



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: January 13, 2022

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 1/20/22 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 – December 16, 2021 Commission Meeting- **ACTION ITEM with attachment**
  - B. Acceptance of January 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 – December 2021 Administrative Services
    - ii. Keystone Waters, LLC – December 2021 Meeting Expenses
    - iii. Barr Engineering – December 2021 Engineering Services
    - iv. Kennedy & Graven – November 2021 Legal Services
    - v. Redpath – December Accounting Services
    - vi. We All Need Food and Water – December 2021 Administrative and Education Services
    - vii. Three Rivers Park District – 2021 Medicine Lake Inspection Program Contribution
    - viii. Met Council – 2021 Citizen Assisted Monitoring Program
  - D. Approval of Proposal from MMKR to Perform 2021 Financial Audit – **ACTION ITEM with attachment** – *Staff recommends approving the proposal from MMKR to perform the FY2021 financial audit. Golden Valley staff, Redpath staff and I will assist with providing auditors with necessary information. The audit is expected to cost \$11,625 which is \$500 more than last year's audit but still affordable within the Commission's annual budget.*
  - E. Approval of Agreement with Redpath & Company for 2022 Financial Services – **ACTION ITEM with attachment** – *Redpath & Company has been providing financial services to the Commission since last March. While there are still some ways to improve efficiency and coordination between Redpath and Golden Valley staff, Redpath is providing good support, accurate monthly reports, and quick, thoughtful customer service. I recommend approving an agreement for another year at the same monthly rate and a slight increase in hourly rates for work that is above and beyond expected tasks or time.*
  - F. Approval of Resolution of Appreciation for Jim de Lambert – **ACTION ITEM with attachment** – *Commissioner de Lambert is stepping down from the Commission at the end of this month after 12 years representing the City of St. Louis Park. Jim has provided significant leadership and thoughtful input over the years and will certainly be missed. A resolution of appreciation is in order.*

- G. Approval of Resolution of Appreciation for James Prom – **ACTION ITEM with attachment** – *Alternate Commissioner Prom ended his tenure with the Commission at the end of last year after serving as a representative from the City of Plymouth for five years. James provided leadership as vice chair for one year and chair for two years. His contributions will be missed. A resolution of appreciation is in order.*
- H. Approval of Resolution of Appreciation for Mike Fruen – **ACTION ITEM with attachment** – *Sadly, Commissioner Fruen passed away in late December after serving the Commission for six years as a representative from the City of Minnetonka. Mike served on the Education Committee and offered us a glimpse of the history of the Fruen Mill on Bassett Creek in Minneapolis. A resolution of appreciation is in order.*
- I. Approval of Resolution of Appreciation for Dawn Pape – **ACTION ITEM with attachment** – *At the meeting in November, 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.*
- J. Approval to Apply for Second Lawns to Legumes Grant for Implementation by Metro Blooms – **ACTION ITEM with attachment and additional information online** – *The BCWMC received a \$40,000 Lawns to Legumes grant from BWSR in 2020 which was passed through to Metro Blooms to connect with Minneapolis community members and install pollinator habitat in the Near North neighborhoods. Their work has been very successful (including securing matching funds from other entities to expand their work). They request that the BCWMC apply for a second (Phase 2) Lawns to Legumes grant for \$20,000 to be passed to Metro Blooms to continue their work. Metro Blooms staff fulfills all grant-related reporting and the partnership has worked well. Staff recommends approval to apply for the grant and to work with the Commission Attorney to develop a subgrant agreement with Metro Blooms if the application is successful.*

## 5. BUSINESS

- A. Consider Approval of 50% Design Plans for Bryn Mawr Meadows Water Quality Improvement Project (BC-5) (40 min) – **ACTION ITEM with attachments (design plan set available online)** – *At the June 2021 meeting, the Commission approved a scope and budget for the design and engineering of this project, in close coordination with MPRB and City of Minneapolis. The project will be constructed in conjunction with Phase 1 of the park’s reconstruction project through an agreement with MPRB and Minneapolis. Construction is expected this summer. The Commission Engineer will present the attached 50% designs and options for addressing the higher than budgeted cost estimates. The Commission should consider approval of the plans, discuss options for addressing the budget, and consider directing development of 90% plans which are slated to be presented to the Commission in March to stay inline with the MPRB’s construction timeline.*
- B. Consider Approval of 50% Design Plans for SEA School-Wildwood Park Flood Reduction Project (BC-2,3,8,10) (20 min)– **ACTION ITEM with attachments (design plan set available online)** – *At the September 2021 meeting, the Commission ordered this project and entered an agreement with Golden Valley to design and construct the project. Golden Valley is contracting with Barr Engineering for this work. City and Barr staff will present the attached 50% designs and cost estimates which are in line with Concept 3 from the feasibility study which was approved for implementation. Staff recommends approval and directing the city to proceed to 90% plans.*

**BREAK** (at Chair’s discretion)

- C. Consider Approval of Scope and Budget for 2025 Watershed Management Plan Development (30 min)  
– **DISCUSSION/ACTION ITEM with attachment** – *At the November meeting, the Commission directed staff to develop a scope and budget for development of the 2025 Watershed Management Plan. The attached memo was developed collaboratively between me and Commission Engineers Chandler and Williams. The memo outlines four phases of plan development for the Commission’s consideration along with estimated budget figures and schedule. The Commission should review the recommended phases and budget, and consider establishing a Plan Steering Committee. The overall budget for plan development is approximately \$123,000 - \$143,000. Starting in 2019 and through its 2022 budget, the Commission will have set aside \$58,000 for this effort. Additional budget will be needed in 2023 – 2025 to complete the plan. The Commission could direct staff to begin implementing the scope or could suggest revisions to brought to the February meeting.*
  
- D. Review Plymouth Street Sweeping Report (ML-23) (15 min) – **INFORMATION ITEM with attachment** – *At the meeting in September 2020, the Commission ordered this CIP project and entered into an agreement with the City of Plymouth which included a requirement for an annual report on street sweeping operations and outcomes for five years. The first annual report is attached for the Commission’s review and information.*
  
- E. Consider Approval of Reimbursement Request for Plymouth Street Sweeping Cost Share (ML-23) (5 min) – **ACTION ITEM with attachment** – *The city is eligible to be reimbursed 25% of the cost of the street sweeper purchase after submittal of the first report (see above). I reviewed the report against agreement requirements and the reimbursement documentation for this project and recommend approval of this payment request. Payment will utilize remaining project funds and will close out this project.*
  
- F. Receive Report on Staff Evaluations (10 min) – **DISCUSSION ITEM no attachment** – *Commissioners, alternates commissioners and TAC members were asked to provide feedback on my and the Commission Engineers’ performance through an evaluation form available January 3 – 10. Administrative Services Committee Chair Harwell will review the results of the evaluation with the Commission and will suggest next steps, as needed.*

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

- A. Administrator’s Report
  - i. Date and Format for Equity in Watershed Management Workshop
  - ii. Reminder to Complete Campaign Finance Economic Interest Statement
  - iii. Consider Committees and Leadership Positions – February Meeting
  - iv. Report on Metro MAWD and MN Association of Watershed Administrator Meetings
  - v. Report on Presentation of East Metro Water Resource Education Program to WMWA
- 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 EAW Comments for Main Stem Lagoon Dredging 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 Notice, Plymouth
- E. MN Aquatic Invasive Species Research Center Latest Newsletter [maisrc.umn.edu/newsletter-dec2021](mailto:maisrc.umn.edu/newsletter-dec2021).

## 8. ADJOURNMENT

### Upcoming Meetings & Events

- Metro MAWD Meeting: Tuesday January 18<sup>th</sup>, 7:00 p.m., online via ZOOM (watch for email)
- SEA School-Wildwood Park Flood Reduction Project Public Open House: Thursday February 3<sup>rd</sup>, 5:00 – 7:30 p.m., Brookview Golden Valley
- BCWMC Regular Monthly Meeting: Thursday February 17<sup>th</sup>, 8:30 a.m., location TBD
- Medley Park Stormwater Treatment Facility Project Public Open House: Thursday March 3<sup>rd</sup>, 5:00 – 7:30 p.m., Brookview Golden Valley
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