



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday, December 16, 2021
8:30 – 11:00 a.m.

Via Zoom – Click [HERE](#) to join the meeting.

Or join by phone +1-312-626-6799; Meeting number 895 8055 7823

AGENDA

1. CALL TO ORDER and ROLL CALL

2. **PUBLIC FORUM ON NON-AGENDA ITEMS** – *Members of the public 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 (10 minutes)

- A. Approval of Minutes – November 17, 2021 Commission Meeting
- B. Acceptance of December 2021 Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – November 2021 Administrative Services
 - ii. Keystone Waters, LLC – November 2021 Meeting Expenses
 - iii. Barr Engineering – November 2021 Engineering Services
 - iv. Kennedy & Graven – October 2021 Legal Services
 - v. Stantec – WOMP Expenses (2)
 - vi. Redpath – November Accounting Services
 - vii. We All Need Food and Water – November 2021 Administrative and Education Services
- D. Approval of Golden Valley 2022 Pavement Management Program (PMP) Project
- E. Approval of Stantec Proposal for Watershed Outlet Monitoring Program (WOMP) Tasks in 2022 & Authorization for Chair to Execute Final Agreement with Attorney and Administrator Recommendation
- F. Approval of Resolution of Appreciation for Dawn Pape

5. BUSINESS

- A. Consider Approval of 50% Design Plans for Main Stem Lagoon Dredging Project (BC-7) (20 min)
- B. Review Final Report for Westwood Lake Water Quality Improvement Project (WST-2) (20 min)
- C. Consider Approval of Final Reimbursement Request for Westwood Lake Water Quality Improvement Project (WST-2) (5 min)
- D. Consider Recommendations from Technical Advisory Committee (20 min)

BREAK (at Chair's discretion)

- E. Review Information on New Impaired Waters Listing for Bassett Creek (5 min)

- F. Receive Report on MAWD Annual Conference and Meeting (15 min)
- G. Receive Report or Recommendations from Administrative Services Committee (15 min)

6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
 - i. Update on North Green Loop Development, Minneapolis
 - ii. Update on Bryn Mawr Meadows Water Quality Improvement Project

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notices, Plymouth
- E. MAWD Petition for Rulemaking to BWSR
- F. Children's Water Festival Certificate and Thank You

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Administrative Services Committee Meeting: Monday December 13th, [online via ZOOM](#); 12:00
- BCWMC Regular Monthly Meeting: Thursday January 20th, [online via ZOOM](#); 8:30 a.m.



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 9, 2021

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/16/21 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA (10 minutes)**
 - A. Approval of Minutes – November 17, 2021 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of December Financial Report - **ACTION ITEM with attachment**
 - C. Approval of Payment of Invoices - **ACTION ITEM with attachments (online)** – *I reviewed the following invoices and recommend approval of payment.*
 - i. Keystone Waters, LLC – November 2021 Administrative Services
 - ii. Keystone Waters, LLC – November 2021 Meeting Expenses
 - iii. Barr Engineering – November 2021 Engineering Services
 - iv. Kennedy & Graven – October 2021 Legal Services
 - v. Stantec – WOMP Expenses (2)
 - vi. Redpath – November Accounting Services
 - vii. We All Need Food and Water – November 2021 Administrative and Education Services
 - D. Approval of Golden Valley 2022 Pavement Management Program (PMP) Project – **ACTION ITEM with attachment** - *The proposed linear project in the City of Golden Valley includes reconstruction of city streets and utility improvements, including water main, sanitary sewer, and storm sewer, resulting in 8.08 acres of disturbance, 4.65 acres of fully reconstructed impervious surfaces, and a decrease of 0.65 acres of impervious surfaces, from 5.30 acres (existing) to 4.65 acres (proposed). Staff recommends approval.*
 - E. Approval of Stantec Proposal for Watershed Outlet Monitoring Program (WOMP) Tasks in 2022 & Authorization for Chair to Execute Final Agreement with Attorney and Administrator Recommendation – **ACTION ITEM with attachment** – *The Commission has contracted with Wenck Associates to collect water samples and maintain equipment at the Bassett Creek WOMP site for several years. Wenck became part of Stantec early this year but maintains the same clients and performs same work. The attached proposal from Stantec for work beginning in January 2022 is the same as years past with the same staff and a slight increase in budget. I recommend approval of the proposal and authorization to the chair to execute a contract or terms and conditions, when finalized and with Commission Attorney and Administrator recommendation.*
 - F. Approval of Resolution of Appreciation for Dawn Pape – **ACTION ITEM with attachment** – *At the meeting last month, Education Consultant Dawn Pape ended her contract with the Commission. Chair Cesnik requested a resolution of appreciation for Dawn’s work over the years. Staff recommends approval.*

5. BUSINESS

- A. Consider Approval of 50% Design Plans for Main Stem Lagoon Dredging Project (BC-7) (20 min) – **ACTION ITEM with attachments (design plan set available online)** – *At the January 2021 meeting, the Commission approved a scope of work and budget from the Commission Engineer to design and provide engineering services for this project. The 50% design plans (and corresponding memo) are presented for review and discussion. There are no material differences between the option chosen from the feasibility study and these designs. Commission Engineers, Administrator, Commissioner Welch, and Alternate Commissioner Polzin met on December 7th with Golden Valley, Minneapolis, and MPRB staff to review and discuss the 50% plans. Permitting, a project budget, and plans for stakeholder/public engagement are also outlined in the memo. Staff recommends approval of the 50% plans, and direction to the Commission Engineer to continue developing plans to 90% and to the Commission Attorney to work with MPRB on documentation regarding indemnification, liabilities, and necessary permissions for construction.*
- B. Review Final Report for Westwood Lake Water Quality Improvement Project (WST-2) (20 min) – **INFORMATION ITEM with attachment** – *In summer 2019, the Commission approved the design plans for this project which was constructed in 2020 in conjunction with construction of the new Westwood Hills Nature Center. The project is complete and all components are functioning as designed. City staff will present this final report including a project overview, lessons learned and ongoing maintenance plans.*
- C. Consider Approval of Final Reimbursement Request for Westwood Lake Water Quality Improvement Project (WST-2) (5 min) – **ACTION ITEM with attachment (full documentation included online)** – *I reviewed the reimbursement documentation for this project and recommend approval of this payment request. Payment will utilize all remaining project funds and will close out this project.*
- D. Consider Recommendations from Technical Advisory Committee (20 min) – **ACTION ITEM with attachment** – *The TAC met on November 22nd to discuss XPSWMM model update timing, Flood Control Project items and costs, and other issues. A memo with their discussions and recommendations is presented here.*

BREAK (at Chair’s discretion)

- E. Review Information on New Impaired Waters Listing for Bassett Creek (5 min) – **INFORMATION ITEM with attachment** – *The MPCA recently added Bassett Creek to the draft 2022 impaired waters list for aquatic life due to a failure to meet the standard for macroinvertebrates. This listing is consistent with data collected by the BCWMC since 2006. Staff does not recommend providing comment to the MPCA regarding the listing but will continue to request information regarding where the macroinvertebrate standard is being met across the state. The attached memo provides additional information.*
- F. Receive Report on MAWD Annual Conference and Meeting (15 min) – **INFORMATION ITEM no attachment** – *MAWD delegates Harwell and Welch, and alternate delegate Cesnik attended the annual MAWD business meeting on December 3rd. Chair Cesnik, Commission Engineers, and I attended various sessions during the conference. The Commission’s [Salt Smart educational video](#) (set to the tune of Jingle Bells) won the conference’s best movie contest! We will provide an update on meeting outcomes at this meeting.*
- G. Receive Report or Recommendations from Administrative Services Committee (15 min) – **INFORMATION/ACTION ITEM no attachment** – *The committee will meet on Monday December 13th and may have information or recommendations to share with the Commission.*

6. COMMUNICATIONS (10 minutes) - INFORMATION ITEM with attachment

- A. Administrator's Report
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
 - i. Update on North Green Loop Development, Minneapolis
 - ii. Update on Bryn Mawr Meadows Water Quality Improvement Project

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
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8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Administrative Services Committee Meeting: Monday December 13th, [online via ZOOM](#); 12:00
- BCWMC Regular Monthly Meeting: Thursday January 20th, [online via ZOOM](#); 8:30 a.m.



Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting Wednesday November 17, 2021 8:30 a.m.

Via video conference due to the COVID-19 global pandemic

1. CALL TO ORDER and ROLL CALL

On Wednesday, November 17, 2021 at 8:30 a.m. via video conference, Chair Cesnik brought the Bassett Creek Watershed Management Commission (BCWMC) to order.

Commissioners, city staff, and others present

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Dave Anderson	<i>Vacant Position</i>	Mark Ray
Golden Valley	Stacy Harwell	Jane McDonald Black	Eric Eckman, Drew Chirpich
Medicine Lake	Clint Carlson	Gary Holter	<i>Absent</i>
Minneapolis	Michael Welch	Jodi Polzin	Liz Stout, Katie Kowalczyk, Bryan Dodds, Jeremy Strehlo
Minnetonka	<i>Absent</i>	<i>Vacant Position</i>	<i>Absent</i>
New Hope	<i>Absent</i>	Patrick Crough	David Lemke, Nick Macklem
Plymouth	Catherine Cesnik	<i>Absent</i>	Ben Scharenbroich
Robbinsdale	<i>Absent</i>	<i>Vacant Position</i>	<i>Absent</i>
St. Louis Park	Jim de Lambert	<i>Absent</i>	Erick Francis
Administrator	Laura Jester, Keystone Waters		
Engineers	Karen Chandler and Jim Herbert, Barr Engineering		
Recorder	Dawn Pape		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Presenters/ Guests/Public	Jocelyn Bremer, Jere Gwin-Lenth, Jen Leonardson		

2. PUBLIC FORUM ON NON-AGENDA ITEMS

No comments from the public were made.

3. APPROVAL OF AGENDA

MOTION: Alternate Commissioner McDonald Black moved to approve the agenda. Commissioner de Lambert seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent from the vote.

[Commissioner Harwell and Alternate Commissioner Crough join the meeting.]

4. CONSENT AGENDA

The following items were approved as part of the consent agenda.

- A. Approval of Minutes – October 21, 2021 Commission Meeting
- B. Acceptance of November 2021 Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – October 2021 Administrative Services
 - ii. Keystone Waters, LLC – October 2021 Printing Expenses
 - iii. Barr Engineering – October 2021 Engineering Services
 - iv. Kennedy & Graven – September 2021 Legal Services
 - v. Redpath – October Accounting Services
 - vi. We All Need Food and Water – October 2021 Administrative and Education Services

The general and construction account balances reported in the November 2021 Financial Report are as follows:

Current Assets	Capital Improvement Projects	General Fund	Construction Fund	TOTAL
Checking	1,076,471.83	44,754.40	32,272.00	1,153,498.23
4MP Fund Investment	3,501,105.22	527.14	0.00	3,501,632.36
4M Fund Investment	1,483,511.82	75.29	0.00	1,483,587.11
Total Checking/Savings November 2021	6,061,088.87	45,356.83	32,272.00	6,059,970.07

MOTION: Alternate Commissioner McDonald Black moved to approve the consent agenda. Commissioner de Lambert seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent from the vote.

5. BUSINESS

A. Receive Update on Proposed North Green Loop Development, Minneapolis

Administrator Jester reminded commissioners that this project involves a developer in Minneapolis proposing to build a structure over a key access shaft into the Bassett Creek Tunnel. She reported that she had talked with Minneapolis City Engineer and Deputy Director of Public Works Bryan Dodds about this issue, the language in the easement, and the need for better communication and collaboration in the future.

Commission Engineer Herbert reviewed the responses from the city and the developer on the Commission’s questions and concerns from a September letter on the matter. Issues and responses included items concerning the drop structure and access shaft, the integrity of the box culvert and 3rd Avenue tunnel, and cooperative agreements. Engineer Herbert also outlined activities since the October Commission meeting including ongoing, weekly meetings with the developer, their consultants, and city staff; the developer’s inspection of the tunnel; the developer’s actions to confirm the location and elevation of the tunnel; and the city’s actions to remove the access panels to remove debris and check the integrity of the concrete slabs. He reported that the developer is continuing to refine their options for accessing the tunnel in the future and that the developer is considering crack monitoring within the tunnel during construction. When asked, Engineer Herbert confirmed that that the access shaft is not used during inspections and would only be used for emergency access/evacuation and/or for major tunnel repair and maintenance.

Commission Engineer Herbert offered his opinion on the development indicating that this is not an ideal situation, and that it will likely to add to the cost of future tunnel repairs. However, he noted the developer is acting in good faith to provide reasonable access into the future and that working within an interior space during tunnel maintenance might improve conditions. He noted that the project is “moving in the right direction” but he still needs to see final access plans to form a complete opinion.

Minneapolis City Engineer and Deputy Director of Public Works, Bryan Dodds, noted the collaborative process and partnership to protect this critical city asset. He noted the city is committed to close coordination with the Commission during development of the easement language to ensure ongoing, viable access. He noted that the city’s legal team is closely involved with this project’s existing and future easement.

Commission Attorney Anderson noted that the Commission will need an agreement in place granting rights for Commission access to the tunnel to perform the previously agreed upon inspections, repairs, and maintenance. The agreement should clearly outline each entity’s rights and responsibilities. Attorney Anderson also noted the need to review all tunnel access easements for assurances that appropriate access is granted.

Commissioner Welch agreed that appropriate documents need to be in place and that better communication between the Commission and the city is needed. He offered to help in that regard, as needed.

There was some discussion about reimbursement for Commission expenses related to this project and an acknowledgement that the city is the tunnel owner and thus, has MS4 reporting responsibilities with regards to the tunnel. It was also noted that the Commission’s joint and cooperative agreement (JCA) with the City of Minneapolis and the Mississippi Watershed Management Organization (MWMO) may have language about the tunnel and access issues, and that the Commission may need an emergency contingency plan to assign roles and responsibilities in the event of an emergency. There was discussion about the possibility of revising the JCA to include easements, agreements, review costs reimbursements, etc. regarding the tunnel along with an emergency plan.

Staff will continue to work with the city and the developer and will bring additional information to the Commission as appropriate.

B. Review Draft Schedule and Consider Directing Staff to Develop Scope for 2025 Watershed Plan Development

Administrator Jester gave an overview of the draft schedule for Plan development over 2022 – 2025 and requested direction from the Commission on development of a scope and budget for Plan development. Commissioner Welch noted that it is important for the Commission to guide the Plan’s development and implementation. There was discussion on the level of public engagement activities desired by the Commission. It was noted that more involvement with Minneapolis communities would be important for true and authentic outreach to underserved neighborhoods and that outreach in these areas may be dovetailed with new FEMA/flood inundation maps to assess vulnerable communities.

There was consensus that a “medium level” of public engagement effort with an emphasis on outreach in vulnerable and underserved communities is appropriate for planning purposes at this point. Commissioners also agreed that it was appropriate to develop the Plan “in-house” with current staff and contractors, noting that additional hours for the administrator are likely needed and will be discussed with contract discussions with the Administrative Services Committee. Staff will bring a scope of work and budget for Plan development to a future meeting.

C. Assign Delegates to Attend MAWD Annual Meeting

Administrator Jester reported that since BCWMC is a MAWD member, that it should appoint two delegates and one alternate to participate in the MAWD business meeting on December 3rd. Delegates would vote on MAWD’s annual budget, MAWD resolutions, and MAWD bylaws revisions.

MOTION: Chair Cesnik moved to appoint Commissioners Welch and Harwell as delegates to the MAWD meeting and herself as alternate delegate to the MAWD meeting. Alternate Commissioner Crough seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent from the vote.

D. Consider Positions on Resolutions for MAWD Annual Meeting

Administrator Jester noted that resolutions are in the Commission meeting packet and there is an opportunity to discuss at this meeting so delegates understand voting recommendations from commissioners. There was discussion about the best way to gather input from commissioners. It was noted some input is gathered during the MAWD conference and meeting itself so delegates need some leeway on how to vote. It was decided that delegates would meet prior to the MAWD business meeting to discuss the resolutions. Commissioners should offer thoughts on the resolutions at this meeting and not communicate outside this meeting or delegate meeting. Administrator Jester offered her thoughts on some resolutions. No commissioners offered comments.

E. Consider Administrator Attendance at MAWD Annual Conference

MOTION: Commissioner Welch moved to approve registration reimbursement for two delegates, one alternate delegate, and Commission Administrator for attendance at MAWD meeting and conference. Commissioner Carlson seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent from the vote.

F. Consider Applying for MPCA Climate Resilience Grant

Administrator Jester provided a general overview of this new grant opportunity indicating that staff thinks it would be a good idea to apply to perform a vulnerability assessment, inventory of water infrastructure at risk of flooding, and community engagement for important community asset identification. Commission Engineer Chandler noted that the work of engaging underserved communities and assessing flood vulnerabilities in those areas might dovetail nicely with watershed management plan development work and may help the Commission prioritize its work and projects. It was noted that the Commission's XPSWMM model has already been run for the 500-year event which is a good surrogate for 2050 precipitation levels. There was some discussion about the level of effort for applying for the grant, noting it would take several hours of staff time.

MOTION: Commissioner Harwell moved to direct Commission staff to apply for climate resiliency grant funding. Alternate Commissioner Crough seconded the motion. Upon a roll call vote, the motion carried 7-0, with the cities of Minnetonka and Robbinsdale absent from the vote.

G. Assign Liaison for Technical Advisory Committee Meeting

Commissioner Harwell was appointed Commission liaison to the TAC meeting.

6. COMMUNICATIONS

A. Administrator's Report

- i. Location for 2022 In Person Meetings: Administrator Jester reported that the Bassett Creek South Room at Brookview has been secured for all 2022 BCWMC meetings.

B. Chair - Nothing to report

C. Commissioners

- i. MN Association of Floodplain Managers Award: Commissioner Harwell reported that she attended the annual MN Association of Floodplain Managers meeting on behalf of both her employer and BCWMC. The Commission and the City of Golden Valley were awarded the first Project of the Year Award by the association which she accepted on behalf of the BCWMC at the awards ceremony. Administrator Jester will work with Golden Valley staff on an appropriate place to display the award.

D. TAC Members

- i. TAC Meeting November 22nd 11:00 – 12:30 Virtual

- ii. Update on Recent Smart Salting Trainings: Plymouth TAC member Ben Scharenbroich reported on two recent Smart Salting Trainings – one for parking lots and sidewalks attended by 40 – 50 staff with one private contractor; and a roads course well attended by crews from various cities. He noted the city is committed to hosting annual trainings.

E. Committees

- i. Administrative Services Committee to meet soon

F. Education Consultant

Dawn Pape announced that she is ending her contract with BCWMC effective immediately. She noted the need to care for family members and concentrate on important work related to climate change through her nonprofit. She thanked the Commission for 5 years of collaboration and listed her ideas on how to make the education consultant position more successful including: having an educator involved during the development of the 2025 watershed plan, being given time and budget to build relationships and create an education program integrated rather than separated from watershed work, providing more consistent feedback to the consultant, allowing the consultant time and budget to attend trainings and pertinent meetings, etc. Commissioners offered support and thanked Ms. Pape for her work over the years.

G. Legal Counsel – Nothing to report

H. Engineer

- i. Update on MTD Analyses and MN Stormwater Manual: Commission Engineer Chandler reported that the MPCA and a group of stakeholders including Commission Engineers have been working on adding criteria and standard credits for Manufactured Treatment Devices to the Minnesota Stormwater Manual over the last couple years. This work was requested of the MPCA by the Commission and other watersheds two years ago and is largely complete. Administrator Jester will write a thank you letter to Mike Trojan at the MPCA.

Before the meeting ended, New Hope TAC member Dave Lemke introduced the city's new stormwater specialist Nick Macklem.

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates
- C. Grant Tracking Summary and Spreadsheet
- D. Northside Lawns to Legumes Update
- E. WCA Notices, Plymouth
- F. WCA Notices, Golden Valley

8. ADJOURNMENT - The meeting was adjourned at 11:07 a.m.

BCWMC December Financial Report - General Ledger					
			Capital Improvement Projects	General Fund	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
	101	Wells Fargo Checking	1,764,067.33	-34,699.64	1,729,367.69
	102	4MP Fund Investment	3,501,105.22	616.42	3,501,721.64
	103	4M Fund Investment	1,483,511.82	88.00	1,483,599.82
Total Checking/Savings			6,748,684.37	-33,995.22	6,714,689.15
Accounts Receivable					
	112	Due from Other Governments	-402,871.18	6,777.00	-396,094.18
	113	Delinquent Taxes Receivable	20,717.00	0.00	20,717.00
Total Accounts Receivable			-382,154.18	6,777.00	-375,377.18
Other Current Assets					
	114	Prepays	0.00	3,223.00	3,223.00
Total Other Current Assets			0.00	3,223.00	3,223.00
Total Current Assets			6,366,530.19	-23,995.22	6,342,534.97
TOTAL ASSETS			6,366,530.19	-23,995.22	6,342,534.97
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
	212	Unearned Revenue	200,000.00	1.00	200,001.00
	251	Unavailable Rev - property tax	20,717.00	0.00	20,717.00
Total Other Current Liabilities			220,717.00	1.00	220,718.00
Total Current Liabilities			220,717.00	1.00	220,718.00
Total Liabilities			220,717.00	1.00	220,718.00
Equity					
	311	Nonspendable prepaids	0.00	3,223.00	3,223.00
	312	Restricted for improvements	5,260,202.50	0.00	5,260,202.50
	314	Res for following year budget	0.00	5,000.00	5,000.00
	315	Unassigned Funds	0.00	493,025.05	493,025.05
	32000	Retained Earnings	0.00	-95,159.98	-95,159.98
Net Income			310,094.71	139,431.69	449,526.40
Total Equity			5,570,297.21	545,519.76	6,115,816.97
TOTAL LIABILITIES & EQUITY			5,791,014.21	545,520.76	6,336,534.97
UNBALANCED CLASSES			575,515.98	-575,515.98	0.00

BCWMC December Financial Report - Operating Budget

	<u>Annual Budget</u>	<u>Nov 19 - Dec 16, 21</u>	<u>Feb 1 - Dec 16, 21</u>	<u>Budget Balance</u>
Income				
411 · Assessments to Cities	554,900.00	0.00	554,900.00	0.00
412 · Project Review Fees	62,000.00	6,000.00	48,000.00	14,000.00
413 · WOMP Reimbursement	5,000.00	0.00	4,500.00	500.00
414 · State of MN Grants	0.00	0.00	12,489.46	-12,489.46
415 · Investment earnings	0.00	101.99	704.42	-704.42
416 · Use of Fund Balance	5,000.00	0.00	0.25	4,999.75
417 · Transfers from LT & CIP	42,000.00	0.00	0.00	42,000.00
Total Income	668,900.00	6,101.99	620,594.13	48,305.87
Expense				
1000 · General Expenses				
1010 · Technical Services	134,000.00	7,301.50	85,467.00	48,533.00
1020 · Development/Project Reviews	68,000.00	4,016.89	68,850.15	-850.15
1030 · Non-fee and Preliminary Reviews	24,000.00	3,565.18	27,412.24	-3,412.24
1040 · Commission and TAC Meetings	12,000.00	1,235.50	9,511.70	2,488.30
1050 · Surveys and Studies	9,000.00	776.50	3,825.91	5,174.09
1060 · Water Quality / Monitoring	129,000.00	3,092.35	88,749.93	40,250.07
1070 · Water Quantity	7,000.00	493.00	6,652.56	347.44
1080 · Annual Flood Control Inspection	12,000.00	3,972.50	13,835.38	-1,835.38
1090 · Municipal Plan Review	2,000.00	0.00	0.00	2,000.00
1100 · Watershed Outlet Monitoring Program	23,000.00	4,046.90	17,386.81	5,613.19
1110 · Annual XP-SWMM Model Updates	0.00	0.00	375.50	-375.50
1120 · TMDL Implementation Reporting	7,000.00	0.00	175.00	6,825.00
1130 · APM/AIS Work	14,000.00	0.00	8,533.35	5,466.65
1140 · Erosion Control Inspections	0.00	0.00	0.00	0.00
1000 · General Expenses - Other		0.00	0.00	0.00
Total 1000 · General Expenses	441,000.00	28,500.32	330,775.53	110,224.47
2000 · Plan Development				
2010 · Next Gen Plan Development	18,000.00	1,722.00	6,296.50	11,703.50
2000 · Plan Development - Other		0.00	0.00	0.00
Total 2000 · Plan Development	18,000.00	1,722.00	6,296.50	11,703.50
3000 · Administration				
3010 · Administrator	67,400.00	5,328.00	61,811.00	5,589.00
3020 · MAWD Dues	3,750.00	0.00	3,750.00	0.00
3030 · Legal	15,000.00	1,081.20	12,016.30	2,983.70
3040 · Financial Management	4,000.00	1,000.00	8,600.00	-4,600.00
3050 · Audit, Insurance & Bond	18,000.00	0.00	14,849.00	3,151.00
3060 · Meeting Catering	1,300.00	0.00	0.00	1,300.00
3070 · Administrative Services	8,000.00	464.89	5,772.24	2,227.76
3000 · Administration - Other		0.00	0.00	0.00
Total 3000 · Administration	117,450.00	7,874.09	106,798.54	10,651.46
4000 · Implementation				
4010 · Publications / Annual Report	1,300.00	0.00	0.00	1,300.00
4020 · Website	1,800.00	0.00	406.60	1,393.40
4030 · Watershed Education Partnership	17,350.00	0.00	7,000.00	10,350.00
4040 · Education and Public Outreach	26,000.00	882.00	22,272.03	3,727.97
4050 · Public Communications	1,000.00	0.00	1,028.24	-28.24
4000 · Implementation - Other		0.00	585.00	-585.00
Total 4000 · Implementation	47,450.00	882.00	31,291.87	16,158.13
5000 · Maintenance				
5010 · Channel Maintenance Fund	20,000.00	0.00	0.00	20,000.00
5020 · Long Term-FEMA Floodplain Model	25,000.00	0.00	0.00	25,000.00
5000 · Maintenance - Other		0.00	0.00	0.00
Total 5000 · Maintenance	45,000.00	0.00	0.00	45,000.00
Total Expense	668,900.00	38,978.41	475,162.44	193,737.56
Net Income	0.00	-32,876.42	145,431.69	-145,431.69

BCWMC December Financial Report - CIP

		<u>Annual Budget</u>	<u>Nov 19 - Dec 16, 21</u>	<u>Feb 1 - Dec 16, 21</u>	<u>Inception to Date Budget</u>	<u>Remaining Budget</u>
Income						
	BC2,3,8 · DeCola Ponds B&C Improve		0.00	34,286.00		
	BC23810 · Decola Ponds/Wildwood Park	0.00	0.00	0.00		
	BC5 · Bryn Mawr Meadows	0.00	0.00	0.00		
	BC7 · Main Stem Dredging Project		0.00	125,000.00		
	BCP2 · Bassett Creek Park & Winnetka	0.00	0.00	0.00		
	CL3 · Crane Lake Improvement Project	0.00	0.00	0.00		
	ML21 · Jevne Park Stormwater Mgmt	0.00	0.00	0.00		
	NL2 · Four Seasons Mall Area	0.00	0.00	0.00		
	Qual · Channel Maintenance Fund		0.00	0.00		
	SL1,3 · Schaper Pond Enhancement	0.00	0.00	0.00		
	SL8 · Sweeny Lake Water Quality	0.00	0.00	236,850.01		
	TW2 · Twin Lake Alum Treatment	0.00	0.00	0.00		
	WST2 · Westwood Lake Water Quality	0.00	0.00	0.00		
Total Income		0.00	0.00	396,455.07		
Expense						
	2017CRM · CIP-Main Stem Cedar Lk Rd-Dupc	1,064,472.00	0.00	511.50	132,029.25	932,442.75
	BC-238 · CIP-DeCola Ponds B&C	1,600,000.00	0.00	0.00	1,507,985.31	92,014.69
	BC-2381 · CIP-DeCola Ponds/Wildwood Pk	0.00	0.00	20,036.50	53,395.89	-53,395.89
	BC-5 · CIP-Bryn Mawr Meadows	912,000.00	4,721.50	17,646.38	66,929.77	845,070.23
	BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00	5,082.50	21,106.00	123,513.03	2,635,486.97
	BCP-2 · CIP- Basset Cr Pk & Winnetka	1,123,351.00	0.00	0.00	1,066,648.32	56,702.68
	ML-12 · CIP-Medley Park Stormwater	0.00	0.00	30,191.00	82,843.61	-82,843.61
	ML-20 · CIP-Mount Olive Stream Restore	178,100.00	0.00	3,601.50	39,595.42	138,504.58
	ML-21 · CIP-Jevne Park Stormwater Mgmt	500,000.00	0.00	0.00	56,390.75	443,609.25
	ML-23 · CIP-Purch High Eff St Sweeper	81,600.00	0.00	0.00	0.00	81,600.00
	NL-2 · CIP-Four Seasons Mall	990,000.00	0.00	0.00	185,236.56	804,763.44
	PL-7 · CIP-Parkers Lake Stream Restore	485,000.00	0.00	3,666.00	61,213.12	423,786.88
	SL-1,3 · CIP-Schaper Pond	612,000.00	0.00	11,481.00	440,083.95	171,916.05
	SL-8 · CIP-Sweeny Lake WQ Improvement	568,080.00	221.00	10,392.48	339,128.07	228,951.93
	TW-2 · CIP-Twin Lake Alum Treatment	163,000.00	0.00	0.00	91,037.82	71,962.18
	WST-2 · CIP-Westwood Lake Water Quality	404,500.00	0.00	0.00	223,640.96	180,859.04
Total Expense		12,680,226.00	10,025.00	118,632.36	4,857,271.83	
Net Income		-12,680,226.00	-10,025.00	277,822.71		

BCWMC December Financial Report - Long Term Accounts

	Total Budget	Nov 19 - Dec 16, 21	Year-to-Date	Inception to Date	Remaining Budget
Income					
Fld1 · Flood Control Long Term Maint		0.00	14,064.50	169,420.90	
Fld2 · Flood Control Long Term Exp	699,980.00	0.00	5,529.50	484,266.41	
Total	699,980.00	0.00	8,535.00	-314,845.51	385,134.49
Flood1 · Emergency FCP Income		0.00		0.00	
Flood2 · Emergency FCP Expense	500,000.00	0.00		0.00	
Total	500,000.00	0.00	0.00	0.00	500,000.00
Gen · Next gen Plan Development Income		0.00		0.00	
Gen1 · Next gen Plan Development Ex	30,000.00	0.00		0.00	
Total	30,000.00	0.00	0.00	0.00	30,000.00
Qual · Channel Maintenance Fund		0.00			
Qual1 · Channel Maintenance Expense	440,950.00	0.00		267,073.30	
Total	440,950.00	0.00	0.00	-267,073.30	173,876.70
TMDL1 · TMDL Studies Income		0.00			
TMDL2 · TMDL Studies Expense	135,000.00	0.00		107,850.15	
Total	135,000.00	0.00	0.00	-107,850.15	27,149.85



Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr)
Subject: Item 4D: Golden Valley 2022 Pavement Management Program (PMP) Project – Golden Valley, MN
BCWMC December 16, 2021 Meeting Agenda
Date: December 8, 2021
Project: 23270052 2021 2268

4D Golden Valley 2022 Pavement Management Program (PMP) Project – Golden Valley, MN BCWMC 2021-28

Summary:

Proposed Work: Street reconstruction, subgrade correction, concrete curb and gutter replacement, water main and storm sewer replacements, sanitary sewer rehabilitation, and pedestrian ramp and driveway construction

Project Proposer: City of Golden Valley

Project Schedule: 2022 construction

Basis for Review at Commission Meeting: Linear project with more than five acres of disturbance

Impervious Surface Area: Decrease approximately 0.65 acres

Recommendation for Commission Action: Approval

General Project Information

The proposed linear project is in the City of Golden Valley at various locations within Bassett Creek Main Stem Subwatershed. The proposed linear project includes reconstruction of City of Golden Valley streets and utility improvements, including water main, sanitary sewer, and storm sewer, resulting in 8.08 acres of grading (disturbance). The proposed linear project creates 4.65 acres of fully reconstructed impervious surfaces and a decrease of 0.65 acres of impervious surfaces, from 5.30 acres (existing) to 4.65 acres (proposed).

Floodplain

The proposed project does not involve work in the BCWMC 100-year floodplain; therefore, BCWMC floodplain review is not required.

Wetlands

The City of Golden Valley is the local government unit (LGU) responsible for administering the Wetland Conservation Act; therefore, BCWMC wetland review is not required.

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr)
Subject: Item 4D: Golden Valley 2022 Pavement Management Program (PMP) Project – Golden Valley, MN
Date: December 8, 2021
Page: 2

Rate Control

The proposed linear project does not create one or more acres of net new impervious surfaces; therefore, BCWMC rate control review is not required.

Water Quality

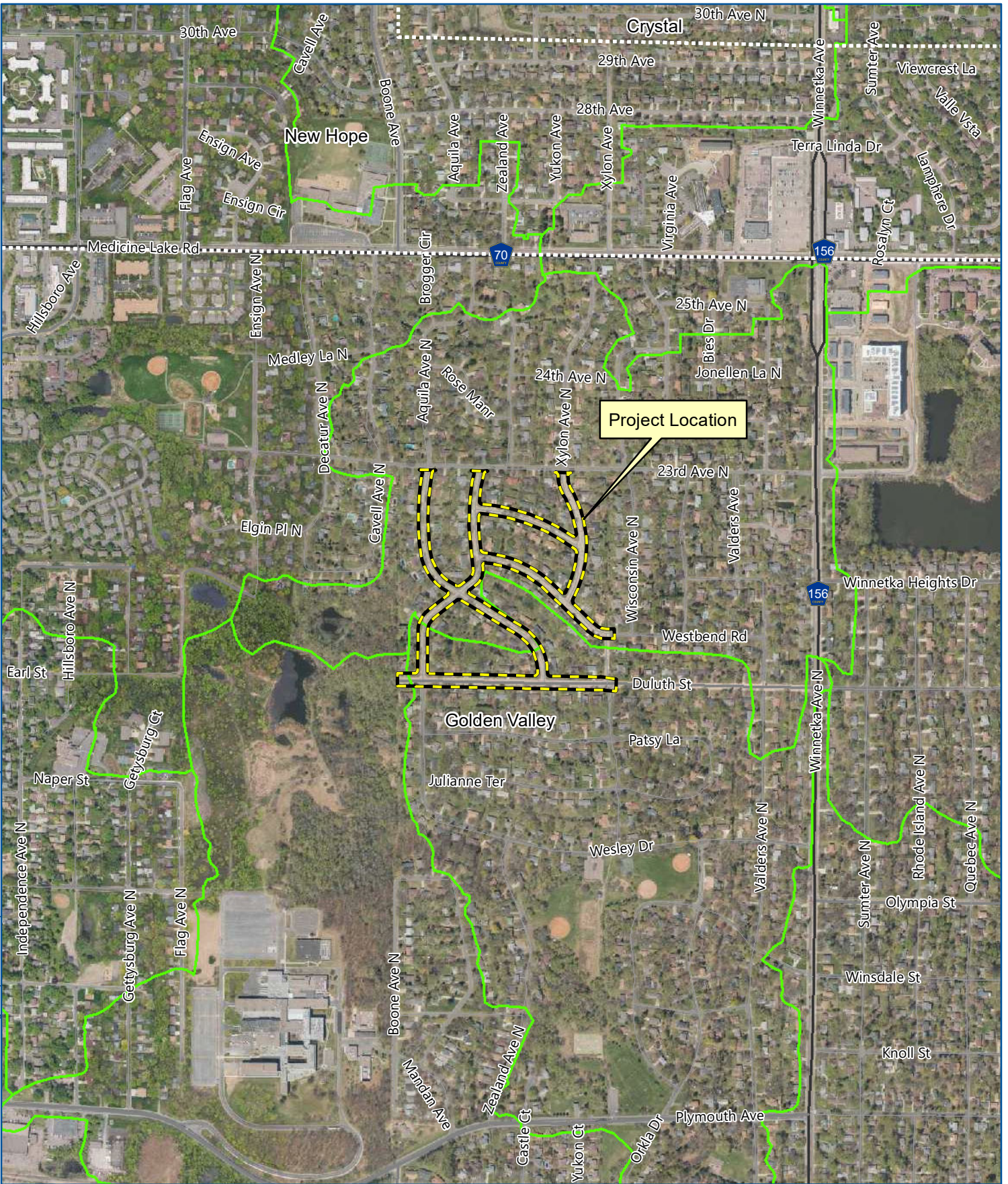
The proposed linear project does not create one or more acres of net new impervious surfaces; therefore, BCWMC water quality review is not required. However, the proposed linear project includes a reduction of impervious surfaces and two manholes with a four-foot-deep sumps and SAFL baffles at the locations where the storm sewer for the proposed project area connects to existing storm sewers.

Erosion and Sediment Control






The proposed linear project results in one or more acres of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include rock construction entrances, sediment control logs, silt fence, erosion control blankets, mulch, and storm drain inlet protection. Permanent erosion and sediment control features include stabilization with sod.

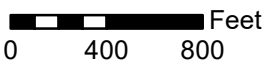
Recommendation for Commission Action

We recommend that the Commission approve the project plans as submitted on November 11, 2021.



Project Location

-  Project Location
-  Municipality
-  BCWMC Legal Boundary
-  Major Subwatershed
-  Bassett Creek



BCWMC #2021-28
 GOLDEN VALLEY 2022 PMP
 Golden Valley, MN

LOCATION MAP



Stantec Consulting Services Inc.
7500 Olson Memorial Highway Suite 300, Golden Valley MN 55427-4886

December 8, 2021

Laura Jester
Bassett Creek Watershed Management Commission
16145 Hillcrest Lane
Eden Prairie, MN 55346

2022 Bassett Creek Watershed Outlet Monitoring Program Services

Dear Ms Jester,

Thank you for the opportunity to provide a scope of work and budget to continue operating the Met Council Environmental Services' (MCES) Watershed Outlet Monitoring Program (WOMP) station for Bassett Creek. Stantec has a long history of providing stream monitoring expertise to our clients and are confident this expertise will provide the Bassett Creek Watershed Management Commission (BCWMC) the highest quality stream monitoring

Scope of Work

Stantec will provide monitoring services and work with MCES staff to ensure that all monitoring needs/requirements for the Bassett Creek WOMP are satisfied. Stantec will complete the following tasks to accomplish the scope of work:

Task 1, Project Management

This task assumes 1 hour of Stantec staff time per month for managing/coordinating budgets and field staff, and communication between Stantec MCES, and BCWMC staff.

Task 2, Routine Monitoring

Stantec will collect routine monitoring samples once every two weeks beginning in January 2022 through December 2022 (~25 total events). This task assumes approximately 3.5 hours of staff time per sample event which includes field sampling preparation, sample collection, and sample delivery to MCES laboratory in St. Paul. This task also covers staff time for on-site equipment training/maintenance with MCES staff.

Reference: Bassett Creek Watershed Outlet Monitoring Program Services

Task 3, Storm Event Monitoring

The storm water autosampler station is setup at the new site and should be fully operational by March 2022. Stantec will target and collect approximately 8 storm event samples in 2022. This task assumes approximately 2.5 hours of staff time per sample event which includes field sampling prep, sample collection, and sample delivery to MCES laboratory in St. Paul.

Task 4, Attend MCES Co-operator Forum

One Stantec staff member will attend MCES’s WOMP Station Cooperator Forum which is typically held in the spring. A summary of the forum will be provided to BCWMC staff.

Cost Estimate

Stantec proposes to perform the scope of work stated above on a time and materials basis for a total estimated cost of \$19,220 for the 2022 monitoring season. A detailed breakdown of our cost estimate is provided below.

Table 1: Tasks and estimated costs.

Project Team

Anne Wilkinson	Task 1: Project Management	12	\$ 1,764.00
Anne Wilkinson/ Nick Omodt	Task 2: Routine Monitoring	88	\$ 12,276.00
	Task 3: Storm Event Monitoring	20	\$ 2,400.00
Anne Wilkinson or Nick Omodt	Task 4: Attend MCES Cooperator Forum	6	\$ 720.00
--	Mileage	1,400 miles	\$ 810.00
	Equipment (Data Sonde)	\$50/day	\$ 1,250.00
Total Estimated Project Cost			\$ 19,220.00

The following Stantec staff will execute the Scope of Work. Other staff will participate as needed

- Project Manager Anne Wilkinson
- Environmental Scientist Nick Omodt

Reference: Bassett Creek Watershed Outlet Monitoring Program Services

Summary

Thank you for this opportunity to work with the BCWMC. Should you have any questions, or need clarification of anything presented in this scope of work, please do not hesitate to contact Anne Wilkinson at 763-252-6877 or anne.wilkinson@stantec.com.

Regards,

Stantec Consulting Services Inc.



Anne Wilkinson
Civil Engineer in Training
Phone: 763 252 6877
anne.wilkinson@stantec.com



Eileen Weigel, PE
Associate, Senior Water Resource Engineer
Phone: 763.252.6853
eileen.weigel@stantec.com



BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

A RESOLUTION OF APPRECIATION FOR SERVICES OF DAWN PAPE
TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the "Commission") is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to the Metropolitan Surface Water Management Act); and

WHEREAS, under the Act and the Commission's joint powers agreement the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, Dawn Pape served as the Commission's Education Consultant from 2016 to 2021; and

WHEREAS, Dawn performed a variety of important tasks over the years including writing monthly columns for local newspapers; starting, growing and maintaining Commission social media accounts; and developing multiple short educational videos - all of which relayed important information to the public about Commission projects, watershed resources, the effects of various pollutants, and best practices for residents and others to protect and improve lakes and streams; and

WHEREAS Dawn's creativity, energy, and talent contributed to multiple successful educational campaigns for the Commission including development of catchy educational games, effective banners, and streamlined, targeted print materials around important topics like chloride pollution and aquatic invasive species; and

WHEREAS, with Dawn's leadership, the Commission's education activities grew into a robust Bassett Creek Watershed Education Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Bassett Creek Watershed Management Commission, its member cities, and the public hereby express its sincere and grateful appreciation to Dawn Pape Kremer for her distinguished service to the Commission.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 16th day of December, 2021.

Chair



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Consider Approval of 50% Design Plans for 2021 Main Stem Lagoon Dredging Project (2021 CIP Project BC-7) -- BCWMC December 16, 2021 Meeting Agenda
Date: December 9, 2021
Project: 23271860.00

5A Consider Approval of 50% Design Plans for 2021 Main Stem Lagoon Dredging Project, Golden Valley (2021 CIP Project BC-7)

Summary:

Proposed Work: 2021 Main Stem Lagoon Dredging Project, Golden Valley (2021 CIP Project BC-7)

Basis for Commission Review: 50% Design Plans Review

Change in Impervious Surface: N.A.

Recommendations:

- 1) Consider approval of 50% drawings
- 2) Authorize Commission Engineer to continue design and permitting and bring 90% design plans to a future Commission meeting
- 3) Authorize Commission Attorney to work with MPRB on documentation regarding indemnification, liabilities, and necessary permissions for construction

The Bassett Creek Watershed Management Commission (BCWMC) is funding the \$2,759,000 "Dredge Accumulated Sediment in the Main Stem of Bassett Creek in Wirth Park Project" (Main Stem Lagoon Dredging Project) (2021 CIP Project BC-7):

- \$2,434,000 funded through a combination of CIP levies collected in tax years 2021 – 2024 and up to \$800,000 in BCWMC closed project account funds,
- Remaining \$325,000 funded through grants – \$250,000 Watershed Based Implementation Funding and \$75,000 Hennepin County Opportunity Grant funding.

Unlike most CIP projects where the BCWMC enters into an agreement with a member city to design and construct the project, the BCWMC is designing and constructing this project, in close coordination with the Minneapolis Park and Recreation Board, the City of Minneapolis, and the City of Golden Valley. At their November 2020 meeting, the Commission approved a timeline for implementation and directed the Commission Engineer to prepare a scope of work for project design and engineering. The Commission approved the engineering scope and budget at their January 2021 meeting.

The Commission Engineer completed the 50% design plans. Pursuant to the approved work scope, the Commission must review and approve the design plans.

Selected Project and Design features – 50% plans

The Commission approved the Main Stem Lagoon Dredging Project Feasibility Study in May 2020 and selected implementation of Alternative 2-all (dredge all three lagoons to 6-foot depth).

This project will remove 39,600 cubic yards (CY) of accumulated sediment from three of seven “lagoons” created along the Main Stem of Bassett Creek in Theodore Wirth Regional Park, between Golden Valley Road and Highway 55 (Figure 1). These lagoons were originally created in the mid-1930s by Civilian Conservation Corps crews. The project will improve flow capacity, floodplain storage, and habitat, and will result in significant water quality improvements by removing an estimated 600 lbs/year of total phosphorus and 156,000 lbs/year of total suspended solids which currently flow downstream through the Bassett Creek Valley and into the Mississippi River.

Based on testing conducted during the feasibility study, the excavated sediment is considered contaminated and must be disposed at a landfill. Despite the higher sediment disposal costs, the project results in a relatively low cost per pound pollutant removal of only \$226/pound of total phosphorus.

The feasibility report for the project formed the basis for the project design, and there are no material differences from the feasibility level concepts. The feasibility report and further project information can be found online at <https://www.bassettcreekwmo.org/index.php?cID=506>.

The primary design features of the proposed work, as shown on the attached 50% plans, include:

- 1) Pond dredging. As noted above, the project will remove 39,600 CY of accumulated sediment to deepen Lagoons D, E, and F to a depth of 6 feet. The project will re-establish an aesthetic and function similar to the original design. Based on concentrations of polycyclic aromatic hydrocarbons (PAH) (as BaP equivalents) and diesel range organics (DRO), sediment in all three lagoons does not meet MPCA guidelines for Unregulated Fill (MPCA, 2012), indicating it is not suitable for unrestricted offsite reuse. In addition, BaP equivalents are above the MPCA Industrial Soil Reference Values (SRV), indicating the sediments are not suitable for reuse at other commercial or industrial properties. Based on the sediment sampling results and MPCA guidelines, the dredged material will require landfill disposal. Pond side slopes will be 4H:1V starting approximately at the normal water level. The intent is to avoid disturbing the existing banks. The design does not incorporate a bench.
- 2) Streambank erosion repairs. The minor erosion on the streambanks identified in the feasibility study at the upstream end of Lagoon E (riprap repair) and along the left bank of Lagoon D (live stakes) are relatively small and will be repaired as part of the larger dredging project.
- 3) Construction access for Lagoons E and F will be from Theodore Wirth Parkway, and for Lagoon D will be along the Grand Rounds Trail between Theodore Wirth Parkway and a location just south of the Plymouth Avenue bridge. A trail closure is anticipated during dredging of Lagoon D.
- 4) Restoration. Construction access points would be restored with existing vegetation (primarily turf grass). There is a narrow strip around the lagoon perimeters that would be seeded with a wetland mix

(or other appropriate native seed mix) and covered with erosion control blanket. With the exception of construction access, construction will not disturb the existing vegetative buffer around the ponds, so the design does not include buffer restoration.

- 5) Previous BCWMC Main Stem stream restoration project. The construction will avoid the previous stream restoration project in this area. The design plans will be modified to show the location(s) of the stream restoration area, with direction to the contractor to avoid the area(s) during construction.

Opinion of cost

The table below summarizes our opinion of costs, based on the 50% design plans:

Table 1 Opinion of Cost Summary – Deepen ALL Lagoons to 6 Feet

Description	Unit	Estimated Quantity	Unit Price	Extension
Mobilization / Demobilization	LS	1	\$160,000.00	\$160,000.00
Erosion & Sediment Control	LS	1	\$20,000.00	\$20,000.00
Control of Water / Dewatering	LS	1	\$45,000.00	\$45,000.00
Remove and Dispose Dredged Material at Landfill	CY	39,600	\$50.00	\$1,980,000.00
Natural Bank Stabilization	LF	100	\$56.00	\$5,600.00
Riprap Bank Stabilization	CY	20	\$150.00	\$3,000.00
Restoration	LS	1	\$5,000.00	\$5,000.00
Parkway Paving/Mitigation	SY	2500	\$10.00	\$25,000.00
Subtotal				\$2,244,000.00
Construction Contingency (10%)				\$225,000.00
Total w/Construction Contingency				\$2,469,000.00
Engineering				\$238,000.00
Total w/ Engineering				\$2,707,000.00
ESTIMATED ACCURACY RANGE		-15%		\$2,301,000.00
		25%		\$2,877,000.00

The total estimated project costs including design and engineering are within the overall project budget.

Schedule

Dredging of all three lagoons (D, E, and F) is planned for winter 2022-2023. The table below summarizes the anticipated schedule.

Tasks and milestones	Estimated Schedule
Design – complete 50% plans and opinion of cost for Commission review and approval and agency permitting	December 2021 Commission meeting
Permitting	Ongoing through Spring/Summer 2022
Public engagement (Inform)	January 2022 through construction
Design – complete 90% plans, specifications, and opinion of cost for Commission review and approval	June/July 2022 Commission meeting
Design – complete 100% plans specifications, and opinion of cost for Commission review and approval/authorize project to go out for bids	August 2022
Bidding	September/October 2022
Commission meeting to award the bid	October 2022 Commission meeting
Construction	Winter 2022 – 2023
Record drawings, final restoration, project closeout	Spring/Summer 2023

Stakeholder Engagement

We will reach out to two main groups during design and construction of this project:

1. Project stakeholders: BCWMC Commissioners, BCWMC staff, Minneapolis Park and Recreation Board, City of Golden Valley and City of Minneapolis.

We held our first project stakeholder meeting on December 7, 2021 and received many helpful comments and suggestions as a result of the meeting. We will continue to coordinate with the stakeholders, and plan to hold at least one more meeting with the group (prior to 90% plan approval by the Commission).

2. Public – we will coordinate with the project stakeholders (especially MPRB) to reach out to two subsets of the public to inform them about the project:
 - a. Neighborhood residents – This will include outreach to nearby neighborhood associations (Harrison, Bryn Mawr, Northside Residents Redevelopment Council) and articles in neighborhood newsletters and local newspapers about the project and links to the MRPB webpage, which will include an option to sign up for automatic email updates.
 - b. Park users, including winter (skier) users and users during other seasons - This will include coordination with the Loppet Foundation and signage in the park with QR codes directing the public to webpages. Both BCWMC and MPRB will maintain a project webpage with timely updates, especially during construction. As noted above, the MRPB webpage will include an option to sign up for automatic email updates.

Approvals/permit requirements

In addition to BCWMC approval of the plans, the following permitting and approvals are required for the project.

- 1) Minnesota Wetland Conservation Act (WCA) Approval – The City of Golden Valley is the LGU for the project location. The Minnesota Board of Water and Soil Resources (BWSR) oversees administration of the WCA statewide. A permit related to wetland impacts will likely be required. Although it is also

likely the project will be covered under WCA no-loss criteria 8420.0415 (B), the LGU will make the final determination. We will complete the joint application form and submit for approval.

- 2) US Army Corps of Engineers permit (Section 404 Permit and Section 401 Certification) – We will submit the joint permit applications to both the LGU and the USACE. It is likely the proposed project would fall under a USACE Nationwide Permit from the USACE if the project can be performed through excavation only (i.e., no grading or filling). However, it is ultimately up to the discretion of the USACE. USACE decisions on Nationwide permits typically happen within 60 days of submittal.
 - a) State Historic Preservation Office (SHPO) - Any determination by USACE would be subject to SHPO review and concurrence. During the feasibility study USACE indicated this project could likely receive a “no adverse effect” determination, so long as the applicant provides adequate documentation showing that the proposed dredging activities are adhering to the original park plans from the 1930s, and temporary impacts associated with project are minimized as much as practicable. However, coordination with SHPO could result in a different determination and delay the permitting process. Because the project area was completely impacted during construction in the 1930s, and that dredging would only occur within the limits of the original design, it is not anticipated that there would be any significant cultural resources impacted by this project.
- 3) Minnesota Department of Natural Resources (MDNR) public waters work permit – Bassett Creek is a public watercourse and Lagoon E is a public water (MDNR #27065100P), so the proposed work will require a MDNR public waters work permit. We will prepare and submit this permit application.
- 4) Environmental Assessment Worksheet (EAW) – Minnesota Rules Section 4410.4300, Mandatory EAW Categories, Subp. 27A require preparation of an EAW for “projects that will change or diminish the course, current, or cross-section of one acre or more of any public water or public waters wetland.” Based on these requirements, an EAW is required for the project. The City of Golden Valley is the Regional Government Unit (RGU) for preparing the EAW. The Commission Engineer prepared the EAW, the Commission approved the EAW at their October 2021 meeting, and the City of Golden Valley subsequently approved the EAW. As the RGU, the city publicly noticed the EAW and the Commission Engineer submitted the EAW (on behalf of the RGU) to the Minnesota Environmental Quality Board (EQB) for a 30-day comment period on November 24, 2021. Comments on the EAW will be received through December 30, 2021. After completion of the 30-day comment period, responses to comments will be prepared and the RGU will make a final determination on the need for an EIS.
- 5) Minnesota Pollution Control Agency (MPCA) permitting – as currently designed, this project does not disturb more than one (1) acre of upland and therefore would not require a permit or a stormwater pollution prevention plan (SWPPP). However, we are following MPCA guidelines for erosion and sediment control in the project design. If the scope of construction changes and the one-acre threshold of upland disturbance is exceeded, we would prepare the SWPPP and the contractor would apply for this permit.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5A – Consider Approval of 50% Design Plans for 2021 Main Stem Lagoon Dredging Project (2021 CIP Project BC-7) -- BCWMC December 16, 2021 Meeting Agenda
Date: December 9, 2021
Page: 6

- 6) Minneapolis Park and Recreation Board (MPRB) construction permit & type IV parkway permit – The MPRB requires a Construction Permit and Parkway Permit for construction related activities on parkland/parkway; the MPRB Planning Services Division administers the permit process after approval of the 90% plans. The contractor will prepare and submit these permit applications after the Notice of Award.

In addition to permitting, we will continue to coordinate with the MPRB regarding the details of construction access, parking, and use/restoration of the parkway and trails. We will also coordinate with the BCWMC attorney regarding the contractual/legal relationship with MPRB, including insurance, indemnification, and contractor qualifications.

- 7) City of Golden Valley stormwater management permit - The City of Golden Valley requires a Stormwater Management Permit for land-disturbing activities that remove soils or vegetation, including but not limited to clearing, digging, dredging, draining, or filling. This project exceeds the thresholds that trigger this permit. We will prepare and submit this permit application. The city requires preservation or maintenance of native or natural vegetation buffers along streams and around wetlands. We will coordinate with the city and MPRB on how and where existing non-native buffers may need to be restored to native vegetation. (NOTE: Buffer restoration is not currently included in the project budget as it was not identified as a project activity in the feasibility study.)



We anticipate submitting the joint permit application (for WCA and USACE/SHPO) and the MDNR permit application in January 2022, following Commission approval of 50% design plans. The MPRB and Golden Valley permits will be applied for a month or two before the start of construction.

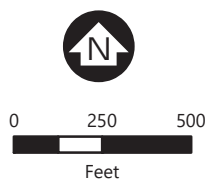
Recommendations

- A) Consider approval of 50% design plans
- B) Authorize the Commission Engineer to continue design and bring 90% design plans to a future Commission meeting.
- C) Authorize Commission Attorney to work with MPRB on documentation regarding indemnification, liabilities, and necessary permissions for construction.



Aerial Imagery: April 2019; NearMap

-  Project Area
-  Theodore Wirth Regional Park



SITE LOCATION MAP

Golden Valley, Minnesota

FIGURE 1-1



Westwood Lake Improvement Project WST-2



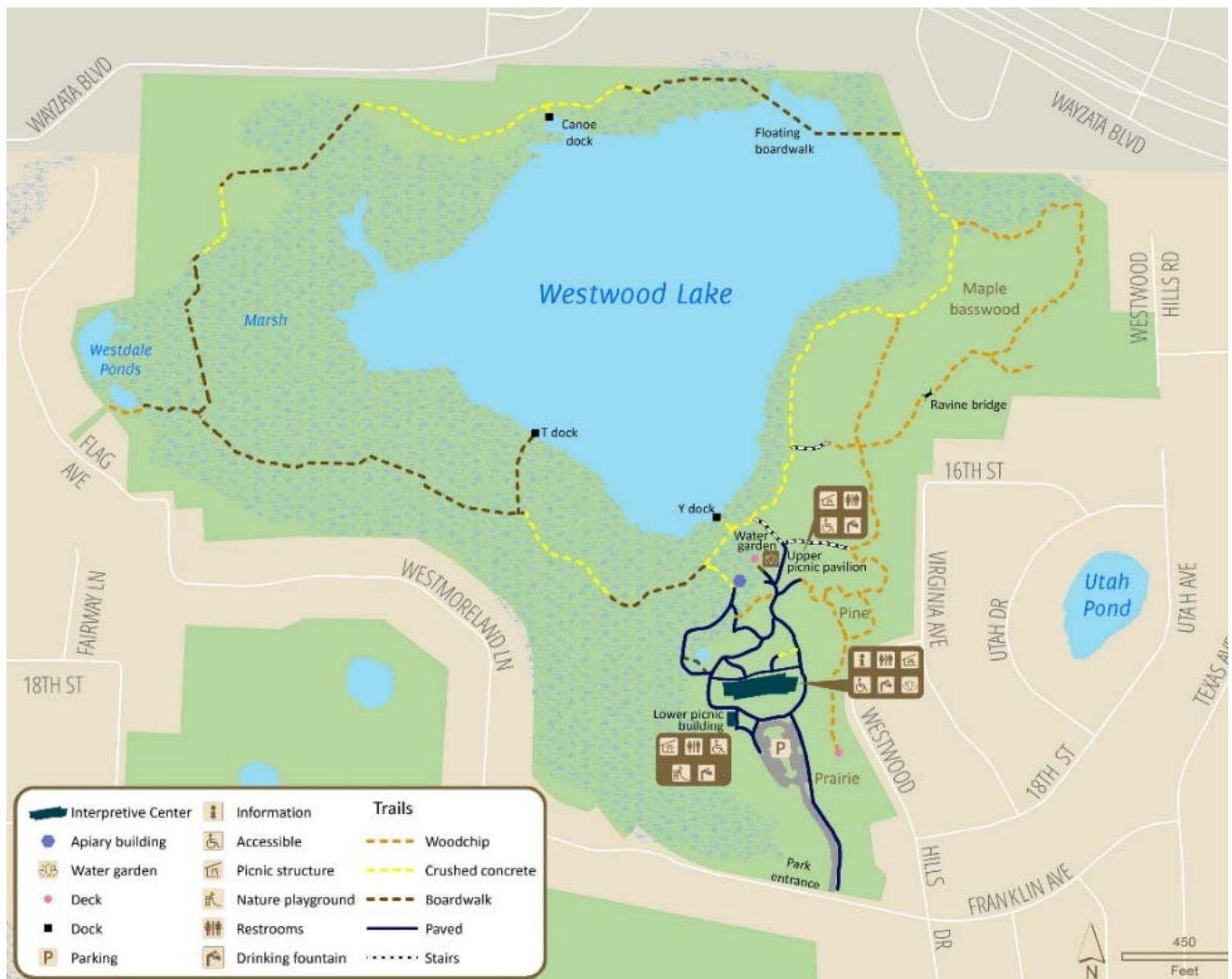
FINAL REPORT
June 1, 2021

I. Project Overview

The Westwood Lake Water Quality Improvement Project is part of a much larger project at the Westwood Hills Nature Center, 8300 West Franklin Avenue, St. Louis Park, Minnesota. The North Water Feature project assists water quality improvement by providing additional storm water runoff storage, and reducing runoff volume, and sediments and nutrients in the water, through infiltration, evaporation, or evapotranspiration. The water used in this feature is captured from the rainwater that comes off of the roof of the interpretive center building. This project also includes educational benefits through signage, pedestrian bridges and interactive hand pumps. Staff will develop an educational curriculum based on the bog and the hydrologic cycle represented through the linear storm water feature.

II. Project Area

The Westwood Lake Water Quality Improvement Project is part of a much larger project at the Westwood Hills Nature Center. The new Interpretive Center building is the most environmentally sustainable building within the state, making it a thought-provoking project to design and build. Recently the building design achieved Net-Zero energy for the past 12 months and is undergoing certification to acknowledge that accomplishment. Once certified, this will be one of the first, if not the first, certified Net-Zero energy commercial buildings in Minnesota.



III. Project Description and Outcomes

The Westwood Lake Water Quality Improvement Project was completed in the spring of 2021. This improvement project was constructed in conjunction with the new Westwood Hills Nature Center's Interpretive Center Building Project. The City of St. Louis Park hired Barr Engineering for the design and bidding assistance as well as overseeing the construction of this project.

The project is a meandering water feature that captures and recirculates collected runoff from the roof of the nature center and provides water quality improvements that are above and beyond what the Commission requires for the redevelopment of the overall nature center. There is an emphasis on public education about stormwater management within and out of the nature center, including interactive features and kiosks discussing the water cycle, the Tamarac Bog, and the good work that the Bassett Creek Watershed Management Commission does. Westwood Hills Nature Center serves, on average, over 27,000 people in programs, events, and visitor services.

Stormwater management and nutrient-reduction capacity created by the project is estimated at 59.9 pounds annually of Total Suspended Solids and 0.33 pounds annually of Total Phosphorus. A final analysis of the actual pollutant reduction has not been completed to date. The water feature project functions as designed.

IV. Timeline and Key Documents

The following are links to The Westwood Lake Water Quality Improvement Project, which is part of a much larger project at the Westwood Hills Nature Center.

The following links include documents, reports, timelines, and dedicated webpages.

- [Westwood Lake Water Quality Improvement Project website](#)
- [Feasibility Study Proposal](#) (approved September 2017)
- [Final Feasibility Study](#) (approved May 2018; concept #3 chosen by BCWMC)
- [50% Designs](#) (approved July 21, 2018) ~ [Presentation of 50% Designs](#)
- [Resolution Ordering Project](#) (August 16, 2018)
- [City of St. Louis Park new Interpretive Center](#)
- Initial letter requesting reimbursement (March 30, 2020)
- Final Report June 1, 2021

V. Project Budget and Funding

The entire Westwood Hills Nature Center construction project was budgeted at \$12,345,493 of which \$1,000,000 was designated for the design of the project. The estimated cost of the Westwood Lake Water Quality Improvement Project is \$404,500. Design and engineering cost was \$116,000 and \$288,500 was expended to construct the water quality improvement project. \$404,500 will be paid from funds received from a county tax levy pursuant to Minnesota Statutes, section 103B.251 levied in 2018 for collection in 2019.

The initial reimbursement request in the amount of \$174,486.76 (\$96,891.76 for design and \$77,595 for construction) was submitted and reimbursed by BCWMC in March of 2020.

VI. Lessons Learned

Lessons learned with the water quality project are few and largely minor and include issues with landscape edging, hand pumps losing prime, and movement of stones within the channel. The larger lessons learned pertain to managing the invasive vegetation, in the bog specifically, and around the ponds.

The bog is a sensitive area and gaining access to adequately maintain is challenging. Staff is thinking of how to cover over the winter months to aid in the spring cleanup. Managing the native vegetation areas surrounding the pond is routine maintenance. However, the nature area struggles to manage invasive vegetation and keeping the pond and channel areas well maintained takes extra staff time. There is little we would change with the design, but on a project of this nature, requires a lot of attention to the smallest of details, long term maintenance, and flexibility in the budgets to make field changes as they are identified.

VII. Maintenance

The Westwood Lake Water Quality Improvement Project is part of a much larger project at the Westwood Hills Nature Center, where facility staff is onsite on a daily basis and will be observed as such. The benefit of this project enhances the overall center and will be inspected and maintained by trained naturalists knowledgeable in native habitats. Maintenance of this new water feature includes the following items:

- Inspections and maintenance activities routinely and recorded in Cartograph asset management software
- Maintain adequate water levels within bog on a weekly basis
- Removal of debris from the lower catch basin daily
- Removal of debris and undesirable vegetation from the water channel monthly
- Stabilize stones within water channel as needed
- Winter shutdown procedures – drain and remove sediment from piping and pond, drain and open valves, and drain the water from the holding tank
- Completion of these tasks will be completed by Westwood Hills Nature Center Naturalists staff

VIII. Photos



North water feature under construction



Bog liner and maintenance channel installation



Tamarack bog at the start of planting

Transplanted bog fully planted





Watershed educational sign located inside the interpretive center of Westwood Hills Nature Center



Bog educational sign facing bog at Westwood Hills Nature Center

Pump patio educational sign at Westwood Hills Nature Center



November 16, 2021

Laura Jester, Administrator
Bassett Creek Watershed Management Commission
16145 Hillcrest Lane
Eden Prairie, MN 55346

RE: Westwood Hills Nature Center Water Quality Project WST-2
City Project No. 36190002

Dear Ms. Jester,

Please find attached payment documentation totaling \$19,108.11 for design and \$219,386.42 for construction of the Westwood Hills Nature Center Water Quality Project in St. Louis Park. Per the Cooperative Agreement for the Westwood Hills Nature Center Project between the City of St. Louis Park and the Bassett Creek Watershed Management Commission, the city is requesting the final reimbursement of \$180,859.04 (\$219,386.42 less commission expenses) for this project at this time.

Of the \$12,000,000 total project cost for the Westwood Hills Nature Center redevelopment project, \$404,500 is slated to be paid with BCWMC CIP funding per agreement with the City of St. Louis Park for the Westwood Lake Improvement Project. This invoice includes expenditures for design and construction.

The city is grateful for the partnership with the Bassett Creek Watershed Management Commission on water quality improvements and protections.

If you have any questions or need additional information, please contact me at 952.924.2554 or jwest@stlouispark.org.

Sincerely,

Jason T. West

Jason T. West
Recreation Superintendent

Enclosures

Table 1. Design, construction and monitoring costs December 28, 2019 - November, 2021

Design Costs			
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
4/9/2020	Barr Engineering	Design fee, Dec. 28, 2019 - March 20, 2020	\$2,376.61
6/15/2020	Barr Engineering	Design fee, March 22 - May 15, 2020	\$9,395.00
7/10/2020	Barr Engineering	Design fee, May 16 - June 12, 2020	\$4,251.00
7/27/2020	Barr Engineering	Design fee, June 13 - July 10, 2020	\$3,085.50
		Total design fees to date	\$19,108.11
Construction Costs			
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
12/12/2019	Sundial Solar Energy	Photovoltaic collectors, Nov. 1 - 30, 2019	\$ 79,076.10
3/11/2020	Sundial Solar Energy	Photovoltaic collectors, Jan. 1 - March 31, 2020	\$ 83,030.00
4/17/2020	Rachel Contracting, LLC	Earthwork for rainwater feature, to April 30, 2020	\$ 10,380.00
4/24/2020	Split Rock Studios	Signage	\$ 2,348.00
5/15/2020	Boreal Natives / Prairie Restorations	Harvest and install bog	\$ 8,300.00
5/22/2020	Rachel Contracting, LLC	Earthwork for rainwater feature, to May 22, 2020	\$ 12,975.00
5/31/2020	Great Northern Landscape, Inc.	Landscaping	\$ 62,890.00
6/25/2020	Sundial Solar Energy	Photovoltaic collectors, April 1 - June 30, 2020	\$ 39,463.42
		Total construction costs to date	\$219,386.42
			\$238,494.53
		Approved amount	\$404,500.00
		Less previous reimbursement	(\$174,486.76)
		Less commission expenses	(\$49,154.20)
		Remaining reimbursable amount	\$180,859.04



Bassett Creek Watershed Management

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: BCWMC Technical Advisory Committee
Date: December 6, 2021

RE: Discussions and Recommendations on XPSWMM Updates, Flood Control Project Items, and Future Assessment Needs

The BCWMC Technical Advisory Committee met on November 22nd via Zoom to discuss several items. Discussion and recommendations included below. Attendees included:

City/Partner	Technical Advisory Committee Members and Others
Crystal	Mark Ray
Golden Valley	Eric Eckman
Medicine Lake	Susan Wiese
Minneapolis	Liz Stout, Katie Kowalczyk
Minnetonka	Sarah Schweiger
New Hope	Dave Lemke, Nick Macklem
Plymouth	Ben Scharenbroich, Chris LaBounty
Robbinsdale	Richard McCoy
St. Louis Park	Erick Francis
Others	Laura Jester, Administrator; Karen Chandler and Jim Herbert, Commission Engineers

1 Revisit XPSWMM Model Update Timing

At their meeting in August, the BCWMC approved the TAC’s recommendations regarding the timing and budget for XPSWMM model updates and requested that the timing of future model updates be revisited and confirmed at a future TAC meeting. (Background: August [TAC memo](#) to BCWMC and [August meeting minutes](#))

The TAC again discussed the timing of future updates and continues to recommend that no specific schedule be set for model updates. The TAC noted that larger but less frequent updates would be more cost effective. There was consensus that cities should be annually polled not only to submit data as previously agreed, but also to gather their thoughts or recommendations on the potential need for a model update. This information would be gathered prior to BCWMC budget setting. The TAC agreed that

several factors should be annually considered to determine whether or not a model update should be scheduled including:

- the number of potential locations needing updates
- the location or magnitude of the new projects, especially if located along/directly impacting the Bassett Creek trunk system (versus upstream watershed areas)
- specific requests to update from BCWMC member communities
- advance knowledge of larger CIP projects that could directly impact the Bassett Creek trunk system (e.g. large city or MnDOT project slated in upcoming years that might impact the trunk system)

2 Review Latest Costs for Flood Control Project (FCP) Inspections and Consider Budget Implications

Commission Engineer Jim Herbert asked for the TAC's thoughts on overall Commission responsibilities regarding the Flood Control Project (FCP) and provided information regarding the schedule and recent costs of FCP inspections. He reviewed the Commission's current inspection program for the FCP features (approved with [FCP policy in 2016](#)) including:

- Annual inspection of all non-tunnel FCP features
- Inspection at least every 5 years of the double box culvert
- Inspection every 10 years of the 2nd Street Deep Tunnel
- Inspection every 5 years of the 3rd Avenue Deep Tunnel (in conjunction with City of Minneapolis I-94 tunnel inspection)

Engineer Herbert noted that he recommends the Commission revise the schedule to disconnect the 3rd Avenue tunnel inspections from the City of Minneapolis I-94 tunnel inspection. He asked the TAC to review the following proposed inspection program for the FCP features:

- Annual inspection of all non-tunnel FCP features (*no change*)
- Inspection every 5 years of the double box culvert (*no change*)
- Inspection every 10 years of the 3rd Avenue and 2nd Street deep tunnels (*requires lowering of the Mississippi River Middle Pool to dewater the tunnels*) (*no change*)
- Additional inspection of the 3rd Avenue and unsubmerged portions of the 2nd Street deep tunnels (at 5 years between the 10-year inspections of entire deep tunnel) (*disconnects additional 3rd Avenue inspection from City's I-94 tunnel inspection and adds the unsubmerged portion of the 2nd Street tunnel*)
 - a. Option 1: additional detailed deep tunnel inspections of 3rd Ave. tunnel and unsubmerged portions of 2nd St. tunnel and comprehensive report.
 - b. Option 2: additional less comprehensive deep tunnel inspections of 3rd Ave tunnel and unsubmerged portions of 2nd St. tunnel and technical memorandum.

The TAC agreed this was an appropriate revision and recommended option 2, a less comprehensive inspection of the unsubmerged tunnel section to identify major changes that may require attention.

There was also discussion about new technologies that might be used for improved data collection, or more efficient or less costly inspections including the use of drones or mapping voids with infrared technology or ground penetrating radar (GPR). There was consensus that the Commission Engineer should continue to explore and research various methods and technologies for inspections that might gather better data or be more efficient at gathering data.

The TAC also reviewed recent costs of FCP inspections and briefly discussed the possible need to set aside more than the current \$25,000 annually for the inspection program (see "current" vs

“recommended” cost in Table 1). Due to the unknown impact of using new and different technologies, the TAC recommends discussing the cost issue at a future meeting closer to annual budget discussions.

TAC Recommendations on Flood Control Project:

- A. The TAC recommends no modifications to the Commission’s overall tunnel responsibilities and existing policy.
- B. The TAC recommends the Commission revisit the question of FCP inspection expenses in early 2022 during the annual budgeting process.
- C. The TAC recommends considering new technologies as part of the inspections prior to performance of future inspections.
- D. The TAC recommends a revision to the inspection schedule as noted in the following table:

Table 1. Recommended Flood Control Project Inspection Program

Item	Current/ Recommended Inspection Cycle	Cost/Inspection ¹	20-Year Cost ^{1,2} Current/Recommended
Annual inspection of the FCP features, except double box culvert and the deep tunnel	Annually	\$15,000	\$200,000/\$300,000
Double box culvert inspection (NASSCO) ³	Every 5 years	\$45,000	\$128,000/\$180,000
Deep tunnel (2 nd St. & 3 rd Ave.) inspection (NAASCO) ³	Every 10 years	\$65,000	\$90,000/\$130,000
Two additional deep tunnel inspections of 3 rd Ave tunnel and unsubmerged portions of 2 nd St. tunnel (Option 2 from above - non-NASSCO) ⁴	At 5 years between the 10-year inspections (two total inspections)	\$20,000	\$10,000/\$40,000
Total²			\$428,000/\$650,000

¹ 2021 dollars

² Simple summation (annualized or present worth not calculated)

³ Tunnel condition inspection based on pipeline assessment and certification program developed by the National Association of Sewer Service Companies (NASSCO)

⁴ Brief tunnel inspections looking for significant changes without coding existing or new defects or preparing detailed report, includes preparation of technical memorandum.

3 While no recommendations were brought forward, the TAC also discussed:

- **Internship Possibilities for Student from Dougherty Family College**

At the TAC meeting in July several cities indicated they might be able to house and utilize a student intern from Dougherty Family College. Alternate Commissioner McDonald Black and staff have since sought more information on possible tasks for an intern and physical spaces that might be available to house an intern. While many cities may have some tasks for an intern to do, only Golden Valley noted they might

be able to house an individual. It was noted that many cities already have intern staff and/or GreenCorps members who utilize their flexible spaces and perform tasks similar to those an intern from DFC would perform. Administrator Jester will continue to work with Alternate Commissioner McDonald Black and cities to determine if a DFC intern is possible in BCWMC.

- **Climate Resiliency Grant and Inventory/Assessment Needs for 2025 Watershed Plan Development**

The TAC briefly discussed the MPCA's new Climate Resiliency Grant application and agreed it was a good opportunity for the Commission to seek funding for a vulnerability assessment and infrastructure inventory using the XPSWMM model to model impacts of larger events (like a 500-year event).

The TAC also discussed assessments and inventories that might be needed to help prioritize and target implementation with the next 10-year management plan. It was recognized that flood potentials and hazards will be important to assess, even if grant funding isn't approved. The TAC noted the importance of maintaining current assessments and models, which may be more important than developing/using new and different tools. Aside from the need to assess flood vulnerabilities, the TAC had no strong opinions on other assessments or inventories needed.



Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. and Administrator Jester
Subject: Listing of the Main Stem of Bassett Creek on Minnesota Pollution Control Agency (MPCA) Draft 2022 Impaired Waters List
Date: December 6, 2021
Project: 23270051.52

As required by the federal [Clean Water Act](#), Minnesota develops a list of impaired waters – those that fail to meet water quality standards – every two years. The draft 2022 list is due on April 1, 2022 to the U.S. Environmental Protection Agency, which will make the final decision on approving the list. The Minnesota Pollution Control Agency (MPCA) released the draft 2022 impaired waters list in early November and indicated a public comment period is open until January 7, 2022. Find the draft list and information here: <https://www.pca.state.mn.us/water/minnesotas-impaired-waters-list>

The MPCA added Bassett Creek (the entire Main Stem from Medicine Lake to the tunnel entrance) to the draft MPCA 2022 impaired waters list for aquatic life based on benthic macroinvertebrate assessments. Although the MPCA did not involve the BCWMC in the impairment listing process and, hence, we have not seen the data used to list the stream as impaired, the listing aligns with the BCWMC data. Hence, we do not recommend submitting comments to the MPCA regarding the listing.

The MPCA standard for impairment is a Macroinvertebrate Biotic Index of Integrity (MIBI) score of at least 37. In 2018 we evaluated data collected from Bassett Creek during routine BCWMC monitoring in 2006, 2008, 2012, 2015, and 2018, calculated MIBI scores, and compared them to the MPCA standard. Because all Bassett Creek MIBI values during the 2006 through 2018 period were lower than the impairment threshold of 37, we concluded the stream failed to meet the MPCA standard (Figure 1). This conclusion was included in the [2018 Biotic Index Evaluation Report](#) presented at the July 2020 Commission meeting. The report notes that although MIBI scores improved in 2018 for 7 of 10 metrics, more work is needed to improve instream habitat with stream restoration projects and to continue stream monitoring and assessments. The recent addition of longitudinal dissolved oxygen monitoring studies in streams will help with stressor identification and targeting needed improvements.

When the report was presented, there was discussion about how the M-IBI standard was developed and where in the state the standard is being met. Commissioners wondered if only pristine northern MN streams could meet the M-IBI standard and if perhaps all metro streams like Bassett Creek were unable to meet the standard due to highly developed watersheds. Upon direction from the Commission, these questions were put to MPCA staff by Commission Engineers. While there was a bit of discussion back and forth, MPCA staff never had time to fully answer the questions nor did they present data or information on where in the state the standard is being met. Staff continues to recommend improving habitats

whenever possible (through CIP projects, etc.) and assessing stressors through monitoring. Commission staff will continue to engage MPCA staff to learn more about how the M-IBI standard was developed and the types of streams where the standard is met.

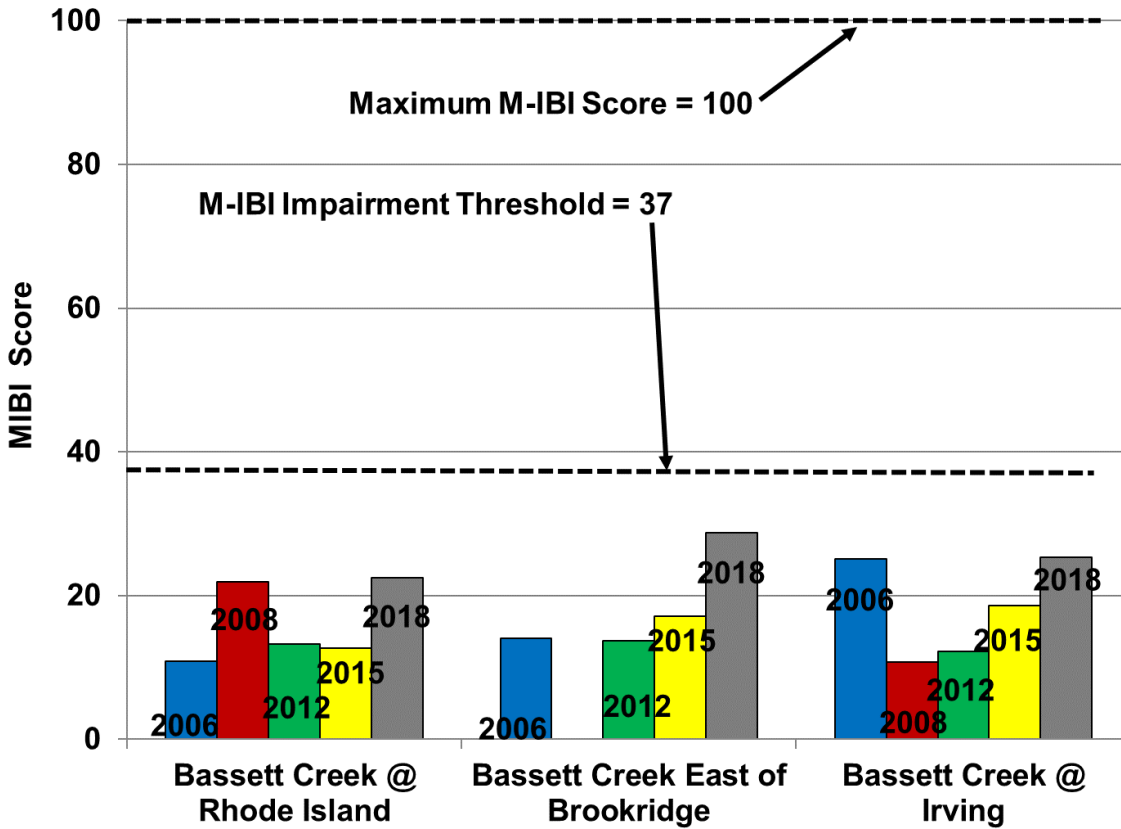


Figure 1. 2006-2018 M-IBI Scores from the Main Stem of Bassett Creek



Bassett Creek Watershed Management Commission

MEMO

Date: December 9, 2021
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 (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 Nov): 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 10th and a public hearing on the water level drawdown was held April 16th. 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. City staff recently completed a site walk through to document dead or dying trees and shrubs in need of replacement (under warranty). This project (along with Golden Valley's Liberty Crossing Project) recently received the award for "Project of the Year" from the Minnesota Association of Floodplain Managers as part of the overall Project website: <http://www.bassettcreekwmo.org/index.php?CID=433> .

2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis (No change since Nov): 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: <https://www.southwestjournal.com/voices/green-digest/2020/02/state-awards-grant-to-bryn-mawr-runoff-project/>. 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 waive 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. Four public open houses have been held in the park since late July to gather input on park concepts. Project partners meet regularly to discuss schedules, planning and design components, and next steps. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project>

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 28th. 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 5th, 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 17th, 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 (See Items 5B and 5C): 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 16th 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 13th. The building and site are open to the public and being used to educate students. The system is working as designed and education signage is installed. The final project report and reimbursement request is included in this month's agenda. 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): The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. 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 was established in the spring. A Response Action Implementation Report was recently drafted and, once final, will be submitted to the MPCA for technical review and approval and will be submitted to Hennepin County as part of the ERF Grant reporting.

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 September): 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 and recommendations will be presented at this meeting. Project webpage:

<http://www.bassettcreekwmo.org/index.php?cID=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 8th 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 2nd treatment may be needed in the future. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=278>.

2013 Four Seasons Area Water Quality Project (NL-2) (No change since September): 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. At the August 2021 meeting, the Commission approved development of an agreement per TAC recommendations. The draft agreement is expected at a future meeting. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=282>.

2021 Parkers Lake Drainage Improvement Project (PL-7) (No change since Nov): 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 were approved at the August meeting. The city of Plymouth recently awarded the construction contract and will hold a pre-construction meeting soon. Construction is slated to get underway in mid-December. www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

2021 Parkers Lake Chloride Reduction Project (PL-7) (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 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. A series of technical stakeholder meetings are being held this fall and winter to develop recommendations on BMPs. Project website: www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

2021 Mt. Olivet Stream Restoration Project (ML-20) (No change since Nov): 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 in June. 90% plans were approved at the August. The city of Plymouth recently awarded the construction

contract and will hold a pre-construction meeting soon. Construction is slated to get underway in mid-December.

www.bassettcreekwmo.org/projects/all-projects/mt-olivet-stream-restoration-project

2021 Main Stem Lagoon Dredging Project (BC-7) (See Item 5A): 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. The engineering scope and budget were approved at the May 2021 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. In the spring the Commission approved a grant agreement for a Hennepin County Opportunity Grant for this project. An Environmental Assessment Worksheet was approved by the Commission at their October 2021 meeting and was submitted for a 30-day comment period by the City of Golden Valley as the RGU. A meeting of project stakeholders was held December 7th and 50% designs will be reviewed and considered for approval at this meeting. Project website: www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-lagoon-dredging-project

2021 Cost-share Purchase of High Efficiency Sweeper (ML-23): 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 [policy](#) 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 city purchased and began using the sweeper in 2020. The city is waiting for sweeper analyses data from the U of M. The first report and reimbursement request is expected in early 2022.

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. A public hearing on this project was held in September with no members of the public attending. In September, a resolution was approved to officially order the project, submit levy amounts to the county, and enter an agreement with the city to design and construct the project. The city hired Barr Engineering to develop the project designs which are now underway. A meeting to plan for stakeholder engagement is scheduled for next week. www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility

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 8th. The feasibility study report was approved in June with a decision to implement Concept #3. A public hearing on this project was held in September with no members of the public attending. In September, a resolution was approved to officially order the project, submit levy amounts to the county, and enter an agreement with the city to design and construct the project. The city hired Barr Engineering to develop the project designs which are now underway. A meeting to plan for stakeholder engagement was held last month. A public open house is schedule for February 3rd 5:00 – 7:30 p.m. at Brookview. www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project.

Administrator Report November 11 – December 8, 2021

Subject	Work Progress
Education	<ul style="list-style-type: none"> • Reviewed latest education article, suggested edits and corresponded with community member for input • Attended WMWA meeting • Discussed education program with D. Pape • Added captions to Smart Salting video
CIP	<ul style="list-style-type: none"> • <u>SEA School-Wildwood Park Flood Reduction Project</u>: Attended public/stakeholder outreach planning meeting, reviewed/commented on draft letter to residents • <u>Parkers Lake Chloride Reduction Project</u>: Attended facilitation project meeting with technical stakeholders • <u>Main Stem Lagoon Dredging Project</u>: Discussed project schedule with Commission Engineers, set and attended stakeholder meeting, reviewed 50% designs and review/edit design memo to commissioners, responded to resident questions regarding project and coordinated responses with Commission Engineer, discussed legal document needs briefly with Attorney Anderson • <u>Bryn Mawr Meadows Water Quality Improvement Project</u>: Discussed agreements needed and options with city staff; coordinated with Attorney Anderson to draft agreement • <u>Westwood Lake Water Quality Improvement Project</u>: Reviewed/commented on draft final report, reviewed reimbursement request • <u>Main Stem Bassett Creek Erosion Repair Project</u>: Reviewed RAP report
Henn Co. Chloride Initiative	<ul style="list-style-type: none"> • Participated in interviews with top marketing firms, corresponded via email with various firms • Coordinated and facilitated meeting of large HCCI group • Drafted suggested updates to contract between RPBCWD and marketing firm, corresponded with RPBCWD staff and owner of chosen firm, develop background information for RPBCWD Board materials
MAWD	<ul style="list-style-type: none"> • Set up and attended meeting of MAWD delegates • Submitted delegate form to MAWD and registered myself and delegates • Attended multiple sessions at conference • Prepared 3 slides and gave introduction of one presentation on chloride pollution and partnerships (HCCI) formed to address it • Attended Region 3 caucus meeting • Attended MAWD business meeting • Completed evaluation of conference/meeting
Administration	<ul style="list-style-type: none"> • Developed agenda; reviewed and submitted invoices; reviewed financial report; reviewed/revised minutes; reviewed 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 • Wrote thank you letter to Mike Trojan, MPCA re: work and leadership on addressing MTDs • Set Administrative Services Committee meeting and developed agenda and materials • Prepared TAC meeting materials (with Commission Engineer assistance), attend meeting and draft memo for commissioners • Gathered grant documents and met with Commission Engineers re: Climate Resiliency Grant application; emailed cities seeking additional information on vulnerable groups • Prepared and sent invoices to all nine cities for 2022 assessments • Reviewed proposal and terms/contract with Stantec for 2022 WOMP activities
Other Issues & Projects	<ul style="list-style-type: none"> • Corresponded with Minneapolis staff, Commission Engineer, Commission Attorney re: proposed development over Bassett Creek Tunnel access including phone calls, emails, meetings • Corresponded with TRPD re: invoicing for 2021 and development of Medicine Lake Vegetation Management Plan • Participated in chloride site design meeting with MPCA • Participated in MPLS Pathogen Taskforce meeting • Review 2022 draft impaired waters list, correspond with MPRB and Commission Engineers, review July 2020 meeting discussion, assist with drafting memo to commissioners