Item 6A. BCWMC 8-19-21



## **Bassett Creek Watershed Management**

MEMO

Date:August 10, 2021From:Laura Jester, AdministratorTo:BCWMC CommissionersRE: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 (more resources at http://www.bassettcreekwmo.org/projects.)

2019 Medicine Lake Road and Winnetka Avenue Area Long Term Flood Mitigation Plan Implementation Phase I: DeCola Ponds B & C Improvement Project (BC-2, BC-3 & BC-8) Golden Valley (no change since Feb): A feasibility study for this project was completed in May 2018 after months of study, development of concepts and input from residents at two public open houses. At the May 2018 meeting, the Commission approved Concept 3 and set a maximum 2019 levy. Also in May 2018, the Minnesota Legislature passed the bonding bill and the MDNR has since committed \$2.3M for the project. The Hennepin County Board approved a maximum 2019 levy request at their meeting in July 2018. A BCWMC public hearing on this project was held on August 16, 2018 with no comments being received. Also at that meeting the Commission officially ordered the project and entered an agreement with the City of Golden Valley to design and construct the project. In September 2018, the City of Golden Valley approved the agreement with the BCWMC. The Sun Post ran an article on this project October 2018. Another public open house and presentation of 50% designs was held February 6, 2019. An EAW report was completed and available for public review and comment December 17 – January 16, 2019. At their meeting in February 2019, the Commission approved the 50% design plans. Another public open house was held April 10<sup>th</sup> and a public hearing on the water level drawdown was held April 16<sup>th</sup>. 90% Design Plans were approved at the April Commission meeting. It was determined a Phase 1 investigation of the site is not required. The City awarded a contract to Dahn Construction for the first phase of the project, which involves earthwork, utilities, and trail paving and extends through June 2020. Dewatering began late summer 2019. Tree removal was completed in early winter; excavation was ongoing through the winter. As of early June 2020, earth work and infrastructure work by Dahn Construction is nearly complete and trail paving is complete. Vegetative restoration by AES is underway including soil prep and seeding. Plants, shrubs, and trees will begin soon along with placement to goose protection fencing to help ensure successful restoration. The construction phase of this project was completed in June with minor punch list items completed in September. The restoration and planting phase is complete except for minor punch list items and monitoring and establishment of vegetation over three growing seasons. A final grant report for BWSR's Watershed Based Implementation Funding was submitted at the end of January. Project website: http://www.bassettcreekwmo.org/index.php?cID=433.

**2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis:** A feasibility study by the Commission Engineer began last fall and included wetland delineations, soil borings, public open houses held in conjunction with MPRB's Bryn Mawr Meadows Park improvement project, and input from MPRB's staff and design consultants. At their meeting in April, the Commission approved a TAC and staff recommendation to move this project from implementation in 2019 to design in 2020 and construction in 2021 to better coincide with the MPRB's planning and implementation of significant improvements and redevelopment Bryn Mawr Meadows Park where the project will be located. The final feasibility study was approved at the January 2019 Commission meeting. Staff discussed the maintenance of Penn Pond with MnDOT and received written confirmation that pond maintenance will occur prior to the park's reconstruction project with coordination among the BCWMC, MPRB, and MnDOT. A public hearing for this project was held September 19, 2019. The project was officially ordered at that meeting. An agreement with the MPRB and the city of Minneapolis will be considered at a future meeting. In January 2020 this project was awarded a \$400,000 Clean Water Fund grant from BWSR; a grant work plan was completed and the grant with BWSR was fully executed in early May. The project and the grant award was the subject of an article in the Southwest Journal in February:

<u>https://www.southwestjournal.com/voices/green-digest/2020/02/state-awards-grant-to-bryn-mawr-runoff-project/</u>. In early September, Minneapolis and MPRB staff met to review the implementation agreement and maintenance roles. BCWMC developed options for contracting and implementation which were presented at the November meeting. At that meeting staff was directed to

develop a memorandum of understanding or agreement among BCWMC, MPRB, and city of Minneapolis to more formally recognize and assign roles and responsibilities for implementation. The draft agreement was developed over several months and multiple conversations among the parties. At the May meeting the Commission approved to waiver potential conflict of the Commission legal counsel and reviewed a proposal for project design by the Commission Engineer. The updated design proposal and the design agreement among all three parties were approved at the June 2021 meeting. CIP Project design is underway. A public open house was held in the park on July 27<sup>th</sup>, and another open house on potential designs will be held September 7<sup>th</sup> (location and time TBD). Project website: <u>http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project</u>

**2020 Jevne Park Stormwater Improvement Project (ML-21) Medicine Lake (No change since Oct 2019):** At their meeting in July 2018, the Commission approved a proposal from the Commission Engineer to prepare a feasibility study for this project. The study got underway last fall and the city's project team met on multiple occasions with the Administrator and Commission Engineer. The Administrator and Engineer also presented the draft feasibility study to the Medicine Lake City Council on February 4, 2019 and a public open house was held on February 28<sup>th</sup>. The feasibility study was approved at the April Commission meeting with intent to move forward with option 1. The city's project team is continuing to assess the project and understand its implications on city finances, infrastructure, and future management. The city received proposals from 3 engineering firms for project design and construction. At their meeting on August 5<sup>th</sup>, the Medicine Lake City Council voted to continue moving forward with the project and negotiating the terms of the agreement with BCWMC. Staff was directed to continue negotiations on the agreement and plan to order the project pending a public hearing at this meeting. Staff continues to correspond with the city's project team and city consultants regarding language in the agreement. The BCWMC held a public hearing on this project on September 19, 2019 and received comments from residents both in favor and opposed to the project. The project was officially ordered on September 19, 2019. On October 4, 2019, the Medicine Lake City Council took action not to move forward with the project. At their meeting on October 17<sup>th</sup>, the Commission moved to table discussion on the project. The project remains on the 2020 CIP list. Project webpage: http://www.bassettcreekwmo.org/index.php?cID=467.

**2019 Westwood Lake Water Quality Improvement Project (WST-2) St. Louis Park (No change since October 2020):** At their meeting in September 2017, the Commission approved a proposal from the Commission Engineer to complete a feasibility study for this project. The project will be completed in conjunction with the Westwood Hills Nature Center reconstruction project. After months of study, several meetings with city consultants and nature center staff, and a public open house, the Commission approved Concept 3 (linear water feature) and set a maximum 2019 levy at their May meeting. 50% designs were approved at the July meeting and 90% design plans were approved at the August meeting. The Hennepin County Board approved a maximum 2019 levy request at their meeting in July. A BCWMC public hearing on this project was held on August 16<sup>th</sup> with no comments being received. At that meeting the Commission officially ordered the project and entered an agreement with the City of St. Louis Park to design and construct the project and directed the Education Committee to assist with development of a BCWMC educational sign for inside the nature center. The draft sign was presented at the October 2017 meeting and was finalized over the winter. The Sun Sailor printed an article on the project in October 2018. A ribbon cutting by the city was held September 13<sup>th</sup>. The building and site are open to the public and being used to educate students. The system is capturing stormwater runoff from roof and paving, and the runoff is being stored underground and pumped via solar or hand pumps into the engineered creek. None of the captured water is flowing over land into Westwood Lake. The educational sign indoors is installed. Project website: http://www.bassettcreekwmo.org/projects/all-projects/westwood-lake-water-quality-improvement-project.

**2017** Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (no change since Feb): The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <a href="http://www.bassettcreekwmo.org/index.php?clD=281">http://www.bassettcreekwmo.org/index.php?clD=281</a>. A Response Action Plan to address contaminated soils in the project area was completed by Barr Engineering with funding from Hennepin County and was reviewed and approved by the MPCA. The Commission was awarded an Environmental Response Fund grant from Hennepin County for \$150,300 and a grant agreement is in the process of being signed by the county. A subgrant agreement with the City will be developed. The City hired Barr Engineering to design and construct the project. Fifty-percent and 90% designs were approved at the August and October Commission meetings, respectively. In September 2017, design plans were presented by Commission and city staff to the Harrison Neighborhood Association's Glenwood Revitalization Team committee and through a public open house on the project. Construction was to begin summer of 2018 but was delayed until due to the unanticipated need for a field based cultural and historical survey of the project area required by the Army Corps of Engineers and ongoing negotiations with Pioneer Paper.

Construction began in November 2020 with clearing and grubbing to have access to the creek and to remove trees from the work area. In the Fruen Mill Reach work was completed per design plans on the south side of the creek, including stabilizing

the existing MPRB trail, installing riprap toe protection and grading the bank. In the Cedar Lake Road to Irving Avenue Reach, the City was unable to come to an agreement with Pioneer Paper to get the amount of access needed to install the VRSS on the north side of the creek. The property owner allowed access to the streambank but instead of installing VRSS through this reach the City installed riprap toe protection, removed debris, completed bank grading and live staking and seeding, and installed the in-stream rock vanes to divert flows away from the steep banks. In Irving Avenue to the tunnel reach, the work was completed according to design plans with the installation of live staking, rock vanes within the stream channel, removal of brush and invasive species, and the installation of live stakes and fascines to encourage native plant growth and minimize bank erosion. Construction was completed in December 2020. An ERF grant report and RAP report are currently being developed. Vegetation will be established this spring. Project Website: www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-erosion-repair-project-cedar-lake-ro

**2014 Schaper Pond Diversion Project and Carp Management**, Golden Valley (SL-3) (no change since March): Repairs to the baffle structure were made in 2017 after anchor weights pulled away from the bottom of the pond and some vandalism occurred in 2016. The city continues to monitor the baffle and check the anchors, as needed. Vegetation around the pond was planted in 2016 and a final inspection of the vegetation was completed last fall. Once final vegetation has been completed, erosion control will be pulled and the contract will be closed. The Commission Engineer began the Schaper Pond Effectiveness Monitoring Project last summer and presented results and recommendations at the May 2018 meeting. Additional effectiveness monitoring is being performed this summer. At the July meeting the Commission Engineer reported that over 200 carp were discovered in the pond during a recent carp survey. At the September meeting the Commission approved the Engineer's recommendation to perform a more in-depth survey of carp including transmitters to learn where and when carp are moving through the system. At the October 2020 meeting, the Commission received a report on the carp surveys and recommendations for carp removal and management. Carp removals were performed through the Sweeney Lake Water Quality Improvement Project. Results were presented at the February 2021 meeting along with a list of options for long term carp control. Commission took action approving evaluation of the long-term options to be paid from this Schaper Pond Project. Commission and Golden Valley staff met in March 2021 to further discuss pros and cons of various options. Evaluation results will be presented at a future meeting. Project webpage: http://www.bassettcreekwmo.org/index.php?clD=277.

Sweeney Lake Water Quality Improvement Project, Golden Valley (SL-8) (No change since March): This project was added to the 2020 CIP list after receiving a federal 319 grant from the MPCA. It is partially a result of the carp surveys completed through the Schaper Pond Diversion Project and a study of the year-round aeration on Sweeney Lake. This project will treat curly-leaf pondweed in spring 2020, will remove carp in summer 2020, and will perform an alum treatment on Sweeney Lake in late summer 2020. The project was officially ordered by the Commission after a public hearing in September 2019. A public open house on this project was held via Webex on April 8<sup>th</sup> with approximately 20 people joining. The open house presentation and a question and answer document are available online. The curly-leaf pondweed herbicide treatment was completed in May. Carp Solutions performed carp tracking and setting nets in early June. The first round of netting resulted in 334 carp removed from Sweeney Lake (mean length 620 mm, mean weight 3.1 kg), representing an estimated 29% of the total population. From Schaper Pond 82 carp removed which likely represents about 17% of the initial population. After another round of carp removals in late July, 118 additional carp were netted from Sweeney. Based on preliminary estimates, approximately 40% of the carp population was removed from Sweeney this summer. The carp biomass was reduced from approximately 129 kg/ha to 79 kg/ha, which is below the threshold where adverse impacts on water quality are expected. The first round of alum treatment was completed in late October. A grant report and payment request were submitted at the end of January. A report on the results of the carp removals and recommendations for future management were presented at the February 2021 meeting. Long term carp management evaluation will happen through the Schaper Pond Diversion Project funding. A one-page overview of 2020 activities and outcomes was developed for the Sweeney Lake Association and posted online in March. The project website: Sweeney Lake Water Quality Improvement Project, SL-8).

**2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): (No change since June 2018)** At their March 2015 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. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. There were no complaints or comments from residents during or since the treatment. Water monitoring continues to determine if and when a second alum treatment is necessary. Lake monitoring results from 2017 were presented at the June 2018 meeting. Commissioners agreed with staff recommendations to keep the CIP funding

remaining for this project as a 2<sup>nd</sup> treatment may be needed in the future. Project webpage: <u>http://www.bassettcreekwmo.org/index.php?clD=278</u>.

2013 Four Seasons Area Water Quality Project (NL-2) (See Item 5C): At their meeting in December 2016, the Commission took action to contribute up to \$830,000 of Four Seasons CIP funds for stormwater management at the Agora development on the old Four Seasons Mall location. At their February 2017 meeting the Commission approved an agreement with Rock Hill Management (RHM) and an agreement with the City of Plymouth allowing the developer access to a city-owned parcel to construct a wetland restoration project and to ensure ongoing maintenance of the CIP project components. At the August 2017 meeting, the Commission approved the 90% design plans for the CIP portion of the project. At the April 2018 meeting, Commissioner Prom notified the Commission that RHM recently disbanded its efforts to purchase the property for redevelopment. In 2019, a new potential buyer/developer (Dominium) began preparing plans for redevelopment at the site. City staff, the Commission Engineer and I have met on numerous occasions with the developer and their consulting engineers to discuss stormwater management and opportunities with "above and beyond" pollutant reductions. Concurrently, the Commission attorney has been working to draft an agreement to transfer BCWMC CIP funds for the above and beyond treatment. At their meeting in December, Dominium shared preliminary project plans and the Commission discussed the redevelopment and potential "above and beyond" stormwater management techniques. At the April 2020 meeting, the Commission conditionally approved the 90% project plans. The agreements with Dominium and the city of Plymouth to construct the project were approved May 2020 and project designers coordinated with Commission Engineers to finalize plans per conditions. In June 2021, the City of Plymouth purchased the property from Walmart. The TAC discussed a potential plan for timing of construction of the stormwater management BMPs by the city in advance of full redevelopment. TAC recommendations are included on this meeting agenda. Project webpage: http://www.bassettcreekwmo.org/index.php?cID=282.

**2021 Parkers Lake Drainage Improvement Project (PL-7) (See Item 5B):** The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to design and construct the project. The city hired WSB for project design which is currently underway. 60% design plans were approved at the June meeting. 90% plans will be presented at this meeting. www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

**2021 Parkers Lake Chloride Reduction Project (PL-7):** The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to implement the project in coordination with commission staff. City staff and I have had an initial conversation about this project. The city plans to collect additional chloride data this winter in order to better pinpoint the source of high chlorides loads within the subwatershed. Partners involved in the Hennepin County Chloride Initiative (HCCI) are interested in collaborating on this project. A proposal from Plymouth and BCWMC for the "Parkers Lake Chloride Project Facilitation Plan" was approved for \$20,750 in funding by the HCCI at their meeting in March. The project will 1) Compile available land use data and chloride concentrations, 2) Develop consensus on the chloride sources to Parkers Lake and potential projects to address these sources, and 3) Develop a recommendation for a future pilot project to reduce chloride concentrations in Parkers Lake, which may be able to be replicated in other areas of Hennepin County, and 4) help target education and training needs by landuse. The first technical stakeholders meeting was held July 26<sup>th</sup>. Project website: <a href="https://www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project">www.bassettcreekwmo.org/projects/all-project</a>

**2021 Mt. Olivet Stream Restoration Project (ML-20) (See Item 5B):** The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to design and construct the project. The city hired WSB for project design which is currently underway. 60% design plans wer approved in June. 90% plans will be presented at this meeting. <a href="https://www.bassettcreekwmo.org/projects/all-projects/mt-olivet-stream-restoration-project">www.bassettcreekwmo.org/projects/all-projects/mt-olivet-stream-restoration-project</a>

**2021 Main Stem Lagoon Dredging Project (BC-7) (No change since May):** The feasibility study for this project was approved in May 2020 with Alternative 2-all (dredge all three lagoons to 6-foot depth) being approved. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020. Rather than entering an agreement with a separate entity to design and construct this project, the Commission will implement the project in close coordination

with the MPRB. At their meeting in November, the Commission approved a timeline for implementation and the Commission Engineer was directed to prepare a scope of work for project design and engineering. That scope is presented in 5C at this meeting. Design and permitting should get underway in summer 2021. Dredging of all three lagoons is planned for winter 2022/2023. A grant agreement for the \$250,000 Watershed Based Implementation Funding grant was approved at the January meeting. The project work plan was approved by BWSR. The Commission recently approved a grant agreement for a Hennepin County Opportunity Grant for this project. Project website: <u>www.bassettcreekwmo.org/projects/all-projects/bassett-creek-</u> <u>main-stem-lagoon-dredging-project</u>

**2021 Cost-share Purchase of High Efficiency Sweeper (ML-23) (No change since Dec):** Because the Commission had not entertained a project like this in the past (to cost share equipment purchase), this proposed project was discussed by the Commission in February and April, 2020 after being recommended for approval by the TAC. The Commission approved a <u>policy</u> regarding the use of CIP funds for equipment purchases at their April 2020 meeting. The project was added to the CIP through a Watershed Plan Amendment adopted in August 2020 and was officially ordered by the Commission on September 17, 2020 after a public hearing. The Commission entered an agreement with the city of Plymouth which includes reporting requirements for street sweeper use and effectiveness. The first report is expected summer 2021.

**2022 Medley Park Stormwater Treatment Facility (ML-12):** The feasibility study for this project is complete after the Commission Engineer's scope of work was approved last August. City staff, Commission Engineers and I collaborated on developing materials for public engagement over the fall/early winter. A project kick-off meeting was held in September, an internal public engagement planning meeting was held in October, and a Technical Stakeholder meeting with state agencies was held in November. A story map of the project was created and a survey to gather input from residents closed in December. Commission Engineers reviewed concepts and cost estimates have been reviewed by city staff and me. Another public engagement session was held in April to showcase and receive feedback on concept designs. The feasibility report was approved at the June meeting with a decision to implement Concept #3. At the July meeting the Commission directed staff to submit a Clean Water Fund grant application, if warranted. A grant application was developed and submitted. Funding decisions are expected in early December. <u>www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility</u>

**2022 SEA School-Wildwood Park Flood Reduction Project (BC-2, 3, 8, 10):** The feasibility study for this project is complete after the Commission Engineer's scope of work was approved last August. A project kick-off meeting with city staff was held in late November. Meetings with city staff, Robbinsdale Area School representatives, and technical stakeholders were held in December, along with a public input planning meeting. A virtual open house video and comment form were offered to the public including live chat sessions on April 8<sup>th</sup>. The feasibility study report was approved in June with a decision to implement Concept #3. www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project.

Subject	Work Progress
Education	<ul> <li>Prepared and sent agenda and materials for Education Committee meeting; facilitated meeting which included Tony Brough with Hennepin County to discuss AIS signage options for fishing piers</li> <li>Attended WMWA meeting and proposed minor revisions to education and outreach plan as suggested by Education Committee</li> <li>Posted volunteer opportunities in online calendar and sent emails to Commissioners</li> <li>Attended Salt Symposium and free Smart Salting for Property Managers class</li> <li>Corresponded with key folks re: BCWMC bike tour and social gathering, secured date and sent "save the date" email</li> <li>Reviewed script and commented on AIS educational video; researched issues with AIS in/on fishing gear</li> </ul>
CIP	<ul> <li><u>Medley Park Stormwater Improvement Project</u>: Reviewed Clean Water Fund grant RFP materials, met with Commission Engineers regarding possible grant application; wrote and submitted application (with Commission Engineer review)</li> <li><u>Bryn Mawr Water Quality Improvement Project</u>: Updated project webpage and participated in public open house and project design kick-off meeting with Commission engineers, and all partners and their consultants</li> </ul>

## Administrator Report July 7 – August 10, 2021

	•	Parkers Lake Chloride Reduction Project: Participated in first meeting of facilitation project; helped
		introduce the project and Commission's and HCCI's involvement
	•	Sweeney Lake Water Quality Improvement Project: Developed and submitted interim grant and budget
		report
	•	Began developing a fact sheet on the BWCMC CIP selection and implementation process for general
		public audience (in response to comments received at May 2021 Public Hearing)
	•	Developed initial drafts of agreements with Golden Valley for 2022 CIP projects; sent to Attorney
		Anderson for revisions
	•	Discussed Jevne Park Project with Commissioner Carlson
Henn Co.	•	Reviewed edits to HCCI "small group" communication plan and finalized plan
Chloride	•	Facilitated "small group" meeting, prepared meeting notes and sent follow up email
Initiative	•	Set meeting for large group
	•	Reviewed/commented on draft chloride management templates with Fortin Consulting re: Chloride
		Management Template Project
MAWD	•	Assisted with updates to MAWD Handbook and participate in MAWA Handbook Committee meeting
	•	Attended Metro MAWD meeting
	•	Listened to recording of MAWD's Summer Meeting
Environment	•	Participated in Blue Thumb's Environmental Justice Committee and helped brainstorm methods for
al Justice		advancing the conversation and putting plans into action
	•	Corresponded with Alt. Commissioner McDonald Black re: internship possibility
Administrati	•	Participated in Administrative Services Committee meeting and prepared meeting notes
on	•	Coordinated meeting with Hennepin County Commissioner Fernando and developed talking points;
		attended the meeting with her, her staff, Golden Valley staff, and Commission Engineers. She
		encourages the Commission to continue to implement bold projects (even if price tags are high) and
		would like to convene a group to discuss floodplain management issues in the Bassett Creek Valley. I
		reviewed and sent her staff the Bassett Creek Valley Floodplain Study completed in December 2019.
	•	Attended the meeting of the Hennepin County Board of Commissioners Public Works Committee of the
		Whole on BCWMC plan amendment and 2022 levy. Both were approved without comments or
	•	questions except for Commissioner Fernando complimenting the Commission's work. Worked to secure September – December in person meeting space for monthly meetings; toured West
		Medicine Lake Community Club and Plymouth Maintenance Facility; corresponded with Golden Valley
		staff re: Brookview availability in 2022
	•	Prepared and sent TAC agenda and materials; participated in TAC meeting and drafted TAC memo with
		recommendations
	•	Corresponded with Commission officers, Attorney Anderson and other watersheds about moving
		August meeting from in-person to online; sent declaration document for signature; sent email to
		commissioners and TAC members; cancelled catering order and venue reservation; updated online
		calendar and meeting announcement
	•	Drafted September 16 <sup>th</sup> public hearing notice and sent to city clerks
	•	Developed invoice for project review expenses in excess of \$5,000 and sent to Hollydale developer;
		discussed charges with developer and discussed with Commission Engineers and Plymouth staff
	•	Developed agenda; reviewed and submitted invoices; reviewed financial report; finalized minutes;
		reviewed presentation on water monitoring results; reviewed other memos and documents for
		Commission meeting; disseminated Commission meeting information to commissioners, staff, and TAC;
		updated online calendar; participated in pre-meeting call with Chair Cesnik and Commissioner Engineer;
		drafted meeting follow up email
Other Issues	٠	Toured Lost Lake by canoe with CAMP volunteer; delivered new equipment to different CAMP volunteer
& Projects	•	Corresponded with Lost Lake CAMP volunteer via email re: summer aeration plans and permit needs
	٠	Assisted with tracking down entity responsible for installing stop logs at Hwy 55 Flood Control Project
		Structure (MnDOT installed the stop logs in order to perform maintenance on the culverts; removed
		them until a future maintenance window with better conditions; they will coordinate with all
		permitting/reviewing agencies including MPRB, GV, and BCWMC before future work)
	•	Corresponded with Plymouth resident re: grease/oil discharge into creek (2 <sup>nd</sup> time)