7	MPCA	Page 2-18, Section 2 .6.4.10 Sweeney Lake is also on the draft 2014 303(d) list as impaired for aquatic life due to chloride and will be included in the TCMA Chloride TMDL.	Section 2.6.4.10 will be revised to include this impairment.
8	MPCA	Page 2-21, Section 2.6.4.14 Wirth Lake will be on the proposed 2016 303(d) list as impaired for aquatic life due to chloride and will be included in the TCMA Chloride TMDL.	Section 2.6.4.14 will be revised to include this impairment.
9	MPCA	Page 2-21, Section 2.6.5.1 Plymouth Creek was included in the Upper Mississippi River TMDL Study and Protection Plan and the TMDL has been approved for the aquatic recreation impairment due to f. coli.	Section 2.6.5.1 and Table 2-5 will be revised to include the fact that the bacteria TMDL is complete and approved.

#	Reviewer	Comment	Draft Response
10	MPCA	Page 2-22, Sections 2.6.5.2 and 2.6.5.3 Bassett Creek (Main Stem) and the North Branch of Bassett Creek were included in the Upper Mississippi River TMDL Study and Protection Plan and the TMDL has been approved for the aquatic recreation impairment due to f. coli.	Sections 2.6.5.2 and 2.6.5.3 and Table 2-5 will be revised to include the fact that the bacteria TMDL is complete and approved.
11	MPCA	Page 2-32, Table 2-5. Bassett Creek (Main Stem), Plymouth Creek, and North Branch Bassett Creek bacteria TMDLs were approved in 2014. Include the aquatic recreation impairment for Wirth Lake, the year listed was 2002 and the TMDL was approved in 2010.	Table 2-5 will be revised as suggested.
12	MPCA	Appendix A, Monitoring Plan, Table 1: MPCA recommends taking a bottom sample and a surface sample for chloride in lakes. Refer to MPCA's Chloride Monitoring Guidance for Lakes for more information: http://www.pca.state.mn.us/index.php/view-document.html?gid=16148 .	Table 1 in Appendix A will be revised to include a bottom sample for chlorides in lakes.

#	Reviewer	Comment	Draft Response
13	AMLAC	<p>AMLAC board members have read the proposed Bassett Creek 10-year management plan. While we agree with most of what the proposed plan includes, we think there is a significant issue missing. The lake level of Medicine Lake has been a topic of great concern by many citizens and should be addressed in the plan. There has been a very substantial amount of public input about low water levels in the lake at a number of public meetings. AMLAC believes that Bassett Creek's new Management Plan should address these concerns in a meaningful manner.</p>	<p>The BCWMC understands AMLAC's concerns about the water levels in Medicine Lake and discussed the matter at several Plan Steering Committee meetings, Technical Advisory Committee meetings, Commission Plan Development workshops, and Commission meetings. Section 3.2 acknowledges that water levels in Medicine Lake ranked as a high priority among survey respondents and Watershed Summit participants. Section 5.1.1 identifies one of several BCWMC responsibilities as "partnering with member cities in the management of surface and groundwater resources for the benefit of residents, businesses, and other stakeholders within the watershed and region." Additionally, Section 4.1 includes several goals addressing water quality and flooding; Policy 47 states the BCWMC will collaborate with others to better understand groundwater-surface water interactions; and Policy 110 lists the types of CIP projects the BCWMC will consider.</p> <p>The following changes will be incorporated into the Plan to further describe the issue and the Commission's role: The Executive Summary of the Plan will be revised to include "Medicine Lake water levels" in the list of key issues in the second paragraph of "Section 3." Section 2.0 (Land and Water Resource Inventory) will be revised to include a brief discussion of Medicine Lake historical water level data. Section 3.2 will be revised to include an accounting of the Commission's involvement with the issue of Medicine Lake water levels over the past few years. Section 5.2.1.1 will be revised to include language describing how the Commission will consider requests from member cities to address water resource issues, and will analyze the Commission's possible role in addressing the issue, taking into account the policies and criteria established in the Plan.</p>

#	Reviewer	Comment	Draft Response
14	Hennepin County	Please note that as of January 1, 2015, Hennepin County Environmental Services (or Department of Environmental Services) was renamed Hennepin County Environment and Energy Department.	The Plan will be revised to reflect this title change.
15	Hennepin County	The plan does a good job describing the history of the Bassett Creek Watershed and physical and human environment within the watershed.	Thank you!
16	Hennepin County	Joint powers watershed management organizations typically have a role in mediating inter-community water disputes and problems that affect multiple communities. We applaud BCWMC for addressing this role in the stated goal shown on page 1-4 and 4-2 ("provide leadership and assist member cities with coordination of intercommunity stormwater runoff issues"), and multiple mention of oversight and collaboration of local plans, because ultimately, the BCWMC will rely heavily on the member communities to carry out the goals of the plan.	Thank you - the Commission takes this role seriously and appreciates the cooperation of all its member cities.
17	Hennepin County	One of the stated goals shown on page 1-4 and 4-2 is to "manage public ditches in a manner that recognizes their current use as urban drainage systems and as altered natural waterways." To this point, the county believes watershed organizations or cities are the most appropriate entity for managing public drainage systems and would provide BCWMC the best opportunity to evaluate and meet the goal. For this reason, the county is in support of policy 4.2.7 encouraging the transfer of authority of the public ditches to a local entity.	Thank you.
18	Hennepin County	Under the Ad Valorem Tax heading in section 5.2.2.1 – "Funding Mechanisms Available to the BCWMC" it may be beneficial to include mention of the timing issues when it comes to meeting the County's formal review process and the lead time required to place item(s) on the County Board's meeting schedule when seeking plan amendment and associated levies under MN Statute 103B.251.	Section 5.2.2.1 will be revised to include a brief description of the steps and timing needed to work through the County's review process for tax levy requests.

#	Reviewer	Comment	Draft Response
19	Hennepin County	Staff would like to commend BCWMC for their past actions of implementing projects to address water quality and quantity issues, and identifying future projects in the Plan's Capital Improvement Program to address identified needs. Staff is supportive of needed projects that protect and restore our area water resources and meets the County's goal of keeping the county's waters clean and healthy.	Thank you.
20	MDNR	We have appreciated the opportunity to actively participate in the development of this plan over the past two years. We feel that the plan satisfactorily addresses most of the issues the DNR raised in our 2012 initial input letter, as well as the additional input that we offered at workshops throughout the plan development process.	Thank you - the Commission is pleased the plan development process worked well for the MDNR.
21	MDNR	Rare Species: We appreciate your attention to the DNR Natural Heritage Information System (NHIS) database for rare species presented in the Bassett Creek Watershed Management Plan under section 2.9 Natural Communities and Rare Species (p. 2-54). The presence of rare species is one indication of the health of a watershed, where plant and animal diversity help the landscape to maintain important watershed functions. We encourage you to continue to develop goals and policies to protect habitat for rare species within the watershed, as identified in the Gap Analysis, Stream and Lake Management.	The Commission agrees that rare and endangered species within the watershed are important to understand and protect. Policies 86 and 87 in Section 4.2.8 include activities such as cooperating with the MDNR on protection of these species and submitting data to the MDNR on the presences of these species.

#	Reviewer	Comment	Draft Response
22	MDNR	<p>Rare Species: Please note however, that the publication of exact locational information may threaten the continued existence of some rare species and therefore is considered nonpublic data under Minnesota Statute 84.0872. We would prefer that the specific language regarding rare species locations (paragraph 2, p. 2-54) be omitted. We believe it is more productive to concentrate on the integrity of the habitat areas within which the species are found. In this same vein, Figure 2-10, which illustrates general locations for rare species, might better illustrate Sites of Biodiversity Significance, Central Region Regionally Significant Ecological Areas, parks and naturally vegetated greenways within the watershed that need protection. We suggest this as a strategy for identifying priority areas for management of rare species and habitat within the watershed.</p>	<p>The last paragraph of Page 2-54 will be revised to omit general descriptions of species location and omit reference to Figure 2-10 in the discussion of rare species. NHIS data will not be included in Figure 2-10, which will instead include sites of biological significance, greenway corridors, and other applicable natural resources data.</p>
23	MDNR	<p>Watershed Projects: We appreciate your interest in the soft armoring of shorelines. We recommend the use of native plants for shoreline stabilization, buffers, and erosion control for Bassett Creek projects, because of the potential resources they provide for native pollinators. We recommend a query of the DNR Restore Your Shore Native Plant Encyclopedia for a list of plants that may be appropriate for different sites within Bassett Creek (found at: https://webapps8.dnr.state.mn.us/restoreyourshore/search?type=resetreturned).</p>	<p>Policies 81, 84 and 85 refer to the use of native plants in shorelines and open spaces. The Commission and its member cities and consultants will use (and be asked to use) this plant list for future projects. A recommendation to use this list will be considered during a revision of the Commission's "Requirements Document" (Appendix G).</p>

#	Reviewer	Comment	Draft Response
24	MDNR	<p>Watershed Projects: In addition to shorelines, the DNR would appreciate the use of native plants in future development of parks, trails, and additional landscaping projects that may result in urban greenspaces within Bassett Creek. The use of native plants may increase habitat for native wildlife in an urban setting. Native plant resources can be found on the MnDNR Landscaping with Native Plants website: http://www.dnr.state.mn.us/gardens/nativeplants/index.html. The use of native plants for both soft armoring and landscaping projects may help to address the biodiversity concerns identified during the Gaps analysis (ranked #8).</p>	<p>Policies 81, 84 and 85 refer to the use of native plants in shorelines and open spaces. The Commission and its member cities and consultants will use (and be asked to use) this plant list for future projects. A recommendation to use this list will be considered during a revision of the Commission's "Requirements Document" (Appendix G).</p>
25	MDNR	<p>Watershed Projects: Before any watershed project is implemented, we recommend a review of the NHIS database. The NHIS is continually updated as new information becomes available and will include current records and surveys. It is our policy that NHIS reviews are not considered valid if it has been more than one year since the review.</p>	<p>The Plan will be revised to include a requirement in Policy 86 that the BCWMC will review the Natural Heritage Information System during the design phase of every Commission project.</p>
26	MDNR	<p>Appendix G. Requirements for Improvements and Development Proposals, Section 9.1 Regulatory Agencies-MN DNR (page 45) refers to the DNR Division of Waters. Since the previous version of this Plan, the Divisions of Waters and Ecological Resources have merged. The information should direct readers to: the DNR Division of Ecological and Water Resources, Central Region Headquarters, 1200 Warner Road, St. Paul, Minnesota 55106, (651) 259-5845.</p>	<p>The Plan will be revised as suggested.</p>
27	Met Council	<p>Council staff commend the BCWMC for preparation of a comprehensive and thorough plan. Council staff also appreciate that the BCWMC involved reviewing agencies early in the plan preparation process, thereby addressing major Council comments and concerns prior to the draft plan release.</p>	<p>Thank you - the Commission is pleased the plan development process worked well for the Met Council.</p>

#	Reviewer	Comment	Draft Response
28	Met Council	<p>In addition, Council staff commend the BCWMC for including the following in the draft plan: Clear, concise vision statement to provide strategic direction; Policies that require retention of on-site runoff from new development, redevelopment, and linear projects consistent with the MPCA's Minimal Impact Design Standards (MIDS) performance goals (Policies 12 and 32); Policy that recommends collaboration with local and state agencies to understand groundwater-surface water interactions and development of management strategies that consider protection of both resources (Policy 47) as well as inclusion of groundwater resources (both bedrock and surficial aquifers) in the Land and Water Resource Inventory (Section 2.5 .2); Adoption of Atlas 14 as primary source of rainfall statistical information for the region; A monitoring plan directing collection of biological water quality data on the BCWMC's lakes and streams; An education and outreach plan directed toward dissemination of information to citizens, policymakers, city staff, educators and others.</p>	Thank you.

#	Reviewer	Comment	Draft Response
29	Met Council	<p>Section 4.2.1 . Water Quality Policies. The plan does a good job of compiling policies primarily concerned with improvement (or "restoration") of water bodies that are impaired based on presences of a specific pollutant. Council staff recommend addition and strengthening of language which addresses how the BCWMC will allocate funds and energies to protect those water bodies which currently meet water quality standards but may be threatened by future watershed activities, development, or redevelopment.</p>	<p>The Commission is very concerned with the protection of water bodies that currently meet water quality standards. As such, Policy 8 (Section 4.2.1) states that the Commission will continue to identify opportunities to achieve and maintain excellent water quality in priority water bodies. The Commission believes this will be accomplished through multiple policies in the draft Plan including policies to continue an intensive monitoring program to identify and act quickly when water quality begins to decline (Policy 9). (The in-lake alum treatment currently slated for 2015 in Twin Lake is a perfect example of the Commission responding quickly to maintain excellent water quality in a lake that already meets state standards but which is threatened by changes in annual summer temperatures.) Additionally, the adoption of MIDS, buffers requirements, and other requirements for developments and redevelopments will work to both protect and improve the quality of water bodies throughout the watershed.</p>
30	Met Council	<p>Section 5. Implementation. Table 5-3. Council staff recommend inclusion of an narrative explanation or table footnote on those CIP items where an estimated capital cost is listed without assignment to a specific year during period 2015-2025 for implementation. One example is item ML-17 In-lake alum treatment of Medicine Lake, with an estimated cost of \$1,400,000 yet no estimated date of implementation.</p>	<p>Table 5-3 of the Plan will be revised to include as many estimated costs and estimated years of implementation as possible. The Commission understands that updates to the table will require future plan amendments as outlined in Section 5.5 of the Plan.</p>

#	Reviewer	Comment	Draft Response
31	Met Council	<p>Finally, Council staff reminds the BCWMC that the Council is committed to producing a number of technical items that will assist the BCWMC with its water quality and educational policies, including 1) the Bassett Creek section of the Comprehensive Waters Quality Assessment of Select Metropolitan Area Streams and associated plain language factsheet (published at www.metrocouncil.org/streams/Mississippi/); 2) Annual WOMP (Watershed Outlet Monitoring Program) daily average flow and water quality data; 3) Annual and monthly estimates of pollutant loads of the Bassett Creek WOMP station; and 4) Annual summary reports of water quality, flow, and loads for the WOMP station.</p>	<p>Thank you. The Commission looks forward to continuing its partnership with the Met Council.</p>
32	MPRB	<p>Page 2-20, 2-22. 2-54: The park name is "Theodore Wirth Regional Park."</p>	<p>The Plan will be revised as suggested.</p>
33	MPRB	<p>Figure 2-7: New JWC emergency well and existing reservoir in Wirth Park is not shown in the figure.</p>	<p>Figure 2-7 will be revised to include the Joint Waters Commission well in Wirth Park.</p>
34	MPRB	<p>Page 2-8, 9: Should Joint Waters Commission be included in this list, including adding the new well in the Theo Wirth Park which serves the JWV to the list?</p>	<p>The list will be amended to include the JWC (members include New Hope, Crystal and Golden Valley), noting that the JWC well in Wirth Park is an emergency supply well.</p>
35	MPRB	<p>P5-16, Figure 5.1: Comment: MPRB CIP and budgets now require planning staff time to be funded through project funding for staff administration.</p>	<p>Table 5-1 - Project Costs Eligible for BCWMC Reimbursement - includes the following under "Project costs eligible for reimbursement from BCWMC" column: "City staff time and expenses (if requested prior to levy certification)."</p> <p>Table 2-3 will be revised as suggested.</p>
36	MPRB	<p>Table 2-3: Spring Lake has a canoe dock and public trail access, it discharges to the Bassett Creek Tunnel, and is regularly monitored by MPRB. Table may need correction.</p>	<p>Tables 2-3 and 2-5 will be revised to include a chloride impairment for Spring Lake.</p>
37	MPRB	<p>Table 2-5: Should Spring Lake be here and listed for chloride impairment?</p>	<p>Section 2.10.1.4 will be revised to include this information about Wirth Lake.</p>
38	MPRB	<p>2.10.1.4 and Page 2-56, Figure 2-18: Wirth Lake boat launch is closed. A beach boardwalk and a lake boardwalk were added for public access, a winter aeration system operates on the lake to help fish survive low oxygen conditions.</p>	<p>Figure 2-4 will be revised to include this sedimentation site.</p>
39	MPRB	<p>Figure 2-4: Bassett Creek lagoon just N of Wirth Lake could be added as a sedimentation site.</p>	<p>Figure 2-4 will be revised to include this sedimentation site.</p>

#	Reviewer	Comment	Draft Response
40	MPRB	Figure 2-14: Is the Hwy-55 control structure location correct on this figure? I thought it was just upstream of Wirth Lake on the N side of Hwy 55. Is there another control structure missing from this figure that should be added in that location?	Figure 2-14 incorrectly shows the location of the Hwy 55 control structure. The figure will be revised to show its correct location just upstream of Wirth Lake on the north side of Hwy 55. We will also confirm that the other project feature locations are shown correctly.
41	MPRB	Page 3-5: Consider re-evaluating floodplain (and structure performance) under Atlas-14 rainfall conditions to determine any potential changes in flood areas.	Policy 25 (Section 4.2.2) indicates the Commission will reevaluate flood elevations and flood risk based on Atlas 14. Policy 31 (Section 4.2.2) requires no net increase in peak flow rates resulting from the 2-year, 10-year, and 100-year events; the BCWMC Rules and Requirements document will further specify the methods/data to be used in demonstrating compliance with this requirement, and will reference Atlas 14.
42	MPRB	General comment: The Commission may want to mention in the plan that there are NRHP eligible or listed areas/properties in the watershed which require review by SHPO for state and federal funded projects and all USACE projects (which include all of the MPRB land in the Grand Rounds).	A new subsection will be added to Section 5.1.3. (i.e., State Historic Preservation Office) to note that there are NRHP eligible or listed areas/properties in the watershed, which require review by SHPO for state and federal funded projects and for all USACE projects. The new subsection will also note that this includes all of the MPRB land in the Grand Rounds.
43	MPRB	General comment: The Commission may want to mention that there is preexisting and historic infrastructure along the creek that may need to be taken into consideration during flood modeling like at the historic Fruen Mill site.	When modeling channel conditions, the cross sections used in the model reflect current conditions, which would include historic infrastructure. Whether such infrastructure can be altered or removed is a permitting issue (see above comment and response).
44	MPRB	General comments on 2015 - 2025 CIP: WTH-2 Wirth Lake pond is not a desired option to MPRB. Feasibility of other treatment options should also be evaluated.	Table 5-3 will be revised to remove project WTH-2.
45	MPRB	General comments on 2015 - 2025 CIP: 2-17-CRM-expansion of project upstream to Glenwood Ave is needed as funding in 2012-15 project was not sufficient for this project.	CIP project 2017 CR-M in Table 5-3 is the restoration of the main stem channel between Cedar Lake Road and Irving Ave. The project can be expanded upstream to Glenwood Avenue, as requested, but the MPRB/City of Minneapolis need to provide a budget estimate for the expanded project. If the project is expanded, the name of the project would be changed to "Main Stem Channel Restoration, Glenwood Ave. to Irving Ave."

#	Reviewer	Comment	Draft Response
46	MPRB	General comments on 2015 - 2025 CIP: BC-5 needs further discussion with MPRB and City of Minneapolis.	Project BC-5; water quality improvements in Bryn Mawr Meadows will be thoroughly discussed with the MPRB and the City of Minneapolis before a feasibility study is initiated.
47	MPRB	General comments on 2015 - 2025 CIP: BC-7 dredging of additional sediment deltas in Wirth Park section of creek between Golden Valley Road and Penn Ave may also be needed.	Project BC-7 could be expanded to include the area between Golden Valley Road and Penn Ave in Wirth Park, but the MPRB/City of Minneapolis need to provide a budget estimate for the expanded project. If the project is expanded, the name of the project would be changed to "Dredging of accumulated sediment in Main Stem of Bassett Creek in Wirth Park just north of Highway 55, and between Golden Valley Road and Penn Ave.
48	MDA	As implementation projects within the boundaries of the Bassett Creek Watershed commence, you are encouraged to review pollinator guidance developed by the MDA and its partners. There may be opportunities to incorporate pollinator habitat when capital improvement projects are constructed. You are referred to the following documents:	Policies 81, 84 and 85 refer to the use of native plants in shorelines and open spaces. The Commission and its member cities and consultants will use (and be asked to use) native plant lists and pollinator guidance for future projects. A recommendation to use this list/guidance will be considered during a revision of the Commission's "Requirements Document" (Appendix G).
49	MDA	1. Agricultural Landscapes (PDF: 919 KB / 6 pages)	
50	MDA	2. Yards and Gardens (PDF: 7.83 MB / 6 pages)	
51	MDA	Roadsides and Rights-of-ways (PDF: 3.57 MB / 4 pages)	
52	MDA	Also attached are MDA drainage recommendations, which apply primarily to agricultural areas of the state. There may be some applicable recommendations within this document.	Thank you.
53	MnDOT	Page 4-12, #70: Please add that MnDOT is the WCA LGU on its right-of-way.	Policy 60 will be revised to include MnDOT as the LGU for its right-of-ways. (Policy 70 lists the communities where the Commission is the LGU so it would not be appropriate to revise this policy.)
54	MnDOT	Appendix G, page 7: The trigger does not match the MID's trigger and the road base disturbance language is not the same as the underlying soil disturbance language from MID's. From page 4-6 of the plan, it sounds like the WMC is adopting the MIDs package. Please update the trigger and language in this section to match MID's.	The Commission's Requirements Document (shown in Appendix G) will be revised to incorporate the new policies of this draft Plan including MIDS.

#	Reviewer	Comment	Draft Response
55	MnDOT	Appendix G, Table C: Same comment as above.	The Commission's Requirements Document (shown in Appendix G) will be revised to incorporate the new policies of this draft Plan including MIDS.
56	MnDOT	I only looked briefly through Appendix G. There may be other instances where the language is not the same as MIDS; recommend updating all discrepancies in the appendix section.	The Commission's Requirements Document (shown in Appendix G) will be revised to incorporate the new policies of this draft Plan including MIDS.
57	Plymouth Env. Quality Committee	How do the policies compare with other joint powers organizations affecting the City of Plymouth, particularly Elm Creek and Shingle Creek watersheds?	<p>The BCWMC considered the existing requirements of adjacent watershed management organizations and its member cities in the development of policies for the draft Plan. While the BCWMC did not specifically seek to align the draft policies with those of other organizations, the BCWMC did attempt to develop policies that minimize redundancy in purpose and/or implementation. In adopting MIDS, the BCWMC established policies with the potential for regional applicability, while considering the challenges unique to a nearly fully-developed watershed (e.g., a focus on redevelopment).</p> <p>However, please note that the Elm Creek Watershed Management Commission has also adopted MIDS-based water quality policies, and rate control policies based on Atlas 14 rainfalls, similar to those included in the BCWMC Plan. The Shingle Creek Watershed Management Commission has also adopted similar rate control requirements, and an infiltration requirement of 1.0 inch of runoff from impervious area (versus 1.1" suggested in MIDS).</p>

#	Reviewer	Comment	Draft Response
58	Plymouth Env. Quality Committee	<p>Explain the reasoning for proposed Policy 64 which requires buffers of "priority" streams up to 10 feet in width. Research completed by Emmons & Olivier Resources (EOR) in 2001 for the Minnehaha Creek Watershed District suggests buffers less than 50 feet are marginally effective. What removal efficiencies for total suspended solids, phosphorus, and nitrogen are expected from buffers 10 feet and less? Considering there are other requirements in place for development and redevelopment projects and considering the extensive capital improvements completed by both the Bassett Creek Watershed and member communities, perhaps this policy does not offer much resources protection and is unnecessary.</p>	<p>The Commission acknowledges that riparian buffers that are at least 50 feet wide have a greater potential to improve and protect water quality while also improving riparian habitats. The Plan Steering Committee, the Technical Advisory Committee and the full Commission and review agencies discussed buffers along streams and lakes at length during the development of this Plan. There is a balance to be struck when considering the sometimes narrow backyards in this highly urbanized watershed. Many, many parcels along Bassett Creek simply do not have room to incorporate a 50 foot buffer. Cities, developers, and other project proposers are encouraged to install buffers well beyond the 10 foot requirement whenever possible. The 2004 BCWMC Watershed Plan included NO buffer requirements. The Commission believes this policy is a step in the right direction.</p>
59	Plymouth Env. Quality Committee	<p>Regarding proposed Policy 66, the City of Plymouth has existing standards for develop and redevelopment regarding bounce, inundation, and runoff control. Please clarify limits and expectations regarding this policy.</p>	<p>The policy requires that member cities implement (or maintain, if they already exist) wetland standards to protect wetlands from negative impacts resulting from hydrologic alteration (i.e., alteration in the form of increased bounce, increased inundation duration, and changes in the outlet elevation, or runoff control). By requiring standards that are "similar to BWSR guidance," the policy provides suggested values by reference, but allows member cities some flexibility in defining the allowable limits of alteration. The expectation is that the functions and values of high quality (i.e., Preserve and Manage 1 wetlands) will be better preserved if standards go beyond setback and buffer requirements. It is up to the member cities to establish the numeric criteria and determine if those requirements should extend beyond Preserve and Manage 1 wetlands.</p>

#	Reviewer	Comment	Draft Response
60	Plymouth Env. Quality Committee	<p>Regarding Policy 68, enforcement of buffer standards on existing sites can be complex and it is recommended this policy be reconsidered. The City of Plymouth is concerned the proposed standards will encroach upon existing parking or building areas resulting in a reduction in parking and/or creating zoning non-conformities requiring variances and encumbering municipal staff time. Further, the Commission's adoption of MIDS may require additional areas which are currently impervious surface be utilized for water quality improvements. For reference, this newly proposed policy would apply to 297 wetlands and 2,726 individual properties in the City of Plymouth. Please provide an explanation of the expected impact on member communities.</p>	<p>Policy 68 in the draft Plan would require an average of 75 feet and minimum of 50 feet from the edge of wetlands classified as Preserve, an average of 50 feet and minimum of 30 feet from the edge of wetlands classified as Manage 1, and an average of 25 feet and minimum of 15 feet from the edge of wetlands classified as Manage 2 or 3. The Commission gathered wetland buffer requirements from the member cities while this policy was under consideration. According to that information, the City of Plymouth's wetland buffer requirements are already meeting this requirement - i.e., average 75 feet for Preserve, average 50 feet for Manage 1, average 30 feet for Manage 2 and average 25 feet for Manage 3. As noted in the policy, these proposed buffers only apply for projects containing more than one acre of new or redeveloped impervious area.</p> <p>Regarding MIDS, the treatment requirements apply only if a proposed project triggers the standards. Projects triggering the standard include: development projects creating one or more acre of impervious area, redevelopment projects creating one or more acres of new or fully redeveloped impervious area, and linear projects creating one or more acres of new or fully reconstructed impervious area. The BCWMC adopted MIDS and the flexible treatment options to give flexibility for projects where it may not be possible or desirable to provide infiltration.</p>

#	Reviewer	Comment	Draft Response
61	City of MPLS	<p>Section 4.2.2 - 26. When implementing BCWMC flood risk reduction projects, the BCWMC will identify properties prone to flooding and consider the purchase of these properties as the first option (if approved by the member city) when evaluating measures to provide protection to properties prone to flooding. RECOMMENDED CHANGE TO: 26. When implementing BCWMC flood risk reduction projects, the BCWMC will identify properties prone to flooding. The most effective and reasonable solutions as approved by the member city should be evaluated. Solutions to be considered may include purchase of the properties, with attention to impact on tax base and other community factors..</p>	<p>Policy 26 will be revised as suggested: When implementing BCWMC flood risk reduction projects, the BCWMC will identify properties prone to flooding. The most effective and reasonable solutions as approved by the member city should be evaluated. Solutions to be considered may include purchase of the properties, with attention to impact on tax base and other community factors..</p>
62	City of MPLS	<p>Section 4.2.2 - 32. The BCWMC requires the retention of on-site runoff from development and redevelopment projects... (MIDS language) Recommend addition of a 4th bullet: "● If an applicant is unable to achieve the above performance goals due to site restrictions, the MIDS Flexible Treatment Options Approach shall be followed using the MIDS Design Sequence Flow Chart."</p>	<p>Policy 32 will be revised as suggested.</p>
63	City of MPLS	<p>Section 4.2.2 - 35. BCWMC prohibits improvements in the floodplain which would be subject to damage including public utilities and streets. - Recommend deleting reference to public utilities and streets.</p>	<p>Policy 35 will be revised to state: "The BCWMC prohibits the construction of basements in the floodplain; construction of all other infrastructure within the floodplain is subject to BCWMC review and approval."</p>
64	City of MPLS	<p>Section 4.2.3 - 45. BCWMC will review all MDNR groundwater appropriation permit applications excluding applications for temporary appropriation permits. - For future consideration, note that Appendix G Section 3.7 states review is required for temporary or permanent appropriations. It also states review will be required for all appropriations not just those subject to a MDNR permit.</p>	<p>The Commission's Requirements Document (shown in Appendix G) will be revised to incorporate the new policies of this draft Plan.</p>

#	Reviewer	Comment	Draft Response
65	City of MPLS	<p>Section 4.2.3 - 46. BCWMC will consider a program to review development or redevelopment projects which include long-term dewatering within 1,000 feet of priority waterbodies.</p> <p>Recommend changing to, "BCWMC will work with member Cities to consider a program . . ."</p>	<p>Policy 46 will be revised as suggested.</p>
66	City of MPLS	<p>Section 4.2.10 - 122. Please clarify this policy: "The BCWMC requires member cities to acquire and maintain easements, right-of-way, or interest in land necessary to implement and maintain projects upon order of the BCWMC (the cost of land acquisition may be eligible for Commission reimbursement, see Table 5-1)."</p>	<p>Per the BCWMC's joint powers agreement (Sec. VII, Subdivision 10-Land Acquisition), it is up to the member city where the project is to be located to obtain land or easements that are needed to construct CIP projects. The JPA includes the phrase "upon order of the Board of Commissioners," where "order" is taken to mean the Commission order of a CIP project.</p> <p>Policy 122 will be revised to state: "<u>For CIP projects that have been ordered by the BCWMC</u>, the BCWMC requires member cities to acquire and maintain easements, right-of-way, or interest in land necessary to implement and maintain projects upon order of the BCWMC (the cost of land acquisition may be eligible for Commission reimbursement, see Table 5-1)."</p>
67	City of MPLS	<p>Section 5.1.1.3 - Management of the BCWMC Trunk System and Flood Control Project - This section refers to Figure 2-14 as the map of the BCWMC TRUNK SYSTEM, however it is Figure 2-15.</p> <p>It was recently suggested that the historic channel of Bassett Creek just inside the border of Minneapolis, prior to re-route by MnDOT in the 1940s in relation to TH55, may not be considered part of the trunk system. Figure 2-15, however, DOES appear to include the historic channel (as well as the current, primary channel.) This needs to be confirmed.</p> <p>Minneapolis maintains that the historic channel is part of the trunk system, and that Figure 2-15 appears to be correct (considering the imprecise nature of the linework on map).</p>	<p>The city is correct in noting that Fig 2-15 shows the historic channel as part of the trunk system. The FEMA floodplain maps also show this channel as part of the 100-year floodplain. Upon further consideration we agree that this channel is part of the Trunk System as shown in Figure 2-15. Both Figures 2-14 and 2-15 will be referenced when discussing the Trunk System because the Flood Control Project is part of the Trunk System.</p>

#	Reviewer	Comment	Draft Response
68	City of MPLS	<p>Section 5.1.2.3 - Member cities shall inform developers and other project applicants of BCWMC policies and requirements and provide applicants with the BCWMC development requirements or direct applicants to the BCWMC website. - Recommend Change to: "Member cities shall inform developers and project applicants that their project is within BCWMC, that the project may be subject to BCWMC policies and requirements, and direct applicants to the BCWMC website."</p>	<p>Section 5.1.2 #3 (second sentence) will be revised to: "Member cities shall inform developers and project applicants that BCWMC review of their project may be required and will direct applicants to the BCWMC the Requirements Document and more information online. BCWMC staff will ensure that developers and project applicants have first contacted appropriate city staff before reviewing or discussing details of the proposed project."</p>
69	City of MPLS	<p>Section 5.3 - The BCWMC's intention is to limit additional requirements imposed upon local units of government as much as possible while still accomplishing the BCWMC's purposes and implementing the Plan. - Suggest change to: "The BCWMC's intention is minimize duplication of efforts with member cities, and to limit additional requirements imposed upon local units of government as much as possible while still accomplishing the BCWMC's purposes and implementing the Plan."</p>	<p>Section 5.3 will be revised as suggested.</p>



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5C - Review Budget and Timeline for XP-SWMM Phase II Project and Determine Next Steps
BCWMC April 16, 2015 Meeting Agenda
Date: April 6, 2015
Project: 23/27-0051 2015

5C Review Budget and Timeline for XP-SWMM Phase II Project and Determine Next Steps

At their March 5, 2015 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). At their March 19, 2015 meeting, the Commission considered the TAC's recommendations and directed Commission staff to develop a project scope and timeline for the project to start this year, along with information regarding advantages and disadvantages.

This memo summarizes the status of the current (Phase 1) model, the recommended revisions to the model (Phase 2), and the estimated costs and funding options for the Phase 2 project, assuming the project starts in 2015 and is completed in 2016.

1. Summary of the 2012 XP-SWMM Modeling Effort (Phase 1)

In 2012, Phase 1 of the XP-SWMM modeling was completed and included updates to watershed divides based on recent digital topographic data, modifications to hydrologic inputs (because of the changes in watershed divides and available methodology), and enhancement of detail along the creeks by using updated channel geometry and current bridge and culvert geometry.

During the Phase 1 effort, the scope did not include subdividing watersheds or incorporating additional municipal storm sewers or watershed storage upstream of the Bassett Creek system.

Limitations of the Current (Phase 1) Model

Although the 2012 XP-SWMM model was developed and calibrated to several precipitation events to ensure predicted results are consistent with actual monitored conditions, the calibration was limited by

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the simplifications in the upper watershed of the XP-SWMM model (large watershed sizes and limited storage upstream of the creek). Because of this, the calibration required unrealistic changes to a model parameter to achieve accurate calibration. This is not good practice, since the model no longer represents "real world" conditions and such a "forcing" usually indicates something is not accounted for in the model, which can lead to unrealistic results for some parameters (such as water surface elevations). In the case of the Phase 1 model, the "roughness numbers," which help control how fast water moves along the creek, needed to be unrealistically high (two to three times the published values) to calibrate the model. This suggests that there are other reasons flows in the watershed are slowed down, such as detention in stormwater ponds and wetlands in the upper watershed that are currently not included in the model.

Uses of the Current Model (Phase 1)

The 2012 XP-SWMM model can be used to compare relative changes in flow rate (i.e. – existing vs. proposed conditions runoff rates), or relative changes in water surface elevations (i.e. – existing vs. proposed conditions maximum water surface elevations in the creeks or storage areas). At this time, caution must be used when using the absolute model results (water surface elevations and flow rates) because of the calibration concerns. The updated model inputs, such as channel geometry and current bridge and culvert geometry, can be used by the cities to assist in their modeling efforts.

In the downstream portions of the model, the results are significantly impacted by and reflect the cumulative impacts of the lack of upstream storage in the model. However, in the upstream reaches of the watershed, portions of the model may be useful for evaluating projects, depending on location.

2. Proposed Revisions to the XP-SWMM Model (Phase 2)

Proper calibration of the XP-SWMM model using acceptable parameters will require enhancing the current XP-SWMM model by further subdividing the watershed divides, incorporating upstream storage in ponds and wetlands, and including the associated storm sewer data. The recommended Phase 2 of the XP-SWMM modeling includes:

- subdividing the 55 watersheds (from the original HEC-1 model) into approximately 850 watersheds (consistent with the watersheds in the BCWMC P8 water quality model),
- incorporating additional municipal storm sewer systems between upstream modeled ponds,
- integrating detailed storage in modeled ponds upstream of the creek system,
- incorporating Atlas 14 precipitation depths and the MN MSE3 storm distribution (replacement of "Type 2" storm distribution; developed by the Natural Resource Conservation Service (NRCS) and approved in early 2015)
- incorporating updated USDA soils data

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- ensuring vertical datums are consistent throughout model (see below)
- monitoring flows and using the flow data (or already-collected flow data) to aid in calibration of the model (see below)

By incorporating these changes, we expect the modeled runoff rates to the creek system to more realistically represent actual conditions, resulting in an acceptable calibration.

Additionally, in using the current model, we have identified that select portions of the current model are not in the same vertical datum as the rest of the model (e.g. DeCola Ponds area, Sweeney Lake area, and Wirth Lake area). The majority of the current model was developed in NAVD88; however, portions of the larger model (which were developed as separate efforts and provided to the BCWMC for use in the Phase 1 model development) are in NGVD29. The difference between these vertical datums is 0.18 feet and will require adjustments in the pipe inverts, overflows, and storage curves to maintain consistency.

Phase 2 would also include additional flow monitoring and calibration at select locations in the watershed. For several years, the Three Rivers Park District has collected flow monitoring data at two locations along Plymouth Creek for the City of Plymouth; this data will be used for calibration, assuming the city is willing to share the data. A flow monitoring station on the North Branch of Bassett Creek is also proposed to improve model calibration. During the calibration process, the WOMP station flow data and the Wisconsin Avenue control structure flow data will be used, along with any data logger water surface elevations at Medicine Lake (if available).

Uses of the Updated Model (Phase 2)

With the changes summarized above, the Phase 2 XP-SWMM model could be used to determine (and compare) absolute water surface elevations and flow rates. The revised model results could be beneficial to the BCWMC and member cities for revising the BCWMC's jurisdictional flood elevations and the results could also be submitted to FEMA for possible use in future Hennepin County flood insurance rate maps. The model could also be useful to the member cities to assess flood elevations at other ponds or wetlands throughout the watershed. By refining and recalibrating the XP-SWMM model, the Commission will be more able to share the model with other units of government for use on public projects (e.g. Blue Line LRT). The updated model can also be used by the Commission and/or the member cities to evaluate the impacts of proposed projects on flood levels.

3. Cost Estimate and Funding Options for Phase 2 Modeling

The Phase 2 modeling effort could be completed as one project, or in stages based on need and available budget, with each stage focusing on specific areas of the watershed. As presented below, the following table shows the estimated year, budget, and approximate schedule for the Phase 2 modeling to be completed in stages, moving from upstream to downstream in the watershed.

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Table 1 Phase 2 XP-SWMM Modeling Schedule and Budget

Year	Study Area	Budget ¹	Approximate Time to Complete
2015 (through January 31, 2016)	Detailed Modeling, Plymouth Creek Watershed	\$54,000	Six Months
	Flow Monitoring, Plymouth Creek	\$0	Completed ²
	Detailed Modeling, Medicine Lake Direct Watershed	\$40,000	Four Months
	Three Months Flow Monitoring, North Branch Bassett Creek	\$9,000 ³	Three Months
2015 Total		\$103,000	
2016 (through January 31, 2017)	Detailed Modeling, North Branch Bassett Creek	\$39,000	Four Months
	Detailed Modeling, Bassett Creek Main Stem – Medicine Lake to Confluence with North Branch	\$54,000	Five Months
	Detailed Modeling, Bassett Creek Main Stem – Downstream of the Confluence with North Branch (including Sweeney Branch)	\$49,000	Four Months
	Final Modeling Methodology Report	\$16,000	Three Months
2016 Total		\$158,000	
Phase 2 – Total		\$261,000	

¹Budget is based on 2015 dollars

²Utilize historic flow data along Plymouth Creek from Three Rivers Park District, collected for City of Plymouth

³Flow monitoring estimated cost currently assumes Barr to perform monitoring in 2015. Costs may be less if completed by Three Rivers Park District; however, based on discussions with Three Rivers Park District staff, they are unsure if they would be able to add an additional monitoring station to the 2015 stormwater monitoring program. They could include the proposed station on the North Branch in their 2016 monitoring program.

Funding Options

2015 = \$103,000. Options include:

1. Use Flood Control Project Long-term Maintenance Funds. Fund balance would drop from \$580,000 to \$477,000
2. If the administration fund balance is sufficient, the Commission could fund (or partially fund) 2015 costs using the fund balance.
3. Use remaining Surveys and Studies budget; upon completion of the revised Requirements document, the remaining budget may be up to \$10,000.

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2016 = \$158,000. Options include:

1. Include in administration fund for 2016 (i.e., fund via assessments to cities)
2. Use Flood Control Project Long-term Maintenance Funds. Fund balance would drop from \$580,000 to \$422,000; or from \$477,000 to \$319,000 (if these funds are used to fund the entire project).
3. If the administration fund balance is sufficient, the Commission could fund (or partially fund) 2016 costs using the fund balance.
4. Add this year of the project to the Plan as a CIP project and request Hennepin County tax levy to pay for this part of the project.

**SHORT FORM AGREEMENT BETWEEN OWNER AND HDR ENGINEERING,
INC. FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made as of this 16th day of April, 2015, between Bassett Creek Watershed Management Commission (BCWMC) (“OWNER”) a government unit responsible for managing and protecting water resources in the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, St. Louis Park; and HDR ENGINEERING, INC., (“ENGINEER”) a Nebraska corporation, with principal offices at 8404 Indian Hills Drive, Omaha, Nebraska, 68114 for services in connection with the project known as Technology Consulting Services (“Project”);

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services (“Services”) in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The “HDR Engineering, Inc. Terms and Conditions for Professional Services,” which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached “HDR Engineering, Inc. Terms and Conditions for Professional Services.”

SECTION IV. COMPENSATION

Compensation for ENGINEER’S services under this Agreement shall be on a Time and Materials basis, with an estimated fee of \$10,420, plus technology charges, estimated to be \$560.00.

The amount of any sales tax, excise tax, value added tax (VAT), or gross receipts tax that may be imposed on this Agreement shall be added to the ENGINEER'S compensation as Reimbursable Expenses.

Compensation terms are defined as follows:

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense. ENGINEER will add ten percent (10%) to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

“OWNER”

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

HDR ENGINEERING, INC.

“ENGINEER”

BY:  _____

NAME: Craig Lenning, PE

TITLE: Senior Vice President,
Area Manager

ADDRESS: 701 Xenia Ave. S. #600
Minneapolis, MN 55416

EXHIBIT A

SCOPE OF SERVICES



April 6, 2015

Laura Jester, BCWMC Administrator
c/o 16145 Hillcrest Lane
Eden Prairie, MN 55346

RE: Request for Proposal for Technology Consulting Services

Dear Laura,

Thank you for contacting HDR to provide this proposal on website development. We are excited to have the opportunity to work with Bassett Creek Watershed Management Commission to create a website that is engaging, fresh, and easy to manage for BCWMC staff.

Based on the Request for Proposal, HDR will emphasize the following throughout the redesign process:

- Create a user-friendly website that is easy to navigate and find information
- Develop a site that adapts to all screen widths and devices
- Make editing and adding to the site intuitive for BCWMC staff
- Design a website with an updated look and feel that stays true to the goals and mission of BCWMC

Key benefits HDR provides to BCWMC for website development include the following:

- We understand the unique needs of a watershed organization such as BCWMC, while also bringing broad experience to the BCWMC website based on our experience in creating informational websites for two local watershed districts and a variety of government agencies, organizations, and utilities in the Midwest and across the country.
- HDR holds a comprehensive understanding of the technical and community outreach goals of BCWMC through our local web developer's close and continued interaction with water resources engineers and public outreach specialists.

We appreciate your consideration of our proposal and thank you for this opportunity! If you have any questions or clarifications, please don't hesitate to contact us using the information below.

Sincerely,

HDR Engineering, Inc.

Kelly Spitzley

Website Developer and Graphic Designer

Email: Kelly.Spitzley@hdrinc.com
Phone: 763-591-6611

Craig R. Lenning, PE

Senior Vice President | Area Manager

Email: Craig.Lenning@hdrinc.com
Phone: 763- 278-5985

hdrinc.com

701 Xenia Avenue South, Suite 600, Minneapolis, Minnesota 55416
T 763.591.5400 F 763.591.5413

SECTION 1: WEBSITE DEVELOPMENT

TASK 1: PROJECT MANAGEMENT

Project management tasks include the management of contracts and invoices, HDR project set-up, and monitoring quality.

TASK 1 DELIVERABLES:

- Project contract
- Quality assurance documentation
- Monthly invoices including an invoice summary

TASK 2: PLANNING AND SITE MOCK-UP

HDR will develop a preliminary website content schematic based upon BCWMC's existing website. In order for HDR to assist BCWMC in developing an initial website structure schematic, HDR will attend a two-hour in-person meeting to develop a draft content schematic based on BCWMC's existing website and any additional information provided by BCWMC during the meeting. This meeting will also result in a determination of specific website components required, such as event calendar, news feeds, interactive maps, etc.

HDR and BCWMC will also discuss style and branding expectations during the site planning meeting, including style preferences. Following the meeting, HDR will finalize the website content schematic and send to BCWMC for review. HDR will also send BCWMC site style examples to help concretely determine a style direction based on the aesthetic suggestions provided by BCWMC during the meeting. Once the schematic is reviewed and approved and a style direction is chosen, HDR will develop a fully styled mockup of the website based on BCWMC's branding and feedback provided by BCWMC on the style examples sent by HDR. BCWMC will review the design mockup and provide edits, which HDR will incorporate. The final schematic and mockup will be the basis for the development of the site. Any design elements used in the website will be included in the website mockup.

TASK 2 DELIVERABLES:

- Preliminary website content schematic (two rounds of review by BCWMC included)
- Final website content schematic
- Website style examples
- Draft website design mockup (two rounds of review by BCWMC included)
- Final website design mockup

TASK 2 ASSUMPTIONS:

- BCWMC will provide any additional content, files, or documents not currently included on the existing website
- BCWMC will outline specific website components required. Any additions or changes to the components outlined during this meeting may result in a contract amendment.
- BCWMC understands that the final website mockup will act as a blueprint for the redesigned website. Significant changes or additions made after the mockup is approved may result in a contract amendment.
- BCWMC will provide images, logo files, and branding standards.
- The site schematic and full style website mockup will be considered final after two rounds of review by BCWMC

TASK 3: STAGING SITE BUILD-OUT

HDR will use the structure schematic, mockup, and identified functionality as guides to build out a secure staging site. (BCWMC's existing site will remain live and unaffected during this phase.) HDR will initially populate the site with content throughout the build-out process using BCWMC's existing site and any additional information provided by BCWMC. HDR will be able to pull content, images, and documents directly from the existing website.

RECENT CONCRETES5 VERSION UPGRADE

As described in a phone conversation between Laura Jester and Kelly Spitzley on February 5, 2015 regarding the recent version upgrade for concrete5, there is a possibility that some specific add-ons may not be available yet at the time of the website build-out. This does not affect HDR's ability to create the BCWMC website, but it may result in some delay for specific functionality to be added.

HDR can integrate additional components as they become available in the new version. HDR will create the website to be extendable to allow for components to be added easily at any time. If a component is not available as a concrete5-specific add-on but is critical to the website launch, HDR can create interim functionality. For example, an interactive map could be created using CartoDB or Google Maps, but then could be added as a concrete5-specific add-on later as it becomes available.

HDR will provide BCWMC with access to the site once it is in a reviewable stage. BCWMC will review the staging site and provide HDR with edits, which HDR will incorporate. Once the edits are made, BCWMC will conduct a final review and provide HDR with final edits. Once BCWMC has approved the final staging site, HDR will work with BCWMC's existing website provider to redirect www.bassettcreekwmo.org to the new site. The changeover to the new site will take between 20 minutes and several hours, and may result in temporary downtime as the URL repoints towards the new site.

Based on the Request for Proposal, the following functionality will be included in the site:

- Screen width and device adaptability
- Interactive mapping component
- In-site search
- Ability for staff to add, update, or change site content
- Database connectivity

HDR also assumes that commonly requested functionality will be included:

- Event calendar
- News feed
- File management
- Google analytics account
- Page version control

Recommendation for Website Framework

HDR uses the concrete5 website framework to develop project, program, and organization websites. Concrete5 emphasizes ease of use, employing in-page editing and a drag-and-drop interface that is easy for non-website developers to use. Concrete5 also has a very easy workflow to add pages and content, or make changes to pages 'behind-the-scenes' so editors can see what their changes will look like before making them public, while always retaining versions so it is easy to roll back if needed. BCWMC staff will be able to log in to edit their new site from any computer or device.

To see how concrete5 works as a website editor, view this short video:

youtu.be/YYUt1MdJ6TM

This video gives an accurate representation of the look and feel of using the newest version of concrete5 to edit a website.

Recommended Web Hosting Service

HDR uses Bluehost to host all public-facing websites. Bluehost is one of the largest web hosting providers in the U.S., and offers affordable shared hosting with highly rated customer service, and a full suite of web server and database tools. Overall, HDR has had good success with Bluehost for client websites.

Recommendation for Responsive Versus Mobile Website

HDR recommends developing a responsive website versus designing and maintaining a separate mobile-optimized version of the site. Responsive website design is generally considered to be more flexible, easier to maintain, and more cost-effective. By creating responsive websites, only one version of the site needs to be maintained.

**TYPICAL COSTS FOR
LICENSED ARTWORK
UNDER HDR'S
ENTERPRISE LICENSE**

Thinkstock (Cost \$25 or \$70)

Dreamstime (Cost approx. \$25)

Shutterstock (Cost approx. \$100)

Veer (Cost approx. \$87-600)

iStock (increasingly expensive, priced up to \$400)

Out-Of-Scope Changes or Modifications

Out-of-scope tasks include any functionality not identified in this scope of work and budget, any changes to website content structure or style after Task 2 deliverables are finalized, any additional graphic design work beyond the website build-out, and any requests for HDR to add content to the site beyond the initial site build-out. Any changes or modifications to the site beyond the agreed-upon scope of work can be processed through scope and budget amendments, issued by HDR and signed by BCWMC.

Licensed Artwork

Images or graphic elements created by either BCWMC or HDR are available to use on the BCWMC website without restriction. HDR can provide full graphic design services for any graphic elements required by the website. Any stock artwork, such as images, purchased by HDR for BCWMC will be subject to the terms and conditions of the stock service they are purchased from. HDR has several contract agreements and accounts with various stock services, which offer stock at a variety of price points. However, any files used to create work products by HDR staff that are also accessed or used by BCWMC may require purchase by both entities, dependent on the terms and conditions of each individual stock house. HDR's contract agreements and typical prices for multi-user stock artwork are listed at left.

While iStock and Shutterstock typically have the broadest and highest quality offerings, they are also more expensive than other stock houses on average. Other options for images include Creative Commons license images, which are typically free to use but require attribution and have a limited selection, and government-owned images, which are free but often require attribution and also offer limited options.

TASK 3 DELIVERABLES:

- Secure staging site for review, including all desired functionality outlined in Task 2 (includes two rounds of review by BCWMC).
- Redirection of www.bassettcreekwmo.org to the new site.

TASK 3 ASSUMPTIONS:

- HDR will provide all site files (including page types, stylesheets, graphic elements, and databases) and all site, host, and database credentials to BCWMC upon request as a zipped electronic file.
- HDR will extract content from the existing website. BCWMC will provide any additional images, text, documents, and other files as requested by HDR.
- Any licensed artwork purchased from stock houses will be subject to the terms and conditions of the stock service.
- While HDR has had good success with Bluehost, like any web hosting company, HDR cannot guarantee 100% uptime for the BCWMC site. Any website outages will be promptly reported to Bluehost and HDR will proactively communicate estimated resolution times in the event of an outage.
- HDR cannot guarantee 100% uptime of any third party services used, such as Google Maps, CartoDB, Google Search, Google Analytics, or similar services.
- BCWMC understands that there is a possibility that some specific concrete5 components may not be available immediately.

TASK 4: STAFF TRAINING AND SUPPORT

HDR will hold one two-hour in-person meeting to train BCWMC staff on how to edit the website. HDR will also provide two hours per month of as-needed support for five months (the length of time from scheduled website launch to contract end). Typically, support is not frequently required due to the ease of use of the concrete5 framework.

TASK 4 DELIVERABLES:

- One in-person staff training session.
- Monthly support as needed, up to two hours per month for five months.

TASK 4 ASSUMPTIONS

- HDR assumes five months of support, from a July 25, 2015 website launch to a December 1, 2015 contract end.
- Support required beyond the monthly allotment of hours will be subtracted from the following month. If support is required beyond the total monthly support hours allotted, a contract amendment will be required.
- All BCWMC staff who will act as website editors will be present at the training session.

TASK 5: WEBSITE MAINTENANCE AND UPGRADES

Periodic Site Framework Updates

Concrete5 is an active website framework, and as such the concrete5 development team periodically releases framework upgrades to address requests, fix bugs, improve functionality, and enhance security. Additionally, individual concrete5 add-ons receive occasional upgrades as well. HDR assumes that up to three framework upgrades and up to 10 add-on updates will be made annually. While typically no issues result from framework or add-on upgrades, HDR will create a full website backup before updating the framework or any add-ons, to ensure there is no disruption to the live website.

Data Ownership

To maintain full ownership over the web hosting account, HDR recommends that BCWMC creates the Bluehost account using an organization credit card and places the account under the name of a BCWMC staff member. HDR can guide a BCWMC staff member through this easy process. BCWMC will then provide HDR with the username and password to the Bluehost account.

Alternatively, HDR can create the Bluehost hosting account with an HDR staff name and credit card, and if requested, can transfer ownership of the account at any time by updating the account information and signing a notarized transfer of ownership form.

For the purposes of this proposal, HDR will assume that BCWMC will create the Bluehost account and provide HDR with the username and password.

Full Site Backups

A full site backup can be created at anytime. HDR creates a full site backup when website framework or add-on upgrades are made, or when significant back-end changes are made. Additionally, concrete5 offers page versioning, so full site backups are not required for changes made within the website to the website content, including editing page content, adding or deleting pages, and adding or deleting files. While Bluehost will create non-guaranteed weekly backups as a customer courtesy, HDR recommends including Site Backup Pro as an additional service to ensure regular, easily accessible full site backups.

TASK 5 DELIVERABLES:

- Up to three full site backups provided by HDR (BCWMC will also have access to extract a full site backup at anytime).
- Up to three framework updates and up to 10 add-on updates.

TASK 5 ASSUMPTIONS:

- HDR assumes one framework upgrade
- Slight changes may occur to the user interface of concrete5 with framework updates. Any changes that would impact editing workflow will be communicated to BCWMC staff.
- HDR cannot predict if, when, or how frequently concrete5 updates will be released.
- HDR will not necessarily immediately upgrade when upgrades are available, and instead will opt to make upgrades at scheduled times. This is not anticipated to affect site performance.
- Site Backup Pro will be included in the hosting account.

SCHEDULE

DATES	ACTIVITIES
April 17	Notice to Proceed
April 18 – May 1	HDR develops preliminary website content schematic based on existing website. BCWMC sets up hosting account and provides HDR with login credentials.
May 1 (approximate)	HDR and BCWMC meet for a two-hour website content planning session. Availability of concrete5 add-ons will be discussed at this meeting dependent upon the content and functionality required.
May 6	HDR provides BCWMC final website content schematic for review, along with website design examples.
May 6 – May 30	BCWMC reviews final content website schematic and design examples
May 31	BCWMC provides final edits to the website content schematic and feedback on design examples.
June 7	HDR provides finalized website content schematic to BCWMC
June 20	HDR provides designed website mockup to BCWMC
June 20 – July 10	BCWMC reviews designed website mockup
July 11	BCWMC provides edits on designed website mockup to HDR
July 20	HDR provides final designed website mockup to BCWMC
July 20 – August 20	HDR develops staging site based on designed website mockup and grants review access to BCWMC
August 20 – Sept 10	BCWMC reviews staging site
Sept 10	BCWMC provides HDR with edits to staging site
Sept 10 – Sept 25	HDR finalizes staging site
Sept 25 – Oct 15	BCWMC reviews final staging site.
Oct 15	BCWMC provides final edits to HDR
Oct 15 – Oct 30	HDR makes final edits to staging site
Nov 1 (approximate)	HDR works with existing website provider to point bassettcreekwmo.org to the new site
Nov 1 – December 1	HDR provides training, maintenance, and support as needed. HDR will also integrate additional functionality not included in the initial build-out due to the new version of concrete, as needed.

The schedule above assumes BCWMC will return reviewed content within the allotted timeframes above. The schedule is subject to change.

BUDGET

Based on the scope of work described above, HDR proposes to provide these services on a time and expenses basis with a limit not to exceed **\$10,980** without prior authorization of Bassett Creek Watershed Management Commission.

ITEM	HOURS/FEES	TOTAL COST
Task 1: Project Management	12 hours	\$950
Task 2: Website Planning and Mockup	22 hours	\$2,400
Task 3: Staging Site Build-out	Base site: 26 hours Interactive Project Map: 16 hours Event Calendar: 5 hours News Feed: 3 hours Web component expenses: \$230 Web hosting, domain, privacy, backup, and technology fees for 1 year: \$330	\$5,460
Task 4: Staff Training and Support	14 hours	\$1,520
Task 5: Site Maintenance and Upgrades	6 hours	\$650
TOTAL	Total Hours: 100 Total Fees: \$560	\$10,980

Most of the desired functionality identified in the RFP are included by default in any concrete5 website. The list below indicates which functions are included by default, and a cost for functionality that would required development time and expenses. BCWMC can remove any of the optional functionality, and by doing so would reduce the total cost of services by the total amount of functionality removed.

Functionality included:

- Linkages to databases
- Responsive site design
- In-site search
- Ability for BCWMC staff to edit website
- Page version control
- Google Analytics account
- Back-end file management
- Interactive project map
- Event calendar
- News feed

RELEVANT EXPERIENCE

All website and graphic work below was completed by Kelly Spitzley

PROJECT NAME AND CLIENT	DESCRIPTION
<p>Website Redesign and Graphic Design: Riley Purgatory Bluff Creek Watershed District RPBCWD Eden Prairie, MN</p> <p>www.rpbcwd.org</p> <p>Claire Bleser District Administrator cbleser@rpbcwd.org 952.607.6512</p>	<p>HDR provided a complete redesign of the Riley Purgatory Bluff Creek Watershed District website, including rebranding, content restructuring, and functionality enhancement using the concrete5 framework. HDR added web functionality including interactive district region and project maps, and interactive event calendar, and a sortable and searchable document library with uploading functionality. HDR also provided web survey design and reporting services, as well as designed templates for public materials including newsletters, brochures, and presentations. Additionally, HDR migrated the District to a new integrated email and document management service.</p>

<p>Website Redesign and Graphic Design: Vadnais Lake Area Watershed Management Organization VLAWMO Vadnais Heights, MN</p> <p>www.vlawmo.org</p> <p>Vanessa Strong Communications & Education Programs Manager Vanessa.Strong@vlawmo.org 651.204.6070</p>	<p>HDR provided a complete redesign of the Vadnais Lake Area Watershed Management Organization (VLAWMO) website, including refreshed design, content restructuring, and functionality enhancement using the concrete5 framework. HDR added web functionality including interactive WMO waterbody and project maps, a cost share grant application system and interactive event calendar, and a sortable and searchable document library with uploading functionality. HDR also designed templates for public materials including presentation and event flyers. Additionally, HDR migrated VLAWMO to a new integrated email and document management service.</p>
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PROJECT NAME, CLIENT AND WEBSITE	SCREENSHOT
<p>D.C. to Richmond High Speed Rail Virginia Department of Rail and Public Transportation Washington D.C. and Virginia</p> <p>www.dc2rvarail.com</p>	
<p>Outer Powell Safety Project Oregon Department of Transportation Portland, OR</p> <p>www.outerpowellsafety.org</p>	
<p>U.S. Navy Marine Species Monitoring Program U.S. Navy Nationwide</p> <p>www.navy.marinespeciesmonitoring.us</p>	
<p>McKenzie County Northern Bypass McKenzie County ND</p> <p>www.northernbypass.com</p>	

PROJECT NAME, CLIENT AND WEBSITE	SCREENSHOT
<p>Great Northern Transmission Line Minnesota Power Northern MN</p> <p>www.greatnortherntransmissionline.com</p>	
<p>North System Renewal Denver Water Denver, CA</p> <p>www.northsystemrenewal.com</p>	
<p>Envision BisMan 2040 Long Range Transportation Plan Bismarck-Mandan Metropolitan Planning Organization Bismarck and Mandan, ND</p> <p>www.envisionbisman2040.com</p>	
<p>Lower Oak CSO City of Des Moines Des Moines, IA</p> <p>www.loweroakcso.com</p>	
<p>South Mountain Freeway EIS Arizona Department of Transportation Phoenix, AZ</p> <p>www.smfonlinehearing.com</p>	

EXHIBIT B

TERMS AND CONDITIONS

HDR Engineering, Inc.

Terms and Conditions for Professional Services

1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; and/or cost of capital) arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract.

3. OPINIONS OF PROBABLE COST (COST ESTIMATES)

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

4. CONSTRUCTION PROCEDURES

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

5. CONTROLLING LAW

This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

6. SERVICES AND INFORMATION

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any

OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

7. SUCCESSORS AND ASSIGNS

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other.

8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

9. TERMINATION OF AGREEMENT

OWNER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

10. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

11. INVOICES

ENGINEER will submit monthly invoices for services rendered and OWNER will make prompt payments in response to ENGINEER's invoices.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support

of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date of the invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

14. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

15. HAZARDOUS MATERIALS

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate,

remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations.

OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

16. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

17. ALLOCATION OF RISK

OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$100,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER ENGINEER'S COMMERCIAL GENERAL LIABILITY INSURANCE POLICY.

18. LITIGATION SUPPORT

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

19. UTILITY LOCATION

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.



Item 5E.
BCWMC 4-16-15

Memorandum

To: Bassett Creek Watershed Management Commission
From: Technical Advisory Committee
Subject: April 2, 2015 Technical Advisory Committee Meeting
Date: April 6, 2015

The Technical Advisory Committee (TAC) met on April 2, 2015. The following TAC members, city representatives, BCWMC commissioners, and BCWMC staff attended the meeting:

City	TAC Members/Alternates	Other City Representatives
Crystal		
Golden Valley	Jeff Oliver	Eric Eckman
Medicine Lake		
Minneapolis	Lois Eberhart	
Minnetonka	Liz Stout	
New Hope	Bob Paschke	
Plymouth	Derek Asche	
Robbinsdale		
St. Louis Park		
BCWMC Staff & Others	Karen Chandler (Barr Engineering), Laura Jester (Administrator), Jim Prom (Plymouth City Council member)	

The meeting opened at approximately 1:35 p.m. As committee chair Francis was not in attendance, Administrator Jester facilitated the meeting. There were no communications from TAC members. The Technical Advisory Committee (TAC) forwards the following recommendations and information to the Commission.

1. Develop Options for 2017 – 2021 CIP List

Administrator Jester reminded the committee that Commissioners asked the TAC to revisit the 2017 – 2021 CIP list and to bring options back to the Commission at their April meeting showing a table with correct totals and a total levy more evenly distributed across years, if possible. The TAC reviewed three options for the 2017 – 2021 CIP list. The first option was the same list as presented to the Commission at their 3/19/2015 meeting, the second option showed levy funding split over two years for several projects, and a third option moved project 2017CR-M to start in 2018 rather than 2017. Ms. Eberhart noted that she would like to see the 2017CR-M start in 2017 rather than delaying until 2018. She indicated the feasibility study for this project could start later in 2015 or early in 2016. The group also noted that project funding split over two years

doesn't have negative impacts on the project. There was consensus to recommend option two to the Commission.

Recommendation

The TAC forwards three options for the 2017 – 2021 CIP list (Attachment 1) to the Commission and recommends that the Commission approve Option 2 which adjusts the total levy to be more uniform over years but also maintains the original start date of projects.

2. Review Proposed Changes to Requirements Document

Engineer Chandler noted that the Commission's Requirements for Proposals Document (Requirements Document) must be revised to reflect new policies in the draft Watershed Management Plan and that the revised document will be submitted with the 90-day review draft of the Plan. The group wondered when the document would be finalized and how much time there is for TAC review and input. Engineer Chandler reported that the TAC has two meetings (this one and another likely in early May) to review and comment on the revised document. She said she expects the 90-day review draft of the Plan to be submitted to review agencies at the end of May or early June. She noted that she and other Commission Engineers revised Sections 1- 5 of the document thus far, mostly in order to incorporate the MIDS standards as the new Commission water quality standards. The group reviewed changes to the document, asked clarifying questions, and suggested changes to some areas. The group discussed the possibility of changing the order of document sections. Administrator Jester noted that could be done at a later date and/or might be incorporated into the redesigned website. She noted it was most important to first get the content, standards, and requirements revised.

The TAC recommended allowing for water quality models (i.e., P8 and WinSLAMM) other than simply the MIDS calculator, changing the term "grading" to "land disturbance," and exempting single family lots from the requirement to have an erosion and sediment control plan. The group also noted that the document should be very clear on which types of projects triggers which requirements. The group made several other recommendations for changes to the document through Section 5. The committee will review revisions to Sections 6 – 10 at their next meeting, which will include a discussion on what activities are allowed in buffer areas. It was noted that some cities already have requirements for activities within buffers. Ms. Stout, Mr. Asche, and Mr. Eckman agreed to send their city's buffer requirements to the Commission Engineer so that they might be used or incorporated into the Commission's buffer requirements.

Recommendation

There are no recommendations at this time. The TAC will finalize recommended changes to the Requirements Document at their meeting in early May.

3. Discuss Timing for Flood Control Project Rehab and Replacement Responsibilities study

Administrator Jester reminded the committee that in the fall of 2013, the Commission directed the Commission Engineer to evaluate the costs associated with long term maintenance and replacement needs for the Bassett Creek Flood Control Project, and to review historic documents and agreements for the flood control project. She reported that the potential costs were calculated and presented at the 3/20/14 Commission meeting (staff memos from March 2014 located here under item 6C: <http://www.bassettcreekwmo.org/Meetings/2014/2014-March/2014MarchMeetingPacket.htm>), but that

responsible parties for completing major rehabilitation or replacement were not identified due to the complexity of the issue. Per the TAC's recommendations at the time, the draft Watershed Management Plan includes policy #22: "During the first five years of Plan implementation, the BCWMC will work with the member cities to determine responsibilities for major rehabilitation and replacement of the Flood Control Project features and establish the associated funding mechanisms." Administrator Jester asked the TAC for input on the appropriate timing and funding for such a study, noting that the retirements of several people with crucial knowledge of the project may happen soon. The TAC briefly discussed the matter, noting the importance of the study and implications of its outcomes. The group even noted that perhaps it would be an opportunity for the Commission to revisit the possibility of acquiring direct taxing authority. The TAC recommended a study get underway in 2015 with use of Long Term Maintenance Funds.

Recommendation

The TAC recommends that the Commission order the Commission Engineer and other staff to complete a study of the BCWMC Flood Control Project's long term maintenance and replacement needs and corresponding responsibilities among cities, agencies, and the Commission. Further, the TAC recommends that this study get started in 2015 with funding from the BCWMC Long-term Maintenance Fund.

The TAC meeting adjourned at approximately 3:25 p.m.

Future TAC Meeting agenda items:

1. Developing guidelines for annualized costs per pound pollutant removal for future CIP projects
2. Agreements with cities to get credit for Commission education programs in MS4 permits
3. Revisions needed for Requirements Document
4. Stream identification signs at road crossings
5. Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.

ATTACHMENT 1

OPTION ONE BCWMC Proposed Capital Improvement Program 2017 – 2021 (As presented at 3/19/15 BCWMC Meeting)

Project Name	Project Location (City)	Project Number	2016^a	2017	2018	2019	2020	2021	Totals
Honeywell Pond Expansion, Main Stem Watershed	Golden Valley	BC-4	\$1,202,000						\$1,202,000
Northwood Lake Improvement Project: Construct pond upstream of lake & install underground stormwater treatment and reuse system and bioinfiltration cells	New Hope	NL-1	\$676,000	\$676,000					\$1,352,000
Main Stem Channel Restoration, Cedar Lake Road to Irving Ave	Minneapolis	2017CR-M		\$800,000					\$800,000
Plymouth Creek Restoration, from Annapolis Lane to 2,500 feet upstream (west) of Annapolis Lane	Plymouth	2017CR-P		\$200,000	\$400,000				\$600,000
Water Quality Improvement Site, Main Stem Watershed	Golden Valley	BC-3			\$601,000	\$499,000			\$1,100,000
Sandburg Rd and Louisiana Ave. Water Quality Improvement and Flood Reduction Project, Main Stem	Golden Valley	BC-2/BC-8				\$501,000			\$501,000
Water quality improvements in Bryn Mawr Meadows, Main Stem Watershed	Minneapolis	BC-5				\$500,000			\$500,000
Medley Park Stormwater Treatment Facility	Golden Valley	ML-12					\$500,000		\$500,000
Restoration and stabilization of historic Bassett Creek channel, Main Stem Watershed	Minneapolis	BC-9					\$500,000		\$500,000
Main Stem Channel Restoration, Bassett Creek Dr. to Golden Valley Rd.	Golden Valley	2021CR-M						\$500,000	\$500,000
Stormwater treatment system for dissolved phosphorus removal, Sweeney Lake watershed	Golden Valley	SL-11						\$400,000	\$400,000
Dredging of accumulated sediment in Main Stem Bassett Creek just north of Hwy 55, Wirth Park	Golden Valley	BC-7						\$400,000	\$400,000
TOTAL Estimated Project Cost			\$1,878,000	\$1,676,000	\$1,001,000	\$1,500,000	\$1,000,000	\$1,300,000	\$8,355,000
City Contributions (\$450,000 for BC-4 + \$206,000 for NL-1)									
Estimated Levy (without grants)			-\$656,000	-\$0	-\$0	-\$0	-\$0	-\$0	-\$656,000
			\$1,222,000	\$1,676,000	\$1,001,000	\$1,500,000	\$1,000,000	\$1,300,000	\$7,699,000

^a Projects already approved for CIP; included in current proposed Plan Amendment; total levy amount to be finalized by June 2015

OPTION TWO BCWMC Proposed Capital Improvement Program 2017 – 2021 (Maintains start years but spreads more projects over two years)

Project Name	Project Location (City)	Project Number	2016 ^a	2017	2018	2019	2020	2021	Totals
Honeywell Pond Expansion, Main Stem Watershed	Golden Valley	BC-4	\$1,202,000						\$1,202,000
Northwood Lake Improvement Project: Construct pond upstream of lake & install underground stormwater treatment and reuse system and bioinfiltration cells	New Hope	NL-1	\$676,000	\$676,000					\$1,352,000
Main Stem Channel Restoration, Cedar Lake Road to Irving Ave	Minneapolis	2017CR-M		\$400,000 \$800,000	\$400,000				\$800,000
Plymouth Creek Restoration, from Annapolis Lane to 2,500 feet upstream (west) of Annapolis Lane	Plymouth	2017CR-P		\$200,000	\$400,000				\$600,000
Water Quality Improvement Site, Main Stem Watershed	Golden Valley	BC-3			\$501,000 \$601,000	\$599,000 \$499,000			\$1,100,000
Sandburg Rd and Louisiana Ave. Water Quality Improvement and Flood Reduction Project, Main Stem	Golden Valley	BC-2/BC-8				\$201,000 \$501,000	\$300,000		\$501,000
Water quality improvements in Bryn Mawr Meadows, Main Stem Watershed	Minneapolis	BC-5				\$500,000			\$500,000
Medley Park Stormwater Treatment Facility	Golden Valley	ML-12					\$500,000		\$500,000
Restoration and stabilization of historic Bassett Creek channel, Main Stem Watershed	Minneapolis	BC-9					\$500,000		\$500,000
Main Stem Channel Restoration, Bassett Creek Dr. to Golden Valley Rd.	Golden Valley	2021CR-M						\$500,000	\$500,000
Stormwater treatment system for dissolved phosphorus removal, Sweeney Lake watershed	Golden Valley	SL-11						\$400,000	\$400,000
Dredging of accumulated sediment in Main Stem Bassett Creek just north of Hwy 55, Wirth Park	Golden Valley	BC-7						\$400,000	\$400,000
TOTAL Estimated Project Cost			\$1,878,000	\$1,276,000	\$1,301,000	\$1,300,000	\$1,300,000	\$1,300,000	\$8,355,000
City Contributions (\$450,000 for BC-4 + \$206,000 for NL-1)			-\$656,000	-\$0	-\$0	-\$0	-\$0	-\$0	-\$656,000
Estimated Levy (without grants)			\$1,222,000	\$1,276,000	\$1,301,000	\$1,300,000	\$1,300,000	\$1,300,000	\$7,699,000

^a Projects already approved for CIP; included in current proposed Plan Amendment; total levy amount to be finalized by June 2015

OPTION THREE BCWMC Proposed Capital Improvement Program 2017 – 2021 (Shifts start date of 2017CR-M to 2018 but eliminates need for split years for 2017CR-M and 2017CR-P)

Project Name	Project Location (City)	Project Number	2016 ^a	2017	2018	2019	2020	2021	Totals
Honeywell Pond Expansion, Main Stem Watershed	Golden Valley	BC-4	\$1,202,000						\$1,202,000
Northwood Lake Improvement Project: Construct pond upstream of lake & install underground stormwater treatment and reuse system and bioinfiltration cells	New Hope	NL-1	\$676,000	\$676,000					\$1,352,000
Main Stem Channel Restoration, Cedar Lake Road to Irving Ave	Minneapolis	2017CR-M		\$800,000	\$800,000				\$800,000
Plymouth Creek Restoration, from Annapolis Lane to 2,500 feet upstream (west) of Annapolis Lane	Plymouth	2017CR-P		\$600,000 \$200,000	\$400,000				\$600,000
Water Quality Improvement Site, Main Stem Watershed	Golden Valley	BC-3			\$501,000 \$601,000	\$599,000 \$499,000			\$1,100,000
Sandburg Rd and Louisiana Ave. Water Quality Improvement and Flood Reduction Project, Main Stem	Golden Valley	BC-2/BC-8				\$201,000 \$501,000	\$300,000		\$501,000
Water quality improvements in Bryn Mawr Meadows, Main Stem Watershed	Minneapolis	BC-5				\$500,000			\$500,000
Medley Park Stormwater Treatment Facility	Golden Valley	ML-12					\$500,000		\$500,000
Restoration and stabilization of historic Bassett Creek channel, Main Stem Watershed	Minneapolis	BC-9					\$500,000		\$500,000
Main Stem Channel Restoration, Bassett Creek Dr. to Golden Valley Rd.	Golden Valley	2021CR-M						\$500,000	\$500,000
Stormwater treatment system for dissolved phosphorus removal, Sweeney Lake watershed	Golden Valley	SL-11						\$400,000	\$400,000
Dredging of accumulated sediment in Main Stem Bassett Creek just north of Hwy 55, Wirth Park	Golden Valley	BC-7						\$400,000	\$400,000
TOTAL Estimated Project Cost			\$1,878,000	\$1,276,000	\$1,301,000	\$1,300,000	\$1,300,000	\$1,300,000	\$8,355,000
City Contributions (\$450,000 for BC-4 + \$206,000 for NL-1)			-\$656,000	-\$0	-\$0	-\$0	-\$0	-\$0	-\$656,000
Estimated Levy (without grants)			\$1,222,000	\$1,276,000	\$1,301,000	\$1,300,000	\$1,300,000	\$1,300,000	\$7,699,000

^a Projects already approved for CIP; included in current proposed Plan Amendment; total levy amount to be finalized by June 2015



Bassett Creek Watershed Management Commission

MEMO

Date: April 8, 2015
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

CIP Projects (see CIP Project Update Chart in Information Only Items)

2012 Main Stem Restoration Project, Golden Valley Rd. to Irving Ave. N., Minneapolis and Golden Valley (mostly in Wirth Park) (2012CR): *No change since last report:* The Minneapolis Park and Rec Board is managing this project and hired Rachel Contracting to construct the project. The project is nearly complete. Most of the work remaining will be completed after the frost comes out of the soil and the soil dries out a bit. MPRB is very happy with the work and indicates the contractor has done excellent job.

2013 Four Season Area Water Quality Project (NL-2): The City of Plymouth presented 4 options including the original stream restoration, a rock-only option, flocculation facility, and a do nothing option at a public meeting on January 29th. Approximately 25 residents attended and provided comments. Plymouth staff are reviewing the comments as they relate to the options and will be discussing with the City of New Hope.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): The Commission approved 90% plans at their February meeting. The City's consultant (Barr Engineering) is working on contract documents for the project. The DNR issued the public waters work permit to the city at the end of March. One of the permit conditions prohibits activity affecting the bed of the protected water between April 1 and June 30, to minimize impacts on fish spawning and migration. If the city wishes to begin work prior to June 30 it would require written approval from the DNR's Area Fisheries Manager.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): At the November meeting the Commission approved an agreement with Golden Valley to implement the project. A presentation and informational meeting on the project was held on March 19th at Golden Valley City Hall. In addition to Commission staff, city staff, and Commissioners only four residents were in attendance. Good questions arose but not concerns were raised by residents. At their March meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions at the April 7, 2015 Golden Valley City council meeting. City staff is working to get all the contract documents and insurance certificates signed and submitted. Once all materials are signed and returned, the City will set up a meeting with the contractor to discuss the details and timing of the project.

2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7): NewLook Contracting, the contractor for this project, has completed the majority of the site work including temporary stabilization of the disturbed areas. The remaining storm sewer work and final restoration will occur once the weather warms up.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The 50% design plans were submitted to the Commission Engineer for review and were presented at the March Commission meeting. The plans were conditionally approved at the meeting and authorization was given to the City to continue with final design and preparation of contract documents. Staff has continued to talk with and meet with property owners adjacent to the creek to secure temporary construction easements to perform the proposed work. Additionally, city staff, the city's consultant (WSB), and the Commission Engineer recently met to review and discuss Commission comments on the 50% plans. It is anticipated that the final design plans will be presented to the Commission at its May or June meeting.

2016 Northwood Lake Improvement Project, New Hope (NL-1): The Commission took action at its November 2014 meeting to levy up to \$1.1M for this project. A major plan amendment to the BCWMC 2004 Watershed Management Plan was submitted to State review agencies in early December. The review period ended January 30, 2015 with no comments from reviewers. A public hearing was held regarding the plan amendment at the March Commission meeting. The Plan amendment is now in a 90-day review period with BWSR approval expected in May and Commission adoption expected at its June meeting. The Commission will know the results of its \$300,000 Clean Water Partnership grant application by the end of this month.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): The Commission took action at its November 2014 meeting to levy up to \$752,000 for this project. A major plan amendment to the BCWMC 2004 Watershed Management Plan was submitted to State review agencies in early December. The review period ended January 30, 2015 with no comments from reviewers. A public hearing was held regarding the plan amendment at the March Commission meeting. The Plan amendment is now in a 90-day review period with BWSR approval expected in May and Commission adoption expected at its June meeting. Golden Valley staff anticipates entering into a cooperative agreement with the watershed at its June 18th meeting for this project. Project designs will be completed by December 2015 and the project will be let with the Douglas Drive project in February of 2016. Construction of the pond will likely occur in 2017.

Other Projects

Major Plan Amendment: A request for a major plan amendment was submitted to State review agencies to incorporate the 2016 projects (shown above) into the CIP. The review period ended on January 30th. Multiple agencies reviewed the proposed amendment including Hennepin County (staff review), BWSR, MPCA, Met Council, and MDNR. There were no comments from any of these agencies. A letter acknowledging the agency reviews and fact that there were no comments was submitted to BWSR and review agencies in March. A public hearing was held regarding the plan amendment at the March Commission meeting. The Plan amendment is now in a 90-day review period with BWSR approval expected in May and Commission adoption expected at its June meeting.

Hennepin County Natural Resources Partnership: I did not attend the meeting scheduled for March 24th regarding Hennepin County's Environmental Response Fund. The next meeting will likely be scheduled for the end of May.

MPRB Ecological System Plan: After several months without a meeting, this project team reconvened on April 8th. Commissioner Welch was to attend that meeting.

Next Generation Watershed Management Plan: See item 5B. The draft Watershed Management Plan was submitted for its 60-day review at the end of November. The review period ended January 30, 2015. Comments were received from Hennepin County, BWSR, MPCA, MDNR, Met Council, MN Department of

Agriculture, MnDOT, MPRB, AMLAC, City of Minneapolis, City of Plymouth Environmental Commission, and Commissioners/Alt Commissioners Crough, Goddard and Mueller. The Plan Steering Committee met on March 12 and 23rd. The committee recommends approval of the responses to comments as presented in item 5B. A public hearing on the draft plan is set for the May 21st Commission meeting.

Non-Point Education for Municipal Officials (NEMO) Workshops: As recommended by the Education Committee and approved at the March Commission meeting, I am assisting with the development of 3 NEMO workshops for appointed and elected officials in the west Metro. A "save the date" flyer/postcard should be available soon.

Website Redesign Project: See item 5D. I recently met with Kelly Spitzley at HDR to discuss this project and refine the scope. The Education Committee should meet with Kelly in early May for a website content planning session.

New Commissioner Materials: Posting of materials to the website were completed earlier this year and are available at:

<http://www.bassettcreekwmo.org/CommissionOrientation/CommissionOrientationHomepage.htm>.

Records Retention/Management and Data Practices: At the direction of the Administrative Services Committee, I updated the Commission's Records Retention Schedule and asked legal counsel to review and recommend any changes needed. Additionally, a Data Practices Procedure was drafted for the Commission by our legal counsel. The Commission will review these documents at a future meeting. Also, I continue to work on records management including locating all official records, determining what records should be disposed of or sent to the State Archives, how paper records can be digitized, and how and where to store our electronic records. I will be researching and gathering input on different options for records management and storage over the course of the year.

Organizational Efficiencies: At the direction of the Administrative Services Committee and in anticipation of developing the 2016 budget, I will be drafting an organizational chart and have been discussing practices and procedures with TAC members, Commission staff, and Commissioners to ensure the proper and efficient use of staff's time and to streamline communications where needed.