



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday, February 17, 2022
8:30 – 11:00 a.m.

Via Zoom – Click [HERE](#) to join the meeting.
Or join by phone +1-312-626-6799; Meeting number 860 6751 9218

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 – January 20, 2022 Commission Meeting
- B. Acceptance of February 2022 Financial Report – FY2021 Year End
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – January 2022 Administrative Services
 - ii. Keystone Waters, LLC – January 2022 Meeting Expenses
 - iii. Barr Engineering – January 2022 Engineering Services
 - iv. Kennedy & Graven – December 2021 Legal Services
 - v. Redpath – January 2022 Accounting Services
 - vi. Stantec – WOMP Services
 - vii. HDR – Website Services
 - viii. CNA Surety – 2022 Bond Insurance
- D. Approval of Payment for Friends of Bassett Creek for Restoration Project, Bassett’s Creek Park
- E. Approval of Administrative Services Agreement for Recording Secretary
- F. Approval of Ridgedale Mall Sears Redevelopment Project, Minnetonka
- G. Approval of Plymouth 2022 Street Reconstruction Project
- H. Approval to Designate *Finance and Commerce* as the Official News Publication of the BCWMC
- I. Approval of Resolution 22-01 Designating Depositories for BCWMC Funds
- J. Approval of Resolution 22-02 to Transfer Funds from CIP Account to Administrative Account
- K. Approval of Resolution 22-03 to Transfer Funds from Administrative Account to Channel Maintenance Fund, Long-Term Maintenance Fund, and Next Generation Plan Development Savings Account
- L. Approval of Resolution 22-04 Transferring Funds from Flood Control Project Long Term Account to Administrative Fund

5. ORGANIZATIONAL MEETING (30 minutes)

- A. Elect Officers
- B. Review 2022 Commission Calendar and Areas of Work
- C. Appoint Committee Members
 - i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Education Committee
 - iv. Technical Advisory Committee Liaison

- D. Review Open Meeting Law
- E. Review Year End Financial Report (Feb 1, 2021 - Jan 31, 2022)

6. BUSINESS

- A. Consider Approval of 50% Design Plans for Medley Park Stormwater Treatment Facility (ML-12) (30 min)
- B. Consider Options for Funding Bryn Mawr Meadows Water Quality Treatment Project (20 min)
BREAK (at Chair's discretion)
- C. Consider Approval of Scope and Budget for 2025 Watershed Management Plan Development (30 min)
- D. Review Bassett Creek Main Stem Erosion Repair Project Final Report (2017CR-M) (15 min)
- E. Consider Approval of Reimbursement Request for Bassett Creek Main Stem Erosion Repair Project (2017CR-M) (5 min)
- F. Consider Request from City of Medicine Lake for Analysis of Alternatives to Jevne Park CIP Project (20 min)

7. COMMUNICATIONS (10 minutes)

- A. Administrator's Report
 - i. Reminder to Complete Conflict of Interest Statement
 - ii. Equity in Watershed Management Workshop Update
 - iii. Update on Discussions with Minneapolis on Tunnel Responsibilities
 - iv. Grant Application to MnDNR for AIS Control & Medicine Lake Vegetation Management Plan
 - v. Criteria for Returning to In Person Meetings
- B. Chair
- C. Commissioners
- D. TAC Members
 - i. Bassett Creek Paddling Map, Golden Valley
 - ii. SEA School/Wildwood Public Open House, Golden Valley
 - iii. Media Event on Preparing for Climate Change, St. Louis Park
- E. Committees
- F. Legal Counsel
- G. Engineer
 - i. Update on North Loop Green Development, Minneapolis
 - ii. MN Stormwater Manual Updated with Manufactured Treatment Devices (MTD) Credits & Guidance

8. 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. Letters to MPCA on MTD Work

9. ADJOURNMENT

Upcoming Meetings & Events

- Medley Park Stormwater Treatment Project Open House: Thurs March 3rd, 5:00 – 7:30 p.m., Brookview
- MAWD Legislation Event and Day at the Capitol: Wed/Thurs, March 16th and 17th, Double Tree Hilton Hotel and Capitol Building, St. Paul <https://www.mnwatershed.org/legislative-breakfast-day-at-the-capitol>
- BCWMC Regular Monthly Meeting: Thursday March 17th, 8:30 a.m., location TBD



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 10, 2022

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 2/17/22 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. **Approval of Minutes – January 20, 2022 Commission Meeting- ACTION ITEM with attachment**
 - B. **Acceptance of Financial Report – 2021 Fiscal Year End- 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 – January 2022 Administrative Services
 - ii. Keystone Waters, LLC – January 2022 Meeting Expenses
 - iii. Barr Engineering – January 2022 Engineering Services
 - iv. Kennedy & Graven – December 2021 Legal Services
 - v. Redpath – January 2022 Accounting Services
 - vi. Stantec – WOMP Services
 - vii. HDR – Website Services
 - viii. CNA Surety – 2022 Bond Insurance
 - D. **Approval of Payment for Friends of Bassett Creek for Restoration Project, Bassett’s Creek Park – ACTION ITEM with attachment – At their meeting in April 2021, the Commission approved a recommendation from the Education Committee to provide \$2,300 to the Friends of Bassett Creek (formerly Bassett Creek Volunteer Stewardship Group), for a long-term, science-based restoration management plan in Bassett’s Creek Park, Minneapolis. The group has been working with Friends of Mississippi River ecologists on the plan and coordinated two volunteer events in the park this year. They also received written support from Minneapolis Park and Rec Board (MPRB) (attached). They have kept me updated on their progress all year and I recommend approval of the financial contribution.**
 - E. **Approval of Administrative Services Agreement for Recording Secretary – ACTION ITEM with attachment – In November, Dawn Pape, the consultant preparing meeting minutes for the Commission ended her contract. Jan Voit, a current contractor for the MN Assoc. of Watershed Districts (MAWD) and former administrator for Heron Lake Watershed District has agreed to become the Commission’s Recording Secretary, working remotely. I recommend approval of the attached agreement, prepared by the Commission Attorney. Jan will be at this meeting and ready to take minutes upon approval.**
 - F. **Approval of Ridgedale Mall Sears Redevelopment Project, Minnetonka – ACTION ITEM with attachment – The proposed project is in the Crane Lake subwatershed in the Ridgedale Mall complex, Minnetonka. The project includes redevelopment of the existing Sears retail store, and parking lot improvements, resulting in creation of 3.51 acres of fully reconstructed impervious**

surfaces and a decrease of 0.28 acres of impervious surfaces, from 6.81 acres (existing) to 6.53 acres (proposed). The project meets rate control requirements and utilizes a manufactured treatment device (MTD) to meet BCWMC water quality standards. Staff recommends approval with notes included in the attached memo.

- G. Approval of Plymouth 2022 Street Reconstruction Project – ACTION ITEM with attachment - The proposed linear project is in the City of Plymouth within the Plymouth Creek and Medicine Lake South subwatersheds. The proposed project includes reconstruction of city streets and utility improvements, including water main, sanitary sewer, and storm sewer, resulting in creation of 5.63 acres of fully reconstructed impervious surfaces and a decrease of 0.42 acres of impervious surfaces, from 6.05 acres (existing) to 5.63 acres (proposed). The project does not require water quality improvements but does include various treatment devices and is likely to include construction of raingardens on private properties. Staff recommends approval.
- H. Approval to Designate Finance and Commerce as the Official News Publication of the BCWMC - ACTION ITEM no attachment – Staff recommends continuing to designate Finance and Commerce as the only BCWMC official publication as it covers the entire watershed, and to continue the practice of sending notices to local news outlets (such as the Sun Post) and neighborhood newsletters when appropriate.
- I. Approval of Resolution 22-01 Designating Depositories for BCWMC Funds - ACTION ITEM with attachment – The Commission annually designates official depositories for its funds. Staff (including the Deputy Treasurer) recommends approval of the attached resolution.
- J. Approval of Resolution 22-02 to Transfer Funds from CIP Account to Administrative Account - ACTION ITEM with attachment – Per its fiscal policies, each year the Commission transfers up to 2.5% of the taxes levied for CIP projects to the Commission’s administrative account (annual operating funds) to offset the administrative costs of managing the CIP projects. In 2021, the Commission levied \$1,474,780 through Hennepin County. Staff recommends approving the resolution to transfer 2.0% of the levy amount or \$29,495 from the CIP account to the administrative account.
- K. Approval of Resolution 22-03 to Transfer Funds from Administrative Account to Channel Maintenance Fund, Long-Term Maintenance Fund, and Next Generation Plan Development Savings Account – ACTION ITEM with attachment Per its fiscal policies, each year the Commission transfers up to \$25,000 from the administrative account into the Channel Maintenance Fund and up to \$25,000 from the administrative account into the Flood Control Project Long Term Maintenance Fund. Additionally, the remaining funding in the Next Generation Plan budget line of \$8,000 should be set aside in the Plan Development long term account. Staff recommends approval of the attached resolution to transfer the funds accordingly.
- L. Approval of Resolution 22-04 Transferring Funds from Flood Control Project Long Term Account to Administrative Fund - ACTION ITEM with attachment – The Commission budget includes reimbursement to the Administrative Fund from the Flood Control Project (FCP) Long Term Maintenance Account for expenses related to that fiscal year’s FCP inspections including the annual inspections, double box culvert inspections, and deep tunnel inspections. Staff recommends approval of the resolution.

5. ORGANIZATIONAL MEETING (30 minutes)

- A. Elect Officers – **ACTION ITEM no attachment** - *The Commission should elect a Chair, Vice Chair, Secretary and Treasurer. Officers hold one-year terms and positions can only be held by commissioners. The Secretary and Treasurer can be combined into one position. More information on the duties of the officers can be found in the bylaws here:*
<http://www.bassettcreekwmo.org/application/files/1314/4424/7360/BCWMC-Bylaws.pdf>.
- B. Review 2022 Commission Calendar and Areas of Work - **INFORMATION ITEM with attachment**
February 1st marks the beginning of the Commission’s business and fiscal year. The attached document shows items the Commission considers annually and/or will consider over the next 12 months. The document also lists the various Commission committees, the approximate timing of committee meetings, and work areas for the committees this year. Please mark your calendars with Commission meeting dates.
- C. Appoint Committee Members - **ACTION ITEM see attachment 5B** - *Committees are an important part of the Commission. Commissioners and Alternate Commissioners should consider participating on at least one committee. TAC members and other non-commissioners can also sit on Commission committees. See the document in 5B for a description of committees and their work slated for this year. Current committee members are listed here:* <http://www.bassettcreekwmo.org/about/our-members>.
- i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Education Committee
 - iv. Technical Advisory Committee Liaison
- D. Review Open Meeting Law - **INFORMATION ITEM with attachment** - *The attached document is included simply to remind Commissioners about key provisions of the open meeting law, ways in which the law can be easily broken, and links to further information. The document was updated last year by Legal Counsel Anderson.*
- E. Review Year End Financial Report (Feb 1, 2021 - Jan 31, 2022) – **INFORMATION ITEM see attachment 4B** - *Overall, the Commission is in good financial standing and ended the year in the black when expenses are adjusted with revenue (total revenue = \$686,700; total expenses = \$672,800). Additional revenue of approximately \$22,000 is also expected from review fee reimbursements and cost share with city of Minneapolis on North Loop Green Development technical assistance. I will walk through the year-end report at the meeting.*

6. BUSINESS

- A. Consider Approval of 50% Design Plans for Medley Park Stormwater Treatment Facility (ML-12) (30 min) – **ACTION ITEM with attachment (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.*
- B. Consider Options for Funding Bryn Mawr Meadows Water Quality Treatment Project (20 min) – **ACTION ITEM with attachment** – *At the January meeting the Commission approved the 50% design plans for [this project](#) and directed me to develop options for funding the project given the \$580,000 gap between CIP funds budgeted and current estimated construction costs. The attached memo*

outlines two options for funding.

BREAK (at Chair's discretion)

- C. Consider Approval of Scope and Budget for 2025 Watershed Management Plan Development (30 min) – **ACTION ITEM with attachment** – *At the January meeting the Commission reviewed and discussed the draft scope and budget for development of the 2025 Watershed Plan. Staff revised the scope and budget based on discussion at the meeting. The revised budget reflects additional tasks including an initial Commission workshop to identify issues (Phase 1), gathering and summarizing input from cities (Phase 1), additional complex issues to consider (Phase 2), and additional interaction with MN Board of Waters and Soil Resources (BWSR) staff (Phase 3). Staff recommends establishing a Plan Steering Committee and considering approval of the scope and budget so that work can get started.*
- D. Review Bassett Creek Main Stem Erosion Repair Project Final Report (2017CR-M) (15 min) – **INFORMATION ITEM with attachment (additional photos available online)** – *At their meeting in September 2016, [this project](#) was officially ordered and the Commission entered an agreement with the City of Minneapolis to design and construct the project. The plans were approved in 2017 but various conditions delayed construction until late 2020. Aside from vegetation establishment and management, the project is complete and the final report is attached for your review.*
- E. Consider Approval of Reimbursement Request for Bassett Creek Main Stem Erosion Repair Project (2017CR-M) (5 min) – **ACTION ITEM with attachment** – *As noted above, this project is complete aside from vegetation establishment and management. Environmental Response Fund grant funds from Hennepin County will be received in the coming months. I reviewed the documents submitted by the city and recommend approval of the request for reimbursement of \$595,535.42 for design and construction of the project.*
- F. Consider Request from City of Medicine Lake for Analysis of Alternatives to Jevne Park CIP Project (20 min) – **DISCUSSION ITEM with attachment** – *At their meeting in September 2019, the Commission officially ordered [this project](#). However, the city decided against implementation and no agreement was developed for design and construction. The funds for this project remain in the CIP budget with a balance of \$443,609. At this time, the city is requesting an analysis of alternative practices that may have the same or similar benefits as the original project such as installing raingardens on certain properties, improving shoreline buffers, adopting a robust street sweeping schedule, updating winter maintenance equipment to lower salt use, or other structural or non-structural practices. Commission Engineers estimate this additional analysis to cost \$35,000 - \$40,000. I recommend directing Commission Engineers to perform the analysis as requested so that CIP funds can be utilized to for improvements to the lake. In particular, I believe that improved shoreline buffers and street sweeping practices may reduce pollutants and improve habitats as much or more than the original project.*

7. COMMUNICATIONS (10 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachment**
 - i. Reminder to Submit Conflict of Interest Statements
 - ii. Equity in Watershed Management Workshop Update
 - iii. Update on Discussions with Minneapolis on Tunnel Responsibilities
 - iv. Grant Application to MnDNR for AIS Control & Medicine Lake Vegetation Management Plan
 - v. Criteria for Returning to In Person Meetings
- B. Chair

- C. Commissioners
- D. TAC Members
 - i. Bassett Creek Paddling Map, Golden Valley
 - ii. SEA School/Wildwood Public Open House, Golden Valley
 - iii. Media Event on Preparing for Climate Change, St. Louis Park
- E. Committees
- F. Legal Counsel
- G. Engineer
 - i. Update on North Loop Green Development, Minneapolis
 - ii. MN Stormwater Manual Updated with Manufactured Treatment Devices (MTD) Credits & Guidance

8. INFORMATION ONLY (Information online only)

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- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
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9. ADJOURNMENT

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- MAWD Legislation Event and Day at the Capitol: Wed/Thurs, March 16th and 17th, Double Tree Hilton Hotel and Capitol Building, St. Paul <https://www.mnwatershed.org/legislative-breakfast-day-at-the-capitol>
- BCWMC Regular Monthly Meeting: Thursday March 17th, 8:30 a.m., location TBD



Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting Thursday, January 20, 2022 8:30 a.m.

Via video conference due to the COVID-19 global pandemic

1. CALL TO ORDER and ROLL CALL

On Thursday, January 20, 2022 at 8:33 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	<i>Absent</i>	Joan Hauer	Mark Ray
Golden Valley	Stacy Harwell	Jane McDonald Black	Eric Eckman
Medicine Lake	Clint Carlson	Gary Holter	Susan Weise
Minneapolis	Michael Welch	Jodi Polzin	Liz Stout
Minnetonka	<i>Vacant Position</i>	<i>Vacant Position</i>	Leslie Yetka
New Hope	<i>Absent</i>	Patrick Crough	Nick Macklem
Plymouth	Catherine Cesnik	Monika Vadali	Ben Scharenbroich, Chris LaBounty
Robbinsdale	Wayne Sicora	<i>Vacant Position</i>	Richard McCoy
St. Louis Park	Jim de Lambert	<i>Absent</i>	Erick Francis
Administrator	Laura Jester, Keystone Waters		
Engineers	Karen Chandler, Patrick Brockamp, Jennifer Brekken, Greg Williams, Stephanie Johnson: Barr Engineering		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Presenters/ Guests/Public	Jere Gwin-Lenth, New Hope Resident; Erin Hunker and Tim Wold, SRF; Tyler Pederson, MPRB; Steve Christopher, BWSR		

Chair Cesnik noted that new alternate commissioners joined the meeting today including Joan Hauer from Crystal and Dr. Monika Vadali from Plymouth. She indicated that proper introductions would be made at next month's meeting when there is more time. Chair Cesnik also honored former Commissioner Mike Fruen who passed away in December. She noted a resolution of appreciation for Commissioner Fruen was included with others in the consent agenda.

2. PUBLIC FORUM ON NON-AGENDA ITEMS

No comments from the public were made.

3. APPROVAL OF AGENDA

MOTION: Commissioner Welch moved to approve the agenda. Alternate Commissioner McDonald Black seconded the motion. Upon a roll call vote, the motion carried 8-0, with the city of Minnetonka absent from the vote.

4. CONSENT AGENDA

Chair Cesnik asked that Item 4F: Resolution of Appreciation for Commissioner Jim de Lambert be removed from the consent agenda.

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

- Approval of December 16, 2021 Meeting Minutes
- Acceptance of January 2022 Financial Report
- Approval of Payment of Invoices
 - 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
- Approval of Proposal from MMKR to Perform 2021 Financial Audit
- Approval of Agreement with Redpath & Company for 2022 Financial Services
- Approval of Resolution of Appreciation for James Prom
- Approval of Resolution of Appreciation for Mike Fruen
- Approval of Resolution of Appreciation for Dawn Pape
- Approval to Apply for Second Lawns to Legumes Grant for Implementation by Metro Blooms

The general and construction account balances reported in the January 2022 Financial Report are as follows:

Current Assets	Capital Improvement Projects	General Fund	TOTAL
Checking	\$588,791.06	\$222,371.74	\$811,162.80
4MP Fund Investment	\$3,501,105.22	\$792.12	\$3,501,897.34
4M Fund Investment	\$2,483,511.82	\$117.46	\$2,483,629.28
Total Checking/Savings January 2022	\$6,573,408.10	\$223,281.32	\$6,796,689.42

MOTION: Commissioner Carlson moved to approve the consent agenda as amended. Alternate Commissioner McDonald Black seconded the motion. Upon a roll call vote, the motion carried 8-0, with the city of Minnetonka absent from the vote.

5. BUSINESS

Moved off consent: **4F: Approval of Resolution of Appreciation for Jim de Lambert**

Chair Cesnik noted that Commissioner de Lambert was stepping down from the Commission. She read the resolution of appreciation. Commissioners and staff thanked Commissioner de Lambert for his leadership as chair and his independent thoughts and balance he brought to the Commission. Commissioners and staff agreed that he would be missed and wished him well. Commissioner de Lambert thanked commissioners and noted he had enjoyed his time on the board and would stay in touch.

MOTION: Commissioner Welch moved to approve the resolution of appreciation for Jim de Lambert. Commissioner Carlson seconded the motion. Upon a roll call vote, the motion carried 7-0, with the city of Minnetonka absent from the vote and the city of St. Louis Park abstaining from the vote.

A. Consider Approval of 50% Design Plans for Bryn Mawr Meadows Water Quality Improvement Project (BC-5)

Commission Engineer Chandler introduced Stephanie Johnson with Barr Engineering. Engineer Johnson presented information about the project including background information, budget, and design components. She noted that this project was being designed and constructed in conjunction with redevelopment of Bryn Mawr Meadows Park by the Minneapolis Park and Recreation Board (MPRB). She reported on environmental considerations such as contaminated soils and briefly described the Remediation Action Plan (RAP) being developed for the project.

[Commissioner Harwell joins the meeting.]

Engineer Johnson reviewed the estimated construction costs for the project of \$1.198M, which is approximately \$580,000 more than budgeted. Reasons for the higher-than-expected costs include: the budget was based on the feasibility study, which was completed over 3 years ago and construction costs have increased considerably due to the global pandemic's impact on markets, supply chains, and labor availability; there were some adjustments made between feasibility study and design; additional soil contamination was discovered; and work in the right-of-way was added. Finally, Engineer Johnson noted that MPRB hopes to bid the project in April in order to get more favorable bid prices.

Administrator Jester presented some options for funding the project including: removing a project slated for Bassett's Creek Park (BC-11) from the CIP as the MPRB does not have plans to redevelop that portion of the park; increasing the levy to gather additional funds; using some levy funds slated for Medley Park Project that would be offset by a recently awarded Clean Water Fund grant; or a combination of these actions.

Engineer Johnson indicated that Barr engineers had also developed cost saving ideas by altering the designs of the project. She briefly presented a table of options which included impacts to pollutant removal totals and cost benefit figures. She noted there were no "great options" and that significant changes to the design may also necessitate negotiations with the MPRB as the concept plans had already been approved by the MPRB Board of Commissioners.

Commissioners discussed the funding options. The argument was made that increasing the levy, rather than using the funding slated for BC-11, would allow another project to be added to the CIP (or moved earlier in the CIP) in place of BC-11. Administrator Jester noted that recently allocated BWSR watershed-based implementation funds could be used for a future CIP project.

Commissioner Welch reminded the group that Hennepin County Commissioner Fernando recently encouraged the Commission to be ambitious with its implementation and projects. He also noted that BCWMC development standards for the MPRB's park redevelopment plans would need to be followed. He also asked about buffer vegetation and the BCWMC's liability regarding soil contamination.

Engineer Chandler reported the MPRB project will be reviewed under the BCWMC development review process. Engineer Johnson described the plans for native buffer plantings. Jenni Brekken with Barr Engineering further described the RAP and noted the MPRB would enroll in the voluntary investigation and clean-up program (VIC). She noted the BCWMC would not have liability as the MPRB would "own" the RAP. Commissioner Welch asked that Commission Attorney Anderson assist with liability assurances.

Alternate Commissioner Hauer inquired about the carbon footprint of the project. Engineer Chandler noted that such an analysis was not done as it's not typically part of the CIP implementation process. Administrator Jester noted that considering carbon footprints and climate impacts of BCWMC CIP projects may be something to discuss during development of the 2025 Plan as it would be a new endeavor.

There was consensus that the current construction plans are most appropriate and that funding options to cover the budget shortfall could be discussed and decided at a future meeting.

MOTION: Commissioner Welch moved to approve the 50% designs for the Bryn Mawr Meadows Water Quality Improvement Project, directed the Commission Engineer to continue to 90% designs, and directed the Administrator and Engineer to work with the Commission Attorney and MPRB regarding liability assurances from the MPCA. Commissioner Carlson seconded the motion.

Discussion: Commissioner Welch indicated his support to “stay the course” with Commission projects and noted that the Bryn Mawr Project impacts diverse communities. There was a question about the possibility of additional cost increases in the 90% plans. Engineer Johnson noted they had conservative estimates to date and did not anticipate additional large increases. There was also a reminder that the Zoom chat feature only be used for logistical purposes during Commission meetings.

Upon a roll call vote, the motion carried 8 – 0 with the city of Minnetonka absent from the vote.

A 5-minute break was called by the Chair. The meeting resumed at 10:05 a.m.

B. Consider Approval of 50% Design Plans for SEA School-Wildwood Park Flood Reduction Project (BC-2,3,8,10)

Commission Engineer Chandler reminded the group that the city of Golden Valley is designing and constructing this project through an agreement with the Commission and that this is the 3rd project being implemented to address regional flooding in the DeCola Ponds and Medicine Lake Road area. She reviewed the project area, described current and proposed flow patterns, and outlined the project components, including an iron-enhanced infiltration basin, wet meadow, and prairie habitat. She also noted that considerable input was gathered from SEA School staff and Robbinsdale Area Schools due to impacts to the school property and noted another public open house will be held (virtually) on February 3rd. Finally, Engineer Chandler reviewed a table comparing the outcomes and expected costs of the project between the feasibility study and these 50% designs. She noted the total project cost was still expected to be approximately \$3.1M and that funding is coming from the Commission (\$1.3M), a flood damage reduction grant to the city from MnDNR (\$1.3M), and city funding (\$.05M).

Commissioner Carlson asked if a change in Golden Valley’s street sweeping practices and equipment might change the total phosphorus reductions expected. Engineer Chandler reported that analysis was not completed, and Golden Valley TAC member Eric Eckman noted that Golden Valley does not yet have a regenerative sweeper. There was discussion about the slightly lower total phosphorus removal expected (4.1 lbs/year estimated in feasibility study compared to 4.0 lbs/year estimated with 50% designs) and the higher amount of restored turf. Engineer Chandler noted that additional pollutant removal opportunities will be sought as design continues. Mr. Eckman noted the various competing uses for the park area and turf including SEA School students and neighborhood residents.

MOTION: Commissioner Harwell moved to approve the 50% drawings for the SEA School-Wildwood Park Flood Reduction Project, and authorized the city to proceed with design, permitting and contract documents and bring 90% design plans to a future Commission meeting. Commissioner Welch seconded the motion. Upon a roll call vote, the motion carried 8 – 0 with the city of Minnetonka absent from the vote.

C. Consider Approval of Scope and Budget for 2025 Watershed Management Plan Development

Administrator Jester reminded commissioners that at its November meeting, she and Commission Engineers were directed to develop a scope and budget for development of the 2025 Watershed Management Plan. She began by describing possible committees needed to help guide plan development, and the recommended activities for the first phase of the project: initial stakeholder engagement. TAC member Scharenbroich recommended adding specific engagement with city staff, councils, and commissions, similar to the last planning process. It was agreed that input from member cities should be an important component of early stakeholder engagement and should be explicitly included in the scope.

Administrator Jester continued walking through the stakeholder engagement phase (phase 1) and described phase 2: pre-plan work to address challenging issues. She noted that phase 2 has a wide range for a budget because it's unknown how many issues and how in-depth the discussions and analyses might be.

Engineer Chandler then reviewed phases 3 and 4: development of the plan document and the review process. She noted that phase 3 is where the "heavy lifting" would be for the Commission and a Plan Steering Committee because measurable goals and policies are needed to address priority issues.

There was some discussion about the new and challenging issues that might be tackled in this plan including addressing environmental justice and chloride pollution. Alternate Commissioner McDonald Black noted that relationships and partnerships will be needed, particularly in Minneapolis neighborhoods and that an intern from Dougherty Family College might be of great help in that regard. Commissioner Welch commented that it's critical the Commission develop, own, and understand the plan so commissioners are able and excited to implement it. He indicated that \$150,000 for plan development is likely an underestimate. He also expressed his desire for the Administrator to drive the plan development process and that only commissioners, alternates, and commission staff be members of the Plan Steering Committee.

[Commissioner Harwell leaves the meeting.]

Commissioner Welch continued, noting that the Commission needs an initial, over-arching sense of what work it wants to accomplish during the life of the plan, that stakeholders should be asked to provide input on a certain set of issues during initial stakeholder engagement, and that the Commission's joint powers agreement (JPA) will need to be considered and may need updating because it expires during this planning process.

Engineer Chandler suggested having a Commission issues identification workshop earlier in the process (such as immediately after receipt of responses to the notification letter) in light of possible changes needed in the JPA. There was some discussion on the pros and cons of Plan Steering Committee meetings vs. two meetings per month of the full Commission.

Steve Christopher with the MN Board of Water and Soil Resources (BWSR) agreed with an earlier statement that the plan's development should be guided by the commissioners with Commission-identified priorities and other stakeholders' input considered.

Staff was directed to consider input at this meeting and bring a revised scope and budget to a future meeting for consideration.

D. Review Plymouth Street Sweeping Report (ML-23)

TAC member Ben Scharenbroich (Plymouth) reviewed the report noting that the purchase of the new high efficiency street sweeper was cost shared among BCWMC, Elm Creek WMC, and Shingle Creek WMC. He reviewed the results of the sweeping and reported that an estimated 170 – 232 pounds of total phosphorus had been removed (annually) from Plymouth streets in the Bassett Creek Watershed. Chair Cesnik thanked Mr. Scharenbroich for coordinating this project and upgrading equipment.

E. Consider Approval of Reimbursement Request for Plymouth Street Sweeping Cost Share (ML-23)

MOTION: Alternate Commissioner McDonald Black moved approval of reimbursement to city of Plymouth \$75,000 for purchase of the street sweeper. Commissioner Welch seconded the motion. Upon a roll call vote, the motion carried 8 – 0 with the city of Minnetonka absent from the vote.

F. Receive Report on Staff Evaluations – Tabled and moved to future meeting

6. COMMUNICATIONS

- A. Administrator's Report
 - i. Date and Format for Equity in Watershed Management Workshop – Commissioners indicated the workshop shouldn't be held on a Wednesday or a weekend and shouldn't go past 8:00 p.m.
 - 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 – Brief update provided
 - v. Report on Presentation of East Metro Water Resource Education Program to WMWA - Tabled
- B. Chair - None
- C. Commissioners – Commissioner Welch reported that MAWD's petition to BWSR on rulemaking was denied.
- D. TAC Members – None
- E. Committees – None
- F. Legal Counsel – None
- G. Engineer
 - i. Update on North Green Loop Development, Minneapolis – Access plan is complete and the easement agreement language is being negotiated, including input from Commission Engineer. Administrator Jester reported she had requested a 50-50 cost share with the city for BCWMC Engineering review and assistance with the project. TAC member Liz Stout noted that city staff are reviewing the request.
 - ii. Update on EAW Comments for Main Stem Lagoon Dredging Project – Five agencies provided expected comments and one resident sent 6 pages of comments and questions. Responses were drafted; the city of Golden Valley declared that no Environmental Impact Statement is warranted for the project.

2. 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.

8. ADJOURNMENT - The meeting was adjourned at 11:55 a.m.

Item 4B.
BCWMC 2-17-22

BCWMC Febuary Financial Report - General Ledger				Capital Improvement Projects	Construction Fund	General Fund	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
		101 · Wells Fargo Checking	366,739.79	32,272.00	437,576.17	836,587.96	
		102 · 4MP Fund Investment	3,501,105.22	0.00	792.12	3,501,897.34	
		103 · 4M Fund Investment	2,483,511.82	0.00	117.46	2,483,629.28	
		Total Checking/Savings	6,351,356.83	32,272.00	438,485.75	6,822,114.58	
Accounts Receivable							
		112 · Due from Other Governments	-402,871.18	0.00	6,777.00	-396,094.18	
		113 · Delinquent Taxes Receivable	20,717.00	0.00	0.00	20,717.00	
		Total Accounts Receivable	-382,154.18	0.00	6,777.00	-375,377.18	
Other Current Assets							
		114 · Prepays	0.00	0.00	3,223.00	3,223.00	
		Total Other Current Assets	0.00	0.00	3,223.00	3,223.00	
		Total Current Assets	5,969,202.65	32,272.00	448,485.75	6,449,960.40	
TOTAL ASSETS				5,969,202.65	32,272.00	448,485.75	6,449,960.40
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Other Current Liabilities							
		212 · Unearned Revenue	200,000.00	0.00	565,999.00	765,999.00	
		251 · Unavailable Rev - property tax	20,717.00	0.00	0.00	20,717.00	
		Total Other Current Liabilities	220,717.00	0.00	565,999.00	786,716.00	
		Total Current Liabilities	220,717.00	0.00	565,999.00	786,716.00	
		Total Liabilities	220,717.00	0.00	565,999.00	786,716.00	
Equity							
		311 · Nonspendable prepaids	0.00	0.00	3,223.00	3,223.00	
		312 · Restricted for improvements	5,260,202.50	0.00	0.00	5,260,202.50	
		314 · Res for following year budget	0.00	0.00	5,000.00	5,000.00	
		315 · Unassigned Funds	0.00	0.00	493,025.05	493,025.05	
		32000 · Retained Earnings	-57,737.83	22,271.00	-55,105.88	-90,572.71	
		Net Income	0.00	0.00	-7,633.44	-7,633.44	
		Total Equity	5,202,464.67	22,271.00	438,508.73	5,663,244.40	
TOTAL LIABILITIES & EQUITY				5,423,181.67	22,271.00	1,004,507.73	6,449,960.40
UNBALANCED CLASSES				546,020.98	10,001.00	-556,021.98	0.00

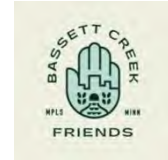
BCWMC February Financial Report - Year End Operating Budget					
		Annual Budget	Jan 21 - Feb 17, 22	Year to Date	Budget Balance
Income					
	411 · Assessments to Cities	554,900.00	0.00	554,900.00	0.00
	412 · Project Review Fees	62,000.00	7,000.00	61,000.00	1,000.00
	413 · WOMP Reimbursement	5,000.00	0.00	5,500.00	-500.00
	414 · State of MN Grants	0.00	0.00	18,124.61	-18,124.61
	415 · Investment earnings	0.00	0.00	2,705.58	-2,705.58
	416 · Use of Fund Balance	5,000.00	0.00	0.00	5,000.00
	417 · Transfers from LT & CIP	42,000.00	44,494.00	44,494.00	-2,494.00
	Total Income	668,900.00	51,494.00	686,724.19	-17,824.19
Expense					
	1000 · General Expenses				
	1010 · Technical Services	134,000.00	9,302.50	105,492.50	28,507.50
	1020 · Development/Project Reviews	68,000.00	11,089.39	89,507.04	-21,507.04
	1030 · Non-fee and Preliminary Reviews	24,000.00	3,915.50	38,406.48	-14,406.48
	1040 · Commission and TAC Meetings	12,000.00	858.00	10,961.70	1,038.30
	1050 · Surveys and Studies	9,000.00	2,032.50	7,682.91	1,317.09
	1060 · Water Quality / Monitoring	129,000.00	26,391.36	132,432.03	-3,432.03
	1070 · Water Quantity	7,000.00	0.00	7,205.56	-205.56
	1080 · Annual Flood Control Inspection	12,000.00	0.00	14,998.88	-2,998.88
	1090 · Municipal Plan Review	2,000.00	0.00	0.00	2,000.00
	1100 · Watershed Monitoring Program	23,000.00	735.44	18,257.25	4,742.75
	1110 · Annual XP-SWMM Model Updates	0.00	0.00	375.50	-375.50
	1120 · TMDL Implementation Reporting	7,000.00	6,237.00	6,989.50	10.50
	1130 · APM/AIS Work	14,000.00	0.00	13,533.35	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	60,561.69	445,842.70	-4,842.70
	2000 · Plan Development				
	2010 · Next Gen Plan Development	18,000.00	9,849.50	18,001.50	-1.50
	2000 · Plan Development - Other		0.00	0.00	0.00
	Total 2000 · Plan Development	18,000.00	9,849.50	18,001.50	-1.50
	3000 · Administration				
	3010 · Administrator	67,400.00	7,272.00	74,753.00	-7,353.00
	3020 · MAWD Dues	3,750.00	0.00	3,750.00	0.00
	3030 · Legal	15,000.00	877.20	13,566.70	1,433.30
	3040 · Financial Management	4,000.00	1,000.00	10,600.00	-6,600.00
	3050 · Audit, Insurance & Bond	18,000.00	100.00	14,949.00	3,051.00
	3060 · Meeting Catering	1,300.00	0.00	0.00	1,300.00
	3070 · Administrative Services	8,000.00	361.44	6,321.56	1,678.44
	3000 · Administration - Other		0.00	0.00	0.00
	Total 3000 · Administration	117,450.00	9,610.64	123,940.26	-6,490.26
	4000 · Implementation				
	4010 · Publications / Annual Report	1,300.00	0.00	0.00	1,300.00
	4020 · Website	1,800.00	138.21	544.81	1,255.19
	4030 · Watershed Education Partnership	17,350.00	0.00	13,080.00	4,270.00
	4040 · Education and Public Outreach	26,000.00	2,300.00	25,373.27	626.73
	4050 · Public Communications	1,000.00	0.00	1,028.24	-28.24
	4000 · Implementation - Other		0.00	0.00	0.00
	Total 4000 · Implementation	47,450.00	2,438.21	40,026.32	7,423.68
	5000 · Maintenance				
	5010 · Channel Maintenance Fund	20,000.00	20,000.00	20,000.00	0.00
	5020 · Long Term-FEMA Floodplain Mod	25,000.00	25,000.00	25,000.00	0.00
	5000 · Maintenance - Other		0.00	0.00	0.00
	Total 5000 · Maintenance	45,000.00	45,000.00	45,000.00	0.00
	Total Expense	668,900.00	127,460.04	672,810.78	-3,910.78
		0.00	-75,966.04	13,913.41	-13,913.41

BCWMC February Financial Report - CIP						
		Project Budget	Jan 21 - Feb 17, 22	Year to Date	Inception to Date Expense	Remaining Budget
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		
	BGP2 · Bassett Creek Park & Winnetka	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		
	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-Dupon	1,064,472.00	0.00	0.00	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	1,300,000.00	0.00	20,036.50	56,789.39	1,243,210.61
	BC-5 · CIP-Bryn Mawr Meadows	912,000.00	42,889.50	90,785.38	140,068.77	771,931.23
	BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00	11,159.00	38,177.00	119,062.22	2,639,937.78
	BGP-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	1,500,000.00	0.00	30,191.00	87,218.61	1,412,781.39
	ML-20 · CIP-Mount Olive Stream Restore	178,100.00	3,562.00	7,163.50	43,157.42	134,942.58
	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	76,632.00	76,632.00	76,632.00	4,968.00
	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	9,700.00	13,366.00	70,913.12	414,086.88
	SL-1,3 · CIP-Schaper Pond	612,000.00	180.00	11,661.00	443,078.42	168,921.58
	SL-8 · CIP-Sweeney Lake WQ Improvement	568,080.00	4,424.00	14,816.48	343,552.07	224,527.93
	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	180,859.04	404,500.00	0.00
Total Expense		15,480,226.00	148,546.50	483,687.90	5,211,900.03	
Net Income		-15,480,226.00	-148,546.50	-87,232.83		

BCWMC February Financial Report - Long Term Accounts						
	Total Budget	Dec 17, '21 - Jan 20, 22	Year-to-Date	Inception to Date	Remaining Budget	
Income						
Fld1 - Flood Control Long Term Maint Income		10,001.00	24,065.50	179,421.90		
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	-304,844.51	395,135.49	
Flood1 - Emergency FCP Income		0.00		0.00		
Flood2 - Emergency FCP Expense	500,000.00	0.00	0.00	0.00		
Total	500,000.00	0.00	0.00	0.00	500,000.00	
Gen - Next gen Plan Development Income		8,000.00	8,000.00	8,000.00	8,000.00	
Gen1 - Next gen Plan Development Exp	30,000.00	0.00		0.00		
Total	30,000.00	0.00	8,000.00	0.00	38,000.00	
Qual - Channel Maintenance Fund Income		20,000.00	20,000.00	20,000.00		
Qual1 - Channel Maintenance Expense	440,950.00	0.00	0.00	267,073.30		
Total	440,950.00	0.00	0.00	-247,073.30	193,876.70	
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	

Contribution Request for the Bassett's Creek Park Restoration and Engagement Project

February 4th, 2022



At their meeting in April 2021, the BCWMC approved a recommendation from the BCWMC Education Committee to provide \$2,300 to the Friends of Bassett Creek (FBC, formerly Bassett Creek Volunteer Stewardship Group), for a long-term, science-based management plan in Bassett's Creek Park (BCP), Minneapolis. This plan includes invasive species removal, native species restoration, and community engagement led by FBC in partnership with Bryn Mawr and Harrison Neighborhood Associations. FBC contracted ecologists at Friends of the Mississippi River (FMR) to develop this plan, including necessary data collection. In August 2021, the Minneapolis Park and Recreation Board indicated their support for this project in writing (Attachment A).

The long-term science-based stewardship plan will guide: a) strategic removal of remaining buckthorn and other invasive species throughout BCP, and b) prevention of regrowth through cultivating native species including prairie grasses, wildflowers, flowering shrubs, and trees. This plan would improve recreation and safety, sight lines, creek access, aesthetic beauty, habitat for wildlife, birds, and pollinators, erosion control, water quality, carbon storage, and climate resilience. Grant activities during and post plan development also include building connections and relationships with volunteers and community members, and disseminating education materials on watershed and water-related subjects at park community events.

Work completed in 2021:

- \$2300 in matching grant funding from Bryn Mawr Neighborhood Association (BMNA) was awarded, for a project total of \$4600. Half of this funding (\$2300) was obligated to execute the following project deliverables. The other half will be spent in spring 2022 to execute the remainder of the plan, including field work, report, and initial implementation.
 - Five site visits for initial fieldwork (vegetation surveys, photo documentation, etc; FMR)
 - Management units created based on topography, plant communities, and restoration goals, comprehensive vegetation lists compiled for each management unit (FMR).
 - Seeds for native grasses, forbs, and shrubs purchased for spring 2022 planting.
- The following events were hosted in 2021 to work towards restoration and community goals.
 - Two meetings with FBC, FMR, and MPRB Forestry staff to plan the following events.
 - May tree planting event attended by 60+ adults and children planting 115 trees (120 volunteer hours).
 - October buckthorn removal event attended by 55 volunteers (165 volunteer hours), BCWMC educational materials provided.

As FBC currently lacks the means to hold these funds, we ask that BCWMC transfer this funding to our affiliate, Bryn Mawr Neighborhood Association (BMNA). BMNA has agreed to distribute funds to FMR when their work is invoiced and complete in spring 2022. Our contacts at BMNA are Jessica Wiley (jessicasusanwiley@gmail.com) and Roberta Jordan (Roberta.jordan@bmna.org). Grant funding can be sent to Roberta Jordan, Treasurer, BMNA, 2915 Wayzata Blvd, Minneapolis, MN 55405.

Thank you again for providing this opportunity!

Sincerely,

Anna Peterson & Ryan Atwell
Friends of Bassett Creek
280 Vincent Ave. N.
Minneapolis, MN 55405



Minneapolis Park & Recreation Board

Administrative Offices

2117 West River Road North
Minneapolis, MN 55411-2227

Northside Operations Center

4022 1/2 North Washington Avenue
Minneapolis, MN 55412-1742

Southside Operations Center

3800 Bryant Avenue South
Minneapolis, MN 55409-1000

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Superintendent

Al Bangoura

Secretary to the Board

Jennifer B. Ringold

August 31, 2021

Dear Bassett Creek Watershed Management Commission;

I am writing on behalf of the Minneapolis Park and Recreation Board (MPRB) to express our support for Friends of the Mississippi River's (FMR) "Basset Creek Park Community Stewardship" project.

FMR is proposing a collaboration with the Bryn Mawr Neighborhood Association and the Harrison neighborhood to empower these communities by giving them the tools and knowledge necessary to restore and manage the natural areas at Bassett Creek Park - skills that they can also apply to their own yards and the community at large. Providing education, training, and a ten year stewardship plan will help residents and community members become better stewards of pollinator habitat, water quality, and natural areas.

MPRB has collaborated with FMR on projects that improve habitat along the Mississippi River for over 20 years. FMR is a trusted partner, planning and managing ecological restoration projects and organizing and training community volunteers to carry out ecological restoration and maintenance work on riverfront parkland in the MPRB system and beyond. In recent years, FMR and MPRB have seen the benefits of partnering on such planning and restoration projects, with over 30 acres restored and maintained by professional crews and community volunteers at sites including Ole Olson Park, Mississippi Gorge Regional Park, and Nicollet Island.

This particular project is directed toward creating behavior change toward improved stewardship of natural resources in these two neighborhoods, with a special focus on stewardship of pollinator habitat and water quality in Bassett Creek Park. This aligns with the following MPRB plans and initiatives:

Ecological Systems Plan

-Strategy 37. Organize and activate volunteers to enhance management of natural and naturalized areas throughout the park system), and Natural Areas Plan.

-Recommendation 38. 2. Prioritize preservation of existing habitat and restoration and enhancement of new habitat within the designated corridors, with particular focus on preserving and re-storing historic ecotypes

-Recommendation 38. 3. Work with public, private, and nonprofit partners within identified corridors to implement habitat restoration and enhancement projects, including blooming boulevards, green alleys, habitat enhancement on public lands, etc.

-Strategy 42. Increase urban forest diversity to make it more resilient to climate change and invasive pests

-Recommendation 42. 1. Continue to partner with University of Minnesota to research and pilot new tree species in Minneapolis

-Recommendation 42. 2. Increase number of tree species and reduce overall percentage of single species as replanting takes place

-Recommendation 42. 3. Educate the public on what trees to plant based on future climate forecasts

Bassett Creek Park Concept Plan

-Community Input Priority #1: Improved access to the creek

-Community Input Priority #2: Naturalized areas/native plantings

MPRB recognizes that in order to tackle invasive species and habitat restoration throughout the parks system, volunteers play a crucial role in expanding capacity. However, invasive species management and habitat restoration need to be implemented in a coordinated, science based way – information that everyday volunteers may not have access to. As stated in the Ecological Systems Plan, “MPRB contracts for these services, works with volunteers, and partners with local non-profits, such as Friends of the Mississippi River, to tackle invasive plant removal and restoration work.” MPRB sees this partnership as having the potential to reduce the costs of woodland and shoreline restoration identified in the Central Mississippi Riverfront Regional Park Master Plan, where costs for the Bassett Creek Study Area are estimated at \$150,000. We are confident that FMR can plan for and train neighborhood volunteers to carry out restoration of their local parkland, equipping residents with the knowledge, tools, and resources necessary for successful restoration and improved overall environmental stewardship . The management plan and volunteer training will ensure that the eventual restoration follows a thought-out path while creating an engaged and knowledgeable volunteer base at the park.

Funding for FMR to conduct this planning effort for community-led restoration will help to advance MPRB’s mission to improve community involvement in environmental issues and in turn to restore and maintain high quality natural areas with strong connections to the community.

Sincerely,



Jeremy Barrick
Assistant Superintendent for Environmental Stewardship
Minneapolis Park and Recreation Board

ADMINISTRATIVE SERVICES AGREEMENT

THIS ADMINISTRATIVE SERVICES AGREEMENT (“Agreement”) is made and entered into by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the “Commission”), and Jan Voit, individually doing business as an independent contractor (the “Contractor”).

1. **SERVICES.** The Contractor will perform certain administrative services related to drafting meeting minutes for monthly Commission meetings, as more specifically directed and requested by the Commission administrator (“Services”). Such Services require attendance at all regular monthly Commission meetings and potentially other meetings as directed by the Commission administrator on an as-needed basis.
2. **COMPENSATION.** Contractor will be paid for Services at the rate of \$40 per hour. Estimated number of hours per month needed to perform the Services is 6 - 8 hours depending on meeting length, complexity of discussion, and level of detail requested by the Commission. Contractor may be reimbursed for pre-approved actual, reasonable and necessary out-of-pocket expenses including printing, materials, and travel (at the current IRS mileage rate for privately owned automobiles). Such pre-approval shall be in writing from the Commission administrator. Any services provided by Contractor related to anything other than meeting minute preparation must have the prior approval of the Commission. The total compensation, including expenses, to be paid to Contractor for all the Services to be provided under this Agreement shall not exceed \$4,000.
3. **PAYMENT.** Contractor will submit monthly invoices for the Services providing detailed time records of Services provided and time spent, and shall provide receipts for pre-approved, eligible reimbursable expenses. Invoices and records, together with supporting information, shall be submitted in a form acceptable to the Commission. The Commission will pay undisputed invoices within 45 days of receipt thereof. Invoices received by the first Thursday of the month will ordinarily be authorized for payment at that month’s regular Commission meeting.
4. **TERM AND TERMINATION.** This Agreement shall be effective as of February 17, 2022 and it shall continue in effect until January 31, 2023. This Agreement may be terminated by either party at any time, and for any reason, on 35 days’ written notice of termination. Upon termination, Contractor shall be paid only for Services and pre-approved reimbursable expenses that are provided to the Commission through the date of termination.
5. **ASSIGNMENT.** Services provided by Contractor will be performed by Jan Voit. No assignment of this Agreement by either party shall be permitted without a prior written agreement signed by the Commission and the Contractor.
6. **AMENDMENTS.** This document constitutes the entire Agreement between the parties and no modifications of its terms shall be valid unless reduced to writing and signed by both parties.

7. **INDEPENDENT CONTRACTOR.** The Contractor is not an employee of the Commission. Contractor will act as independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the Commission. Contractor shall not be considered an employee of the Commission for any purpose including, but not limited to: income tax withholding; workers' compensation; unemployment compensation; FICA taxes; liability for torts; and eligibility for benefits.

Contractor will not be provided with a place of business and will retain control over the manner and means of the Services provided as an independent contractor. Contractor will provide, at Contractor's expense, necessary office space, transportation, computer capability, email address, and incidental office supplies necessary to perform the Services.

8. **DATA PRACTICES AND RECORDS.** All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing Services under this Agreement shall be the exclusive property of the Commission. All such records shall be maintained with the records of the Commission and in accordance with the instructions of the Commission. The Contractor will comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Commission will provide such advice and legal services as are necessary to comply with such laws and regulations as they relate to the data maintained by the Commission.
9. **COMPLIANCE WITH LAWS.** Contractor shall comply with all applicable federal, state and local laws, regulations or ordinances in performance of Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices.
10. **AUDIT.** The Contractor agrees that the Commission, the State Auditor, or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, and records that are relevant to and involve transactions relating to this Agreement.
11. **HOLD HARMLESS.** Contractor shall defend, indemnify and hold harmless the Commission, its member cities and their elected officials, officers, employees, agents, and representatives, from and against any and all claims, costs, losses, expenses, demands, actions or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation that may arise out of this Agreement for Services provided by Contractor hereunder.
12. **APPLICABLE LAW.** The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.



Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr)
Subject: Item 4F: Ridgedale Mall Sears Redevelopment – Minnetonka, MN
BCWMC February 16, 2022 Meeting Agenda
Date: February 9, 2022
Project: 23270051 2022 2270

4F Ridgedale Mall Sears Redevelopment – Minnetonka, MN BCWMC 2021-30

Summary:

Proposed Work: Redevelopment/remodel of Ridgedale Sears and parking lot improvements

Project Proposer: Brookfield Properties

Project Schedule: Starting construction March 2022 and construction completion end of 2022

Basis for Review at Commission Meeting: Use of alternative BMP

Impervious Surface Area: Decrease 0.28 acres

Recommendation for Commission Action: Approval

General Project Information

The proposed project is in the Crane Lake subwatershed within the Ridgedale Mall complex in Minnetonka. The proposed project includes redevelopment of the existing Sears retail store, the structure of which is to remain, and parking lot improvements, resulting in 6.91 acres of grading (disturbance). The proposed project creates 3.51 acres of fully reconstructed impervious surfaces and results in a decrease of 0.28 acres of impervious surfaces, from 6.81 acres (existing) to 6.53 acres (proposed).

The initial submittal was received November 23, 2021. The BCWMC engineer reviewed the submittal and provided comments to the City and applicant on November 29, 2021. The applicant addressed the comments and submitted revised plans and supporting documentation on January 28, 2022 and on February 2, 2022 for review.

Floodplain

The proposed project does not involve work in the Bassett Creek 1% (base flood elevation, 100-year) floodplain; therefore, BCWMC floodplain review is not required.

Wetlands

The proposed project does not involve work in or adjacent to wetlands.

Rate Control

The February 2021 BCWMC Requirements document states that projects that create more than one (1) acre of new or fully reconstructed impervious area *must manage stormwater such that peak flow rates leaving the site are equal to or less than the existing rate leaving the site for the 2-, 10-, and 100-year events, based on Atlas 14 precipitation amounts and using a nested 24-hour rainfall distribution.*

In both existing and proposed conditions, stormwater runoff is collected by a storm sewer system and discharges to a pond located south of the Ridgedale Mall facility.

In proposed conditions, the underground stormwater detention system and reduction of impervious surfaces results in reduced overall peak discharge rates. Table 1 summarizes the existing and proposed peak discharge rates for the proposed project as provided by the applicant and shows that the proposed stormwater management system meets the BCWMC rate control requirements.

Table 1: Existing and Proposed Peak Discharge Rates

	2-Year Peak (cfs)	10-Year Peak (cfs)	100-Year Peak (cfs)
Existing	26.5	39.8	69.1
Proposed	11.5	21.3	44.0

Water Quality

The February 2021 BCWMC Requirements document states that projects on sites without restrictions *that create one or more acres of new and/or fully reconstructed impervious surfaces shall capture and retain on-site 1.1 inches of runoff from the new and/or fully reconstructed impervious surfaces.* If the applicant is unable to achieve the performance goals due to site restrictions, the BCWMC Flexible Treatment Options approach shall be used following the BCWMC Design Sequence Flow Chart.

As noted, the proposed project creates 3.51 acres of fully reconstructed impervious area. The proposed site is constrained due to the presence of clay and organic subsoils, which are not conducive to infiltration. The applicant is unable to meet the BCWMC performance goal or Flexible Treatment Option (FTO) #1. FTO #1 requires a volume reduction of 0.55 inches and removing 75% of the annual total phosphorus (TP) load from new and/or fully reconstructed impervious surfaces. The applicant followed the BCWMC Design Sequence Flow Chart and determined that the proposed project must meet FTO #2. FTO #2 requires that the proposed project remove 60% of the annual TP load from the new and/or fully reconstructed impervious surfaces. The applicant proposed an underground detention system and Up-Flo Filter, a proprietary manufactured treatment device (MTD) to provide rate control and water quality treatment. The Up-Flo Filter MTD is certified with a General Use Level Designation (GULD) from the Washington Department of Ecology's Technology Assessment Protocol – Ecology (TAPE) program. The BCWMC Requirements document allows the use of stormwater MTDs to meet flexible treatment options, if the applicant provides verification that the MTDs have achieved GULD designation (the applicant provided this verification). The BCWMC Requirements document states that the applicant *may then apply 50% total phosphorus (TP) and 80% total suspended solids (TSS) removals for stormwater MTDs, as long as the stormwater MTDs are designed in accordance with the manufacturer's and TAPE's recommendations and guidelines.* The underground detention and filtration system will collect runoff from reconstructed impervious surfaces as well as a portion of the parking lot designated for mill and overlay, that does not require treatment. Table 2 summarizes the annual TP loading, annual TP removals, and overall percent TP

removal for the proposed project and shows that the proposed stormwater treatment system meets the BCWMC water quality requirements.

This is the first MTD the BCWMC has reviewed since the Minnesota Pollution Control Agency (MPCA) published "TP and TSS credits and Guidance for Manufactured Treatment Devices (MTDs)." The Up-Flo Filter is included as a MTD option under the guidelines for MTDs and is documented as removing 50% of TP, which aligns with the BCWMC Requirements document.

Table 2: Summary of TP Loading and TP Removals

	Impervious Area (acres)	Total Phosphorus Loading (lbs/year)	Percent Removal (%)	Total Phosphorus Removal (lbs/year)
TP loading and required removal from new and reconstructed imp. surfaces	3.51 ¹	6.2	60% ²	3.7 (required)
TP loading and proposed removal from MTD drainage area	4.27 ³	7.6	50% ⁴	3.8 (proposed)
Overall Percent TP Removal for BCWMC Requirement			61%	

¹ Area of fully reconstructed impervious surface.

² Per BCWMC guidelines for FTO #2

³ Impervious area to be treated by MTD

⁴ Per BCWMC guidelines for assumed TP Removal for Manufactured Treatment Devices (MTD) with General Use Level Designation from Washington Department of Ecology's TAPE program.

Erosion and Sediment Control

The proposed project results in more than 10,000 square feet of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include a rock construction entrance, biologs, and inlet protection. Permanent erosion and sediment control features include erosion control blanket and stabilization with sod or seed and mulch.

Recommendation

We recommend that the Commission approve the project plans as submitted on January 28, 2022 and Sheet C703 submitted on February 2, 2022. The following two notes will be included in the approval letter:

- A maintenance agreement must be established between the owner and the City of Minnetonka for the manufactured treatment device (MTD).
- The BCWMC encourages the owners and/or managers of this property to develop and implement a winter deicer and chloride management plan to reduce environmental, structural, and landscaping degradation caused by the overuse of salt. More information is available at <https://www.bassettcreekwmo.org/developer/winter-maintenance>.

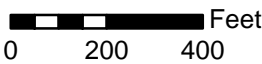


Project Location

Project Location

Ridgedale Center

Minnetonka



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



BCWMC #2021-30
 RIDGEDALE SEARS
 REDEVELOPMENT
 12401 Wayzata Blvd
 Minnetonka, MN
 LOCATION MAP



Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr)
Subject: Item 4G: Plymouth 2022 Street Reconstruction – Plymouth, MN
BCWMC February 16, 2022 Meeting Agenda
Date: February 9, 2022
Project: 23270051 2022 2274

4G Plymouth 2022 Street Reconstruction – Plymouth, MN BCWMC 2021-34

Summary:

Proposed Work: Street reconstruction, including water main, sanitary sewer, and storm sewer improvements

Project Proposer: City of Plymouth

Project Schedule: 2022 Construction

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

Impervious Surface Area: Decrease approximately 0.42 acres

Recommendation: Approval

General Project Information

The proposed linear project is in the City of Plymouth at various locations within the Plymouth Creek and Medicine Lake South subwatersheds. The proposed linear project includes reconstruction of City of Plymouth streets and utility improvements, including water main, sanitary sewer, and storm sewer, resulting in 9.8 acres of grading (disturbance). The proposed linear project creates 5.63 acres of fully reconstructed impervious surfaces and a decrease of 0.42 acres of impervious surfaces, from 6.05 acres (existing) to 5.63 acres (proposed).

The initial submittal was received on January 6, 2022. The BCWMC engineer reviewed the submittal and provided comments to the City on January 12, 2022. The applicant addressed the comments and submitted revised plans for review.

Floodplain

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

Wetlands

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

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 five manholes with four-foot sumps and SAFL baffles for pretreatment of water before discharging to nearby water bodies. In addition, the City of Plymouth is working with property owners to install two raingardens for additional water quality treatment. The City of Plymouth has outlined potential locations for raingardens ranging from low to high priority as seen in the attached figure. Final selection of raingardens will be based on property owners' interest and anticipated water quality benefits. Once locations are chosen, the city will update the Commission.






Erosion and Sediment Control

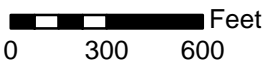
The proposed linear project results in one or more acres of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include rock construction entrances, silt fence, riprap and storm drain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

Recommendation

We recommend that the Commission approve the project plans as submitted on January 28, 2022.



-  Project Location
-  Municipality
-  BCWMC Legal Boundary
-  Major Subwatershed
-  BCWMC Hydrologic Boundary



BCWMC #2021-34
 PLYMOUTH 2022 STREET
 RECONSTRUCTION PROJECT
 Plymouth, MN

LOCATION MAP

2022 Reconstruction Project

Possible Rain Garden Locations



Green = Highest Priority
 Yellow = Medium Priority
 Orange = Lower Priority

Legend

- BAP
- EAP
- Storm_CatchBasin
- Storm_Manhole
- Storm_Outlet
- Storm_Sumps
- Storm_Main
- Storm_Culvert

Surface Water Resources

Feature_Ty

- Water Quality Pond
- Wetland
- Wetland Mitigation
- Lakes
- Parcels

Scale: 0 4590 180 270 Feet

Compass: N, S, E, W

RESOLUTION 22-01

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DESIGNATING DEPOSITORIES FOR
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS**

BE IT RESOLVED by the Bassett Creek Watershed Management Commission of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park that the following are named as depositories for funds, subject to the furnishing of collateral for funds on deposit as provided in the Laws of the State of Minnesota: **RBC Dain Rauscher; Wells Fargo; 4M Fund; U.S. Bank**

BE IT FURTHER RESOLVED that a sweep account will be used for nightly balances.

BE IT FURTHER RESOLVED that the following signatories or alternates are authorized to be signatories on checks drawn on funds deposited:

General Checking:

Chair or Vice Chair and Treasurer or Deputy Treasurer

Each check shall require two signatures.

BE IT FURTHER RESOLVED that the following shall be authorized to make investments of the Bassett Creek Watershed Management Commission and shall be authorized to deposit the principal of said investments in the above named depositories as necessary and beneficial to the Bassett Creek Watershed Management Commission: Deputy Treasurer of the Bassett Creek Watershed Management Commission, or Accounting Coordinator for City of Golden Valley.

The Deputy Treasurer shall supply each of the depositories with certified copies of this resolution along with such signature documentation as is required by the depository and the authorizations set forth above.

Adopted by the Board of the Bassett Creek Watershed Management Commission this _____ day of _____ 2022.

Chair

ATTEST:

Secretary Date

The motion for the adoption of the foregoing resolution was seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same _____ whereupon said resolution was declared duly passed and adopted.



Bassett Creek Watershed Management Commission

RESOLUTION NO. 22-02

Member _____ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE REIMBURSEMENT TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION 2.0% OF THE TAX LEVY REQUEST TO HENNEPIN COUNTY FOR COLLECTION IN 2021, FOR ADMINISTRATIVE EXPENSES FOR CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS AND APPROVING THE TRANSFER OF THE FUNDS FROM THE CIP ACCOUNT TO THE ADMINISTRATIVE ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park that:

1. The Bassett Creek Watershed Management Commission (BCWMC) will be reimbursed \$29,495, which is 2.0% of the BCWMC's September 2020 tax request in the amount of \$1,474,780 to Hennepin County for collection in 2021, for administrative expenses for Capital Improvement Projects.
2. The Bassett Creek Watershed Management Commission directs its Deputy Treasurer to transfer the reimbursed funds from the Commission's CIP Account to its Administrative Account.

Attest

Chair

Date

Secretary

Date

The motion for adoption of the foregoing resolution was seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same: _____ where upon said resolution was declared duly passed and adopted.



Bassett Creek Watershed Management Commission

RESOLUTION NO. 22-03

Member _____ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE TRANSFER OF BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS FROM THE ADMINISTRATIVE ACCOUNT TO THE EROSION/SEDIMENT (CHANNEL MAINTENANCE) ACCOUNT, THE FLOOD CONTROL LONG-TERM MAINTENANCE ACCOUNT, AND THE NEXT GENERATION PLAN DEVELOPMENT ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission that:

1. \$20,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Erosion/Sediment (Channel Maintenance Fund) account.
2. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Flood Control Long-Term Maintenance account.
3. \$8,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Next Generation Plan Development account.

Chair

Date

Attest:

Secretary

Date

The motion for adoption of the foregoing resolution was seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same: _____ whereupon said resolution was declared duly passed and adopted.



Bassett Creek Watershed Management Commission

RESOLUTION NO. 22-04

Member _____ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE TRANSFER OF BASSETT CREEK
WATERSHED MANAGEMENT COMMISSION FUNDS FROM THE FLOOD
CONTROL LONG-TERM MAINTENANCE ACCOUNT TO THE
ADMINISTRATIVE ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission
that:

1. \$14,999 will be transferred from the Bassett Creek Watershed Management Commission's Flood Control Long-Term Maintenance account to the Administrative Account to cover the costs of the 2021 BCWMC Flood Control Project (FCP) inspections including annual FCP inspections.

Chair

Date

Attest:

Secretary

Date

The motion for adoption of the foregoing resolution was seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same _____ whereupon said resolution was declared duly passed and adopted.

**BCWMC FY2022 Administrative Calendar
(Not a complete list of meeting items)**

FEBRUARY 17th 8:30 a.m. Via Zoom	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, Technical Advisory Committee liaisons (see committee descriptions below)
	Designate official depositories
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Review year-end financial report
	Review of open meeting law
	Commissioners complete conflict of interest forms for auditor
	Review Medley Park Stormwater Treatment Project 50% Designs
	Review Scope and Budget for 2025 Plan Development
	Review Main Stem Erosion Repair Project Final Report
MARCH 17th 8:30 a.m. Via Zoom	Consider TAC recommendations on 5-year CIP
	Adopt Data Practices Policy
	Set public hearing for minor plan amendment, if needed
	Review 2021 Monitoring Reports
	Approve agreement for Curly-leaf Pondweed control
	Approve Clean Water Fund Grant Agreement
	Review SEA School/Wildwood Flood Reduction Project 90% Designs
	Review Bryn Mawr Meadows WQ Improvement Project 90% Designs
APRIL 21st 8:30 a.m. TBD	Review Education Committee Recommendations
	Accept FY2021 financial audit
	Approve agreement with Met Council (CAMP)
MAY 19th 8:30 a.m. TBD	Approve annual report
	Approve not to waive monetary limits on municipal tort liability
	Hold public hearing on minor watershed plan amendment
	Review 2023 draft operating budget

JUNE 16th 8:30 a.m. TBD	Approve Proposed 2023 Operating Budget and submit to cities for review
	Review status of 2022 operating budget
	Approve maximum 2023 levy request for Hennepin County
JULY 21st 8:30 a.m. TBD	Set Public Hearing on 2023 CIP projects
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 18th 8:30 a.m. TBD	Approve final 2023 Operating Budget
	Review 90% Plans for Parkers Lake Drainage Improvement Project and Mt. Olivet Stream Restoration Project
SEPTEMBER 15th 8:30 a.m. TBD	Certify 2023 levy costs to Hennepin County
OCTOBER 20th 8:30 a.m. TBD	Review status of 2022 Operating Budget
WEDNESDAY NOVEMBER 16th 8:30 a.m. TBD	Appoint MAWD delegates and consider requests to attend MAWD Conference
	Review MAWD resolutions
DECEMBER 15th 8:30 a.m. TBD	Receive update on MAWD Annual Meeting
	Consider TAC recommendations and/or begin 5-year CIP development process; assign committee and/or set date for TAC-Commission workshop- see approved process here .
January 19, 2023 8:30 a.m. TBD	Approval of Resolution to Transfer Funds from CIP Account to Administrative Account
	Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund, Long-Term Maintenance Fund, Next Generation Plan Development Fund
	Receive results of staff evaluations
	Approval of contracts for 2023 work

CONTRACTS and AGREEMENTS	Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Stantec – WOMP monitoring HDR – Website maintenance and hosting Hennepin County – River Watch Program Keystone Waters – Administrator Redpath – Financial Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services MMKR – Financial Audit
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BCWMC Committees	
Budget Committee Meetings: March April Additional as needed	<p>KEY ROLE: Develop annual Operating Budget & City Assessments</p> <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2023 programs/budget items • Develop and recommend 2023 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2023 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2023 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2023 budget/assessments
Education Committee Meetings: March Others as needed	<p>KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education events</p> <ul style="list-style-type: none"> • Discuss options for education programs, trainings, and partnerships • Develop 2023 education and outreach plan and present at March or April Commission meeting <ul style="list-style-type: none"> ○ Assist with implementation of plan, as needed ○ Assist with outreach at education events • Recommend further improvements to BCWMC website • Represent Commission on West Metro Water Alliance
Administrative Services Committee Meetings as needed & Oct or Nov for staff evaluation	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p>
Technical Advisory Committee As needed	<p>KEY ROLE: Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities.</p> <ul style="list-style-type: none"> • Recommend projects and assist with development of 2024 - 2028 Capital Improvement Program • Review results of special projects or studies as requested by Commission



Bassett Creek Watershed Management Commission

General Provisions of Open Meeting Law

- I. What is the open meeting law and why is it important?
 - a. Section 13D of Minnesota State Law
<https://www.revisor.mn.gov/statutes/?id=13D>
 - b. Ensures that meetings of governing bodies are conducted in public where public has access to decision making process
 - c. Prohibits actions or discussions from taking place in secret where it's impossible for the public to be fully informed about decisions or to detect improper influences
 - d. Protects government officials from accusations that business was conducted improperly

- II. What groups must abide by the open meeting law?
 - a. Best answer = all governing bodies and committees
 - b. Examples = city councils, county boards, soil and water conservation district boards, watershed district boards, watershed management organization boards, town boards, governing boards of school districts
 - c. Also applies to committees of governing bodies

- III. When does the open meeting law apply?
 - a. Safe answer = always
 - b. Quorums of any governing bodies or committee of the governing body
 - i. Quorum = minimum number of members required to be present to legally conduct business, usually a majority
 - c. Any time a quorum gathers to discuss, decide, or receive information about the official business or work of the governing body
 - d. Even when formal action is not being taken
 - e. Does NOT apply if group is getting together socially and NOT discussing official business (but be careful - it's easy and natural to discuss official business)

- IV. What are the key requirements of the open meeting law?
 - a. Meeting notices are required for regular, special, emergency, and closed meetings
 - b. Meetings must be open to public, in a public space
 - c. Meetings must be within borders of governing body's jurisdiction
 - d. Meeting materials must be available to public at the meeting
 - e. Meeting notes including voting record must be maintained and available to the public (usually in the form of meeting minutes)

- V. How does the open meeting law apply to the use of telecommunication technology?
 - a. Except under special exceptions, officials cannot “attend” meetings by phone
 - b. Can use interactive technology (such as Skype) if:
 - i. All officials can see and hear each other
 - ii. Members of the public at the meeting can see and hear all officials
 - iii. Off-site officials are located in a place accessible to the public
 - iv. At least one official is at the regular meeting location
 - v. Proper notice was given regarding the location of off-site officials
 - c. Use of telecommunication technology tends to disrupt the meeting
 - d. An exception to these general rules exists which allows for meetings to be conducted by telephone or through other electronic means during a health pandemic or a state or local emergency if in-person meetings are not otherwise practical or prudent (the Commission has been operating under this exception for almost two years)

- VI. How is the open meeting law most often broken?
 - a. Email use or texting among officials can be problematic
 - i. Serial emails from one official to another and another, essentially discussing an issue
 - ii. Using “reply all” on an email to all officials of a governing body (avoid this problem by using “blind copy” on emails to group of officials)
 - b. Failure to properly notice a meeting
 - c. Officials wanting to call into a meeting
 - d. Officials gathering for social functions and discussing official business (again, this tends to naturally happen)

- VII. What are the exceptions to the open meeting law?
 - a. There are seven exceptions that allow a governing body to go into a closed session: (1) labor negotiations; (2) performance evaluations; (3) attorney-client privilege; (4) discuss the purchase or sale of property; (5) discuss security reports; (6) discuss misconduct allegations; and (7) discuss certain not-public data
 - b. Each exception above has specific rules and procedures and so before closing a meeting pursuant to an exception, the governing body should consult with legal counsel

- VIII. Violations can subject officials to litigation and personal liability, including fines, other fees and costs, and even forfeiture of office

For further reading:

Information Brief from MN House of Representatives on MN Open Meeting Law
<http://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf>

MN Statutes Chapter 13D. Open Meeting Law
<https://www.revisor.mn.gov/statutes/?id=13D>



7800 Golden Valley Road
Golden Valley, MN 55427

February 7, 2022

Ms. Laura Jester
BCWMC Administrator
Keystone Waters, LLC
16145 Hillcrest Lane
Eden Prairie, MN 55346

Subject: Medley Park Stormwater Improvement Project
City Project 20-26; BCWMC CIP Project ML-12
50% Design Plans

Dear Laura:

Enclosed please find Barr Engineering's correspondence dated February 2, 2022 along with the 50% design plans for the Medley Park Stormwater Improvement Project. These items are being submitted for consideration at the BCWMC meeting scheduled for February 17, 2022.

Please call me at 763-593-8034 if you have any questions regarding the enclosures.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Oliver".

Jeff Oliver, P.E.
City Engineer

Enclosures

C: Eric Eckman, Environmental Resources Supervisor

February 2, 2022

Mr. Jeff Oliver, P.E., City Engineer
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

**Re: 50% Design Plans - Medley Park Stormwater Improvement Golden Valley Project 20-26,
BCWMC CIP project ML-12**

Dear Mr. Oliver:

Attached please find the 50% design plans for the Medley Park Stormwater Improvement project. The project (BCWMC CIP project ML-12) will be funded by several sources including the Minnesota Board of Water and Soil Resources (BWSR) Clean Water Fund Grant, the BCWMC's ad valorem levy (via Hennepin County) for CIP projects, and funding from the City of Golden Valley. Per the cooperative agreement between the City of Golden Valley and the BCWMC, the city is to construct the project, and the plans and specifications are subject to approval by the Commission. Also, per the agreement, the 50% design plans for this project must be submitted to the BCWMC for review and approval. If the attached 50% plans meet the city's approval, we recommend submitting them, along with this letter, to the BCWMC for inclusion in the meeting packet for their February 17, 2022 meeting. Barr staff will present the 50% plans to the BCWMC at the meeting and answer any questions from the BCWMC.

The remainder of this letter presents information about the feasibility study, the design features of the project, and approval/permitting needs.

Feasibility Study Summary and Selected Project

The BCWMC's *Medley Park Stormwater Treatment Facility Feasibility Study* (Barr Engineering, June 2021) examined the feasibility of three different concepts for stormwater improvements in the western portion of Medley Park, owned by the City of Golden Valley. The three conceptual designs evaluated during feasibility all included stormwater runoff diversion from existing stormwater infrastructure and investigated various layouts of stormwater ponds, biofiltration basins, and Medley Pond expansion/ dredging to balance flood storage management and water quality treatment. This project will reduce flood elevations within Medley Park and surrounding neighborhoods (i.e., Kings Valley townhomes) and increase pollutant removals from watershed runoff, which ultimately drains to Medicine Lake.

The feasibility report recommended the implementation of Concept 3, which consists of creating a design that maximizes flood storage volume, while providing pollutant removal through the addition of two stormwater ponds and the expansion and dredging of the existing Medley Pond. The additional flood volume provided by the stormwater ponds is approximately 8.3 acre-feet.

The feasibility report estimated that project implementation (Concept 3) would reduce the 25-year peak flood elevation within Medley Park and the neighborhood south of Medley Park by 0.6 feet, eliminating the risk of

flooding of all at-risk homes for the 25-year storm event (predicts the removal of 6 at-risk structures from flooding). The reduction of the 50-year (0.6 feet) and 100-year (0.5 feet) peak flood elevations results in the removal of 5 and 3 at-risk structures, respectively. During the feasibility study, we estimated at-risk low opening elevations based on LiDAR.

The concept would reduce the annual total phosphorus load to Medicine Lake by 17.0 pounds per year. Additionally, the concept would restore approximately 1.1 acres of wetland and prairie habitat in Medley Park along with 1.5 acres of restored open water area.

At their June 2021 meeting, the Commission approved the final feasibility study for this project, supporting implementation of Concept 3, and the Commission ordered the project at their September 2021 meeting. Design began in early October 2021.

Design features – 50% plans

The project design is underway. In addition to comments from the City of Golden Valley staff and the public during the feasibility study, the 50% design incorporates recent comments and direction from City of Golden Valley staff based on the overall design and maintenance needs. The 50% design generally preserved all the components identified as part of Concept 3, with refinements made as part of the final design process. The 50% design plans will also be used to start the permitting process (discussed in the following section).

The table below compares the flood mitigation volume developed, reduction in number of at-risk structures, the increase in total phosphorus removal, restored wetland and prairie areas, and restored open water area, as presented in the feasibility study and the 50% design plans.

	Flood Mitigation Volume Developed	At-Risk Structures (exist/prop) ¹	Additional Total Phosphorus Removal	Restored Wetland and Prairie Area	Restored Open Water Area
Feasibility Study (June 2021)	8.3 acre-ft	25-yr: 6/0 (5/0 after survey) 100-yr: 20/17 (17/11 after survey)	17.0 lb/yr	1.1 acres	1.5 acres
50% Design Plans	8.8 acre-ft	25-yr: 5/0 100-yr: 17/12 ²	16.4 lb/yr	1.2 acres	1.5 acres

¹ In January 2022, eight at-risk structures were surveyed to better define low opening elevations. These eight structures were selected based on proposed flooding depths for the 50-year storm event (less than 0.25' of flood depth). During feasibility, low opening elevations were determined from LiDAR. The existing at-risk structures presented for "50% Design Plans" and those in the parentheses under "Feasibility Study" reflect the results of the survey.

² One of these structures is at-risk during the 100-year event due to a degraded private homeowners association (HOA) pipe downstream of the structure. Once this pipe is repaired by the HOA, the structure will no longer be at-risk for the 100-year event.

The current 50% design results in the removal of one less at-risk structure during the 100-year event than feasibility due to hydrologic timing of the subwatershed peak flows. However, this structure is at-risk during the 100-year event due to a degraded private homeowners association (HOA) pipe downstream of the structure. The city is in the process of notifying the private HOA of this degraded pipe. When the pipe is repaired and pipe

capacity is restored, XPSWMM modeling indicates that this structure is no longer at-risk for the 100-year event under proposed conditions.

Additionally, the current 50% design results in slightly less annual total phosphorus removal (0.6 pounds) due to minor stormwater pond design modifications. These include:

- Increasing the storm sewer culvert diameters between the ponds to address city maintenance concerns, allow for pond equalization, and reduce velocities over the emergency overflow berms between the ponds.
- Slightly decreasing the open water area of the North Pond and Medley Pond and increasing the open water area of the South Pond to address city concerns regarding maintenance and park aesthetic.

To compensate for some of the loss in water quality treatment from feasibility, we increased the normal water depths of the North and South ponds from the feasibility study. In the 50% design, both ponds have depths of 5.5 feet, compared to 5- and 4-foot depths for the North and South ponds in the feasibility study, respectively. The stormwater pond depths were increased to enhance water quality treatment, while avoiding expansion into the programmable areas of Medley Park (e.g., ice skating rink, baseball field). By increasing the water depths from feasibility, the overall water quality volume between the three ponds is greater than the water quality volume of the feasibility study (4.9 ac-ft in 50% design vs. 4.6 ac-ft in feasibility). Additional water quality treatment cannot be achieved without expanding into programmable areas of Medley Park or increasing the depths of the stormwater ponds beyond the natural bottom (elev. 894), which was determined during feasibility through sediment cores. The current modeled TP removal of 16.4 lb/yr is 96.5% of the estimated feasibility removal of 17.0 lb/yr.

Similar to the feasibility study, the main components of the 50% design include:

1. Protecting the pedestrian bridge north of Medley Pond.
2. Diverting the existing stormwater channel into a constructed stormwater pond by constructing a berm at the mouth of the existing channel and installing a 60" culvert that connects the stream diversion to the new stormwater pond. This diversion also includes a protected overflow for when flows exceed the pipe capacity into the North Pond.
3. Dredging Medley Pond to a bottom elevation of 894 ft MSL, landfilling approximately 1,500 cubic yards of contaminated sediment, and expanding Medley Pond to increase the open water area.
4. Constructing two new stormwater ponds (open water areas with wetland fringe) downstream of the stream diversion. Both stormwater ponds have a normal water level at 899.5 ft MSL controlled by the most downstream pipe discharging to Medley Pond.
5. Increasing the total open water area in Medley Park by 1.0 acres from existing conditions through the expansion of Medley Pond and the installation of two new stormwater ponds. The total open water area under 50% design is 1.5 acres.
6. Increasing the total flood mitigation volume by 8.8 acre-feet to a total of 21.8 acre-feet (up to the 100-year flood elevation) through the expansion of Medley Pond and the excavation and regrading of the western portion of Medley Park.

7. Increasing the total water quality volume by 4.6 acre-feet to a total of 4.9 acre-feet through the expansion of Medley Pond and the excavation and regrading of the western portion of Medley Park to include two new stormwater ponds.
8. Restoring a variety of habitat types (wetland, upland prairie, pollinator species) and replanting trees to mitigate the removal of 9 existing trees. The 50% design does not include a restoration plan, but we have begun conversations with city staff regarding tree replacement and relocation.
9. Replacing disturbed trails with a looped, ADA-compliant paved trail above elevation 906 (above the 10-year flood elevation) and around the perimeter of the proposed ponds. There is an emergency overflow across the trail between Medley Pond and South Pond for any instance when the pipe capacity under the trail is exceeded.
10. Using up to 10% of the existing ice-skating rink area to allow for additional flood mitigation volume.

The drawings are at a 50% design stage, which means there are several details yet to be worked out before the design is final and ready for bid. Additionally, the 50% plans will be provided to the residents around Medley Park at a public open house event for review and comment to further inform the 90% design development. Any comments received from the BCWMC will also be addressed in the 90% design drawings.

Approvals/permit requirements

In addition to BCWMC approval of the plans, other permits/approvals will be required for this project, including the following:

- MPCA Construction Stormwater General Permit
- MPCA Guidance for Managing Dredged Material
- Compliance with the Minnesota Wetland Conservation Act (WCA)
- City of Golden Valley Right-of-Way Permit
- City of Golden Valley Stormwater Permit

We anticipate that the permitting process could take 2-3 months. As a result, we will submit the permit applications in mid-April to begin the permitting review process, with the permitting process anticipated to be complete by July 2022. The plan is to post this project for bid in mid-July 2022.

Recommendations

We recommend that the city request 1) BCWMC approval of the 50% drawings, and 2) BCWMC authorization for the city to proceed with design, permitting and contract documents and bring 90% design plans to a future Commission meeting.

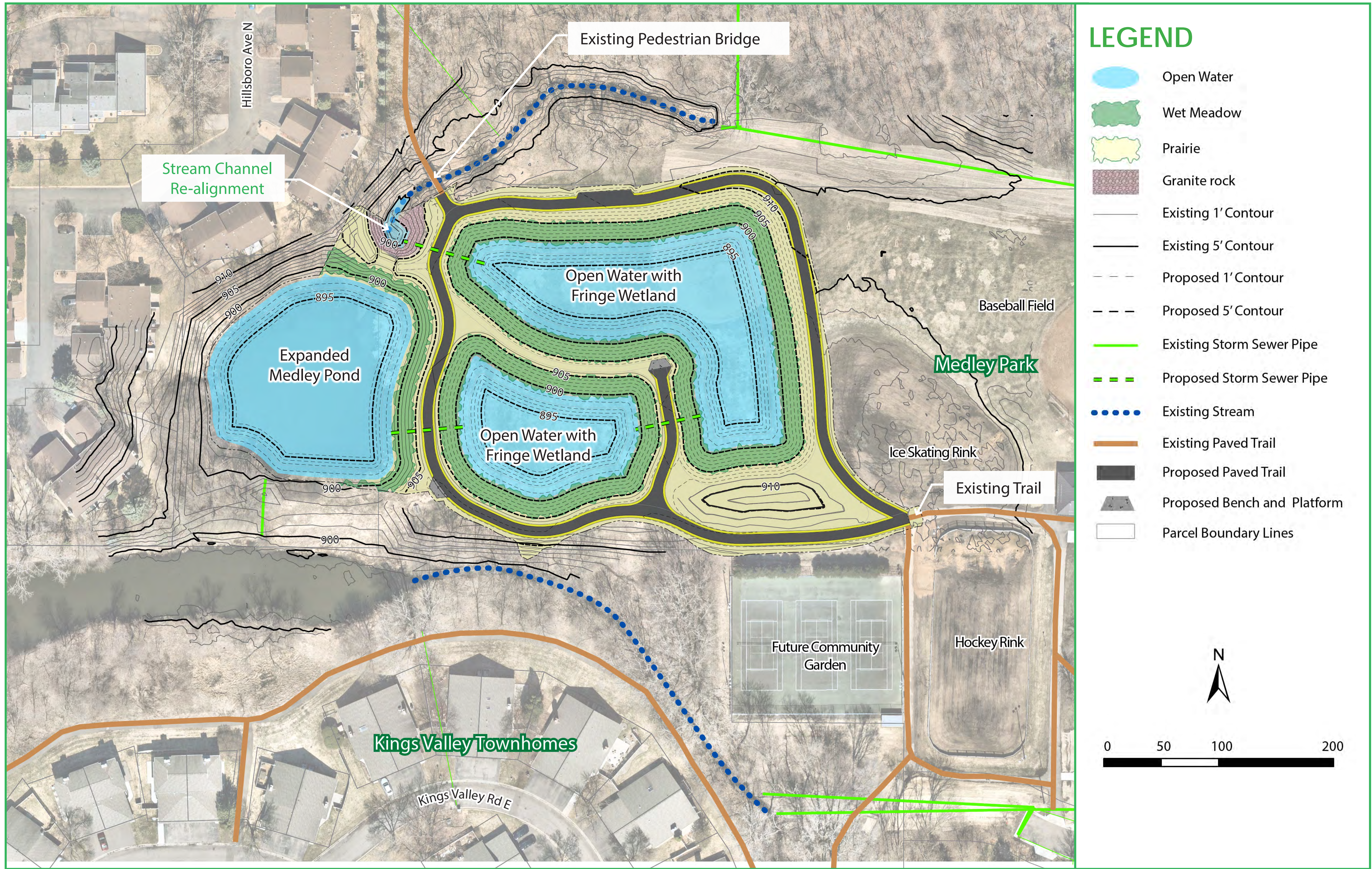
If you have any questions, please contact me at 952-842-3690 or kturpin-nagel@barr.com.

Sincerely,

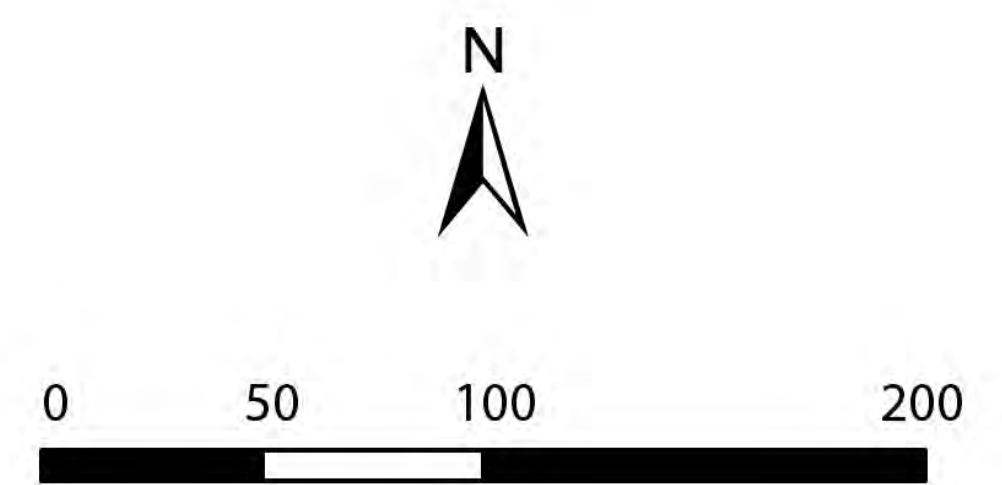


Katie Turpin-Nagel, P.E.
Water Resources Engineer

50% Design



- ### LEGEND
- Open Water
 - Wet Meadow
 - Prairie
 - Granite rock
 - Existing 1' Contour
 - Existing 5' Contour
 - Proposed 1' Contour
 - Proposed 5' Contour
 - Existing Storm Sewer Pipe
 - Proposed Storm Sewer Pipe
 - Existing Stream
 - Existing Paved Trail
 - Proposed Paved Trail
 - Proposed Bench and Platform
 - Parcel Boundary Lines



50% Design Summary

- Additional Flood Storage Created:**
8.8 acre-feet
- Improved Water Quality:**
Additional 16.4 lbs/yr phosphorus removed
- Restored Wetland and Prairie habitat:**
1.2 acres total
- Open Water Area:**
1.5 acres total
- Tree Removal Estimate**
9 trees total
- At-Risk Flooded Structures (existing/proposed):**

25-yr	50-yr	100-yr
5/0	10/6	17/12



Bassett Creek Watershed Management

Item 6B.
BCWMC 2-17-22

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Laura Jester, Administrator
Date: February 10, 2022

RE: Options for Funding Bryn Mawr Meadows Water Quality Treatment Project

At the meeting in January, the Commission approved 50% design plans for this project and directed me to develop options for funding the project given the \$580,000 gap between CIP and grant funds available and current estimated construction costs.

Last month, we learned that a different project in the CIP, the Bassett’s Creek Park Water Quality Improvement Project (BC-11), should be removed from the CIP as park reconstruction is no longer planned for that area by the Minneapolis Park and Rec Board (MPRB). The CIP included a budget of \$500,000 over the 2024 and 2025 levies.

Further, in December the BCWMC received a \$300,000 Clean Water Fund grant for the Medley Park Stormwater Treatment Facility Project. However, construction estimates have gone up by \$116,000. Between the receipt of grant funds and increase costs, the actual Commission costs for the project have gone down slightly from \$1,500,000 to \$1,316,000.

Funding Options for Bryn Mawr – See details in attached tables; changes from original CIP highlighted yellow.

Option 1: Remove BC-11 from CIP and use funding slated for that project + extra funding from reduced Medley Park Project costs to cover the budget gap for Bryn Mawr.

- This option allows the cost share purchase of a high efficiency street sweeper for Golden Valley (BC-12) to move from 2025 to 2024.
- This option lowers the current expected 2025 levy from \$1,650,000 to \$1,546,000.

Option 2: Remove BC-11 from CIP, increase levy, shift some projects earlier, open space for new project

- This option raises levies in 2023, 2024, and 2025

	2023	2024	2025
Original Levy	\$1,734,000	\$1,675,500	\$1,650,000
Increased Levy	\$1,934,000	\$1,821,000	\$1,700,000

- This option moves three projects ahead in the CIP schedule including
 - Crane Lake Chloride Reduction Demonstration Project at Ridgedale Mall (from 2026 to 2025)
 - Plymouth Creek Restoration Project Old Rockford Rd. to Vicksburg Ln. (from 2026 to 2025)
 - Cost share purchase of high efficiency street sweeper (from 2025 to 2024)
- This option opens space for additional projects in 2026.

Option 1: Remove Bassett Creek Park WQ Improvement Project (BC-11) + Do Not Shift Projects Ahead or Add Project – changes highlighted yellow

Project Name	City	Number	2020	2021	2022	2023	2024	2025	2026	2027	2028	Totals
Medicine Lake Rd & Winnetka Ave Long Term Flood Mitigation Plan Project (DeCola Ponds B&C Improvement Proj. + DeCola Pond F Flood Storage & Diversion Project + SEA School Flood Storage)	GV, Crystal, New Hope	BC-2,3,8, 10	\$500,000		\$300,000	\$1,000,000 \$500,000	\$500,000	\$600,000	\$700,000			\$4,131,500
Water quality improvements in Bryn Mawr Meadows, Main Stem Watershed ¹	MPLS	BC-5	\$100,000	\$412,000		\$580,000						\$512,000 \$1,092,000
Medley Park Stormwater Treatment Facility ³	GV	ML-12			\$400,000	\$300,000 \$220,000	\$800,000 \$696,000					\$1,500,000 \$1,316,000
Mt. Olivet Stream Restoration Project	PLYM	ML-20		\$178,100								\$178,000
Dredging accumulated sediment in Main Stem Bassett Creek Lagoons, Wirth Park ⁴	GV/MPLS	BC-7		\$600,000	\$1,100,000	\$534,000	\$200,000					\$2,434,000
Stormwater Pond in Jevne Park to alleviate flooding/improve water quality	Medicine	ML-21	\$500,000									\$500,000
Crane Lake Improvement Project @ Ridgedale Dr.	Minnetonka	CL-3	\$380,000									\$380,000
Parkers Lake Drainage Improvement Project	Plymouth	PL-7		\$485,000								\$485,000
Bassett Creek Main Stem Restoration - Regent Ave to Golden Valley Rd	Golden Valley	2024-CR-M					\$100,000	\$600,000				\$700,000
Bassett Creek Park WQ Improvement Project	Minneapolis	BC-11					\$200,000	\$300,000				\$500,000
Ponderosa Woods Stream Restoration	Plymouth	ML-22					\$475,000 \$200,000	\$275,000				\$475,000
Sweeney Lake Water Quality Improvement Project (alum+carp management) ²	Golden Valley	SL-8	\$20,000	\$218,080								\$238,080
Cost share purchase of high efficiency street sweeper	Plymouth	ML-23		\$81,600								\$81,600
Crane Lake Chloride Reduction Demonstration Project at Ridgedale Mall	Minnetonka	CL-4							\$300,000			\$300,000
Plymouth Creek Restoration Project Old Rockford Rd. to Vicksburg Ln.	Plymouth	2026CR-P							\$500,000			\$500,000
Cost share purchase of high efficiency street sweeper	Golden Valley	BC-12					\$79,000	\$150,000 \$71,000				\$150,000
Toledo Ave/Minnaqua Pond Stormwater Improvements & Flood Reduction	Golden Valley	BC-13								\$300,000	\$400,000	\$700,000
Plymouth Creek Restoration Dunkirk to Yuma and Vicksburg to Cty Rd 9	Plymouth	2027CR-P								\$600,000		\$600,000
Flood Control Project Double Box Culvert Repairs	Minneapolis	FCP-1								\$700,000	\$500,000	\$1,200,000
Estimated Total Project Cost			\$1,500,000	\$1,974,780	\$1,800,000	\$1,834,000	\$1,775,000	\$1,650,000 \$1,546,000	\$1,500,000	\$1,600,000		
Estimated Use of BCWMC Closed Project Account Funds			\$0	\$500,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0		\$800,000
Estimated Total Levy			\$1,500,000	\$1,474,780	\$1,700,000	\$1,734,000	\$1,675,000	\$1,650,000 \$1,546,000	\$1,500,000	\$1,600,000		\$12,833,780 \$12,729,780

¹ Original total project cost estimated at \$912,000, received \$400,000 Clean Water Fund grant. New total project cost projected \$1,492,000

² Total project cost estimated at \$568,080, received \$330,000 Federal 319 grant.

³ Total Commission cost estimated at \$1,616,000, received \$300,000 Clean Water Fund grant; Golden Valley to provide estimated \$500,000

⁴ Total project cost reduced by \$500,000 for lower-than-expected engineering; \$325,000 in grants received

Option 2: Remove Bassett Creek Park WQ Improvement Project (BC-11) + Increase Levy + Shift Projects Ahead or Open Space for New Project – changes highlighted yellow

Project Name	City	Number	2020	2021	2022	2023	2024	2025	2026	2027	2028	Totals
Medicine Lake Rd & Winnetka Ave Long Term Flood Mitigation Plan Project (DeCola Ponds B&C Improvement Proj. + DeCola Pond F Flood Storage & Diversion Project + SEA School Flood Storage)	GV, Crystal, New Hope	BC-2,3,8, 10	\$500,000		\$300,000	\$1,000,000 \$700,000	\$300,000	\$600,000	\$700,000			\$4,131,500
Water quality improvements in Bryn Mawr Meadows, Main Stem Watershed ¹	MPLS	BC-5	\$100,000	\$412,000		\$580,000						\$512,000 \$1,092,000
Medley Park Stormwater Treatment Facility ³	GV	ML-12			\$400,000	\$300,000 \$220,000	\$800,000 \$696,000					\$1,500,000 \$1,316,000
Mt. Olivet Stream Restoration Project	PLYM	ML-20		\$178,100								\$178,000
Dredging accumulated sediment in Main Stem Bassett Creek Lagoons, Wirth Park ⁴	GV/MPLS	BC-7		\$600,000	\$1,100,000	\$534,000	\$200,000					\$2,434,000
Stormwater Pond in Jevne Park to alleviate flooding/improve water quality	Medicine	ML-21	\$500,000									\$500,000
Crane Lake Improvement Project @ Ridgedale Dr.	Minnetonka	CL-3	\$380,000									\$380,000
Parkers Lake Drainage Improvement Project	Plymouth	PL-7		\$485,000								\$485,000
Bassett Creek Main Stem Restoration - Regent Ave to Golden Valley Rd	Golden Valley	2024-CR-M					\$100,000	\$600,000				\$700,000
Bassett Creek Park WQ Improvement Project	Minneapolis	BC-11					\$200,000	\$300,000				\$500,000
Ponderosa Woods Stream Restoration	Plymouth	ML-22					\$475,000					\$475,000
Sweeney Lake Water Quality Improvement Project (alum+carp management) ²	Golden Valley	SL-8	\$20,000	\$218,080								\$238,080
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Cost share purchase of high efficiency street sweeper	Golden Valley	BC-12					\$150,000	\$150,000				\$150,000
Toledo Ave/Minnaqua Pond Stormwater Improvements & Flood Reduction	Golden Valley	BC-13								\$300,000	\$400,000	\$700,000
Plymouth Creek Restoration Dunkirk to Yuma and Vicksburg to Cty Rd 9	Plymouth	2027CR-P								\$600,000		\$600,000
Flood Control Project Double Box Culvert Repairs	Minneapolis	FCP-1								\$700,000	\$500,000	\$1,200,000
Estimated Total Project Cost			\$1,500,000	\$1,974,780	\$1,800,000	\$1,834,000 \$2,034,000	\$1,775,000 \$1,921,000	\$1,650,000 \$1,700,000	\$1,500,000 \$1,000,000	\$1,600,000		
Estimated Use of BCWMC Closed Project Account Funds			\$0	\$500,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0		\$800,000
Estimated Total Levy			\$1,500,000	\$1,474,780	\$1,700,000	\$1,734,000 \$1,934,000	\$1,675,000 \$1,821,000	\$1,650,000 \$1,700,000	\$1,500,000 \$1,000,000	\$1,600,000		\$12,833,780 \$12,729,780

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Memorandum

To: Commissioners, Bassett Creek Watershed Management Commission
From: Karen Chandler, Greg Williams (Barr), and Laura Jester, BCWMC Administrator
Subject: 2025 Watershed Management Plan Draft Scope – revised
Date: February 9, 2022

At their November 17 meeting, the Commission directed staff to develop a draft scope and budget to develop the 2025 Watershed Management Plan (Plan). The Commission Engineer, in close coordination with the Administrator, prepared the following draft scope of services and associated budget to assist the Commission in preparing its 2025 Plan. The scope includes an estimate of hours and costs for the Commission Engineer and the Administrator. The final budget estimate ranges from \$131,000 – \$161,000 depending on the amount and depth desired by the Commission to perform activities in Phase 2 below, such as research, analysis and policy development for more challenging issues.

Requested BCWMC Commissioner action:

1. Review the draft scope and budget and discuss possible revisions.
2. Consider approval of the scope and budget, as revised, or direct review of the revised scope and budget at a future Commission meeting.
3. Consider establishing and setting the membership of a Plan Steering Committee

Plan Steering Committee (PSC)

Watershed Management Plan development, particularly goal setting, policy development, and prioritization of implementation actions, must be led by the Commission, but will require a considerable time commitment above and beyond regular monthly Commission meetings. A Plan Steering Committee will be established and is likely to meet approximately 12 – 18 times over the next three years. We anticipate a mixture of in-person and online meetings as there are advantages to both. We recommend the Plan Steering Committee include all commissioners and alternates with participation expected through the duration of Plan development. PSC meetings would be facilitated by Commission staff and would be open to all commissioners, alternates, TAC members, and the public.

During Plan development, we anticipate the PSC may seek input, including participation at PSC meetings, from partners such as:

- City staff
- Staff from partner groups: Three Rivers Park District, Minneapolis Park and Rec Board, Hennepin Co
- Lake association leaders or CAMP volunteers
- Other residents and/or representatives of underserved communities

Once the Commission has established PSC membership, the PSC will discuss meeting timing and format.

Technical Advisory Committees (TACs)

In addition to the PSC, the Plan’s development should include input from a more technical group (Planning TAC) that would meet 4 – 5 times over the next three years and which should include staff from the following groups (see Section 1.11):

- BCWMC Technical Advisory Committee (city staff)
- MN Board of Water and Soil Resources
- MN Pollution Control Agency
- MN Department of Natural Resources
- Metropolitan Council
- Hennepin County
- Three Rivers Park District
- Minneapolis Park and Rec Board

We anticipate that input from the BCWMC TAC (city staff) will be sought on a regular basis, meeting 4 -5 times over the next three years in addition to meetings of the larger Planning TAC.

Project Scope

The 2025 Plan scope of work is subdivided into the following four phases:

1. Initial stakeholder engagement
2. Pre-plan work to address challenging issues
3. Development of the draft Plan document
4. Plan review and approval

Figure 1 presents a draft schedule illustrating the above project phases. Phases 1 and 2 are approximately concurrent and pre-requisite to the plan development in phase 3. Some elements of stakeholder engagement, however, will be continued through phases 3 and 4 (e.g., meetings of the Planning Technical Advisory Committee, see Section 1.11).

Phase 1: Initial stakeholder engagement

Phase 1 Timeline: March 2022 – May 2024

Phase 1 Budget: \$43,285

Phase 1 Meetings: 2 – 3 PSC meetings, 1 BCWMC TAC meeting

In developing its 2025 Plan, the BCWMC has an opportunity to engage and receive input from a broad group of stakeholders within the watershed. Meaningful input from communities, residents, and partners is essential to developing a plan focused on priority issues and executed through collaborative action. At the November 17, 2021 BCWMC meeting, the Commission considered varying levels of stakeholder engagement and selected a “moderate” level of engagement. Commission staff scoped the following proposed activities with that decision in mind. Note that several of the stakeholder engagement activities described herein are required per Minnesota Rules 8410. Proposed activities include:

- Developing a stakeholder engagement plan for BWSR review and approval*
- Notifying plan review authorities of the plan update and summarizing responses*
- Gathering input from BCWMC member cities regarding priority issues, including:
 - Input from city technical staff gathered by Commission staff
 - Input from city councils/commissions gathered via commissioners and/or city staff
- Hosting Commission workshop to identify overarching watershed issues and future implementation strategies, opportunities, and challenges
- Hosting an “Equity in Watershed Management” workshop
- Hosting an on-line survey to gather input from residents and members of various stakeholder groups
- Meeting with members of underrepresented community groups
- Engaging the public at partner/community events (as health restrictions allow)
- Hosting a public kickoff/initial planning meeting*
- Summarizing stakeholder input and hosting a Commission issue prioritization workshop
- Establishing a Planning Technical Advisory Committee (TAC) for input throughout Plan development*

* = activity required per Minnesota Rules 8410

Figure 1 presents a flowchart of proposed initial stakeholder engagement activities.

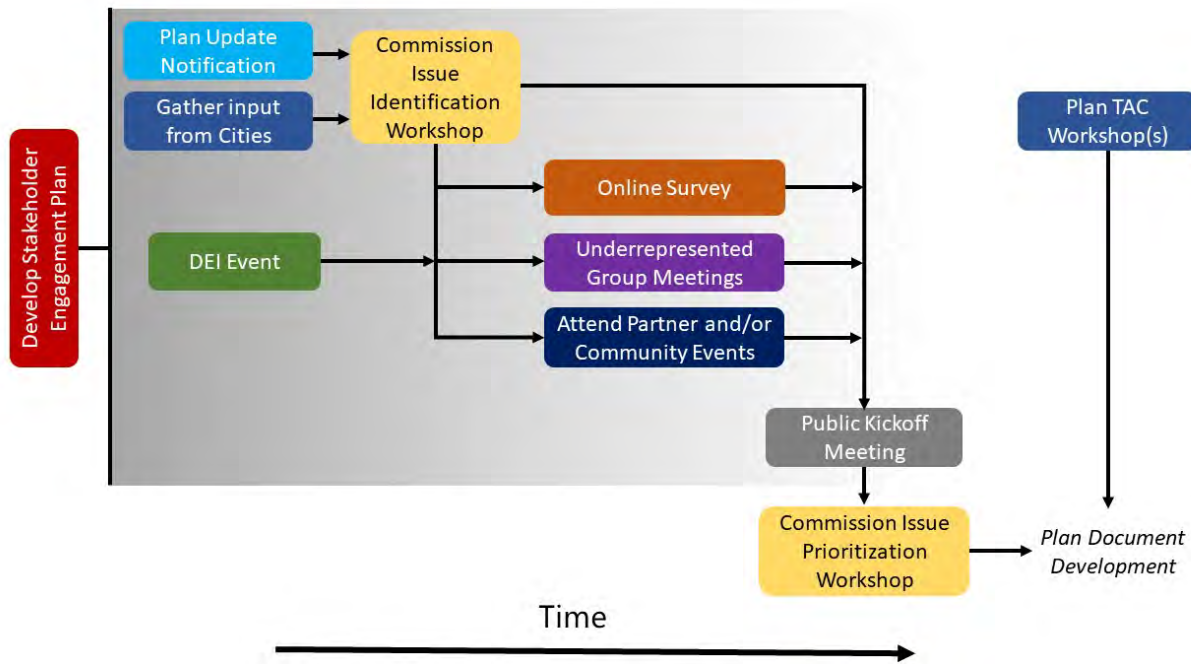


Figure 1 Proposed sequence of initial stakeholder engagement activities

1.1 Developing a stakeholder engagement plan for BWSR review and approval

BWSR requests that watershed management organizations submit a stakeholder engagement plan for BWSR review and comment. Commission staff will develop a stakeholder engagement plan based on the tasks described in this scope, as revised based on commissioner input. Barr will provide the stakeholder

engagement plan to the BWSR Board Conservationist. After BWSR review, Commission staff will present and discuss any proposed revisions to the stakeholder engagement plan at a PSC or Commission meeting and revise the stakeholder engagement plan, as needed. We will submit the revised stakeholder engagement plan to BWSR for (informal) approval.

Deliverables:

- Draft stakeholder engagement plan
- Final stakeholder engagement plan (as revised)

1.2 Notifying Plan review authorities and summarizing responses

Consistent with MN Rules 8410.0045 Subp. 3 and Subp. 4, the Administrator will electronically send a notification of the 2025 Plan update to plan review agencies and the plan review authorities on behalf of the BCWMC. The notification will request that recipients provide information about their respective priority issues, goals, and data relevant to the 2025 Plan within 60 days. The notification will also ask recipients to identify potential TAC member(s) from their organization.

The Administrator will summarize the responses in a memorandum to be presented to the Commission. Commission staff will consider the information provided in the responses to the notification during all subsequent phases of plan development.

Plan Review Agencies:

- Board of Water and Soil Resources
- Metropolitan Council
- Minnesota Department of Natural Resources
- Minnesota Pollution Control Agency
- Minnesota Department of Health
- Minnesota Department of Agriculture

Plan Review Authorities additionally include:

- Hennepin County
- Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park

Deliverables:

- Notification of plan update electronic communication
- Memorandum summarizing responses to the notification letter

1.3 Gather input from member cities regarding priority issues

City staff from several BCWMC member cities attend Commission meetings and are active partners in watershed management. In addition to this participation, the Administrator will ensure that input on watershed issues is gathered more broadly from member cities and may convene a meeting of the BCWMC TAC to review and discuss input. BCWMC TAC members and/or commissioners will gather information about priority concerns related to water and natural resources management or BCWMC implementation activities from city departments, city councils, and/or city commissions. Commission staff will summarize this information in a memorandum to inform discussion at an initial issue identification workshop of the Commission (see Section 1.4).

Deliverables:

- Meeting of the BCWMC TAC

- Summary memorandum of city staff, city council, and city commission input

1.4 Commission workshop of overarching issues

While stakeholder engagement is an opportunity to hear broad input from diverse stakeholders, we recommend that the Commission seek to focus issue identification and prioritization efforts on those items within the charge of the BCWMC. Commission staff will present the responses to the Plan update notification letter (see Section 1.2), collected city input (see Section 1.3) and the gaps analysis (see Section 2.1) at a workshop attended by commissioners and alternates. Commission staff will facilitate discussion to identify key overarching issues that must be addressed during Plan development, challenging issues that may require greater effort to address than others, and issues that may be a priority to partners that are outside of the Commission’s roles and responsibilities. Commission staff will summarize the outcomes from this discussion in a memorandum and use the results to focus subsequent stakeholder engagement activities.

Deliverables:

- Commission workshop
- Summary memorandum of overarching priority issues

1.5 Hosting a “Equity in Watershed Management” workshop

The Bassett Creek watershed is home to many residents and other stakeholders who belong to communities historically underrepresented in water and natural resource planning. In Fall 2021, the Commission expressed interest in hosting an event to explore issues of diversity, equity, and inclusion (DEI) as it relates to watershed management and the role of the BCWMC. The Administrator will engage local DEI experts and city, county, and/or other watershed management organization staff to develop and present programming designed to answer:

- What is DEI, environmental justice, and their history in the watershed?
- Why is DEI important in water and natural resource planning?
- How have others addressed DEI in their work?
- How can BCWMC provide for equity in its policies, programs, and projects?

Deliverables:

- Equity in Watershed Management workshop
- Workshop outcomes incorporated into policies, programs, and/or projects in 2025 Plan

1.6 Hosting an on-line survey

The Commission Engineer will work with the Administrator and PSC to develop and host an online survey intended to reach a public audience of residents, property owners, business owners, and other individuals who live, work, or recreate in the watershed. The survey will be brief (e.g., five questions) to encourage participation and allow some or all of the survey questions to be asked during potential future face-to-face interactions with stakeholders, if possible (see Section 1.6). The questions will be designed to understand how

stakeholders value and interact with the water and natural resources within the Bassett Creek watershed. Draft survey questions will be provided to the Commission for review and comment, prior to publication.

The survey will be linked from the BCWMC website, partner websites, and advertised through social media and targeted e-mailing. Paper copies of the survey will also be available at events or upon request. Staff will summarize the results of the survey in a memorandum prior to the Commission issue prioritization workshop (see Section 1.9). Staff recommends including the summary memorandum as an appendix to the Plan.

Deliverables:

- Draft survey questions for Commission review
- On-line survey
- Memorandum summarizing survey responses

1.7 Meetings with underrepresented community groups

The Administrator will work with the Commission and PSC to identify communities within the watershed for targeted engagement to better understand their community values and concerns as well as opportunities for collaboration. Once a list of potential organizations or groups has been established, the Administrator will contact leaders within those organizations or communities to set up interviews performed by the Administrator and/or commissioners. An intern from Dougherty Family College may also be hired to assist with this work. The meetings are intended to be informal and conversational. These conversations will help identify areas where the interests of both parties may intersect and the ways we may be able to work together in the future. Information gathered from these meetings will be considered in subsequent Plan development tasks.

Deliverables:

- Meetings with up to 10 groups
- Meeting notes

1.8 Engaging the public at partner/community events (as health restrictions allow)

Events focused on water resource management typically draw few attendees, and the attendees often have very specific concerns. Conversely, community events within the watershed present ready-made opportunities for BCWMC representatives (commissioners, PSC members, member city staff, Administrator, and/or Barr staff) to engage with a broader cross-section of potential stakeholders.

To leverage these opportunities, the Administrator will contact member city staff and commissioners to identify up to 10 community events. The Administrator will seek volunteers from commissioners, PSC members, and member city staff to attend one or more events. The Commission Engineer will prepare a large board and one-page handouts including a watershed map, a brief introduction to the BCWMC, and the 2025 Plan development process. BCWMC representatives will answer questions and ask interested individuals to

complete the survey (see Section 1.4) online or on paper. BCWMC representatives will provide a summary of the community event at a Commission meeting.

Deliverables:

- Information board and 1-page handouts
- Completed surveys
- Summaries of events

1.9 Hosting a public kickoff/initial planning meeting

Per Minnesota Rules 8410.0045 Subp.5 the BCWMC must publicly notice and host an “initial planning meeting presided over by the organization’s governing body to receive, review, and discuss input” on the 2025 Plan. The meeting must occur after receipt of responses to the Plan update notification (or the required time has passed, see Section 1.2).

Staff recommends hosting the initial planning meeting after full or substantial completion of some of the other initial stakeholder tasks to provide input for this meeting (e.g., online survey). The Administrator will work with the Commission to identify a meeting date, secure a meeting location, publicly notice the meeting, and “market” the meeting to residents and stakeholder groups. The Commission representatives (including Engineer, Administrator, and/or commissioners) will prepare and present information about the BCWMC and the 2025 Plan. Agenda and format for the initial planning meeting would be developed with the overall stakeholder engagement plan (see Section 1.1). Staff recommends facilitated, small-group discussions following the initial presentation to identify and discuss issues important to meeting attendees. The Administrator will summarize the results of the initial planning meeting in a memorandum to the Commission.

Deliverables:

- Public notice/advertisement for the initial planning meeting
- Initial planning meeting
- Summary memorandum

1.10 Summarizing stakeholder input and hosting a Commission issue prioritization workshop

MN Rules 8410 require that watershed management organization plans identify priority issues and resources to be addressed during the life of the plan. The Commission Engineer and the Administrator will present results of the initial stakeholder engagement activities, existing resource conditions and trends, past CIP projects, and any initial inventory work to the PSC. The PSC will develop recommendations on priority issues for use at a Commission workshop.

The Commission Engineer and the Administrator will present the summary of initial stakeholder engagement and PSC recommendations at a Commission issue prioritization workshop. At the workshop, the Administrator and Commission Engineer will facilitate discussion with the intent of establishing consensus regarding priority issues and resources to be addressed in the 2025 Plan. The Administrator will record the results of the workshop in a memorandum.

Deliverables

- Memorandum summarizing results of initial stakeholder engagement activities and PSC recommendations
- Facilitated commissioner workshop
- Memorandum summarizing issue and resource prioritization

1.11 Establishing and meeting with a Planning Technical Advisory Committee (TAC)

The Administrator will convene a Planning Technical Advisory Committee (Planning TAC) comprised of member city staff, plan review authority staff from state agencies, Hennepin County, and Met Council, and other technical partners identified by the Commission. The Administrator will coordinate in-person or virtual meetings of the Planning TAC to review and provide input on draft Plan content throughout the project. The Commission Engineer and the Administrator will cooperate to present draft Plan content at these meetings. The Administrator will summarize Planning TAC meeting discussions in minutes provided to the PSC and Commission. Likely meeting subjects include, but are not limited to:

- Measurable goals
- BCWMC policies and performance standards
- Implementation actions, schedule and budget

This scope assumes four in-person Planning TAC meetings over the next three years. Additional meetings of the Planning TAC may be necessary during Plan development.

Deliverables:

- Up to four Planning TAC meetings
- Minutes from Planning TAC meetings

Phase 2: Pre-Plan work to address challenging issues

Development of the 2025 Plan is an opportunity for the Commission to perform a comprehensive examination of the BCWMC policies and programs. The Administrator, Commission Engineer, and commissioners identified some topics that should be addressed during 2025 Plan development that may require more effort than others. We anticipate the Commission discussion of overarching issues (see Section 1.4) may clarify existing or identify new challenging issues. We recommend beginning to address these topics through targeted data review, research on how others are addressing these issues, and discussions with commissioners, city staff, and other stakeholders early in the planning process. Because there is a wide range

in the depth of analyses and amount of work that could be incorporated into this phase, the budget is presented as a range.

Phase 2 Timeline; April 2022 – March 2023

Phase 2 Budget: \$6,960 - \$37,000

Phase 2 Meetings: 2 – 3 PSC meetings; 1 Planning TAC meeting; 2 – 3 BCWMC TAC meetings

2.1 Preliminary gaps analysis

The Commission Engineer and the Administrator will review the existing plan relative to current watershed management practice, emerging issues, regulatory climate (e.g., current MPCA general permits), and data to identify potential gaps in needs or implementation. We will summarize this analysis in a brief memorandum provided to the PSC and Commission and present the information as part of the Commission discussion of overarching issues (see Section 1.4) and reference this information during the scoping of additional technical work (see Section 2.2).

Deliverables

- Memorandum summarizing preliminary gaps analysis

2.2 Identifying topics and scope of pre-Plan work to address challenges

Following the preliminary gaps analysis, the Administrator will facilitate discussion with the PSC and/or the Commission and TAC to identify potentially more challenging or complex topics that may need additional review ahead of Phase 3. Possible topic areas already identified include:

- Chloride regulations
- Incorporation of DEI principles
- Performance standards for linear projects
- Potential implementation of the Bassett Creek Valley plan to create more flood storage in the lower Bassett Creek Valley
- Process for identifying projects or implementing the Capital Improvement Program (CIP)
- Education program
- Carbon footprint or climate impact considerations of BCWMC projects and programs
- Organizational capacity of Commission staff and partners
- Revisions/updates to the joint powers agreement

After finalizing the list of challenging issues to be addressed in this phase, the Administrator and Commission Engineer will develop a proposed scope of work to address these issues. The scope may include review of existing data and practices, review of other organization practices and/or performance standards, and discussions with commissioners, city staff, and/or other partners. The Administrator will present the draft scope for commissioner review, comment, and approval.

Deliverables

- Discussion with the Commission to identify challenging issues
- Draft scope of work for Commission approval

2.3 Performing pre-Plan work to address challenging issues

The Commission Engineer and the Administrator will execute the proposed pre-Plan work scope to address challenging issues developed as described in Section 2.2. The tasks will vary according to the final scope approved by the Commission. Note that the estimated hours and cost are unknown but contemplated at costing up to \$30,000. More detailed estimates will be developed as this task is scoped in greater detail.

Deliverables

- TBD based on final approved scope

Phase 3: Development of the draft Plan document

During phase 3, the Commission Engineer and the Administrator will draft Plan sections, incorporating input received during Phase 1 and analysis performed in Phase 2. Phase 3 will conclude with the development of a complete draft Plan that is ready to submit for formal review (Phase 4).

Phase 3 Timeline; January 2023 – December 2024

Phase 3 Budget: \$60,790

Phase 3 Meetings: 6 - 10 PSC meetings; 2 - 3 Planning TAC meetings; 1 BCWMC TAC meeting

3.1 Updating the Physical Environment Inventory

The Commission Engineer and the Administrator will update the Physical Environment Inventory section of the Plan (Section 2 of the 2015 Plan). In this section, we will summarize resource data and provide the knowledge base upon which the issues, goals, policies, and implementation activities are built. This section serves as educational reference for non-technical audiences and as a technical reference for City and partner staff.

Topics addressed in this section include, but are not limited to: topography and drainage, land use, soils, geology, groundwater, surface waters, water quality, flooding, wetlands, natural areas, population and demographics, and others deemed significant by the Commission.

The Commission Engineer and the Administrator will update the text, tables, and figures (maps) to present the most current data. We will reference existing data summaries and sources (e.g., annual monitoring reports, data hosted at the BCWMC website) to strike an appropriate balance of detail and brevity while seeking to avoid a Plan that is soon outdated. We will cooperate with city and partner staff, as needed, to obtain local datasets (e.g., redevelopment areas) included in the inventory. A draft of the inventory will be

provided to the Commission and city staff for review and comment. The Administrator will receive commissioner comments at a PSC or Commission meeting and city staff comment through electronic communications.

Deliverables:

- Draft text, tables, and maps
- Revised and finalized inventory

3.2 Defining issues and measurable goals

Based on information gained in phase 1 culminating in the Commission issue identification and prioritization workshop (see Section 1.9), the Commission Engineer and the Administrator will draft text detailing the priority issues to be addressed by the Plan. The Commission Engineer and the Administrator will work with the PSC, Commission and Planning TAC to draft and revise measurable goals to address the priority issues. We will correlate goals to specific issues to better allow for measurement of Plan progress.

With the 2015 revision to MN Rules 8410, BWSR increased the emphasis on quantitative, measurable goals. As written, many of the existing BCWMC goals (see Section 4 of the 2015 Plan) are not explicitly measurable and will require updating. We understand that the objective measurability of goals may vary according to the particular issue (e.g., water quality goals vs. education goals). Establishing realistic goals is an iterative process completed in coordination with developing a targeted implementation schedule – that is, understanding the actions the BCWMC can perform during the life of the Plan will inform how much progress towards goals may be expected. We anticipate this task, in conjunction with development of the targeted implementation program (see Section 3.4) will include periodic informal meetings with BWSR staff to ensure Plan content is appropriately prioritized, targeted, and measurable.

Deliverables:

- Draft issue statements
- Draft measurable goals correlated to issues
- Revised and finalized measurable goals

3.3 Revising BCWMC policies and performance standards

The Commission Engineer and the Administrator will review the existing BCWMC policies, performance standards, and *Requirements for Improvements and Development Proposals* document relative to priority issues, member city and partner policies, and the current regulatory environment. We will incorporate the results of phase 1 and phase 2 as related to policies and performance standards (e.g., DEI issues, chloride regulation, linear project performance standards), as appropriate.

The Commission Engineer and the Administrator will draft proposed revisions to BCWMC policies to promote achieving the BCWMC goals (see Section 3.2) and present the proposed revisions relative to existing policies. We will present the draft policies to the PSC and TAC and/or Planning TAC to receive feedback that will used

to develop draft policies and performance standards to the Commission for review and comment at workshops or regular Commission meetings.

Deliverables:

- Draft policies and performance standards
- Revised and finalized policies and performance standards

3.4 Creating a targeted implementation program

The Commission Engineer and the Administrator will update Plan text describing the BCWMC programs and operations (Section 5 of the 2015 Plan). We will create a draft implementation schedule (i.e., table) laying out projects, programs, and activities to be completed during the 10-year period. The implementation program will include proposed years of implementation, planning level cost estimates, and potential partners. The Administrator will coordinate meetings of the PSC and TAC and/or Planning TAC to review draft implementation actions and identify member city and partner projects where the BCWMC may be a partner. We will incorporate feedback and present the draft implementation schedule to the Commission for review and comment.

BWSR requires that the implementation program be targeted and prioritized. We will target activities according to the priority issues and resources identified during Plan development. We will work with the Commission to develop and apply a framework to prioritize implementation activities with consideration for priority issues, funding, and other factors. This may be informed by work done in phase 2 related to CIP implementation (see Section 1.2).

BWSR also requires that Plan implementation include a process for evaluating BCWMC progress towards the measurable goals established during Plan development (see Section 3.2). We will correlate implementation activities to goals to facilitate tracking and reporting of Plan progress. We anticipate this task will include periodic informal meetings with BWSR staff to ensure Plan content is appropriately prioritized, targeted, and measurable.

Deliverables:

- Draft implementation program (including table with schedule and cost estimates and process for measuring progress)
- Refined and finalized implementation program

3.5 Compiling the complete draft plan

The Commission Engineer and the Administrator will revise the various sections of the Plan based on feedback received during phase 3. We will compile a complete draft of the revised Plan in electronic format (PDF and/or MS Word). We will provide paper copies for review upon request for an additional cost outside of this scope. We will distribute the draft Plan for unofficial, internal review. We recommend that this review include commissioners and member city, partner staff, and BWSR.

We will summarize comments received during internal review and propose Plan revisions to the PSC for consideration. We will present the comments and proposed revisions to the Commission for input. Based on this feedback, we will revise the draft Plan and seek Commission approval to submit the draft Plan for official 60-day review. This work includes moving the plan content into a design program (InDesign) to develop a visually pleasing draft plan with photos, graphics, icons, etc.

Deliverables:

- Complete draft Plan for internal review (digital format)
- Summary of informal comments and proposed revisions
- One joint Commission and member city/partner staff meeting to discuss informal comments and proposed revisions
- Complete revised draft Plan (i.e., 60-day review draft) in standard format (e.g., MS Word)
- Complete InDesign formatted draft plan
- Submittal of draft Plan for official 60-day review

Phase 4 – Formal review, approval, and adoption

During phase 4, the Commission Engineer and the Administrator will guide the draft Plan through the formal review process as outlined in MN Statutes 103B.

Phase 4 Timeline; December 2024 – September 2025

Phase 3 Budget: \$20,865

Phase 3 Meetings: 2 PSC meetings; 1 Planning TAC meeting

4.1 Completing formal 60-day review and responding to comments

The Administrator will prepare a distribution letter and distribute the 60-day review draft Plan electronically to all Plan review authorities as required per MN Statutes 103B. We recommend that the BCWMC post the 60-day review draft Plan on its website for public review and comment. The Administrator will compile and organize comments received during the review period. The Commission Engineer and the Administrator will prepare draft responses to the comments and present the draft tabulated responses to the PSC and Commission for approval. Preparing responses to comments may include follow-up discussions with individual plan review authorities, as needed.

Deliverables:

- Compilation of formal comments and draft responses (table)
- Finalized responses to formal comments

4.2 Distributing responses to comments and holding public hearing

Per MN Rules 8410, the BCMWC must hold a public hearing after responding to comments. The hearing must be held no sooner than 14 days after the 60-day review period ends and at least 10 days after submittal of the response to comments. If the planning process is successful up to this point, then the public hearing may be just a formality—a ratification of the Plan and the planning process. Typically, few people attend this event. We suggest holding the public hearing as part of a regularly scheduled Commission meeting. The Administrator will publicly notice the hearing consistent with rule and statute requirements. At the public hearing, the Administrator will give an overview of the draft Plan, a summary of the major comments on the Plan, and proposed responses/revisions.

Deliverables:

- Electronic distribution of responses to comments
- Presentation of plan highlights at public hearing

4.3 Revising the draft Plan for 90-day review

Following the public hearing, the Commission Engineer and the Administrator will revise the Plan according to the response to comments, additional Commission direction, and in response to comments heard at the public hearing (see Sections 4.1 and 4.2). We will produce two versions of the revised draft Plan – one version showing tracked changes and a clean version with changes accepted. The Administrator will provide the revised draft Plan to the Commission and seek approval to submit the Plan to BWSR for final review and approval. BWSR has 90 days to complete its final review. Prior to BWSR Board action on/approval of the Plan, a BWSR subcommittee meets to make its recommendation for approval/disapproval of the plan. Typically, the BCMWC is requested to attend and present its draft plan at the subcommittee meeting. We assume the Administrator and at least one commissioner will attend and present at the subcommittee meeting.

Deliverables:

- Revised Plan document (standard format) submitted electronically to the Commission for approval at Commission meeting
- Revised draft plan with tracked changes (standard format) and without tracked changes (InDesign format) electronically submitted to BWSR
- Presentation at the BWSR regional subcommittee meeting

4.4 Obtaining Plan approval from BWSR and BCWMC adoption

After receiving recommendation for approval from the BWSR regional subcommittee, we assume the BWSR Board will approve the BCWMC Plan. Following BWSR Board approval, the Administrator will request that the Commission approve a resolution to adopt the Plan at a regular meeting. The Commission Engineer and Administrator will make any final revisions needed (revisions at this point are assumed to be very minor) and compile the final Plan in InDesign layout as an electronic PDF.

The Administrator will prepare a transmittal memo and distribution list, and distribute the final Plan electronically. The Commission Engineer will prepare one printed copy for BWSR (as required), and additional printed copies upon request for an additional cost outside of this scope. The Administrator will make the Plan document available on the BCWMC website.

The Commission Engineer will provide the Administrator with all source data in digital format (e.g., MS Word files, tables, and GIS data).

Deliverables:

- Transmittal memo and distribution list
- Final Plan document (InDesign layout in electronic format suitable for the website and download)
- Source data in original digital format (e.g., MS Word, InDesign, Excel tables, GIS files)
- One printed copy of the Plan for BWSR

Estimated project costs

Estimated project hours and costs are presented below by project phase. Total costs presented in Table 1 are an initial estimate. Note that the estimated costs of Phase 1 (initial stakeholder engagement) may vary pending the specific scope established during development of the BWSR-approved stakeholder engagement plan (see Section 1.1); we anticipate that changes to Phase 1 estimated costs will be small. The estimated cost of Phase 2 (pre-plan technical work) will vary based on the scoping of pre-plan technical work (see Section 2.2).

Table 1 shows the separate estimated hours of the Commission Administrator and Engineer. Most of the project tasks are anticipated to be collaborative, with Commission Administrator and Engineer staff time apportioned to minimize cost while leveraging appropriate technical skills, institutional knowledge, and capacity.

Table 1 Estimated Project Costs

Project Phase	Administrator Hours	Administrator Labor Costs*	Commission Engineer Hours*	Commission Engineer Labor Costs	Expenses	Total Cost
Phase 1 – Initial stakeholder engagement	186	\$13,390	169	\$27,335	\$2,000	\$42,725
Phase 2 – Pre-Plan work to address challenges**	16	\$1,150	36	\$5,760	--	\$6,910 - \$36,910**
Phase 3 – Development of the draft Plan document	166	\$12,450	304	\$48,340	--	\$60,790
Phase 4 – Formal review, approval, and adoption	81	\$6,075	82	\$12,790	\$2,000	\$20,865
Project Total	449	\$33,065	591	\$94,225	\$4,000	\$131,290 - \$161,290 **

*Administrator labor assumes \$72/hour rate for Phases 1 & 2; \$75/hour rate for Phases 3 & 4; Engineer labor assumes 2022 rates for Phases 1 & 2; anticipated 2023 rates for Phases 3 & 4

**A range is used because current hours for Phase 2 only reflect development of gaps analysis and development of a scope for completing pre-plan work. Expenses for performing any needed pre-plan work are currently unknown but may add up to \$30,000 to overall planning costs.

Project Schedule

A draft project schedule is provided as Figure 2 on the following page.

Bassett Creek Main Stem Stabilization Project

Minneapolis, Minnesota



FINAL REPORT
February 2022



I. Project Overview

The Bassett Creek Watershed Management Commission (BCWMC), in cooperation with the City of Minneapolis, implemented the Main Stem Stabilization Project to reduce erosion within the Bassett Creek channel, minimize sediment and pollutant transportation downstream to the Mississippi River, and improve habitat for fish and other aquatic biota. These stabilization and restoration activities were completed along two reaches of Bassett Creek; Reach 1, located between Cedar Lake Road and the Bassett Creek tunnel entrance, and Reach 2, located upstream near the former Fruen Mill site. The project utilizes boulder vanes, fieldstone riprap, live stakes, fascines, and native vegetation plantings to restore and stabilize the stream bed and banks and minimize bank erosion. Construction began at both reaches on December 1, 2020 and was completed at Reach 2 on December 8, 2020 and at Reach 1 on December 15, 2020. Following construction activities at each site, native vegetation restoration activities were implemented during the 2021 growing season to reestablish plant communities.

II. Project Area

The project area is divided into two reaches along Bassett Creek. Reach 1 is located approximately 196 feet downstream of North Cedar Lake Road and extends 2,573 feet downstream to the Bassett Creek tunnel entrance. Reach 2, located upstream of Reach 1, is adjacent to the historic Fruen Mill site. The Project area starts approximately 158 feet downstream of Glenwood Avenue, and continues downstream for 583 feet. The Project areas for Reach 1 and Reach 2 are shown in Figure 1 (attached). Additional detail on the stabilization measures used and their extents is shown in Figures 2 through 4 (attached).

III. Project Descriptions and Outcomes

Barr Engineering Co. (Barr) was contracted to design the creek stabilization project and provide construction oversight, and Sunram Construction, Inc. (Sunram) was contracted to construct the project. Barr contracted 106 Group to complete a cultural resource inventory in the project area, and Sunram contracted Landbridge Ecological (Landbridge) for site restoration following construction activities. Permits were obtained from the Minnesota Department of Natural Resources (Public Waters Work Permit), US Army Corps of Engineers (USACE: General – Nationwide Permit for Bank Stabilization) and approval from the Minnesota State Historic Preservation Office, in addition to other state and city permits.

The feasibility study prepared for the project ([Barr, 2016](#)) recommended a combination of bioengineering and hard armoring measures to stabilize the eroding banks, remove non-native materials, and improve stream bank vegetation. The recommended measures were selected to achieve good bank stability and habitat quality while minimizing the potential for disturbing contaminated soils, especially in Reach 1. The total reduction in pollutant loading as a result of the project was estimated for the feasibility study as 48,300 pounds per year total suspended sediment and 27.8 pounds per year total phosphorus.

Compared to the approved design plans ([90% plans, October 2017](#)), the project design was modified prior to construction due to access restrictions on the Pioneer Paper property on the

north side of the creek in Reach 1 (Figure 2). The access allowed by the property owner was not sufficient for the installation of the proposed vegetated reinforced soil slope (VRSS); the modified design included debris removal and installation of riprap toe protection on the lower portions of the slope only (accessed via the creek channel), as well as bank grading, vegetation establishment, and installation of boulder vanes in the creek channel. In addition, the bid alternates designed for the east bank of the creek in Reach 2 on the Fruen Mill properties (Figure 4) were not constructed due to the pending redevelopment and restoration of larger areas on those properties that would need to coordinate with any work along the creek banks.

Prior to construction activities, trees and debris were removed along the southern bank approximately 800 feet upstream and 200 feet downstream of the Irving Avenue footbridge. Targeted tree removal was required in areas along the banks where interference with equipment was anticipated. Approximately 850 feet of chain linked fence was removed from the northern bank between the channel and Pioneer Paper and was replaced following tree clearing. Approximately 135 cubic yards of large debris and 259 tons of contaminated soils were removed from the channel and along the southern bank during the installation of boulder vanes. These quantities were reduced from the quantities estimated for the approved design plans ([90% plans, October 2017](#)) due to the modification of the design at the Pioneer Paper property and the removal of VRSS installation in Reach 1.

In Reach 1, Sunram installed a total of 1,220 feet of riprap (Figure 2 and Figure 3). Original plans called for 910 feet, but additional riprap was added beyond what was planned to further protect the bank and existing sewer outlets and to tie into the bank in a better position. Approximately 710 feet of fascines were installed by Landbridge along the edges of the banks in the center and downstream portions of the reach. Landbridge also installed approximately 1,380 feet of live stakes in the downstream portion of the reach. In spring 2022, Landbridge is expected to install additional rows of live stakes east of Van White Memorial Boulevard. Sunram installed 12 boulder vanes: 11 vanes in the upstream portion of Reach 1 and one vane further downstream. The original plan called for 10 vanes in the upstream portion of the reach; an additional vane was added to provide adequate spacing between vanes. Additional riprap and boulder vanes were also installed as part of the City's Irving Avenue Sanitary Sewer near the former Irving Avenue bridge as part of the sewer project site restoration, in coordination with this project. Those quantities are not reflected in this report.

At Reach 2, approximately 485 feet of the existing walking trail was improved using a 4-inch thick MnDOT class 5 aggregate (Figure 4). Sunram installed 417 feet of riprap to stabilize the toe of the stream bank below the walking trail and the VRSS. The riprap along the walking path was installed around the historic walls currently present, ensuring that no impacts were made to these structures. Sunram installed 141 feet of VRSS on the downstream portion of the Reach 2 project area. Additional VRSS was added to accommodate the contour of the existing slope and the creek's meander. The VRSS and riprap installed at the downstream portion of Reach 2 were designed to protect the toe of the exposed high bank and minimize further erosion caused by the creek flow; the high bank itself was not graded in order to minimize disturbance at the top of the bank and is anticipated to gradually vegetate over time.

Following construction activities at both sites, areas of exposed soil were covered using erosion control blankets and seeded with a native seed mix. Additionally, Landbridge planted native

vegetation in these areas to help reestablish plant communities and reduce the potential for soil erosion.

Compared to the pollutant reductions estimated for the feasibility study (48,300 pounds per year total suspended sediment and 27.8 pounds per year total phosphorus), the project as constructed is estimated to remove a very similar total pollutant load due to the similar (slightly longer) total length of stabilization: 50,500 pounds per year total suspended sediment and 29.0 pounds per year total phosphorus. The removal of VRSS at the Pioneer Paper site in Reach 1 from the project did not affect the calculation of pollutant loading because the riprap toe stabilization was designed to be sufficient to stabilize the lower bank and the upper bank remained undisturbed.

I. Timeline and Key Documents

- April 21, 2016: Final Feasibility Study Report approved by BCWMC
- August 2016: Response Action Plan submitted to MPCA
- October 2016: Response Action Plan approved by MPCA
- September 2016: Public hearing for proposed project
- August 17, 2017: 50% Plans approved by BCWMC
- September 2017: Public open house
- October 2017: 90% Plans approved by BCWMC
- January 2018: Environmental Response Fund (ERF) Grant agreement signed by Hennepin County
- April 2020: ERF Grant Extension approved by Hennepin County
- November 2020: USACE permit issued
- November 2020: Construction began (clearing and grubbing)
- December 15, 2020: Construction complete
- December 2020 – 2021: Vegetation establishment and management

The feasibility study was completed in 2016 and assessed site conditions, gathered input from stakeholders, and evaluated options for restoration and stabilization measures in both reaches. Additional information and documents can be found at:

<https://www.bassettcreekwmo.org/index.php?CID=281>.

II. Project Budget and Funding

The project was funded through ad valorem tax levies collected in 2017 and 2018 totaling \$914,172. In addition, Hennepin County provided \$150,300 through an Environmental Response Fund (ERF) grant to provide financial assistance for disposing contaminated soils from the Reach 1 site of which approximately \$36,000 is expected to be requested for reimbursement due to project scope changes resulting in a smaller volume of contaminated soil requiring disposal.

Original Budget:

- Feasibility Study: \$104,600

- Commission Costs: \$27,872
- Design, permitting, construction: \$932,000
- TOTAL BUDGET: \$1,064,472

Final Costs:

- Feasibility Study: \$104,600
- Commission Costs: \$25,629
- Design, Permitting and Engineering Costs: \$210,000*
- Construction: \$441,337
- TOTAL: \$781,566

*Estimated costs at completion. Reporting related to ERF grant in progress.

Project Funding Sources:

- 2017 & 2018 Levy: \$914,172
- ERF Grant: \$36,000
- TOTAL: \$950,172

III. Lessons Learned

The project schedule was delayed from 2018 to 2020 due to additional studies required by the State Historic Preservation Office to obtain the USACE permit, and difficulty in obtaining private property access, requiring modification of the design. These additional planning tasks resulted in the need to delay the project by more than a year in order to complete the construction work during a period of seasonal low flow in the creek. While the USACE permit was ultimately granted, the specific historical and archeological review requirements required a specialized subcontractor and multiple specific review steps and procedures. We recommend considering the schedule and cost implications of permitting studies as a significant portion of the planning and design effort early in the planning stages for future projects.

In addition, several modifications were required to the original October 2017 plans to adjust for field conditions and the inability to access to the creek through private property. For example, initial plans required access to Pioneer Paper (private property) to implement VRSS stabilization methods, but access was ultimately not granted by the property owner, despite numerous attempts at negotiation. Future designs may consider including alternates for features that rely on private property access or obtaining access agreements ahead of final plans and permitting. Maintaining flexibility in plans to accommodate unexpected or changing field conditions and access challenges during creek work would be beneficial in densely populated or hard to access areas.

IV. Maintenance

With the project’s footprint traversing several different property owners including the Minneapolis Park and Recreation Board and several City of Minneapolis departments including, Public Works and Community Planning & Economic Development (CPED), as well as private property owners, Pioneer Paper and at Glenwood LLC, Surface Waters and Sewers

inspectors from Minneapolis Public Works department will assume the responsibility for ongoing erosion inspections and any necessary reporting.

The completion of the project resulted in the stabilization of eroding banks through the project area. Providing this stability reduces erosion and improves water quality in the project area as well as downstream waterbodies. While further work or maintenance is not anticipated or required, regulatory inspectors from Minneapolis Public Works will provide fall and spring inspections through 2023. These inspections will verify the ongoing success of the project as well as whether any future work is recommended to further stabilize the stream banks through this area.

V. Project Photos



Reach 1: Tree and shrub clearing along the southern bank upstream of the Irving Ave. footbridge (12/1/2020)



Reach 1: Debris and trash along the southern bank (12/1/2020)



Reach 1: Removal of debris within the channel and installation of riprap (12/7/2020)



Reach 1: Installation of downstream boulder vanes (12/8/2020)



Reach 1: Installation of riprap downstream of Irving Ave. footbridge (12/10/2020)



Reach 1: Installation of upstream riprap and boulder vanes (12/14/2020)

**Reach 1: View of boulder vanes, riprap, and vegetation reestablishment in upstream portion of reach
(6/17/2021)**



**Reach 1: Riprap and native vegetation reestablishment upstream of Irving Ave. footbridge
(6/17/2021)**

Reach 1: Section downstream of Van White Memorial Blvd. to Bassett Creek tunnel (6/23/2021)



Reach 2: Clearing for riprap and VRSS (12/1/2020)



Reach 2: Installation of riprap for VRSS and bank stabilization (12/1/2020)



Reach 2: Installed riprap on downstream portion of the reach (12/1/2020)



Reach 2: Installed riprap, erosion control blanket, and VRSS (12/4/2020)



Reach 2: Installed riprap and trail improvement (12/4/2020)



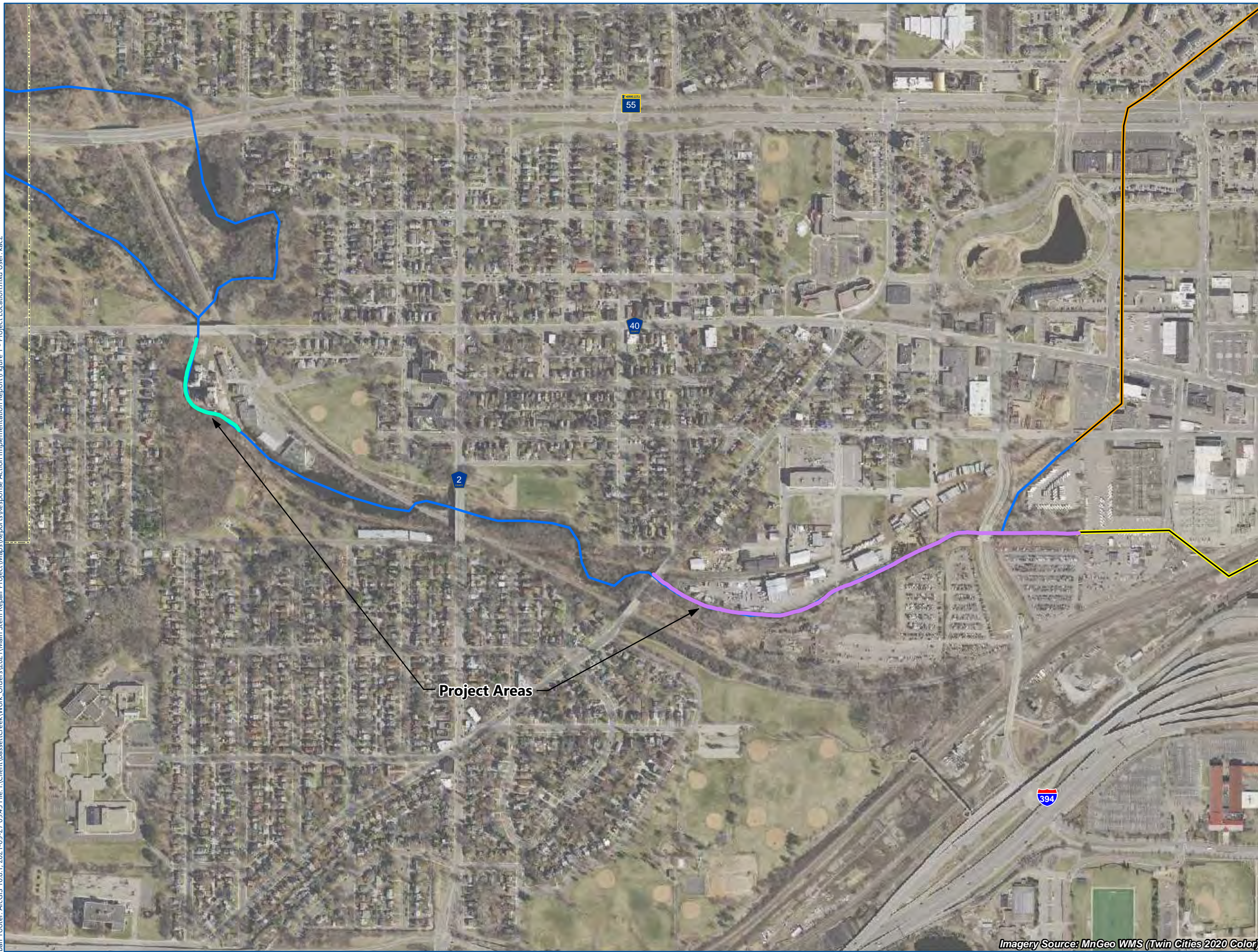
Reach 2: Installed riprap and trail improvement (12/8/2020)






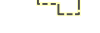


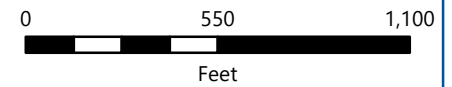
Reach 2: Native vegetation reestablishment in VRSS (6/17/2021)



Reach 2: Riprap and native vegetation reestablishment at trailhead from Glenwood Ave. to site (6/17/2021)











-  Reach 1
-  Reach 2
-  Stream
-  Old Tunnel
-  New Tunnel
-  Municipal Boundary

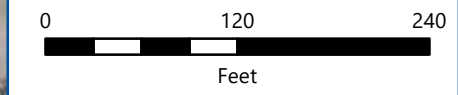


PROJECT LOCATION
Bassett Creek Main Stem Erosion
Repair Project
Minneapolis, Minnesota

FIGURE 1

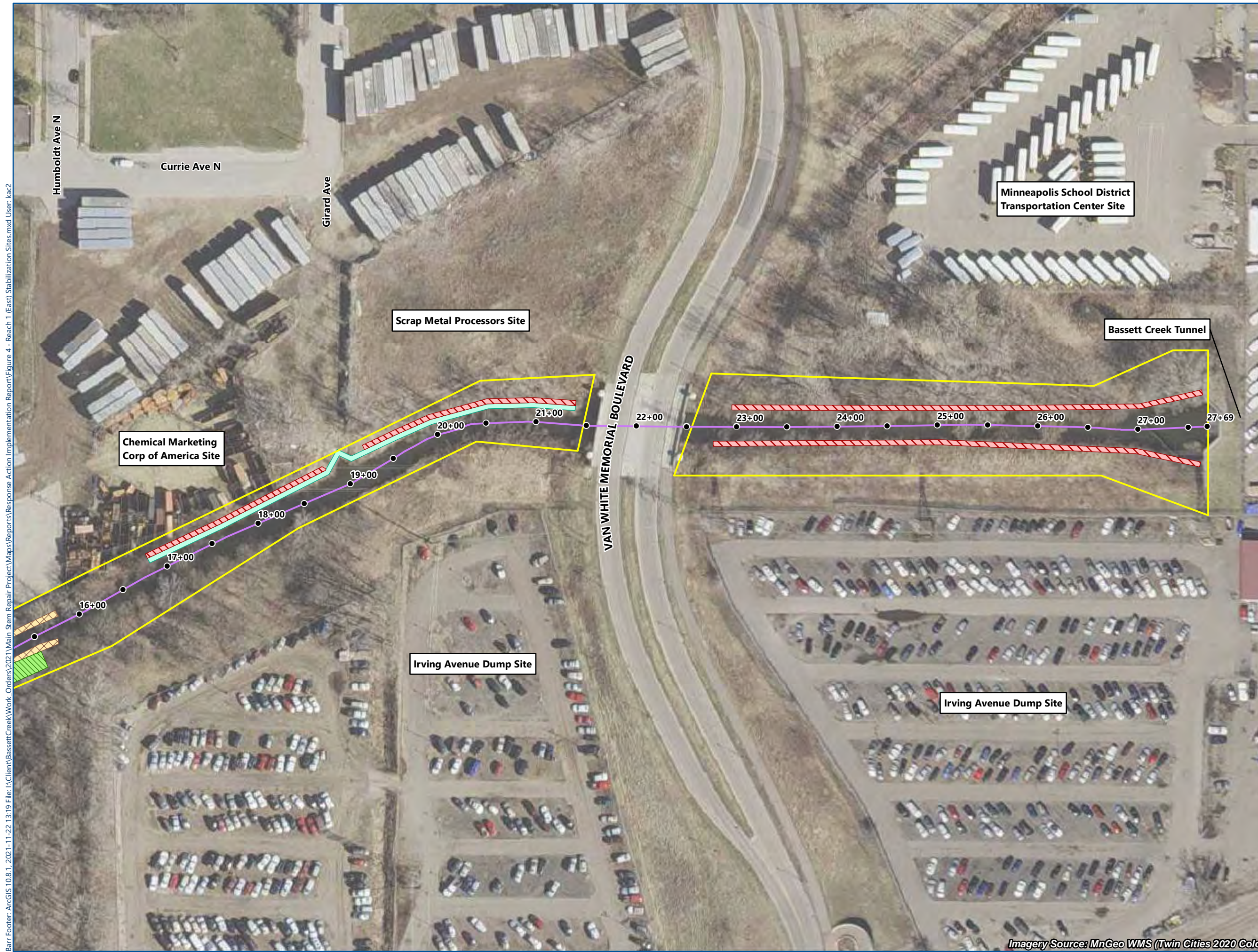









-  Reach 1
-  Construction Limits
-  Riprap Stabilization
-  Rock Cross Vane-Single Boulder
-  Fascines
-  Native Vegetation Planting Area
-  100 ft Stationing
-  Monitoring Well

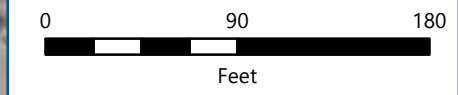


REACH 1 (WEST) STABILIZATION SITES
 Bassett Creek Main Stem Erosion Repair Project
 Minneapolis, Minnesota

FIGURE 2



-  Reach 1
-  Construction Limits
-  Riprap Stabilization
-  Fascines
-  Native Vegetation Planting Area
-  Live Stakes
-  100 ft Stationing




REACH 1 (EAST) STABILIZATION SITES
 Bassett Creek Main Stem Erosion Repair Project
 Minneapolis, Minnesota

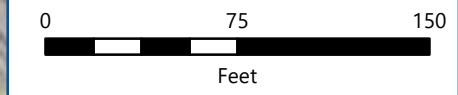
FIGURE 3

Barr Footer: ArcGIS 10.8.1, 2021-11-22 13:19 File: I:\Client\BassettCreek\Work_Orders\2021\Main Stem Repair Project\Maps\Reports\Response Action Implementation Report\Figure 4 - Reach 1 (East) Stabilization Sites.mxd User: kac2

Imagery Source: MnGeo WMS (Twin Cities 2020 Color)



-  Reach 2
-  Construction Limits
-  Riprap Stabilization
-  Vegetative Reinforced Soil Stabilization
-  Trail Improvement
-  100 ft Stationing



REACH 2 STABILIZATION SITES
 Bassett Creek Main Stem Erosion
 Repair Project
 Minneapolis, Minnesota

FIGURE 4

Item 6E.
BCWMC 2-17-22
Additional documentation
available upon request



Public Works – Surface Water & Sewer
250 S 4th St - Room 300
Minneapolis, MN 55415

www.minneapolismn.gov

February 4, 2022

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

RE: Bassett Creek Main Stem Erosion Repair Project: Cedar Lake Road to Dupond Avenue North, 2nd Avenue North, plus Fruen Mill Area, Project Number 2017CR-M

Dear Ms. Jester,

Please find attached payment documentation totaling \$595,535.42 (\$205,947.59 for design, engineering, construction oversight, and environmental reporting and \$389,587.83 for construction) for the Bassett Creek Main Stem Erosion Repair Project. A second reimbursement request will be submitted to the commission later in 2022. The final construction costs will be \$441,337 following completion of the vegetation establishment period and there will be some additional reimbursement needed for engineering invoices related to ERF grant in progress.

The City and the Minneapolis Park and Recreation Board (MPRB) are grateful for this partnership with the BCWMC and look forward to working together in the future to improve water quality and habitat within the watershed.

If you have any questions please don't hesitate to contact me at Elizabeth.stout@minneapolismn.gov or 612-673-5284.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Stout".

Elizabeth Stout, P.E. (she/her)
Principal Professional Engineer - Water Resources Manager
City of Minneapolis – Public Works

ITEMIZED EXPENSES

Requested by

Barr Eng. Co

Sunram Construction

TOTAL

Contract Number	Invoice Date	Invoice #	Requested by	Check Amount
C-43812	12/23/2020	1	Sunram Construction	\$389,587.83
C-41819-12	8/15/2017	1	Barr Eng. Co	\$13,396.45
C-41819-12	9/11/2017	2	Barr Eng. Co	\$9,203.35
C-41819-12	10/10/2017	3	Barr Eng. Co	\$13,013.00
C-41819-12	11/6/2017	4	Barr Eng. Co	\$12,680.50
C-41819-12	12/5/2017	5	Barr Eng. Co	\$5,898.00
C-41819-12	12/28/2017	6	Barr Eng. Co	\$8,702.00
C-41819-12	1/29/2018	7	Barr Eng. Co	\$3,285.50
C-41819-12	3/27/2018	8	Barr Eng. Co	\$4,578.50
C-41819-12	5/18/2018	9	Barr Eng. Co	\$765.00
C-41819-12	7/9/2018	10	Barr Eng. Co	\$3,005.30
C-41819-12	12/28/2018	11	Barr Eng. Co	\$22,814.66
C-41819-12	2/25/2019	12	Barr Eng. Co	\$2,640.65
C-41819-12	3/22/2019	13	Barr Eng. Co	\$1,636.70
C-41819-12	4/23/2019	14	Barr Eng. Co	\$517.93
C-41819-12	5/20/2019	15	Barr Eng. Co	\$412.50
C-41819-12	6/17/2019	16	Barr Eng. Co	\$1,825.00

Contract Number	Invoice Date	Invoice #	Requested by	Check Amount
C-41819-12	9/9/2019	17	Barr Eng. Co	\$1,466.50
C-41819-12	10/7/2019	18	Barr Eng. Co	\$2,348.50
C-41819-12	11/4/2019	19	Barr Eng. Co	\$413.50
C-41819-12	12/2/2019	20	Barr Eng. Co	\$574.00
C-41819-12	12/19/2019	21	Barr Eng. Co	\$292.00
C-41819-12	2/19/2020	22	Barr Eng. Co	\$1,021.00
COM0001613-04	4/3/2020	1	Barr Eng. Co	\$1,692.00
COM0001613-04	4/27/2020	2	Barr Eng. Co	\$4,261.00
COM0001613-04	5/27/2020	3	Barr Eng. Co	\$4,084.56
COM0001613-04	6/24/2020	4	Barr Eng. Co	\$2,407.00
COM0001613-04	7/23/2020	5	Barr Eng. Co	\$6,772.80
COM0001613-04	8/19/2020	6	Barr Eng. Co	\$6,499.71
COM0001613-04	9/15/2020	7	Barr Eng. Co	\$1,830.50
COM0001613-04	11/23/2020	9	Barr Eng. Co	\$768.50
COM0001613-04	12/18/2020	10	Barr Eng. Co	\$9,121.88
COM0001613-04	1/23/2021	11	Barr Eng. Co	\$20,048.35
COM0001613-04	2/12/2021	12	Barr Eng. Co	\$587.00
COM0001613-04	3/3/2021	13	Barr Eng. Co	\$1,987.50

Contract Number	Invoice Date	Invoice #	Requested by	Check Amount
COM0001613-04	3/31/2021	14	Barr Eng. Co	\$5,343.00
COM0001613-04	4/23/2021	15	Barr Eng. Co	\$3,988.50
COM0001613-04	6/1/2021	16	Barr Eng. Co	\$421.50
COM0001613-04	6/25/2021	17	Barr Eng. Co	\$2,792.00
COM0001613-04	7/27/2021	18	Barr Eng. Co	\$5,888.46
COM0001613-04	8/16/2021	19	Barr Eng. Co	\$2,044.50
COM0001613-04	9/22/2021	20	Barr Eng. Co	\$828.00
COM0001613-04	10/12/2021	21	Barr Eng. Co	\$838.50
COM0001613-04	11/8/2021	22	Barr Eng. Co	\$295.50
COM0001613-04	12/6/2021	23	Barr Eng. Co	\$4,483.00
COM0001613-04	1/13/2022	24	Barr Eng. Co	\$1,651.00
TOTAL				\$588,713.13



City of Medicine Lake

10609 South Shore Drive • Medicine Lake, Minnesota 55441 • (763)542-9701

Item 6F.
BCWMC 2-17-22

January 3rd, 2022

Basset Creek Watershed Management Commission
16145 Hillcrest Lane, Eden Prairie MN 55345

Subject: BCWMC Jevne Park CIP Funds

The City of Medicine Lake is committed to improving the water quality of Medicine Lake and, if possible, improving the stormwater storage capacity within the city. Although the original Jevne Park Project did not gain approval from our City Council, we are requesting an analysis of alternative practices that may have the same or similar benefits. We are requesting that the BCWMC direct their Commission Engineers to review and analyze possible alternatives such as installing raingardens on certain properties, improving shoreline buffers, adopting a robust street sweeping schedule, updating winter maintenance equipment to lower salt use, or other structural or non-structural practices. We believe there are certainly options for utilizing the Jevne Park CIP funds in ways that will benefit the lake and our residents.

We are happy to discuss this idea at a Commission meeting, with a Commission committee, or with Commission staff. Please feel free to reach out to me directly with your thoughts and questions.

Sincerely,

Christopher E. Heim
Councilmember - City of Medicine Lake



Bassett Creek Watershed Management Commission MEMO

Date: February 10, 2022
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 (See Item 6B): A feasibility study by the Commission Engineer was developed in 2018 and approved in January 2019. The study 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. Project construction year was revised from 2020 and 2022 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. A public hearing for this project was held September 19, 2019. The project was officially ordered at that 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 2020. 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 2020, 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 2021 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. 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. Concept designs were approved by the MRPB Board in late 2021. Staff met with MnDOT regarding clean out of Penn Pond and continue discussions. 50% design plans were approved at the January meeting. Funding options are presented for consideration in Item 6B. 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 (See Item 6F): 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 in October 2019, the Commission moved to table discussion on the project. The project remains on the 2020 CIP list. In a letter dated January 3, 2022, the city of Medicine Lake requested that the Commission direct its engineer to analyze alternatives to the Jevne Park Project that could result in the same or similar pollutant removals and/or stormwater storage capacity. This item is on the agenda for this meeting, pending time availability. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=467>.

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (See Items 6D and 6E): 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. A final project report is included for review and discussion in this meeting, along with a reimbursement request from the city. 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 Sept 2021): 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 2021): 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): 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. An agreement has yet to be drafted. In an update in February, city staff noted they are on track to have a new development plan later this year that will incorporate potentially innovative water quality improvement components. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=282>.

2021 Parkers Lake Drainage Improvement Project (PL-7): The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to 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 currently underway. www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

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

2021 Mt. Olivet Stream Restoration Project (ML-20): 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 currently underway. www.bassettcreekwmo.org/projects/all-projects/mt-olivet-stream-restoration-project

2021 Main Stem Lagoon Dredging Project (BC-7): 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 got 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 2021 meeting. The project work plan was approved by BWSR. In the spring 2021 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 were approved at the December 2021 meeting. Comments were received on the EAW from multiple review agencies and one private citizen. Agency comments were relatively minor and expected. Comments from the citizen were more complex and detailed. Responses to comments were developed the RGU (city of Golden Valley) made an official declaration that no Environmental Impact Statement is needed. Staff is in contact with MPRB staff regarding the best way to inform the public and park users on the project. Project website: www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-lagoon-dredging-project

2022 Medley Park Stormwater Treatment Facility (ML-12) (See Item 6A): 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. The BCWMC received a \$300,000 Clean Water Fund grant from BWSR in December 2021. A work plan and grant agreement are being developed now. A public open house on the project is scheduled for March 3rd at Brookview. 50% design plans will be presented at this meeting. 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 virtual public open house was held February 3rd. 50% Design Plans were approved at the January meeting. www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project.

Administrator Report January 12 – February 9, 2022

Subject	Work Progress
Education	<ul style="list-style-type: none"> • Attended WMWA meeting • Reviewed WMWA education flyers • Delivered smart salt flyers to 4 cities • Corresponded with Friends of Bassett Creek re: restoration work in Bassett’s Creek Park and funding request coordination/details
CIP	<ul style="list-style-type: none"> • Main Stem Lagoon Dredging Project: Arranged and participated in public engagement planning meeting; corresponded with MPRB staff re: Loppet engagement • Medley Park Stormwater Treatment Facility: Reviewed 50% designs and memo • Jevne Park Stormwater Improvement Project: Discussed city’s request for review of alternatives with Chair Cesnik and Commission Engineer; reviewed Engineer’s cost estimate; corresponded with city reps re: February meeting process

	<ul style="list-style-type: none"> • <u>SEA School-Wildwood Park Flood Reduction Project</u>: Reviewed open house information boards • <u>Parkers Lake Chloride Reduction Project</u>: Attended facilitation project meeting with technical stakeholders • <u>Bryn Mawr Meadows Water Quality Improvement Project</u>: Reviewed 50% designs and memo; corresponded with engineers re: new construction cost estimate and developed funding options; met with MnDOT and MPRB staff; fielded questions from MPLS on design and MnDOT involvement • <u>Main Stem Bassett Creek Erosion Repair Project</u>: Reviewed final report and reimbursement request documentation
Chloride Work and Henn Co. Chloride Initiative	<ul style="list-style-type: none"> • Arranged and facilitated weekly marketing project check-in meetings • Reviewed market research interview questions • Updated market research contact spreadsheet • Arranged HCCI full group meeting for March
Administration	<ul style="list-style-type: none"> • Developed agenda; reviewed and submitted invoices; reviewed financial report; drafted January meeting 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; cancelled Brookview reservation for February • Got signatures on checks and documents, mailed and submitted agreements, resolutions, and certificates of appreciation • Discussed possible donation to BCWMC with Fruen family and Commission Attorney • Attended part of MN Association of Watershed Administrator’s quarterly meeting • Attended Metro MAWD meeting (Mn Association of Watershed Districts) • Resent invoice to Hollydale developer for review expenses, corresponded with Commission Attorney and reviewed correspondence between Commission Attorney and developer • Developed and sent proposed 50-50 cost share for North Loop Green Development technical review and assistance with city of Minneapolis • Sent welcome/orientation emails and met with new commissioners Vadali, Hauer, and Gwin-Lenth to provide introduction, answer questions, review budgets and logistics, etc. • Met with Commissioner Welch to discuss my performance and future direction of Commission • Corresponded with potential meeting recorder and assisted with drafting contract • Discussed planning for financial audit with MMKR staff; assisted with gathering W9s for Redpath • Sent email to commissioners re: election of officers and committees
Grant Work	<ul style="list-style-type: none"> • Submitted grant reports for Lagoon Dredging Project, and Bryn Mawr Meadows Water Quality Project • Updated budget spreadsheet and prepared/submitted grant report and invoice for Sweeney Lake Water Quality Project • Applied for lottery grant for IAS control funding for curly-leaf pondweed control on Medicine Lake • Met with TRPD and DNR staff to discuss vegetation management plan for Medicine Lake and options for controlling starry stonewort and applying for grant • Attended informational meeting on Metro Watershed Based Implementation Funding
2025 Watershed Management Plan	<ul style="list-style-type: none"> • Met with Commission Engineers to review input on scope and budget from BCWMC January meeting • Reviewed and revised updated scope and budget • Met with Alt. Commissioners Polzin and McDonald Black re: Equity workshop planning; discussed event with Commissioner Fernando’s staff
Other Issues & Projects	<ul style="list-style-type: none"> • Participated in Sochacki Park Subwatershed Assessment Steering Team meeting • Met with Minneapolis staff re: North Green Loop Development cost sharing, agreements, easements, and future cooperation • Reviewed Crane Lake chloride and zooplankton data; corresponded with city of Minnetonka • Arranged and participated in Plymouth Creek monitoring planning meeting with Commission Engineers, city of Plymouth, and TRPD