



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: March 11, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 3/19/15 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – February 19, 2015 Commission meeting- ACTION ITEM with attachment
 - B. Approval of Revised FY2014 Year End Financial Report (Feb 1, 2014 – Jan 31, 2015) – ACTION ITEM with attachment – Report was revised to reflect resolution at February meeting to transfer \$17,000 from the Long Term Maintenance Fund to the Administrative Fund to cover the costs of Flood Control Project Inspections in 2014.
 - C. Approval of March 2015 Financial Report - ACTION ITEM with attachment
 - D. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – February 2015 Administrator Services
 - ii. Barr Engineering – February 2015 Engineering Services
 - iii. Amy Herbert – February 2015 Secretarial Services
 - iv. ACE Catering – March 2015 Meeting Refreshments
 - v. Wenck – February 2015 WOMP Monitoring
 - vi. Hamline University – Metro Watershed Partnership 2015 Media Campaign Donation
 - vii. ECM Publishers – Public Notice Publication
 - viii. MMKR – Financial Audit
 - E. Approval to Execute Agreement with Hennepin County for 2015 River Watch Program Pending Approval by Commission Legal Counsel – ACTION ITEM with attachment - A new agreement with Hennepin County is needed for participation in the River Watch program in 2015. Commission legal counsel recommends a change to some provisions in the agreement. Staff recommends approval to execute the agreement upon approval by Commission legal counsel. The 2014 River Watch Report was included with the February meeting materials: <http://www.bassettcreekwmo.org/Meetings/2015/2015-February/8D-2014RiverWatchReport.pdf>
 - F. Appointment of Commissioner Ginny Black to Budget Committee and Administrative Services Committee – ACTION ITEM no attachment – At the February meeting, the Commission took action to appoint Commissioners, Alternate Commissioners and others to Commission committees. Commissioner Black was not in attendance but has since communicated to me that she would like to stay on the Budget and Administrative Services Committees.
 - G. Set Public Hearing on 2015 BCWMC Watershed Management Plan for May 21, 2015 – ACTION ITEM no attachment – After working with the Plan Steering Committee at two upcoming meetings, staff plans to bring draft responses to comments on the Plan to the April Commission meeting. Once responses are approved and distributed to review agencies, the Commission should hold a public hearing on the draft Plan.
 - H. Set TAC Meeting for April 2, 2015 – ACTION ITEM no attachment – Staff recommends that the TAC meet on April 2nd to begin reviewing revisions to the Commission's Requirements Document which are needed to align the document with the policies in the draft Plan.

5. PUBLIC HEARING

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

On 12/1/14 the Commission requested a Major Plan Amendment to add these projects to the 2004 Watershed Management Plan. (Further information and documents on the proposed Amendment can be found at <http://www.bassettcreekwmo.org/PlanAmendments/PlanAmendmentHome.htm> .) The public hearing will be opened and the public will be asked for comments on the proposed major plan amendment. All comments will be entered into the public record. The hearing will then be closed before proceeding with further Commission business.

6. BUSINESS

- A. Receive Update on Comments and Responses for Draft Watershed Management Plan – INFORMATION ITEM no attachment – *The Plan Steering Committee meets on March 12 (and March 23) to discuss possible responses to comments received on the draft Plan. The committee members and I will give a verbal update on progress and a timeline moving forward.*
- B. Consider Approval of 50% Design Plans for 2015 Main Stem Restoration Project (CR2015) – ACTION ITEM with attachments – *At the October 2014 meeting, the Commission approved an agreement with the City of Golden Valley to design and construct this project. The City’s consultant, WSB, drafted the attached 50% plans based on the feasibility study, additional field evaluation, and extensive input from property owners adjacent to the stream. The plans were reviewed by the Commission Engineer. Staff recommends conditional approval of the 50% plans based on comments in the attached memo. WSB and city staff will be at the meeting to describe the plans and answer questions.*
- C. Consider Approval of Twin Lake In-Lake Alum Treatment Project Plans (TW-2) – ACTION ITEM with attachment – *At the November 2014 meeting the Commission approved an agreement with the City of Golden Valley to implement this project. The City and Commission are hosting a public information meeting on March 19 to discuss the project and answer questions. The attached project fact sheet was mailed to Twin and Sweeney residents on February 27th. The alum dosing specifications are also attached. Staff recommends approving these specifications and, barring no significant concerns or opposition at the public meeting, staff recommends directing the city to finalize the specifications and solicit bids for the project.*
- D. Consider Approval of Technical Advisory Committee Recommendations – ACTION ITEM with attachments - *The TAC met on March 5th and forwards recommendations to the Commission regarding the 2017 – 2021 Capital Improvement Program (CIP) list, the XP-SWMM Phase II project, and Commission communications. Please see the “recommendations” sections of the attached TAC memo my notes below.*
- i. 2017 – 2021 Capital Improvement Program –attachment - *The proposed 2017 – 2021 CIP list and project fact sheets are attached. The Commission can approve this CIP list now, or if more information or refinement is needed, the Commission can approve the CIP list at the April meeting.*

- ii. XP-SWMM Phase II – no attachment – *The Commission and TAC previously discussed this project at several meetings in late 2013 and early 2014. Although the TAC originally recommended moving forward with development of a phase II project, several questions arose and the Commission ultimately decided not to pursue the project at the time. The TAC is again recommending that the Commission complete this project would like the project to be this year with funding from the Commission’s Flood Control Project Long Term Maintenance Account. Staff recommends requesting a new project scope, timeline, and budget from the Commission Engineer for consideration at the April meeting.*
 - iii. Communication Protocols Among Commission, Cities, and Developers – no attachment – *Commission and city staff continue to refine and streamline communications to improve efficiency.*
- E. Consider Approval of Education Committee Recommendations – *The Education Committee met on March 9th and forwards the following recommendations for Commission consideration.*
- i. Approval of 2015 Education and Outreach Budget and Work Plan – ACTION ITEM with attachment – *The committee recommends the budget items and activities included in the attached spreadsheet including new education spending to support the Freshwater Society’s Water Stewardship Program and reimbursement of training registration fees for Commissioners, Alternate Commissioners and committee members. Staff recommends approving this budget and work plan.*
 - ii. Approval to Execute Contract with University of Minnesota to Participate in 2015 Non-point Education for Municipal Officials (NEMO) Program Pending Approval by Commission Legal Counsel – ACTION ITEM with attachment – *The Education Committee recommends that the Commission again provide support and participate in the NEMO Program this year at a funding level of \$750 and my time to help plan, promote, and attend the workshops. Staff recommends approving execution of the contract once the Commission’s legal counsel approves the contract with the University.*
 - iii. Approval to Develop and Execute Contract with HDR for Website Redesign Project – ACTION ITEM with attachment – *The Commission received four proposals for redesign of its website (from Windmill Design, WSI Digital Marketing, Schmitt Creative, and HDR). The committee reviewed, compared, and discussed the proposals considering costs, levels of training to Commission staff, content management systems used, and completed websites for other clients. The committee recommends that the Commission contract with HDR due to their past experience designing websites for other watershed organizations. Staff has since checked HDR’s references – they come very highly recommended by other watersheds for multiple reasons.*

7. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ONLY with attachment**
- B. Chair
- C. Commissioners
 - i. Report on Road Salt Symposium, Commissioner Tobelmann
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer

8. INFORMATION ONLY (Information online only)

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

9. ADJOURNMENT

Upcoming Meetings

- Plan Steering Committee Meeting Thursday March 19th at 4:30 – 6:30 p.m., Golden Valley City Hall
- April Commission Meeting, Thursday April 16 19th, 8:30 a.m., Golden Valley City Hall
- Twin Lake Alum Treatment Public Info Meeting, Thurs March 19th, 6:00 p.m., Golden Valley City Hall
- Plan Steering Committee Meeting Monday March 23rd at 4:30 – 6:30 p.m., Golden Valley City Hall
- Plymouth Home Expo Friday (6-9 p.m.) & Saturday (9 a.m. – 1 p.m.) April 10 – 11, Plymouth Creek Center