



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday, August 18, 2022
8:30 – 11:00 a.m.

Westwood Hills Nature Center
8300 W Franklin Ave, St Louis Park, MN 55426

MEETING AGENDA

Nature Center Tour at 11:00

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 – July 21, 2022 Commission Meeting
- B. Acceptance of August 2022 Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – July 2022 Administrative Services
 - ii. Keystone Waters, LLC – July 2022 Meeting Expenses
 - iii. Barr Engineering – July 2022 Engineering Services
 - iv. Kennedy & Graven – June 2022 Legal Services
 - v. Redpath – July 2022 Accounting Services
 - vi. Stantec – WOMP Services
 - vii. Triple D Espresso – Meeting Catering
 - viii. Jan Voit – July Meeting Minutes
 - ix. Metro Blooms – Local Match for Northside Outreach
 - x. Juan Del Valle Lopez – BCWMC Intern
- D. Approval to Support Renewal of Chloride Limited Liability Legislation Resolution for MAWD

5. BUSINESS

- A. Consider Approval of 2023 Operating Budget and City Assessments (10 min)
- B. Consider Approval of Scope and Budget for Additional Analysis of Issues for Watershed Management Plan (20 min)
- C. Consider Approval to Construct Bryn Mawr Meadows Water Quality Improvement Project and Increase Budget for Engineering Services Related to Project (20 min)
- D. Consider Recommendation to Provide Financial Support for Educator Position Shared with Hennepin County (20 min)

BREAK (at Chair's discretion)

- E. Consider Approval of Feasibility Study Scopes for 2024 Capital Improvement Projects (30 min)
 - i. Bassett Creek Main Stem Restoration Project - Regent Ave to Golden Valley Rd (2024-CRM)
 - ii. Ponderosa Woods Stream Restoration Project (ML-22)
- F. Review and Consider Submitting Comments on MAWD Draft Strategic Plan (20 min)
- G. Receive Report on Salt Symposium and Awards to Minneapolis and Golden Valley (10 min)

6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report
- B. BCWMC Intern
 - i. Brief Review of Watershed Plan Public Input Received to Date
- C. Chair
- D. Commissioners
- E. TAC Members
 - i. September 7th Meeting – Need Liaison
- F. Committees
- G. Legal Counsel
- H. Engineer
 - i. Blue Green Algae in Northwood Lake

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notices – Golden Valley, Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Regular Meeting: Thursday September 15th, 8:30 a.m., Location TBD



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: August 9, 2022

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 8/18/22 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 – July 21, 2022 Commission Meeting- ACTION ITEM with attachment
 - B. Acceptance of August Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – I reviewed the following invoices and recommend payment.
 - i. Keystone Waters, LLC – July 2022 Administrative Services
 - ii. Keystone Waters, LLC – July 2022 Meeting Expenses
 - iii. Barr Engineering – July 2022 Engineering Services
 - iv. Kennedy & Graven – June 2022 Legal Services
 - v. Redpath – July 2022 Accounting Services
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 - vii. Triple D Espresso – Meeting Catering
 - viii. Jan Voit – July Meeting Minutes
 - ix. Metro Blooms – Local Match for Northside Outreach
 - x. Juan Del Valle Lopez – BCWMC Intern
 - D. Approval to Support Renewal of Chloride Limited Liability Legislation Resolution for MAWD – ACTION ITEM no attachment – *At the meeting in July, commissioners were asked if they had ideas or suggestions for possible resolutions to bring forward to the Minnesota Association of Watershed Districts for their consideration on policy matters or legislative initiatives. No new resolution ideas were presented, but I was directed to determine if a different watershed district was requesting a renewal of the sunset resolution on chloride limited liability legislation. Nine Mile Creek WD will decide on Aug 17th whether to request renewal of that resolution. If they make that request, BCWMC should support it in writing to MAWD's Resolution Committee; if they do not make that request, BCWMC should make the request for resolution renewal.*
5. **BUSINESS**
 - A. Consider Approval of 2023 Operating Budget and City Assessments (10 min) – ACTION ITEM with attachment – *At the meeting in June, the Commission approved a proposed 2023 operating budget of \$795,410 and corresponding city assessments. The proposed budget was sent to each member city at the end of June. Comments from cities were requested by August 1st. Minneapolis is the only city commenting with support of the proposed budget. No other cities had questions or comments on the proposed budget and assessments. Staff recommends approval of the budget and city assessments as approved in June and shown here with meeting materials.*

- B. Consider Approval of Scope and Budget for Additional Analysis of Issues for Watershed Management Plan (20 min) – **ACTION ITEM with attachment** – *At the meeting last month, the Commission reviewed results of the Plan Steering Committee workshop and directed staff to develop a scope and budget for additional analysis of certain challenging or emerging issues as included in Phase 2 of the original Plan development scope. See attached memo outlining the proposed scope for this work and associated budget. Staff recommends approval and direction to begin work.*

- C. Consider Approval to Construct Bryn Mawr Meadows Water Quality Improvement Project and Increase Budget for Engineering Services Related to Project (25 min) – **ACTION ITEM with attachment** - *The Bryn Mawr Meadows Water Quality Improvement Project was designed and will be constructed in conjunction with the redevelopment of Bryn Mawr Meadows Park by the Minneapolis Park and Recreation Board (MPRB). Construction bids were recently received with costs slightly higher than the approved budget. Engineering services for this project are also over budget due to schedule delays and complexity of integrating the design with the park redevelopment design. Please see staff recommendations for next steps in the attached memo.*

- D. Consider Recommendation to Provide Financial Support for Educator Position Shared with Hennepin County (20 min) – **ACTION ITEM with attachment** – *The West Metro Water Alliance partners (which includes BCWMC) and the Watershed Based Implementation Funding convene partners have been working with Hennepin County to create an outreach and education position at Hennepin County to be shared with WMWA and funded primarily through State grants through the Watershed Based Implementation Fund program. Please see the attached memo for more information. Staff recommends additional BCWMC funding of the position up to \$5,000 per year for two years.*

BREAK (at Chair’s discretion)

- E. Consider Approval of Feasibility Study Scopes for 2024 Capital Improvement Projects (CIP) (30 min) – **ACTION ITEM with attachments** – *As per the [Commission’s CIP process](#), two years before the levy request for a particular project, a feasibility study must be started to analyze potential alternatives, cost benefits, and project impacts. In 2024, two new projects are included on the Commission’s CIP table. In coordination with me and respective city staff, the Commission Engineer developed the attached scopes and budgets for feasibility study development. Staff recommends approval and direction for the studies to get underway.*
 - i. Bassett Creek Main Stem Restoration Project - Regent Ave to Golden Valley Rd (2024-CRM)
 - ii. Ponderosa Woods Stream Restoration Project (ML-22)

- F. Review and Consider Submitting Comments on MAWD Draft Strategic Plan (20 min) – **DISCUSSION ITEM with attachment** - *The Minnesota Association of Watershed Districts’ Strategic Plan Committee recently completed a draft of a new strategic plan. Boards of MAWD members are asked to review and provide comments on the draft plan by August 31st.*

- G. Receive Report on Salt Symposium and Awards to Minneapolis and Golden Valley (10 min) – **INFORMATION ITEM without attachment** - *Chair Cesnik, Commissioner Harwell, and I attended the recent Salt Symposium. There was a large amount of good information presented and ideas for new chloride reduction practices. We will provide a verbal report on the highlights and takeaways. And - congratulations are in order for the cities of Minneapolis and Golden Valley on their Environmental Leadership Awards for salt reduction efforts!*

6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report - **INFORMATION ITEM with attachment**
- B. BCWMC Intern
 - i. Brief Review of Watershed Plan Public Input Received to Date
- C. Chair
- D. Commissioners
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7. INFORMATION ONLY (Information online only)

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8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Regular Meeting: Thursday September 15th, 8:30 a.m., Location TBD



Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting
Thursday, July 21, 2022
8:30 a.m.
Plymouth Maintenance Facility (14900 23rd Ave. N., Plymouth, MN 55447)

1. CALL TO ORDER and ROLL CALL

On Thursday, July 21, 2022 at 8:38 a.m. Chair Cesnik brought the Bassett Creek Watershed Management Commission (Commission) to order.

Commissioners, city staff, and others present

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Dave Anderson	Joan Hauer	Mark Ray
Golden Valley	Stacy Harwell	Jane McDonald Black	Drew Chirpich
Medicine Lake	Clint Carlson	Shaun Kennedy	<i>Absent</i>
Minneapolis	Michael Welch	Jodi Polzin	Katie Kowalczyk
Minnnetonka	Maryna Chowhan	<i>Vacant Position</i>	<i>Absent</i>
New Hope	Jere Gwin-Lenth	Jennifer Leonardson	Nick Macklem
Plymouth	Catherine Cesnik	<i>Absent</i>	Ben Scharenbroich, Chris LaBounty, Amy Riegel, Hailey Olson
Robbinsdale	<i>Absent</i>	<i>Vacant Position</i>	Mike Sorenson, R. McCoy
St. Louis Park	<i>Vacant Position</i>	<i>Absent</i>	Erick Francis
Administrator	Laura Jester, Keystone Waters		
Engineers	Karen Chandler and Meg Rattei, Barr Engineering		
Recording Secretary	<i>Absent</i>		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Presenters/ Guests/Public			

2. PUBLIC FORUM ON NON-AGENDA ITEMS

No comments from the public were made.

[Commissioner Welch arrives.]

3. APPROVAL OF AGENDA

MOTION: Commissioner Gwin-Lenth moved to approve the agenda. Commissioner Carlson seconded the motion. The motion carried 5-0, with the cities of Robbinsdale, St. Louis Park, Minnetonka, Golden Valley absent from the vote.

4. CONSENT AGENDA

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

- Approval of June 16, 2022 Meeting Minutes
- Acceptance of July Financial Report
- Approval of Payment of Invoices
 - i. Keystone Waters, LLC – June 2022 Administrative Services
 - ii. Keystone Waters, LLC – June 2022 Meeting Expenses
 - iii. Barr Engineering – June 2022 Engineering Services
 - iv. Kennedy & Graven – May 2022 Legal Services
 - v. Redpath – June 2022 Accounting Services
 - vi. Stantec – WOMP Services
 - vii. Triple D Espresso – Meeting Catering
 - viii. MPCA Invoice – Review Fee for Main Stem Erosion Repair Project
 - ix. MMKR – 2021 Financial Audit
 - x. Jan Voit – June Meeting Minutes
 - xi. HDR – Website Services
 - xii. Metro Blooms – Lawns to Legumes Phase 2 Grant Project
 - xiii. Juan Del Valle Lopez – BCWMC Intern
- Receipt of Communications Related to 2012 Financial Audit
- Acceptance of 2021 Financial Audit
- Approval to Direct Commission Staff to Prepare Bid Package and Advertise for Bids for Sweeney Lake Alum Treatment
- Approval of Amendment to Grant Agreement with Hennepin County to Extend Deadline

MOTION: Commissioner Carlson moved to approve the consent agenda. Commissioner Gwin-Lenth seconded the motion. The motion carried 5-0, with the cities of Robbinsdale, St. Louis Park, Minnetonka, Golden Valley absent from the vote.

[Commissioner Harwell arrives.]

5. BUSINESS

A. Receive Report on Parkers Lake Chloride Reduction Technical Findings Study & Consider Options for Implementation (PL-7)

Plymouth Technical Advisory Committee (TAC) Member Chris LaBounty gave a presentation about the Parkers Lake Chloride Reduction Project and requested direction from the Commission to move forward on one or more of the possible capital projects to further analyze. He reported that Parkers Lake is impaired for chloride, which collects at the bottom of the lake. During normal conditions, the lake does not outlet. It only outlets in very high water conditions to a lift station and then into Medicine Lake.

[Commissioner Chowhan arrives.]

The watershed inflows are monitored by Three Rivers Park District and the city. Land uses to the south of the lake are primarily residential, northwest are primarily park and multifamily, and northeast are industrial/commercial. Mr. LaBounty reviewed chloride data from in-lake monitoring of chloride that's been ongoing since 2006. It is common for the lake to exceed chloride standards. He noted that watershed monitoring shows the northeast area contributes the highest amount of chlorides to the lake.

The Commission approved a feasibility study in April of 2019 with one approved project for chloride reduction in the northeast portion of the lake's watershed. The city partnered with the Hennepin County Chloride Initiative, cities, and watersheds to convene a technical cohort to look at chloride reduction projects and education strategies. Data was pooled and analyzed for similarities to better target BMPs, risks and opportunities for Parkers Lake. Partners believe that reducing the use of chlorides is the best way to solve the problem. The on-going education has helped,

but at some point, it will require more than education. The city is reducing chloride by changing fertilizer application and other practices on and near the city maintenance facility.

[Alternate Commissioner McDonald Black arrives.]

Mr. LaBounty reviewed the three primary BMPs that resulted from the technical cohort's work: 1) develop a grant program that targets chloride reduction through private applicators and private property, 2) construct a pilot program for an on-site collection system to capture chloride effluent for disposal or reuse, 3) perform in-lake chloride removal through dilution or effluent removal.

Mr. LaBounty reviewed more specifics of each option including pros and cons, general cost, general level of effort, and presumed efficacy. Commissioners discussed the options.

Commissioner Harwell noted support of an actual project rather than more study. There was discussion about previous engagement with Met Council regarding discharging chloride-laden stormwater to the sanitary sewer and noting that discussion may need to be revisited for some of the options. It was noted that discharge to the sanitary sewer bypasses other resources like Medicine Lake which is on the cusp of being impaired for chlorides. It was noted the Mississippi River still far from not meeting chloride standards and occasional discharges through the sanitary sewer may be an effective, one-time removal tool that would save watersheds and cities money in the long-term. It was noted that with any of these options, education, training, and actions like impervious surface reduction would be ongoing.

Mr. LaBounty reported that with the grant program option (#1), the program would likely be city-administered. The city would then request reimbursement from CIP funds. The CIP budget for this project is \$300,000.

For option 2 (on-site capture), Plymouth TAC Member LaBounty gave as an example the Plymouth maintenance facility, where runoff drains to a stormwater pond. The stormwater pipe would be disconnected and would by-pass into an underground system. The salty water would be stored until it could be discharged into the sanitary sewer, moved off site, or would be added to brine making. He noted that this pilot project would not likely make a big change in chloride reduction, but it could be a good pilot program. This would be done on a facility-by-facility basis. It could be replicated at other municipalities.

Commission Engineer Chandler said that if the city is doing proper salt storage BMPs, there should not be a chloride problem at the maintenance facility. She recommended the Commission move forward with the grant program and noted that in-lake removal would potentially need to be done multiple times if the source is not addressed.

Chair Cesnik said that Cargill is a local company with experience in salt. She wondered if the Cargill Foundation would be interested in funding some of this work.

Alternate Commissioner Hauer asked if the volatility of the salt loading was understood in correlation to ice and snow. It was known that a large rain event in March brought a large flush of salt.

Commissioner Welch said that this is at a stage where the Commission needs to provide direction at a high level. All the options seem expensive. Whatever direction we go, we should think in terms of pilot-level. He is not supportive of grants to help businesses not damage the lake. At some point regulatory authority must come into play. He is interested in the in-lake removal option, but a cost determination is needed.

Mr. LaBounty said that a phased study for in-lake removal would be needed. Even though it would be expensive, it would likely be the first one done in the state which may invite partnerships and grant funds.

There was further discussion with commissioners noting that eventually the Commission should explore regulatory authority regarding chlorides, a desire for more information to justify a decision on the options, more information on how the grant program would fit into the BCWMC CIP cycle, and praise for the great report and innovative approaches.

Mr. LaBounty proposed that the city bring back a scope for the Commission Engineer to perform an initial study of Parkers Lake to determine how practical in-lake removal would be. And, city staff would sample the southwest pond at the maintenance facility to determine the possible impact of on-site capture. There was consensus that this was a good approach.

Chair Cesnik stated that she had ideas for potential partners and grant sources. She will discuss this further with Administrator Jester.

Commissioner Harwell asked if it would be possible to get the unit cost for heated pavement and impervious surface. Mr. LaBounty said they have information on heated pavement.

After the discussion, Chair Cesnik introduced the new commissioner from the City of Minnetonka, Maryna Chowhan.

Commissioner Chowhan asked if there was a standard salt removal cost? Commission Engineer Chandler responded that there is not.

B. Consider Recommendation from TAC to Adopt Updated XP-SWMM Model

TAC Chair Mark Ray explained that there has been a lot of discussion by the TAC regarding their recommendation to adopt an updated hydrologic and hydraulic model (XP-SWMM model). The discussion included ways to streamline the process for requesting and gathering information from cities for future model updates. There are separate, ongoing discussions with the Department of Natural Resources (DNR) regarding FEMA floodplains and protecting upland storage.

Commissioner Harwell asked about the frequency of updating the model. Mr. Ray said that while there is not a set schedule, Commission Engineers will annually review changes in the watershed from BCWMC CIP projects and information from cities to determine if there are enough changes to warrant a model update. Commissioner Harwell noted she would like to help with the information-gathering process for future model updates.

[Plymouth TAC Members Scharenbroich and LaBounty left the meeting.]

Commissioner Welch made a motion to adopt the updated model as the official BCWMC model along with associated flood elevations; update Table 2-9 in the 2015 Bassett Creek Watershed Management Plan with new flood elevations and to direct the Commission Engineer to finalize the model, subdivide the whole model into the three areas for easier transmission to users, and prepare new flood inundation maps for use by cities and others. Commissioner Carlson seconded the motion. Discussion was held regarding modeling, model integrity, model encryption, and user agreements. The motion carried 7-0, with the cities of Robbinsdale and St. Louis Park absent from the vote.

[A break was taken from 9:45 – 9:55.]

C. Receive Results of 2021 Water Quality Monitoring

Commission Biologist Meg Rattei with Barr Engineering presented the 2021 water quality monitoring results for Crane Lake, Parkers Lake, and Westwood Lake. She also presented the 2020-2021 flow and water quality monitoring results and biotic index monitoring results for the Sweeney Lake Branch of Bassett Creek. She explained the drainage area of each monitored lake and stream.

The lake monitoring parameters include total phosphorus (TP), chlorophyll a, Secchi disc transparency, and chloride. Biological monitoring parameters include aquatic plants and animals that provide food for aquatic life such as phytoplankton and zooplankton.

Crane Lake

The TP and chlorophyll a met water quality standards. The trend analysis showed a significant reduction in TP over the last 25 years. There were no measurable changes in Secchi disc readings or chlorophyll a during that time period. Chloride concentrations met the maximum water quality standard set by the Minnesota Pollution Control Agency (MPCA) however, chloride levels did not meet the chronic standard. Between 2016 and 2021, the chloride concentrations in the lake more than doubled, getting close to the maximum standard. Water frequently flows from Crane Lake to Medicine Lake, which is very close to being added to the impaired waters list for chloride. Reducing the chloride load from Crane Lake's watershed is needed. Much of the drainage area is impervious surface around Ridgedale Center. Winter maintenance practices within cities and businesses should be reviewed to reduce the chloride load to the lake.

The trend line shows a statistically significant decline in zooplankton over the past 22 years due to increasing chloride levels. Regular transfer of chloride from Crane Lake to Medicine Lake could cause the same trend in Medicine Lake.

The number of aquatic plant species was better than the DNR plant IBI threshold; the quality of the aquatic plants (measured by the Floristic Quality Index (FQI)) did not meet the DNR plant IBI threshold in June, but was better than the DNR plant IBI threshold in August.

Recommendations: work with partners in the watershed to review maintenance practices to reduce chloride loads to the lake; and continue the water quality and biological monitoring at a five-year frequency.

Westwood Lake

All values met the MPCA and Commission's water quality standards. The lake's water quality has been very stable over time. There were no significant changes in the past 10 years. Chlorides met MPCA's maximum and chronic standards. Phytoplankton and zooplankton were within the ranges observed since 1982. The number of aquatic plant species and their quality (FQI) were better than the DNR's plant IBI thresholds. Bearded stonewort, first found in the lake in 2019, was again present in 2021 and continued expanding its extent. Recommendations: continue to provide education and information to the Westwood Hills Nature Center and lake users to reduce the chance of AIS introduction; and continue water quality and biological monitoring at a three-year frequency.

Parkers Lake

TP, chlorophyll a, and Secchi disc met water quality standards. A trend analysis showed a statistically significant reduction in TP over time. There were no significant changes in Secchi disc or chlorophyll a over the last 10 years. The lake met the maximum water quality standard for chloride, but failed to meet the chronic standard at the lake bottom. The lake is on the impaired waters list for chlorides. The number of aquatic plant species and their quality (FQI) were better than the DNR's plant IBI thresholds in June, but did not meet the DNR's thresholds in August. Curly-leaf pondweed and Eurasian watermilfoil was found in greater abundance. If introduced, the water quality would support AIS such as rusty crayfish, faucet snail, zebra mussels, starry stonewort, and spiny waterflea.

Recommendations: implement BMPs to reduce chloride loading to the lake, identify management measures to improve the quality of the lake's plant community and survey vegetation annually to facilitate early detection of AIS, and continue water quality and biological monitoring at a three-year frequency.

Sweeney Lake Branch of Bassett Creek

2020-2021 water quality monitoring results show the stream failed to meet MPCA standards for E. coli, chlorides, and total suspended solids (TSS). MPCA standards were met for temperature, pH, dissolved oxygen, metals, and river eutrophication standards (total phosphorus, chlorophyll a, and DO flux). In 2020, MPCA monitored this branch for macroinvertebrates and calculated the Minnesota Index of Biotic Integrity (M-IBI). The Commission assessed habitat in the stream. The 2020 habitat assessment was compared with the 2015 habitat assessment. Evidence of both habitat improvement and degradation were found. There were areas of increased and decreased bank erosion. Evidence of habitat degradation included an increase in sediment deposits in the substrate, and decreases in algae and woody debris. The M-IBI score was 42.1, just below the impairment threshold. MPCA will not list this reach as impaired, even though it has declined since 2015 because it is so close to the threshold. The lower M-IBI score may be due to MPCA's changed monitoring location.

Recommendations: identify the cause of the high concentrations of TSS, chlorides, and E. coli and implement BMPs to reduce these concentrations, evaluate the stream corridor for erosion and identify and implement management measures to repair the erosion, continue education efforts to reduce chloride use in the watershed, support MPCA efforts to complete a stressor ID by providing requested data, and continue monitoring stream habitat, flow, water quality, and macroinvertebrates.

[Crystal TAC Member Ray left meeting.]

Alternate Commissioner Hauer asked why Westwood Lake does not have a chloride impairment. Commission Biologist Rattei explained that the watershed is mostly residential and does not contain large areas of impervious surfaces that require a lot of salt.

Commissioner Harwell requested that additional information about each lake's subwatershed be added to future reports.

Alternate Commissioner Kennedy asked about the source of the E. coli in the Sweeney Branch. Commission Biologist Rattei responded that there were very high levels in the 1970s and 1980s. They never could pinpoint the cause. The whole system has always had high bacteria levels.

Commissioner Harwell asked whether it was necessary to monitor Westwood Lake so often given how stable the water quality has been. Commission Engineer Chandler explained this would be discussed during the watershed plan update.

Alternate Commissioner McDonald Black said there is a project for chloride on Parkers Lake. She wondered if there were other lakes that would be a better focus for chloride efforts and wondered how Parkers was chosen. Administrator Jester explained that Parkers Lake is a landlocked lake where chlorides continue to accumulate. The City of Plymouth brought a CIP recommendation for a project in the lake's subwatershed to reduce erosion in a drainage channel to address phosphorus and suspended solids. It was the recommendation of the Commission to also look at chloride. A pilot project at Parkers Lake could be replicable elsewhere.

Commission Biologist Rattei provided historical background on the development around Crane Lake and the impact on water quality since Ridgedale Center was built in 1975.

Commission Engineer Chandler said that this is a great opportunity to support the work of MPCA for stressor ID. In the plan update we wanted to look at how to analyze streams.

Administrator Jester recommended that she talk with the City of Minnetonka about their influence and impact on the winter maintenance around Ridgedale Center as there may be an opportunity for the city to partner with businesses to reduce chloride given the situation with the lake. She also recommended that she speak with the City of Golden Valley to assess erosion in the Sweeney Branch. There was consensus that the Engineer and Administrator should develop recommendations on how to utilize the data presented and address issues, as possible.

D. Review Results of Plan Steering Committee Workshop and Consider Directing Commission Engineer to Develop Scope for Deeper Analysis of Issues

Because she was appointed chair of the July 11 Plan Steering Committee meeting, Alternate Commissioner Hauer provided a recap of the issue identification workshop. She noted that after a high-level overview of the planning process and input to date, small groups categorized issues, opportunities, and gaps into one of three categories: issue is adequately addressed by current Commission policy or program; issue needs additional analysis to define the Commission's role; or issue is important but Commission's role to lead. She noted that the memo in the meeting packet shows the results of the categorization exercise and indicates where the majority of groups categorized each issue.

Administrator Jester outlined the request from the memo for the Commission to authorize the Engineer and Administrator to develop a more detailed scope of activities to address the issues that require more in-depth analysis to determine the Commission's role. She noted that some items would be addressed through work by the Administrator, Plan Steering Committee, Commissioners, and TAC, rather than through analysis by the Commission Engineer.

Alternate Commissioner Polzin said that she thought that Diversity, Equity, and Inclusion (DEI) should be addressed with each issue throughout the planning process rather than a standalone item.

Commissioner Anderson asked if there was going to be a separate document explaining where it was held, when, and who was in attendance since a quorum of commissioners were in attendance. Administrator Jester will work with the Commission Attorney to determine what would be most appropriate.

Commissioner Welch said that this is a good summary and he believed the tasks were delineated correctly in terms of engineer involvement. There are certain items identified as needing more analysis. He does not want the Commission to explore items that they don't believe will end up in the plan. It is important to be good stewards of our resources. It would be good to have this as part of the scope review.

Chair Cesnik said that narrowing down the options would be useful. Commission Engineer Chandler commented that determining the Commission's role may be more appropriate than a deep dive into the topic. It may be that some items can be addressed earlier than originally planned. Administrator Jester said there is also the opportunity to see what other watersheds or other Barr clients are doing with these issues.

[Commissioner Carlson left the meeting.]

E. Consider Submitting Resolutions to the Minnesota Association of Watershed Districts (MAWD)

Administrator Jester explained that this process happens every year. These could be resolutions that MAWD brings forward to the legislature or policy resolutions. Commissioner Welch said that submitted resolutions do not necessarily go to the legislature but rather direct MAWD on legislative policy. Resolutions expire after five years. Nine Mile Creek Watershed District provided the original resolution on the chloride limited liability. They are likely to renew this resolution but if they don't, the Commission should consider doing so. It is important for the Commission to attend the annual conference to vote in support of resolutions important to the Commission. Administrator Jester

will contact NMCWD to see if they are submitting a resolution about limited liability and will provide a recommendation to the Commission if they are not.

[Commissioner Welch left the meeting.]

F. Consider Administrator's Request to Attend One Water Summit with Met Council Delegation

Administrator Jester was invited by the Metropolitan Council to join their delegation to the One Water Summit being held in September in Milwaukee, Wisconsin. She participates in the Council's 2050 Water Resource Policy Plan Advisory Group. The Council would pay the conference fee. The Commission would pay her time to attend the conference and travel costs. The approximate cost is \$1,805.

MOTION: Commissioner Harwell made a motion to approve Administrator Jester's attendance at and expenses for the One Water Summit. Commissioner Carlson seconded the motion. Discussion was held regarding the possibility of moving the September meeting date so Administrator Jester could attend the entire conference. It was her recommendation to leave the meeting as scheduled. The costs would come from the administrator line in the budget and should not exceed the budgeted amount. The motion carried 7-0, with the cities of Robbinsdale and St. Louis Park absent from the vote.

6. COMMUNICATIONS

A. Administrative Report

Administrator Jester reminded the commissioners that the next meeting would be at the Westwood Nature Center. Following the meeting staff will be giving a tour. Starting in September she is hoping the Commission will have a permanent home at the Plymouth Community Center.

Administrator Jester reported that Hennepin County commissioners considered the Commission's maximum levy request at their committee of the whole meeting. There were no questions and it was approved unanimously.

Commissioner Chowan commented that whatever the Commission does to protect the water quality is pennies on the dollar later. Protecting it now is a lot easier than having to clean it up in the future.

B. BCWMC Intern

No report was given.

C. Chair

i. Report on Freshwater Event

Administrator Jester reported that she and Commissioner Welch attended this event. Commissioner Welch spoke briefly about BCWMC.

D. Commissioners

i. Commissioner Harwell stated that she met with one of her neighbors who is Native American. She had the opportunity to explain how the Commission works. Her neighbor has concerns about habitat and water quality. They discussed the possibility of an indigenous committee that would look at the environment from the Dakota perspective. She encouraged her neighbor to work with the Commission as the new plan is developed.

ii. Discussion was held regarding attendance at the Salt Symposium.

E. TAC Members

i. August Meeting Cancelled

F. Committees

No reports were given.

G. Legal Counsel

No report was given.

H. Engineer

No report was given.

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet
- D. Wetland Conservation Act Notices – Minnetonka, Plymouth

8. ADJOURNMENT

MOTION: Commissioner Chowhan made a motion to adjourn the meeting at 11:20 a.m. Commissioner Harwell seconded the motion.

DRAFT

Bassett Creek Watershed Management Commission					
Statement of Revenues, Expenditures and Changes in Fund Balances - General					
		Annual Budget	Jul 21 - Aug 18, 22	Year to Date	Budget Balance
Ordinary Income/Expense					
Income					
	411 · Assessments to Cities	565,998.00	0.00	565,998.00	0.00
	412 · Project Review Fees	60,000.00	1,500.00	28,000.00	32,000.00
	413 · WOMP Reimbursement	5,000.00	1,875.00	1,875.00	3,125.00
	414 · State of MN Grants	0.00	0.00	10,000.00	-10,000.00
	415 · Investment earnings	0.00	6,960.32	15,832.71	-15,832.71
	416 · TRPD Reimbursement	1,400.00	0.00	0.00	1,400.00
	Total Income	632,398.00	10,335.32	621,705.71	10,692.29
Expense					
1000 · Engineering					
	1010 · Technical Services	145,000.00	12,003.50	68,222.00	76,778.00
	1020 · Development/Project Reviews	75,000.00	5,025.00	57,058.92	17,941.08
	1030 · Non-fee and Preliminary Reviews	22,000.00	2,124.50	10,324.50	11,675.50
	1040 · Commission and TAC Meetings	14,000.00	1,708.50	7,749.21	6,250.79
	1050 · Surveys and Studies	10,000.00	148.50	148.50	9,851.50
	1060 · Water Quality / Monitoring	110,000.00	8,247.48	49,563.31	60,436.69
	1070 · Water Quantity	8,000.00	498.75	3,220.51	4,779.49
	1080 · Annual Flood Control Inspection	12,000.00	1,698.50	8,592.50	3,407.50
	1090 · Municipal Plan Review	2,000.00	0.00	741.50	1,258.50
	1100 · Watershed Monitoring Program	28,500.00	2,234.75	10,786.55	17,713.45
	1110 · Annual XP-SWMM Model Updates	5,000.00	0.00	8,983.50	-3,983.50
	1120 · TMDL Implementation Reporting	7,000.00	0.00	1,050.00	5,950.00
	1130 · APM/AIS Work	13,000.00	0.00	36,844.06	-23,844.06
	1140 · Erosion Control Inspections	0.00	0.00	0.00	0.00
	1000 · Engineering - Other		0.00	0.00	0.00
	Total 1000 · Engineering	451,500.00	33,689.48	263,285.06	188,214.94
2000 · Plan Development					
	2010 · Next Gen Plan Development	18,000.00	5,605.50	21,200.50	-3,200.50
	2000 · Plan Development - Other		0.00	0.00	0.00
	Total 2000 · Plan Development	18,000.00	5,605.50	21,200.50	-3,200.50
3000 · Administration					
	3010 · Administrator	70,848.00	4,212.00	35,946.00	34,902.00
	3020 · MAWD Dues	7,500.00	0.00	7,500.00	0.00
	3030 · Legal	17,000.00	1,080.84	10,606.84	6,393.16
	3040 · Financial Management	13,500.00	1,000.00	7,500.00	6,000.00
	3050 · Audit, Insurance & Bond	18,700.00	0.00	11,393.00	7,307.00
	3060 · Meeeting Catering	1,300.00	161.23	1,024.60	275.40
	3070 · Administrative Services	8,000.00	598.91	3,704.72	4,295.28
	3000 · Administration - Other		0.00	0.00	0.00
	Total 3000 · Administration	136,848.00	7,052.98	77,675.16	59,172.84
4000 · Education					
	4010 · Publications / Annual Report	1,300.00	0.00	1,164.00	136.00
	4020 · Website	1,800.00	0.00	546.13	1,253.87
	4030 · Watershed Education Partnership	18,350.00	0.00	3,850.00	14,500.00
	4040 · Education and Public Outreach	28,000.00	4,547.50	9,879.01	18,120.99
	4050 · Public Communications	1,100.00	0.00	0.00	1,100.00
	4000 · Education - Other		0.00	0.00	0.00
	Total 4000 · Education	50,550.00	4,547.50	15,439.14	35,110.86
	Total Expense	656,898.00	50,895.46	377,599.86	279,298.14
	Net Ordinary Income	541,498.20	-40,560.14	810,103.85	-268,605.85
	Net Income	541,498.00	-40,560.14	810,103.85	-268,605.85

Bassett Creek Watershed Management Commission

Statement of Revenues, Expenditures and Changes in Fund Balances - Construction in Progress

	Project Budget	Jul 21 - Aug 18, 22	Year to Date	Inception to Date Expense	Remaining Budget
Ordinary Income/Expense					
Income					
418 · Property Taxes		0.00	873,225.48		
BC2,3,8 · DeCola Ponds B&C Improve		0.00	0.00		
BC23810 · Decola Ponds/Wildwood Par	0.00	0.00	0.00		
BC5 · Bryn Mawr Meadows	0.00	0.00	0.00		
BC7 · Main Stem Dredging Project		0.00	0.00		
BCP2 · Bassett Creek Park & Winnetka	0.00	0.00	0.00		
ML12 · Medley Park Stormwater Treatment		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	3,789.48		
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	877,014.96		
Expense					
2017CRM · CIP-Main Stem Cedar Lk Rd	1,064,472.00	0.00	596,360.42	728,389.67	336,082.33
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	1,300,000.00	0.00	0.00	56,789.39	1,243,210.61
BC-5 · CIP-Bryn Mawr Meadows	1,835,000.00	0.00	101,058.16	228,892.33	1,606,107.67
BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00	6,932.25	43,280.33	149,497.25	2,609,502.75
BCP-2 · CIP- Basset Cr Pk & Winnetka	1,123,351.00	0.00	0.00	1,066,648.32	56,702.68
CL-3 · CIP-Crane Lake Improvement Pr	380,000.00	0.00	0.00	0.00	380,000.00
Fld2 · Flood Control Long Term Exp	859,123.00	0.00	0.00	0.00	859,123.00
ML-12 · CIP-Medley Park Stormwater	1,500,000.00	0.00	0.00	87,218.61	1,412,781.39
ML-20 · CIP-Mount Olive Stream Restor	178,100.00	0.00	0.00	43,157.42	134,942.58
ML-21 · CIP-Jevne Park Stormwater Mg	500,000.00	0.00	1,319.50	56,390.75	443,609.25
ML-23 · CIP-Purch High Eff St Sweeper	81,600.00	0.00	0.00	0.00	81,600.00
NL-2 · CIP-Four Seasons Mall	990,000.00	0.00	0.00	185,236.56	804,763.44
PL-7 · CIP-Parkers Lake Stream Restor	485,000.00	0.00	0.00	70,913.12	414,086.88
SL-1,3 · CIP-Schaper Pond	612,000.00	3,180.00	12,843.55	459,101.97	152,898.03
SL-8 · CIP-Sweeney Lake WQ Improver	568,080.00	5,030.90	6,158.08	353,893.77	214,186.23
TMDL1 · TMDL Studies Revenue		0.00	0.00	0.00	0.00
TMDL2 · TMDL Studies Expense		0.00	0.00	0.00	0.00
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 Qu	404,500.00	0.00	0.00	404,500.00	0.00
Total Expense	16,403,226.00	15,143.15	761,020.04	5,489,652.29	10,913,573.71
Net Ordinary Income	-16,403,226.00	-15,143.15	115,994.92	-5,489,652.29	
Net Income	-16,403,226.00	-15,143.15	115,994.92		

PROPOSED BCWMC 2023 OPERATING BUDGET													See Notes
	2018 Budget	2018 NET Actual Expense*	2019 Budget	2019 NET Actual Expense*	2020 Budget	2020 NET Actual Expense*	2021 Budget	2021 NET Actual Expense*	2022 Budget	2022 Expected NET Expense*	2023 Proposed Budget	2023 Expected NET Expense*	See Notes
ENGINEERING & MONITORING													
Technical Services	125,000	126,154	130,000	156,941	130,000	143,081	134,000	105,492	145,000	145,000	145,000	145,000	(A1)
Development/Project Reviews	75,000	(3,930)	80,000	6,324	75,000	31,267	68,000	15,953	75,000	15,000	80,000	-	(A)
Non-fee and Preliminary Reviews	10,000	16,192	15,000	14,734	20,000	16,851	24,000	28,406	22,000	22,000	30,000	30,000	(B)
												-	
Commission and TAC Meetings	12,000	10,575	12,000	13,207	12,000	10,478	12,000	10,961	14,000	14,000	15,000	15,000	(C)
Surveys and Studies	12,000	-	20,000	16,316	10,000	3,745	9,000	7,683	10,000	10,000	15,000	15,000	(D)
Water Quality / Monitoring	80,700	120,728	78,000	76,754	102,600	119,397	129,000	132,432	110,000	110,000	105,000	105,000	(E)
Water Quantity	6,300	5,678	10,000	9,998	6,500	6,229	7,000	7,205	8,000	8,000	9,000	9,000	(F)
Annual Flood Control Project Inspections	48,000	(721)	48,000	7,151	12,000	0	12,000	-	12,000	-	15,000	-	(G)
Municipal Plan Review	8,000	26,779	4,000	5,406	2,000	1,548	2,000	-	2,000	2,000	2,000	2,000	(H)
Watershed Outlet Monitoring Program	20,500	13,645	20,500	14,030	20,500	16,337	23,000	12,757	28,500	23,500	27,000	22,000	(I)
Annual XP-SWMM Model Updates/Reviews	10,000	8,918	-	-	-	-	-	-	5,000	5,000	3,000	3,000	(J)
APM/AIS Work	32,000	16,523	32,000	11,385	30,000	10,506	14,000	7,932	13,000	1,600	40,000	35,000	(K)
Subtotal Engineering & Monitoring	\$439,500	\$340,541	\$449,500	\$332,246	\$420,600	\$359,438	\$434,000	\$328,821	\$444,500	\$ 356,100	\$486,000	\$381,000	See Notes
PLANNING													
Next Generation Plan Development			12,000	12,000	18,000	18,000	18,000	10,001	18,000	18,000	53,250	44,250	(L)
Subtotal Planning	\$0	\$0	\$12,000	\$12,000	\$18,000	\$18,000	\$18,000	\$10,001	\$18,000	\$ 18,000	\$53,250	\$44,250	

	2018 Budget	2018 NET Actual Expense*	2019 Budget	2019 NET Actual Expense*	2020 Budget	2020 NET Actual Expense*	2021 Budget	2021 NET Actual Expense*	2022 Budget	2022 Expected NET Expense*	2023 Proposed Budget	2023 Expected NET Expense*	See Notes
ADMINISTRATION													
Administrator	67,200	33,019	69,200	36,206	69,200	34,764	67,400	37,986	70,848	35,048	78,750	34,750	(M)
MAWD Dues		-		-	500	500	3,750	3,750	7,500	7,500	7,500	7,500	(N)
Legal	17,000	13,313	17,000	14,428	15,000	20,996	15,000	16,280	17,000	17,000	17,000	17,000	(O)
Financial Management	3,200	3,200	3,500	3,500	3,500	3,500	4,000	10,600	13,500	13,500	14,540	14,540	(P)
Audit, Insurance & Bond	15,500	17,648	18,000	15,892	18,000	18,684	18,000	14,949	18,700	18,700	18,700	18,700	(Q)
Meeting Catering	1,600	1,295	1,500	1,341	1,500	317	1,300	-	1,300	1,300	2,400	2,400	(R)
Administrative Services	15,000	14,240	15,000	12,992	15,000	11,887	8,000	5,960	8,000	8,000	7,240	7,240	(S)
Subtotal Administration	\$119,500	\$82,715	\$124,200	\$84,359	\$122,700	\$90,648	\$117,450	\$89,525	\$136,848	\$101,048	\$146,130	\$102,130	
OUTREACH & EDUCATION													
Publications / Annual Report	1,500	937	1,300	1,263	1,300	1,069	1,300	375	1,300	1,300	1,000	1,000	(T)
Website	4,200	443	3,000	1,617	1,000	1,264	1,800	544	1,800	1,800	1,600	1,600	(U)
Watershed Education Partnerships	13,850	13,454	15,850	13,810	15,850	16,535	17,350	13,080	18,350	18,350	18,350	18,350	(V)
Education and Public Outreach	22,000	(19,497)	25,000	22,588	22,000	9,510	26,000	16,778	28,000	28,000	28,000	28,000	(W)
Public Communications	2,500	563	1,000	878	1,000	1,113	1,000	1,028	1,100	1,100	1,100	1,100	(X)
Subtotal Outreach & Education	\$44,050	-\$4,100	\$46,150	\$40,156	\$41,150	\$29,491	\$47,450	\$31,805	\$50,550	\$50,550	\$50,050	\$50,050	
MAINTENANCE FUNDS													
Channel Maintenance Fund	25,000	25,000	25,000	25,000	25,000	25,000	20,000	20,000	25,000	25,000	25,000	25,000	(Y)
Flood Control Project Long-Term Maint.	25,000	4,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	35,000	35,000	(Z)
Subtotal Maintenance Funds	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$45,000	\$45,000	\$50,000	\$50,000	\$60,000	\$60,000	
TMDL WORK													
TMDL Implementation Reporting	10,000	4,668	10,000	215	10,000	263	7,000	6,989	7,000	7,000	-	-	(AA)
Subtotal TMDL Work	\$10,000	\$ 4,668	\$10,000	\$10,000	\$10,000	\$263	\$7,000	\$7,000	\$7,000	\$7,000	\$0	\$0	
GRAND TOTAL	\$663,050	\$423,824	\$691,850	\$528,761	\$662,450	\$547,840	\$668,900	\$512,152	\$706,898	\$582,698	\$795,430	\$637,430	

* NET expense based on expenses after revenues from grants, fees, and transfers from long term accounts as shown in revenue table below.

PROPOSED 2023 Revenues	
Assessments to cities	\$ 617,430
Use of fund balance	\$ 20,000
Use of Watershed Plan Fund balance	\$ 9,000
CIP Administrative Funds (2.0% of est. requested levy of \$2.2M)	\$ 44,000
Project review fees	\$ 80,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspections	\$ 15,000
WOMP reimbursement	\$ 5,000
TRPD reimbursement	\$ 5,000
AIS Grant	\$ -
Interest income in 2023	\$ -
	\$ 795,430
Total operating expenses	\$ 795,430
Fund Balance Details	
Est. Beginning Fund Balance (Jan 31, 2023)	\$ 439,199
Use of Fund Balance	\$ 20,000
Est. Remaining Fund Balance (Jan 31, 2024)	\$ 419,199

City Assessments

Community	For Taxes Payable in 2022	2022 Percent of	Area Watershed	Percent of	Average	2015	2016	2017	2018	2019	2020	2021	2022	Proposed 2023	% Increase over 2022
						2015	2016	2017	2018	2019	2020	2021	2022	Proposed 2023	
	Net Tax Capacity	Valuation	in Acres	of Area	Percent	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850	\$550,450	\$554,900	\$565,998	\$ 617,430	
Crystal	\$11,365,763	5.91	1,264	5.09	5.50	\$25,868	\$25,771	\$25,704	\$26,904	\$27,877	\$29,062	\$29,898	\$30,206	\$33,952	12.4%
Golden Valley	\$49,753,021	25.87	6,615	26.63	26.25	\$121,964	\$127,675	\$131,270	\$134,649	\$138,553	\$144,693	\$145,228	\$148,477	\$162,068	9.2%
Medicine Lake	\$1,158,211	0.60	199	0.80	0.70	\$3,543	\$3,600	\$3,561	\$3,783	\$3,846	\$3,975	\$3,928	\$3,988	\$4,332	8.6%
Minneapolis	\$14,409,438	7.49	1,690	6.80	7.15	\$33,235	\$32,885	\$33,609	\$34,763	\$35,805	\$37,631	\$37,983	\$39,103	\$44,132	12.9%
Minnetonka	\$11,914,796	6.20	1,108	4.46	5.33	\$28,121	\$27,536	\$28,199	\$28,053	\$28,989	\$29,967	\$29,622	\$30,437	\$32,895	8.1%
New Hope	\$10,938,349	5.69	1,252	5.04	5.36	\$25,681	\$25,627	\$25,917	\$26,740	\$27,987	\$28,987	\$29,464	\$30,087	\$33,117	10.1%
Plymouth	\$80,146,545	41.67	11,618	46.77	44.22	\$225,159	\$220,974	\$224,531	\$231,682	\$237,986	\$245,942	\$247,860	\$252,307	\$273,027	8.2%
Robbinsdale	\$3,752,175	1.95	345	1.39	1.67	\$7,587	\$7,843	\$7,747	\$8,189	\$8,523	\$8,937	\$9,299	\$9,288	\$10,310	11.0%
St. Louis Park	\$8,878,224	4.62	752	3.03	3.82	\$19,184	\$18,433	\$19,463	\$20,287	\$20,284	\$21,257	\$21,618	\$22,105	\$23,597	6.7%
TOTAL	\$192,316,522	100.00	24,843	100.00	100.00	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850	\$550,450	\$554,900	\$565,998	\$ 617,430	9.1%

NOTES

(A1) General technical services by Barr Engineering; 2021 budget based on actual expenditures in 2019 and 2020. 2023 Budget same as 2022.

(A) Partially funded by application fees; with the creation of the preliminary and non-fee budget category, most of the review costs will be covered by application fees. Budget based on recent actual expenses and projected number of projects submitted for review. Estimated revenues of \$80,000 reflect new review fees to go into effect in 2023.

(B) This was a new line item in 2015 used to cover reviews for which either we do not receive an application fee or it's too early in the process for us to have received an application fee. Includes DNR application reviews, MnDOT project reviews, and other prelim reviews requested by administrator and member cities. Reviews for large projects such as SWLRT reviews and North Loop Green Project have been partially or fully reimbursed to Commission.

(C) Includes attendance at BCWMC meetings, TAC meetings and other committee meetings, as needed. 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed). 2018 - 2020 budgets were reduced from 2017 and assumed 12 BCWMC meetings and 5 other meetings (TAC, etc.). 2021 budget also assumes 17 meetings including BCWMC meetings (12), TAC meetings (3), Administrative Services Committee meetings (1), Budget Committee meetings and other meetings (1). 2022 and 2023 budgets increased to reflect likely return to in-person meetings, plus additional staff attendance at meetings

(D) For Commission-directed surveys and studies not identified in other categories - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, Sweeney Lake sediment monitoring, stream monitoring equipment purchase. 2018 budget was reduced from previous years for overall budget savings. 2019 budget is more in line with previous years and gives Commission flexibility to investigate or tackle unforeseen issues that arise. Lowered again in 2020, 2021, and 2022 for budget savings. Among other surveys and studies, in 2023 this budget could be used to review and develop agreements with Minneapolis related to tunnel roles and responsibilities.

(E) Routine lake and stream monitoring. See details on next page.

(F) Water Quantity (lake level) monitoring. 2018 budget lowered for budget savings and resulted in fewer data points. 2019 budget back to earlier budget levels. 2020 budget lowered again for budget savings. 2022 and 2023 budget increase allows for additional measurements and benchmark checks, beyond the once/month lake level measurements to assist with proper maintenance of hydrologic and hydraulic modeling and climate resiliency preparations

(G) 2022 budget includes annual typical inspection of Flood Control Project (FCP) features without tunnel inspections but does not include follow-up work on the deep tunnel inspection, such as developing cost estimates for recommended repair work, and the box culvert repairs, such as development of plans and specifications. 2023 budget includes annual regular inspections at newly updated cost estimate. Actual costs of inspection will be reimbursed to operating budget from long term FCP account. [Last double box inspection was 2019, next one due 2024; last deep tunnel inspection was 2020, next one due 2030. Unsubmerged deep tunnel inspection in 2025.]

http://www.bassettcreekwmo.org/application/files/4514/9637/1815/2016_FCP_Policies.pdf

(H) Municipal plan approvals completed in 2019; however, this task has also included review of adjacent WMO plan amendments, and review of city ordinances; \$2,000 budget recommended annually.

(I) Monitoring at the Watershed Outlet Monitoring Program (WOMP) site in Minneapolis through an agreement with Met Council (MCES). Commission is reimbursed \$5,000 from Met Council. Met Council pays for equipment, maintenance, power, cell service, and lab analyses. Monitoring protocol changed in 2017 with collection of bi-monthly samples (up from once-per-month sampling). Both Barr and Stantec (previously Wenck) have tasked related to WOMP activities. Barr's 2020 & 2021 budget = \$4,500. Actual spent in 2020 = \$4,265. Station was moved in late 2020. In 2022, Barr portion was set at \$10,000 because MCES requested additional high flow measurements (doubling from about 6 to 12), due to the new station location. Stantec portion was similar to previous years at \$18,500 due to similar sampling regime. In 2023, Barr work proposed at \$7,500, for flow measurements. In 2023 Stantec portion assumes 5% increase over 2022 due to staffing cost increases; \$19,500.

(J) This item is used to make updates to the XP-SWMM model, coordinate with P8 model updates, and assist cities with model use. No XP-SWMM updates were performed 2019 - 2021 due to work on the grant funded FEMA modeling project. 2022 budget includes finalizing updates to the Commission's official model and flood elevations to match the "FEMA model" (this work was started in 2021 using "Surveys and Studies" budget). 2023 budget assumes Barr will request, compile, and review information provided by the cities and flag those that are large enough/significant enough to incorporate into the XP-SWMM and P8 model updates. As this covers both XP-SWMM and P8, we assumed \$0 for the TMDL Implementation Reporting (P8 model update) budget. Based on the request from 2018-2021, we had about 60 items to review and about 40 were significant enough to incorporate into the models. The 2023 budget assumes about 15 developments to review in one year. 2023 budget DOES NOT include TAC's recommendation for the Operating Budget include an annual, steady budget for model maintenance to save for years when the more time-consuming (i.e., expensive) model updates are needed and to minimize significant fluctuations in the budget.

Notes (continued)

(K) Funds to implement recommendations of Aquatic Plant Management/Aquatic Invasive Species Committee likely including curly-leaf pondweed control in Medicine Lake and small grant program for launch inspectors, education/outreach, etc. by other organizations including TRPD, AMLAC, others. TRPD shares cost (17%) of treatments. In 2021, recieved \$5,000 DNR grant. In 2022, recieved \$10,000 DNR grant. In 2022 and for a few years thereafter, treatment costs are expected to be significantly due to permission from DNR to expand treatment area to implement Lake Vegetation Management Plan.

(L) The scope and budget for development of the 2025 Watershed Plan was approved in February 2022. \$38,000 has already been set aside in a long term account for Plan development, of which \$11,000 will be needed to cover work that will get underway in 2022. In 2023, Barr estimates spending \$42,000 and Administrator estimates spending \$11,250 on Plan development (total = \$53,250). Revenue includes transfer from plan development long term account to help offset costs.

(M) Amended Administrator contract approved March 2022 includes 87.5 hours per month at \$75/hour starting in FY23 for total of \$78,750.

(N) MN Association of Watershed District Annual dues. New budget item in 2019. 2019 and 2020 dues were \$500 because WMOs were newly allowed to join the organization. 2021 dues \$3,750. Starting in 2022 dues went to the max of \$7,500 similar to other Metro watersheds.

(O) For Commission attorney. 2022 budget included 3% hourly rate increase over 2021 + more work expected. High legal costs for CIP projects will be charged to specific CIP budgets, as warranted.

(P) In 2021, Commission began contractoing with Redpath for accounting services. Next year's rates are expected to increase. Budget includes \$1,070 per month + up to 10 hours audit assistance at \$170/hr

(Q) Insurance and audit costs have risen considerably in the last few years.

(R) Meeting catering expenses . Assumes 12 in-person meetings @ \$200 per meeting.

(S) Recording Secretary \$40/hr rate * 8 hrs/mo for 12 months for minutes (\$3,840 total) + \$250/mo meeting packet printing/mailing + \$400 supplies (envelopes, stamps, etc).

(T) Budget was decreased in last few years to be more in line with actual expenses. Costs associated with Commission Engineer assistance with annual report

(U) Based on agreement with HDR for website hosting and maintenance activities and closer to actual funds spent in recent years.

(V) Includes CAMP (\$7,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms Workshops (\$1,500; a decrease from previous years), Children's Water Festival (\$350), Metro Blooms resident engagement in Minneapolis neighborhoods (\$4,000). Does not allow for additional partnerships or increases in contributions.

(W) Includes funding for West Metro Water Alliance at \$13,000 and \$15,000 for work by educational contractors + supplies and materials including educational signage, display materials, Commissioner training, etc.

(X) Public Communications covers required public notices for public hearings, etc.

(Y) Will be transferred to Channel Maintenance Fund for use by cities with smaller projects along main streams.

(Z) Will be transferred to Long-Term Maintenance Fund. TAC recommends increasing this budget line to be more in line with expected costs.

(AA) This task is meant for updating the P8 pollution model and will be done in conjunction with the work in budget line J with XP-SWMM model updates.

BCWMC 2023 Water Quality Monitoring Budgets - by item		
Item	Budget	Notes
Reporting on 2022 monitoring:		
Northwood Lake & Lost Lake	\$14,000	
2023 monitoring:		
Year 2 of Plymouth Creek stream flow and quality monitoring	\$24,000	TRPD (under contract w/City of Plymouth) will complete all flow and water quality monitoring monitoring, except for continuous dissolved oxygen monitoring and quarterly monitoring for metals and hardness, which Barr will complete. Barr flow monitoring will be limited to collection of some flow data for the IP1 rating curve; the data will be incorporated into the rating curve and the rating curve adjusted as needed per the 2023 data. Barr will complete the continuous dissolved oxygen measurements and quarterly metals and harness monitoring at IP2. Barr will perform QA/QC on all data collected (Barr and TRPD). Assumes TRPD also performs QA/QC on their data prior to giving the data to Barr. Barr will summarize all data collected by Barr and TRPD into tables and graphs. Barr will prepare the flow data collected at IP1, the continuous dissolved oxygen data collected at IP2, and the quarterly metals and hardness data collected from IP2 for EQuIS submittal and will submit the data to the MPCA EQuIS database. TRPD will submit all data collected by TRPD to the MPCA EQuIS database. Budget assumes TRPD/BCWMC makes all significant monitoring equipment purchases in 2022 and no significant monitoring equipment purchases are needed in 2023. Budget does not include report and presentation to Commission, which will occur in 2024 (and be included in 2024 budget).
Sweeney Lake (Priority 1 Deep lake) & Twin Lake (Priority 1 Deep lake)	\$57,000	Detailed lake monitoring includes monitoring two locations on Sweeney Lake and one location at Twin Lake on six occasions for selected parameters (total phosphorus at 4 depths; dissolved phosphorus, total nitrogen, Total Kjeldahl nitrogen, nitrate + nitrite nitrogen, and chlorophyll a from 0-2 meter depth, and chloride at two depths; temperature, pH, DO, and and specific conductance measurements at one meter intervals from surface to bottom; and measurement of Secchi disc depth), plus parameters associated with AIS vulnerability (calcium, alkalinity, hardness, sodium, and magnesium from 0-2 meter depth), and phytoplankton (0-2 meter depth) and zooplankton (bottom to surface tow) collection and analyses. Plant surveys will be completed in June and August by Endangered Resource Services. Data will be summarized and analyzed including calculation of aquatic plant IBIs and AIS Suitability, trend analyses, creation of temperature, DO, and specific conductance isopleths, and preparation of total phosphorus, chlorophyll a, Secchi disc chloride, phytoplankton and zooplankton graphs. Budget does not include report and presentation to Commission, which will occur in 2024 (and be included in 2024 budget). In 2023, we plan to switch from PACE to RMB Environmental Laboratories (RMB). If all goes well, we anticipate saving BCWMC about \$2,000 - \$3,000 in laboratory expenses. We did not adjust the budget down in case we run into problems with the changeover and need to go back to using PACE for the laboratory analyses.
<i>No biological monitoring - Main Stem & North Branch at same time in 2024</i>		
General water quality tasks (responding to data review and inquiries, reviewing impaired waters lists, corresponding with Met Council and MPCA on data and monitoring plans)	\$10,000	
Total Water Quality Monitoring	\$105,000	



Memorandum

To: Commissioners, Bassett Creek Watershed Management Commission
From: Karen Chandler, Greg Williams (Barr), and Laura Jester, BCWMC Administrator
Subject: Scope of Work to Address Complex Issues (Plan Update Phase 2)
Date: August 8, 2022

Recommendation:

1. Approve the scope of work and budget to address complex issues for Watershed Plan by Commission Engineer.

As part of the 2025 Watershed Management Plan (Plan) update, several complex issues should be evaluated to determine the appropriate role for the Commission. This analysis is identified as Phase 2 in the [Plan update scope](#) approved in March, 2022. These are issues that are estimated to require consideration beyond the scope of a typical Plan update due to their complexity, emerging nature, or other factors. At their July 21, 2022 meeting, the Commission directed the Commission Engineer and Administrator to develop a scope of work to address these complex issues based on [results of the July 11, 2022 Plan Steering Committee workshop](#).

A. & B. Use an equity lens and input from diverse communities in development of priorities, policies, and programs; and expand outreach to and build relationships with diverse communities (including Native cultures)

Throughout Plan development, staff, the Technical Advisory Commission (TAC), and commissioners will constantly consider and strive for improving the implementation of projects and programs towards more equitable outcomes and will include input from all communities. Plans and policies related to outreach to diverse communities and relationship building will be developed by the Administrator with community input and in cooperation with the commissioners and TAC with minimal involvement of the Commission Engineer. (Note: this task incorporates issue B from the July 13 memo to the Commission.)

C. Expand education and outreach program (education to groups/residents, helping cities fulfill stormwater education requirements)

This issue will be addressed by the Administrator in cooperation with the commissioners and TAC with no or minimal involvement of the Commission Engineer.

D. Training, orientation, and education for commissioners and alternate commissioners

This issue will be reviewed and addressed as part of the originally-scoped Plan update effort.

E. Assess impacts of climate change on water resources and build climate resiliency

Commission staff will review existing climate resiliency resources (e.g., Hennepin County Climate Action Plan, Board of Water and Soil Resources climate resiliency toolbox, Metropolitan Council community planning tools), along with similar work done for other Metro Area watershed organizations and cities. Commission staff will also seek input from the TAC regarding member city priority concerns, roles and planned actions. Commission staff will summarize existing and planned future roles of other organizations. Commission staff will develop draft policy, performance standards, and/or future implementation actions to characterize a range of actions and roles available to the Commission (or possibly member cities in support of BCWMC strategies).

The Commission Engineer will update watershed-wide hydrologic and hydraulic modeling based on anticipated future precipitation events (e.g., mid-century 100-year event) and develop inundation mapping to better characterize flooding and capacity issues.

Note: Depth grid mapping (i.e., showing maximum flood depth within inundation areas) can be performed for an additional cost outside this scope.

Deliverables:

- Summary of climate resiliency concerns and proposed actions of member cities and other Metro Area watersheds
- Proposed policy, performance standards, and/or implementation activities to address climate resiliency (included in original Plan update scope and budget)
- One meeting with the TAC to discuss climate resiliency concerns, actions and BCWMC/city roles
- Updates to hydrologic-hydraulic modeling and inundation mapping

Estimated Cost: \$9,530

F. Strategies to address chloride pollution

The Commission Engineer will review relevant State guidance documents (e.g., Twin Cities Metropolitan Area Chloride Management Plan) and relevant activities of member cities (e.g., City of Plymouth's Parkers Lake Chloride Reduction project), other Metro Area cities, the Hennepin County Chloride Initiative, watershed districts, and watershed management organizations (WMOs). Commission staff will consider others' efforts as well as new standards, policies and practices not yet implemented and prepare a summary of possible management activities presented as a continuum of level of effort/involvement (qualitative). Commission staff will seek feedback from the TAC regarding activities currently performed and feasibility of possible activities. The Commission Engineer will review available water quality monitoring, modeling, and updated land use/impervious area data to update chloride loading priority areas to target potential activities. Commission staff will prepare a summary of possible Commission policies and/or implementation activities corresponding to varying levels of Commission involvement (i.e., high, medium, and low).

Deliverables:

- Summary of chloride management actions of Metro Area cities, counties, watershed districts, and WMOs
- Updated map of chloride loading priority areas
- Proposed policy and/or implementation activities to address chloride loading for BCWMC and/or member cities (included in original Plan update scope and budget)
- One meeting with the TAC

Estimated Cost: \$8,690

G. Water quality standards for linear projects

The Commission Engineer will review recent updates to the MPCA's Municipal Separate Storm Sewer System (MS4) permit requirements for linear projects relative to 1) existing BCWMC requirements and 2) member city stormwater management standards. The Commission Engineer will prepare a summary comparison (e.g., table) and list of recent projects subject to a range of differing triggers and standards to quantify differences in treatment levels achieved under possible new requirements. Commission staff will meet with the TAC to discuss the issue as related to City project review and permitting. Commission staff will prepare a draft updated linear performance standard, if necessary, for consideration by the Commission (with feedback sought from TAC).

Deliverables:

- Summary comparison of linear performance standards
- List of affected projects and corresponding treatment differences
- Draft updated linear performance standards
- Up to two meetings with the TAC

Estimated Cost: \$4,535

H. Capital improvement program (CIP) including project identification and program implementation

This issue will be addressed by the Administrator in cooperation with the commissioners and TAC with no or minimal involvement of the Commission Engineer (beyond what is included in the original Plan update scope).

I. Stormwater management in Bassett Creek Valley

Commission staff will review the Bassett Creek Valley Floodplain and Stormwater Management Study developed in cooperation with the City of Minneapolis by Wenck Associates (now Stantec) and in 2019. Commission staff will meet with City of Minneapolis staff to better understand projects planned within the Bassett Creek Valley area and will seek information from other potential partners including Hennepin

County. Commission staff will develop potential project descriptions, to the extent possible, and characterize the alignment with existing BCWMC goals (understanding that BCWMC goals will be updated as part of the Plan update) and the BCWMC project prioritization framework. Commission staff will summarize this information in a brief memorandum or summary table. Commission staff will present this information to the Commission for consideration as part of other aspects of Plan development, including developing policy related to the CIP, evaluating the CIP process and public-private partnerships, and developing a targeted implementation program.

Deliverables:

- Meet with Minneapolis City staff and other partners, as needed
- Summary of proposed projects and City/BCWMC roles
- Presentation to the Commission as part of CIP development

Estimated Cost: \$5,370

J. Programs to manage or restore riparian areas

Commission staff will summarize existing BCWMC policy, performance standards, and implementation actions relevant to riparian areas along streams and creeks. The Commission Engineer will review available member city, BCWMC, and public data to map riparian areas that may benefit from additional protection and/or restoration within the watershed. Commission staff will review practices and programs of member cities and other stream-centric watershed organizations. Opportunities to improve ecological health of riparian areas and improve public access to streams will be considered as an expanded Commission role. Efforts in this area may also help to address stream biotic impairments discussed in "K" below. Commission staff will develop proposed edits or additions to policy, project ranking criteria, and implementation programs to improve or restore riparian areas to be considered during subsequent phases of Plan development.

Deliverables:

- Review of current BCWMC policy and practice related to riparian areas
- Review of Metro Area watershed district and WMO riparian management projects/programs
- Map riparian areas for possible protection/restoration areas
- Draft revisions to policy and/or implementation programs (included in original Plan update scope and budget)

Estimated Cost: \$3,975

K. Evaluate stream health to address biotic impairments

Commission staff will review existing stream data and results of the Bassett Creek stressor identification study (expected in 2023). Commission staff will meet with MPCA to discuss expectations for biotic health

of urban streams, learn how Bassett Creek compares to other streams across the State, and discuss possible strategies to mitigate identified stressors in the context of the BCWMC's projects and programs. Commission staff will consider how other watersheds address biotic impairments, and how BCWMC and member city policies and programs fit these strategies. Appropriate actions or policies recommended to address biotic impairments will be considered in subsequent Plan development activities.

Deliverables:

- Review and comment on MPCA's draft stressor identification study
- Summary of discussions with MPCA regarding expectations for improvements in biotic indexes and best practices of other organizations
- Proposed policy, monitoring activities, and/or implementation activities to address stream impairments (included in original Plan update scope and budget)

Estimated Cost: \$5,480

L. Policy development for addressing sediment deltas in streams and lakes

This issue is fairly straightforward will be reviewed and addressed as part of the originally-scoped Plan update effort.

M. Provide grant funding for small scale BMPs by residents or businesses

This issue will be addressed by the Administrator in cooperation with the commissioners and TAC with no or minimal involvement of the Commission Engineer.

N. Water level variability

This issue will be reviewed and addressed as part of the originally-scoped Plan update effort.

Table 1 Summary of Additional Scope Item Estimated Cost

Issue or Topic	Number of hours		Labor costs		Expenses	Total Cost
	Admin.	Barr	Admin.	Barr		
A/B. Implement projects through an equity lens; Outreach to and build relationships with diverse communities (including Native cultures))	To be developed by Administrator in cooperation with the commissioners and TAC, with community input and minimal involvement of the Commission Engineer					
C. Expand education and outreach program (education to groups/residents, helping cities fulfill stormwater education requirements)	To be developed by Administrator in cooperation with the commissioners and TAC, with community input and minimal involvement of the Commission Engineer					
D. Training, orientation, and education for commissioners and alternate commissioners	To be reviewed and addressed as part of the originally-scoped Plan update effort.					
E. Assess impacts of climate change on water resources and build climate resiliency	12	65	\$900	\$8,605	\$25	\$9,530
F. Strategies to address chloride pollution	16	48	\$1,200	\$7,440	\$50	\$8,690
G. Water quality standards for linear projects	6	28	\$450	\$4,035	\$50	\$4,535
H. Capital improvement program (CIP) including project identification and program implementation	To be developed by Administrator in cooperation with the commissioners and TAC, with community input and minimal involvement of the Commission Engineer					
I. Stormwater management in Bassett Creek Valley	18	24	\$1,350	\$3,970	\$50	\$5,370
J. Programs to manage or restore riparian areas	6	26	\$450	\$3,525	\$0	\$3,975
K. Evaluate stream health to address biotic impairments	12	28	\$900	\$4,580	\$0	\$5,480
L. Policy development for addressing sediment deltas in streams and lakes	To be reviewed and addressed as part of the originally-scoped Plan update effort.					
M. Provide grant funding for small scale BMPs by residents or businesses	To be developed by Administrator in cooperation with the commissioners and TAC, with community input and minimal involvement of the Commission Engineer					
N. Water level variability	To be reviewed and addressed as part of the originally-scoped Plan update effort.					
Totals	70	219	\$5,250	\$32,155	\$175	\$37,580

Note: hours and costs reflect anticipated incremental cost over original Plan scope and budget; original Plan scope and budget already includes efforts related to developing BCWMC policies and implementation actions.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co. and Laura Jester, BCWMC Administrator
Subject: Item 5C– Consider Approval to Construct Bryn Mawr Meadows Water Quality Project (2020 CIP Project BC-5) and to Increase Budget for Engineering Services
BCWMC August 18, 2022 Meeting Agenda
Date: August 10, 2022

5C. Consider Approval to Construct Bryn Mawr Meadows Water Quality Project (2020 CIP Project BC-5) and to Increase Budget for Engineering Services

Recommendations:

1. Consider moving forward with the Bryn Mawr Meadows Water Quality Project construction despite bids being higher than approved budget.
2. Consider amending the June 2021 engineering services scope to increase the approved budget by \$82,000.
3. Direct staff to develop options for closing the funding gaps.

Background

The BCWMC's [Bryn Mawr Meadows Water Quality Improvement Project](#) will treat stormwater runoff from 45-acres of residential land that currently flows untreated into Bassett Creek. The project was designed and will be constructed in conjunction with the redevelopment of Bryn Mawr Meadows Park by the Minneapolis Park and Recreation Board (MPRB). The City of Minneapolis (City) is also involved in this project as some improvements to stormwater infrastructure will be constructed within city right-of-way.

At their March 2022 meeting, the BCWMC approved the 90% plans for the project and entered an agreement with MPRB and the City for construction and reimbursement of construction costs. Following that approval, the Commission Engineer worked with the MPRB and the City to complete the final project design and incorporate the design documents into a combined bid package for the Bryn Mawr Park Reconstruction Project, including the BCWMC's water quality project.

The MPRB posted the Bryn Mawr Park Reconstruction Project for bids in late June 2022. Project bids were received on August 1, 2022. MPRB received six bids for the combined park reconstruction and water quality project. MPRB staff shared the project bids with the Commission Engineer. Applicable bid items for the BCWMC portion of the project were summarized and reviewed by the Commission Engineer and compared to the final plans and specifications of the Water Quality project.

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BCWMC August 18, 2022 Meeting Agenda
Date: August 10, 2022
Page: 2

BCWMC-Approved Project Budgets

Construction Funding

The agreement among BCWMC, MPRB, and the City approved a total construction budget of \$1,593,000 (excluding engineering services) for the Bryn Mawr Meadows Water Quality project and provided a general breakdown of reimbursement amounts to the MPRB and the City for costs incurred for project components within their jurisdictions.

Bids were recently returned and the MPRB is in the process of evaluating the apparent low bidder. For construction related to the BCWMC CIP project, the low bid was approximately \$1,470,000. However, the bid does not include:

- Construction contingency of 10% (standard level for this type of project)
- Work needed in the city's right of way to be completed by city crews
- Some additional seeding that was erroneously left out of the bid documents
- Environmental contingency held to cover additional costs associated with the hauling and disposal of contaminated materials and/or disposal of project dewatering water, if required.

These items bring the total construction cost to an estimated range of \$1,725,000 to \$1,755,000. This represents up to a \$162,000 budget shortfall for the construction of the project.

The agreement with MPRB and City notes that in the event that actual costs are higher than the approved \$1,593,000, the Commission shall be given an opportunity to review the Project and either (i) direct the parties to proceed and elect to reimburse the Park Board and/or the City for any additional costs, as relevant to the cause of the overage; (ii) direct that the scope of the Project be reduced such that the costs will not exceed the amounts allocated above; or (iii) eliminate the Project from the scope of the Park Project altogether.

Staff recommends that the Commission proceed with the project and work with MPRB and the City to determine appropriate reimbursement amounts per entity in accordance with design plans previously approved by the Commission. We believe that while expensive, this project continues to offer a cost-effective method to treat currently untreated stormwater from 45 acres of residential land and takes advantage of concurrent construction planned in the park.

It is important to note that although the construction bids for the MPRB's park redevelopment plans are also higher than their budget, MPRB staff will recommend that their Board approve awarding the bid, moving forward with project construction, and using alternative funding sources and mechanisms to bridge the MPRB's funding gap. Further, MPRB staff will recommend to their board that their project's construction is contingent on the BCWMC CIP project also being approved for construction because the two projects' designs are so closely linked.

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BCWMC August 18, 2022 Meeting Agenda
Date: August 10, 2022
Page: 3

Engineering Services

At their June 2021 meeting, the Commission approved a scope of work and associated budget of \$183,000 for engineering services for the Bryn Mawr Meadows Water Quality Improvement Project. Engineering services to-date have extended beyond what was originally planned for the project, including additional time and budget required for project coordination, project management, and engineering design work. Extensions within the overall project timeline and additional information on environmental considerations at the site have also resulted in a change of scope and associated budget for the remainder of the project. Additional details on the change in scope and budget for the project's engineering services are provided below. We request amending the June 2021 approved engineering services budget to include an additional \$82,000, resulting in a total project engineering services budget of \$265,000.

Additional Engineering Services Required To-Date

The required scope and budget for engineering services for the Bryn Mawr Meadows Water Quality Project to-date has exceeded what was originally expected. The overall park project timelines and deliverable milestones have shifted several times throughout the course of the project, making coordination amongst and between the project partners and their design teams more challenging and less efficient than was originally expected, resulting in significantly more time spent on the project.

In addition, the overall design work for the Water Quality project was more complex than originally expected and scoped. Between the 50% and 90% design milestones, the Commission Engineer discovered that the Water Quality project would need to include the relocation of a 12-inch storm sewer that drains runoff from the southern portion of the park and extends through the footprint of the water quality stormwater ponds. This pipe relocation was not included in the original work scope and budget, as we originally anticipated that this pipe would be addressed by the MPRB as part of their park reconstruction project. The incorporation of this pipe into the Water Quality project design resulted in the Commission Engineers spending additional time and budget on civil and geotechnical design work, stormwater modeling, and coordination with the city, MPRB and their consultants on questions related to stormwater flow patterns in the southern portion of the park and in/around the area near the Minnesota Department of Transportation's Penn Pond.

Elevated construction costs resulted in increases in capital costs for the project (beyond what was planned for in the project feasibility study) and the need for the Commission Engineer to develop and consider potential cost-saving strategies. This resulted in additional work leading up to the 50% design and Commission approval of the 50% design plans.

Lastly, the MPRB's final grading plan for the park project included areas of elevated fill above Water Quality project storm sewer pipes that increased loads and raised geotechnical and pipe settlement

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BCWMC August 18, 2022 Meeting Agenda
Date: August 10, 2022
Page: 4

concerns. We assessed design alternatives to address the concerns about the potential for ground settlement underneath the project storm sewer pipes resulting from the increased fill over the pipes. We also met with the MPRB and City staff to review options since the City would be responsible for maintaining the new storm sewer pipes. As a result, late in the design process, we updated the final project design to modify the project pipe materials.

We estimate these additional engineering services cost \$50,000.

Request to Modify MH-14 to Concrete Structure

The City of Minneapolis requested a design modification to the final plan set to modify the material of a maintenance access manhole located on the stormwater pond equalizer pipe, changing the material from high density polyethylene (HDPE) to concrete. Given the poor soils at this site, a concrete manhole structure at this location would require the installation of piles to support its weight. The requested change would require additional engineering to re-design the structure and piles, update the final plan sheets, and administer the change through a construction change order. We estimate these additional engineering services cost \$5,000.

Additional Environmental Services

We estimate that an additional \$20,000 is needed for environmental services for the BCWMC Water Quality project. Part of this additional budget request addresses environmental assistance performed to-date that was outside of the original scope of work, including the collection and laboratory analysis of a groundwater dewatering sample during construction of the Irving Avenue Sewer. We used the sample results to inform the development of environmental response actions for the Bryn Mawr Meadows Response Action Plan (RAP) and provide documentation related to planned actions for the management of groundwater during construction.

The remaining additional budget will allow the Commission Engineer to provide environmental services associated with response actions identified in the project RAP, and to address the MPCA's comments on the project RAP, including additional recommended environmental oversight for the Water Quality project. This includes laboratory analysis for soil sampling and test pits to be completed as part of the project construction. Sampling prior to initiation of construction will save oversight time and decrease uncertainty as excavation proceeds. The Commission Engineer's field staff will provide up to 70 hours of environmental oversight during project construction (increased from 50 hours in the original work scope). We will also assist the contractor with providing information to the landfill for waste disposal acceptance.

Finally, Barr will prepare a Response Action Implementation Report to document that the work was completed in accordance with the RAP and submit the report to the MPCA for review and approval. We assume up to one round of report revisions to address Commission comments. The report will be a

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BCWMC August 18, 2022 Meeting Agenda
Date: August 10, 2022
Page: 5

combined report prepared on behalf of the BCWMC and the MPRB, and time will be billed to each entity accordingly.

Project Management

The project timeline for the Bryn Mawr Meadows Water Quality Project has extended beyond what was originally planned. We request additional project management budget to account for the extension of the project timeline through fall of 2023. We estimate these additional project management services will cost \$7,000.

Next Steps

After discussions on final reimbursement needs and amounts with MPRB and City, Commission staff will bring options for closing the funding gap to a future meeting. These could include more use of BCWMC Closed Project funds or additional levy funds allocated to this project (and away from other projects) with the final 2023 levy request.

If approved, construction is anticipated to begin in September.



Bassett Creek Watershed Management

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Laura Jester, Administrator
Date: August 9, 2022

Recommendation: Provide up to \$5,000 per year (for two years) of BCWMC education funding for a shared education position with Hennepin County

BCWMC is a member of the West Metro Water Alliance ([WMWA](#)), a partnership of four watershed organizations (Elm Creek, Shingle Creek, Bassett Creek, and West Mississippi Watershed Management Organizations (WMOs)), who pool their resources to jointly provide education and outreach programming and help cities meet stormwater education requirements. The partnership uses watershed staff (including me), city staff (primarily Plymouth), and one very part time educator (under contract) to accomplish its work. While the partnership works well, it lacks the staff capacity and funding to meet the education needs of the watersheds and cities in the area.

In recent months, the WMWA partners along with the Richfield Bloomington WMO have been working with Hennepin County to develop a pilot program to share an education specialist to better serve our education needs with consistency and efficiency. The staff person hired for this position would be a Hennepin County employee funded through a variety of sources, with most watershed funding coming from State funds granted to each watershed area as Watershed Based Implementation Funds (WBIF) (Table 1). Half of the staff person's time would be dedicated to WMWA and watershed education needs while the other half would fulfill Hennepin County education and technical assistance needs.

This pilot program would meet education and outreach needs, increase technical assistance, provide outreach with residents focused on increasing conservation implementation success through the delivery of practical and interactive conservation education, follow-up technical assistance site visits, and financial assistance to help defray that cost of taking conservation action. This pilot program will include three elements:

- 1.) A limited-duration half-time program coordinator to provide community engagement, education, marketing, and promotion of program elements 2 and 3 as well as other related conservation priorities as defined by the partners (e.g. salt reduction education) through activities like speaking to groups or clubs, tabling at community events, establishing a social media presence, and producing content for distribution via formats like community newspapers and city newsletters. The top priorities of the educator will be coordinating program elements 2 & 3 and associated marketing and outreach. Additional activities will include creating a more general water education and conservation promotion presence. Priorities will be discussed and agreed upon by the funding partners. In general, however, partners share a common vision to grow this work in the model of the [East Metro Water Resource Education Program](#),

while adding and maintaining a focus on residential-scale technical assistance; driving conservation implementation and behavior change; and reaching diverse audiences.

2.) Resident-facing workshops using a model similar to Dakota County's Landscaping for Clean Water program where participants attend workshops and receive technical and financial assistance project installation.

3.) Multi-family housing engagement and project implementation using Metro Blooms' model of Equitable Engagement.

At the Commission meeting in April, the Commission appointed me to officially represent BCWMC at the required "convene meetings" to determine how and where the BCWMC's \$88,000 in WBIF would be allocated. A county representative and two city representatives (Mark Ray and Erick Francis) were also official members of the BCWMC "convene" group. More information on the WBIF and the convene process can be found here: [http://bwsr.state.mn.us/sites/default/files/2021-11/Convene Process Metro WBIF FY22-23 0.pdf](http://bwsr.state.mn.us/sites/default/files/2021-11/Convene%20Process%20Metro%20WBIF%20FY22-23%200.pdf).

The BCWMC convene group held two meetings this summer. At the second meeting on August 8th, the group decided to allocate all BCWMC WBIF (nearly \$88,000 over two years) to the shared education position with Hennepin County. Although the funding could be used for BCWMC CIP projects, the \$44,000 per year is a very minimal amount compared to the cost of our typical project. The group agreed the funding would be better utilized filling the current gap in education activities.

Further, the group recommends that the Commission provide up to an additional \$5,000 per year towards the shared education position to help ensure that appropriate funding levels are in place to hire and retain a qualified staff person. The additional \$5,000 would come from the Commission's Education and Outreach Budget which includes \$15,000 in 2023 and in the past was partially used to pay for the Commission's education consultant (who ended her contact in November).

More details will be developed regarding the specific work of the educator and the oversight role of WMWA partners. The county is taking the lead on developing an official budget request and work plan with the MN Board of Water and Soil Resources for the WBIF grant funding.

The WBIF convene group's decision is final and does not need Commission approval. However, I recommend the Commission approve providing up to \$5,000 per year (for two years) of BCWMC education funding for a shared education position with Hennepin County.

Table 1 includes a likely breakdown of funding sources for the shared position. Most watersheds have verbally agreed to this structure and will be making final decisions on funding levels in the coming weeks.

Table 1. Probable Funding Sources To-Date

Partner	Contributions	
	2023	2024
WMWA	\$12,000	\$12,000
Shingle/West Miss WBIF	\$22,500	\$22,500
Elm Creek WBIF	\$15,000	\$15,000
Bassett Creek WBIF	\$44,000	\$44,000
Bassett Creek WMC	\$5,000	\$5,000
Richfield-Bloomington WMO WBIF	\$12,500	\$12,500
Hennepin**	\$16,500	\$16,500
TOTAL	\$127,500	\$127,500
Overall Need	\$127,500	\$127,500
Personnel	\$67,500	\$67,500
Direct Costs to Partnership (as scoped)	\$60,000	\$60,000
Additional Funding for Multi-family Housing Project Implementation	*	*

*Multi-family equitable engagement projects may be eligible for cost share funding from Shingle Creek, West Mississippi, and Elm Creek WMOs. This can include some of the outreach and design elements, which would vary project to project.

**Toward this partnership pilot program. Hennepin County will also hire, manage, support the educator position, and agrees to take on the financial commitment of the other half of this person’s salary to support Hennepin priorities.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Ei – Order Feasibility Study for Bassett Creek Main Stem Restoration, Regent Ave to Golden Valley Rd
BCWMC August 18, 2022, Meeting
Date: August 10, 2022

Item 5Ei. Order Feasibility Study for Bassett Creek Main Stem Restoration, Regent Ave to Golden Valley Rd (2024 CR-M)

Recommendations:

1. Consider approving the scope of work and \$85,500 budget presented in this memorandum and direct the Engineer to complete the feasibility study for the restoration of the Bassett Creek Main Stem from Regent Ave to Golden Valley Rd (2024 CR-M), to be constructed in winter 2025-2026.
2. Direct the Engineer to consult with the U.S. Army Corps of Engineers (USACE) to determine whether the Resources Management Plan Pre-application Consultation Protocols may apply for this project.
3. Direct the Engineer to prepare a stream feasibility study that complies with the requirements of the USACE, MnDNR, and BCWMC criteria.

Background

The proposed Main Stem restoration project is in the Bassett Creek Watershed Management Commission's (BCWMC) current CIP (2024 CR-M) with a total budget of \$800,000. However, there is an opportunity to explore grants and partnerships between stakeholders further as part of this study. The project is located entirely within the City of Golden Valley and would address needed stabilization and restoration along approximately 7,000 feet of the Main Stem of Bassett Creek from Regent Ave to Golden Valley Rd (Figure 1). As outlined in the CIP, the project is scheduled to be constructed in winter 2024-2025. This reach is located on a combination of privately owned property and publicly owned properties, including portions of the creek on land owned by Golden Valley, and operated in partnership with Three Rivers Park (TRPD) through the Sochacki Park Joint Powers Agreement.

As is required for BCWMC CIP Projects, a feasibility study must be completed prior to BCWMC holding a hearing and ordering the project. The feasibility study would examine methods to stabilize and restore areas of erosion within this corridor.

The City of Golden Valley requested the project be completed in winter 2024-2025; the CIP project would address the issues identified during the City of Golden Valley's annual creek inventory, which identified significant erosion in this approximately 7,000-foot long reach of the creek. Continued erosion along the

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Ei – Order Feasibility Study for Bassett Creek Main Stem Restoration, Regent Ave to Golden Valley Rd
BCWMC August 18, 2022, Meeting
Date: August 10, 2022
Page: 2

stream will result in increased sediment and pollutant loading downstream. Restoration and repair of the Main Stem in this area will reduce phosphorus loading, and the project is consistent with the goals (Section 4.1) and policies (Section 4.2.5) for stream restoration and protection in the 2015 – 2025 BCWMC Watershed Management Plan.

The BCWMC completed a Resource Management Plan (RMP) in 2009 through which the Corps of Engineers (USACE) and the BCWMC agreed on a series of steps, work items, deliverables (called “protocols”) that must be accomplished and submitted to complete the RMP process and USACE review/approval process. Although this reach of Bassett Creek was not included in the RMP, the USACE has allowed the RMP protocols to be applied to other projects not specifically included in the RMP. With the completion of the protocols, we expect the USACE application process to move more quickly than it would otherwise. Most of the protocols must be addressed as part of the feasibility study, in addition to the usual tasks that would be performed as part of a feasibility study under the criteria adopted by the BCWMC in October 2013. In general, the protocols require compliance with Section 106 of the National Historic Preservation Act, compliance with Section 404 of the Clean Water Act, and Clean Water Act Section 401 Water Quality Certification. Compliance with Section 106 typically requires a cultural resources inventory.

Content and Scope of Feasibility Study

The feasibility study will address and include the feasibility study criteria adopted by the BCWMC in October 2013:

- Analysis of multiple alternatives with the context of Commission objectives, including the following for each alternative:
 - Pros and cons analysis
 - Cost estimate for construction and a “30-year cost”
 - Analysis of life expectancy
 - Summary of each alternative for the Commission to judge its merits
 - Cost estimate for annualized cost per pound of pollutant removal
- Evaluation of new and/or innovative approaches
- Identification of permitting requirements

As noted earlier, most of the RMP protocols must be addressed as part of the feasibility study. In addition to the tasks above, the feasibility study will include the following items to meet the RMP pre-applications protocols:

- Review of cultural resources
- Identification of wetland impacts

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Ei – Order Feasibility Study for Bassett Creek Main Stem Restoration, Regent Ave to Golden Valley Rd
BCWMC August 18, 2022, Meeting
Date: August 10, 2022
Page: 3

In addition to the RMP protocols and specific criteria adopted by the BCMWC, it is important to gather public input early and often in the process. The BCWMC Engineer will work with the BCWMC Administrator and staff from the City of Golden Valley and TRPD to identify the most-effective means to gather public input. Prior to completing the draft feasibility report, we will seek input from impacted landowners and users of adjacent public lands by discussing identified problems and the means under consideration to address the issues.

This feasibility study will address one 7,000-foot-long reach (Figure 1) from Regent Ave to Golden Valley Rd. This project will include bank stabilization measures and erosion repair methods. Consideration will be given to a variety of best management practices. Per BCWMC policy, the Commission will strive to utilize soft armoring techniques as much as possible and where feasible, including bio-logs, erosion control blanket, live stakes and fascines, slope shaping, and native vegetation buffers. However, we will also consider the value of existing trees and impacts of tree removal.

Below is a summary of the feasibility study work scope components for this project:

1) Project Meetings

- a) One (1) project kick-off meeting with BCWMC, Golden Valley and Three Rivers Park District (TRPD) staff.
- b) One (1) virtual meeting with BCWMC staff, Golden Valley staff, TRPD staff, Metropolitan Council Environmental Services (MCES), and agency staff (i.e., USACE, MnDNR, and MPCA), as needed, to discuss concept alternatives and review permit requirements for the project. A large MCES sanitary sewer gravity main runs through this area so we will need to consider potential impacts. This task will also include preparation of meeting minutes to confirm discussion results.
- c) Biweekly updates to the project team throughout the project to provide updates on work completed, upcoming work, and any outstanding data requests throughout the project.

2) Field Investigations

- a) Barr will review Golden Valley's annual erosion inventory data to help direct a site assessment. We will complete a site walk of the reach to evaluate the existing conditions of the reach; locate (via GPS) and identify potential project features and design approaches to address erosion, sedimentation, and/or obstruction concerns; and consider potential metrics for site prioritization. Barr will work with City staff to determine these prioritization metrics which could include (but are not limited to): severity of problem, access for construction, land ownership (public vs. private), protection of existing infrastructure (e.g., utilities, structures), visibility to public, potential for future erosion, opportunity for habitat restoration (in stream and/or riparian), exposure/potential exposure to sunlight for vegetation establishment. Following site visit, Barr will work with City staff on a site prioritization matrix to rank problem areas to focus the restoration concept

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Ei – Order Feasibility Study for Bassett Creek Main Stem Restoration, Regent Ave to Golden Valley Rd
BCWMC August 18, 2022, Meeting
Date: August 10, 2022
Page: 4

development. We assume the City will send letters to all property owners notifying them in advance of the site visit.

- b) Desktop Wetland Assessment – Barr will perform a Level 1 desktop assessment for the project reach. A Level 1 review consists of reviewing soils, topography, National Wetland Inventory (NWI), and aerial photos to evaluate the potential presence of a wetland, identify its type, and/or estimate its approximate boundaries. We will complete the assessment for the project reach and within a 50-foot buffer on either side of the reach. Full wetland delineations as per the USACE 1987 Manual and regional supplements will need to occur during the project design phase (outside the scope of this project).
- c) Desktop environmental review – Barr will conduct a review of the Minnesota Pollution Control Agency's (MPCA) "What's in my Neighborhood?" database to assess the potential for prior contamination along the project reach. We will include a summary of this data review in the feasibility study. Considering historic land use in the project area is primarily residential and park, we assume we will not need to complete a Phase I environmental site assessment (ESA) for this project; however, should the desktop assessment suggest there is concern for contamination along the creek, a Phase I ESA could be completed as part of final design.
- d) Desktop topographic and utility location review – Barr will utilize the 2011 Minnesota Department of Natural Resources (MnDNR) LiDAR data for topographic information, in addition to any data collected during the site visit. We assume that Golden Valley staff will provide available utility data in GIS format. Full topographic and utility survey will need to occur during the project design phase (outside the scope of this project).
- e) Drone video and photos – Based on conversation with City staff, Barr will utilize an unmanned aircraft system (UAS) to collect video and photos of the project reach following leaf off to provide current detailed imagery of the reach that can also be used to help defined project components, visualize the concepts, and estimate quantities. Due to tree cover, we do not recommend use of the UAS to collect any topographic information. We assume city staff will send letters to all properties in advance of this UAS video and photo collection as well as notify city police prior to the effort as well.
- f) Tree location, diameter, species, and condition survey – Barr will also GPS survey all trees with a diameter of 4 inches or greater, recording the location, diameter, species, and condition (e.g. dead/live, shaggy/peeling/deeply furrowed bark) of the trees within a 40-ft buffer of the stream centerline. In addition to helping with estimated project costs for the various scenarios (if tree removal is required), the tree survey will help us evaluate if the trees within the project area could provide habitat for the northern long eared bat (endangered). We assume no tagging of trees will be required.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Ei – Order Feasibility Study for Bassett Creek Main Stem Restoration, Regent Ave to Golden Valley Rd
BCWMC August 18, 2022, Meeting
Date: August 10, 2022
Page: 5

- g) Desktop threatened and endangered species review – Barr will perform a desktop review of the available databases to assess the potential for adverse impacts to state and federally listed species.
- h) Desktop cultural resources review - In anticipation of future permitting for project development, Barr will request review of the existing database from the State Historic Preservation Office (SHPO) for information related to known historic and archaeological resources in the project vicinity and summarize any available information in the feasibility report. This work does not include a Phase I cultural resources review; if one is needed, it would be performed during final design.
- i) Project easements – The proposed project is located on a combination of private and public properties. For portions of the project on private property, permanent and/or temporary construction access easements would likely be required. We will identify any easement acquisition needs as part of the feasibility study; easement survey and acquisition will be completed during final design. We assume the City of Golden Valley can provide a GIS layer showing existing easement locations within the project area.

3) Evaluation and Concept Plans

- a) Develop concepts for the project, considering input from stakeholders. This includes developing two concepts for stream restoration, channel stabilization, and erosion repair, as well as exploring ways to improve in-stream habitat and improving public access to the creek where it runs through public property in Sochacki Park and other parkland. The concepts may include one alternative that focuses more on bioengineering (soft armoring) and another alternative that includes more hard armoring.
 - i) Analyze the alternatives for addressing identified issues within each reach.
 - ii) Develop draft concept plans for each alternative.
 - iii) Refine concept plans based on input from city, TRPD, and MCES staff and BCWMC.
- b) Use the most current BCWMC XP-SWMM model results to review flow information for the reach.
- c) Identify permitting requirements for the concepts, based on field and desktop data available, and the results of the agency meeting (see task 1b).
- d) Develop cost estimates for each concept, including a “30-year cost,” analysis of life expectancy, and annualized cost per pound of pollutant removal for water quality treatment portions of the project.
- e) Develop tree removal estimates for each concept, including removals needed to gain access to implement the concept as well as any estimated tree replacement.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Ei – Order Feasibility Study for Bassett Creek Main Stem Restoration, Regent Ave to Golden Valley Rd
BCWMC August 18, 2022, Meeting
Date: August 10, 2022
Page: 6

4) Public Engagement

- a) One (1) virtual meeting with residents along the project segment early on in the feasibility study (before concept development) to provide further background about the project and answer questions about the study. We assume BCWMC and City staff will coordinate this meeting, but Barr will attend and develop support materials.
- b) Coordinate with the BCWMC Administrator and City staff to determine the best means to gather public input, such as mailings, newspaper articles, open houses, etc. Primary group for public discussions will be the nearby residents, property owners and adjacent property owners, including TRPD park users for the creek segment passing through Sochacki Park. The budget for this task includes time to prepare for and attend one (1) public meeting early in the process, after the development of concept plans. Format of this meeting could be virtual or in-person. This task also includes assisting with the public involvement process as necessary – preparing handouts, boards, and/or presentations, and recording and compiling comments. We assume that meeting coordination, expenses, and set-up will be largely completed by the BCWMC Administrator, with assistance from the city.
- c) One (1) virtual meeting with representatives of the Dakota community regarding Bassett Creek (Haha Wakpadan), the significance of the creek in this area, and to learn if there are Native land or water care practices that could be incorporated into the work. We assume that meeting coordination, expenses, and set-up will be largely completed by the BCWMC Administrator, with assistance from the city, but Barr will attend and develop support materials.

5) Feasibility Report

- a) Draft report for review by City and BCWMC Administrator; revise report based upon review comments. We assume one set of comments will be provided by the City and BCWMC.
- b) Present draft feasibility study findings at BCWMC meeting.
- c) Prepare final report for approval at BCWMC meeting and use at future project hearing.
- d) Present final feasibility study findings at BCWMC meeting.

To: Bassett Creek Watershed Management Commission
 From: Barr Engineering Company
 Subject: Item 5Ei – Order Feasibility Study for Bassett Creek Main Stem Restoration, Regent Ave to Golden Valley Rd
 BCWMC August 18, 2022, Meeting
 Date: August 10, 2022
 Page: 7

Cost Estimates

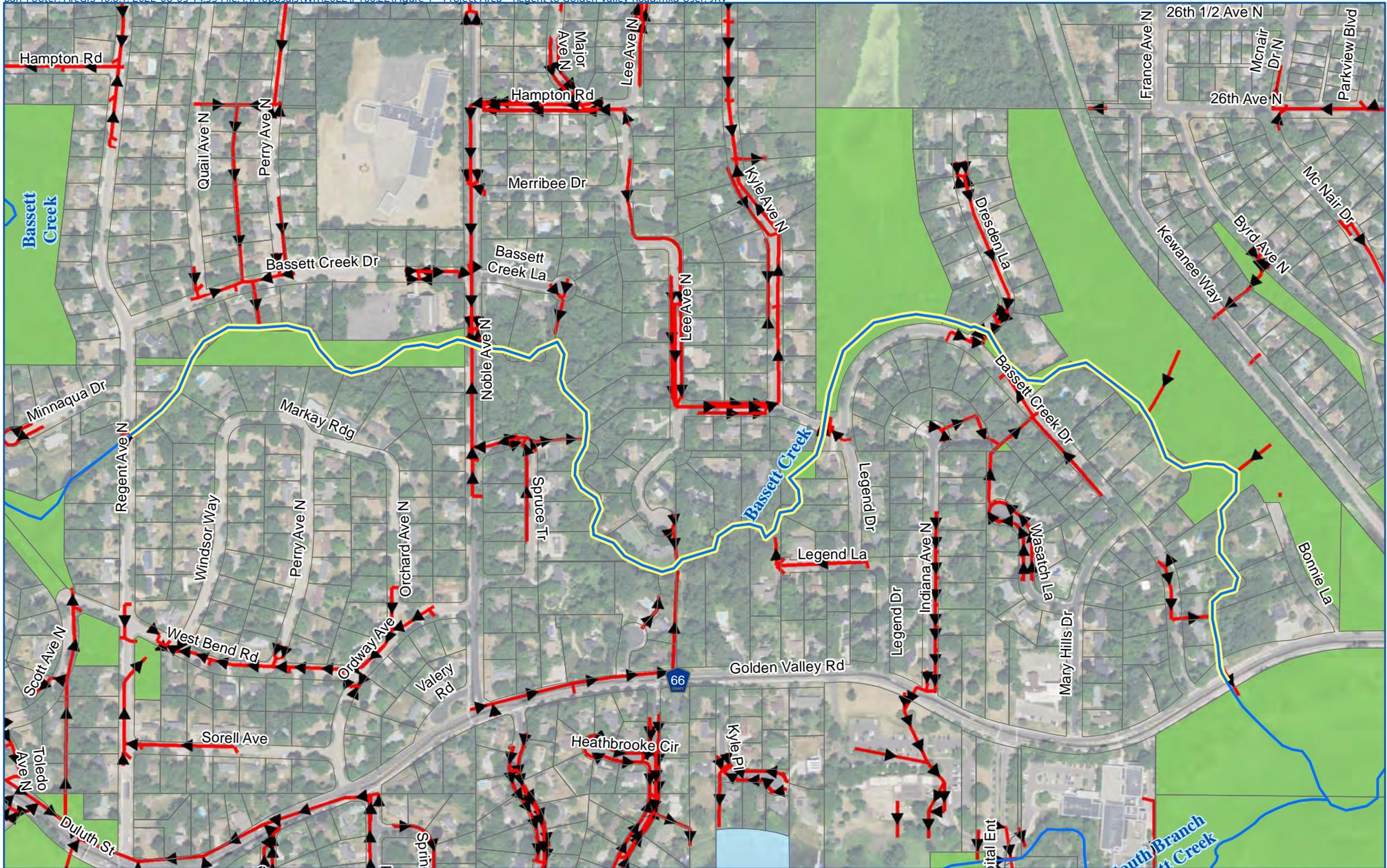
Our cost estimate for the scope of work outlined above is summarized in the table below.

Tasks	Estimated Total
1) Project Meetings	\$ 8,500
2) Field Investigations	\$ 29,900
3) Evaluation and Concept Plans	\$ 19,600
4) Public Engagement	\$ 8,600
5) Feasibility Report	\$ 18,900
Total	\$85,500

Schedule

We will complete the tasks and milestones outlined in the scope of work on the following schedule.

Tasks and milestones	Estimated Schedule
Kick-off meeting with BCWMC, City of Golden Valley, and TRPD staff	September 2022
Site visit	September 2022
Desktop topographic and utility review	Early September 2022
Desktop wetland review	Early September 2022
Resident engagement meeting	October 2022
UAS photos/videos of Main Stem alignment	October/November 2022
Desktop environmental review (“What’s in My Neighborhood?”)	September/October 2022
Desktop review – threatened and endangered species, cultural resources	September/October 2022
Meeting with BCWMC, city, and agency staff	October/November 2022
Engagement meeting with Dakota Community	October/November 2022
Develop concept alternatives and cost estimates	October 2022 – January 2023
Public meeting	January/February 2023
Submit draft feasibility report for city and BCWMC staff review	March 24, 2023
City and BCWMC staff complete review	March 31, 2023
Submit draft feasibility report for BCWMC review at Commission meeting	April 12, 2023
BCWMC completes review at Commission meeting	April 20, 2023
Submit final feasibility report for BCWMC review at Commission meeting	May 10, 2023
Final feasibility report – BCWMC approval at Commission meeting	May 18, 2023



 **Creeks**
 **Project Area**
 **Parcels**
 **Storm Pipe**


 **Parks and Natural Areas**
 **Open Water**



250 0 250
Feet

**BASSETT CREEK MAINSTEM
REGENT AVE TO
GOLDEN VALLEY RD
PROJECT AREA**

FIGURE 1



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Eii – Order Feasibility Study for Ponderosa Woods Stream Restoration
BCWMC August 18, 2022, Meeting Agenda
Date: August 10, 2022

5Eii. Order Feasibility Study for Ponderosa Woods Stream Restoration Project (2024 CIP Project ML-22)

Recommendations:

1. Consider approving the scope of work and \$43,800 budget presented in this memorandum and direct the Engineer to complete the feasibility study for the Ponderosa Woods Stream Restoration Project (2024 CIP Project ML-22).
2. Direct the Engineer to consult with the Minnesota Department of Natural Resources (MnDNR) and U.S. Army Corps of Engineers (USACE) to determine whether the Resources Management Plan Pre-application Consultation Protocols may apply for this project.
3. Direct the Engineer to prepare a stream feasibility study that complies with the requirements of the USACE and BCWMC criteria.

Background

The proposed Ponderosa Woods Stream Restoration Project is in the Bassett Creek Watershed Management Commission's (BCWMC) current CIP (2024 ML-22) with a total budget of \$475,000. The project is located entirely within the City of Plymouth and would restore a small stream that is actively eroding near Medicine Lake and which drains directly into the West Medicine Lake Park Water Quality ponds (Figure 1). As outlined in the CIP, the project is scheduled to be constructed in 2024. This reach is located on privately owned property just south of West Medicine Lake Park; however, the City of Plymouth has a drainage and utility easement over this segment of stream.

This project is located in the Medicine Lake watershed and the approved Medicine Lake Total Maximum Daily Load (TMDL) study requires a 28% reduction in watershed loads (a reduction of 1,287 pounds per year). This stream segment conveys the pumped discharges from Parkers Lake along with flows from the Parkers Lake East watershed (approximately 1,000-acres). The proposed Ponderosa Woods stream restoration segment is located upstream of two prior BCWMC CIP projects including the Plymouth Creek restoration (2010 CIP project, reducing loads by 180 lbs TP/yr) and the West Medicine Lake Park Water Quality ponds (2010 CIP project, reducing loads by 350 lbs TP/yr).

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Eii – Order Feasibility Study for Ponderosa Woods Stream Restoration
BCWMC August 18, 2022, Meeting Agenda
Date: August 10, 2022
Page: 2

As is required for BCWMC CIP Projects, a feasibility study must be completed prior to BCWMC holding a hearing and ordering the project. The feasibility study would examine methods to stabilize and restore areas of erosion within this corridor.

This project is consistent with the goals (Section 4.1) and policies (Section 4.2.5) for stream restoration and protection in the 2015 – 2025 BCWMC Watershed Management Plan. The City of Plymouth requested the project, which will reduce erosion along a 1,000-foot reach of the creek, ultimately improving water quality in the Medicine Lake watershed. Restoration and repair of the creek segment will reduce sediment and phosphorus loads, is consistent with BCWMC goals regarding water quality, and will assist in meeting the Medicine Lake TMDL goals.

The BCWMC completed a Resource Management Plan (RMP) in 2009 through which the Corps of Engineers (USACE) and the BCWMC agreed on a series of steps, work items, deliverables (called “protocols”) that must be accomplished and submitted to complete the RMP process and USACE review/approval process. Although this reach of Bassett Creek was not included in the RMP, the USACE has allowed the RMP protocols to be applied to other projects not specifically included in the RMP. With the completion of the protocols, we expect the USACE application process to move more quickly than it would otherwise. Most of the protocols must be addressed as part of the feasibility study, in addition to the usual tasks that would be performed as part of a feasibility study under the criteria adopted by the BCWMC in October 2013. In general, the protocols require compliance with Section 106 of the National Historic Preservation Act, compliance with Section 404 of the Clean Water Act, and Clean Water Act Section 401 Water Quality Certification. Compliance with Section 106 typically requires a cultural resources inventory.

Content and Scope of Feasibility Study

The feasibility study will address and include the feasibility study criteria adopted by the BCWMC in October 2013:

- Analysis of up to three alternatives with the context of Commission objectives, including the following for each alternative:
 - Pros and cons analysis
 - Cost estimate for construction and a “30-year cost”
 - Analysis of life expectancy
 - Summary of each alternative for the Commission to judge its merits
 - Cost estimate for annualized cost per pound of pollutant removal
- Evaluation of new and/or innovative approaches
- Identification of permitting requirements

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Eii – Order Feasibility Study for Ponderosa Woods Stream Restoration
BCWMC August 18, 2022, Meeting Agenda
Date: August 10, 2022
Page: 3

As noted earlier, most of the RMP protocols must be addressed as part of the feasibility study. In addition to the tasks above, the feasibility study will include the following items to meet the RMP pre-applications protocols:

- Review of cultural resources
- Identification of wetland impacts

In addition to the RMP protocols and specific criteria adopted by the BCMWC, it is important to gather public input early and often in the process. The BCWMC Engineer will work with the BCWMC Administrator and Plymouth staff to identify the most-effective means to gather public input. Prior to completing the draft feasibility report, we will seek input from impacted landowners by discussing identified problems and the means under consideration to address the issues.

This feasibility study will address one reach (Figure 1) from 18th Avenue N to West Medicine Lake Park. This project will include bank stabilization measures and erosion repair methods. Consideration will be given to a variety of approaches. Per BCWMC policy, the Commission will strive to utilize soft armoring techniques as much as possible and where feasible, including bio-logs, erosion control blanket, live stakes and fascines, and native vegetation buffers. However, we will also consider the value of existing trees and impacts of tree removal.

Below is a summary of the feasibility study work scope components for this project:

1) Project Meetings

- a) One (1) project kick-off meeting with BCWMC staff and Plymouth staff.
- b) One (1) virtual meeting with BCWMC staff, Plymouth staff, and agency staff (i.e., USACE, MnDNR, and MPCA), as needed, to discuss concept alternatives and review permit requirements for the project and prepare meeting minutes to confirm discussion results.
- c) Biweekly updates to the project team throughout the project providing updates on work completed, upcoming work, and any outstanding data requests.

2) Field Investigations & Desktop Assessment

- a) Barr will review information provided by Plymouth staff, including any available GIS data and storm sewer inspection reports. We will complete a site walk of the reach to evaluate the condition of the reach, document and identify areas of concern, and identify the potential project features to address erosion concerns; this includes review of storm sewer discharges to the stream. Barr will also walk the segment of the creek in West Medicine Lake Park to confirm this downstream segment is stable. We assume the City will send letters to all property owners notifying them in advance of the site visit. Barr will also coordinate site walk with City staff who would like to participate in this site visit when conducted.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Eii – Order Feasibility Study for Ponderosa Woods Stream Restoration
BCWMC August 18, 2022, Meeting Agenda
Date: August 10, 2022
Page: 4

- b) Desktop Wetland Assessment – Barr will perform a Level 1 desktop assessment for the project reach. A Level 1 review consists of reviewing soils, topography, National Wetland Inventory (NWI), and aerial photos to evaluate the potential presence of a wetland, identify its type, and/or estimate its approximate boundaries. We will complete the assessment for the project reach and within a 50-foot buffer on either side of the reach. Full wetland delineations as per the USACE 1987 Manual and regional supplements will need to occur during the project design phase (outside the scope of this project).
- c) Desktop environmental review – Barr will conduct a review of the Minnesota Pollution Control Agency’s (MPCA) “What’s in my Neighborhood?” database to assess the potential for prior contamination along the project reach. We will include a summary of this data review in the feasibility study. Considering historic land use in the project area is primarily residential and park, we assume that contamination is not an issue in the project area and that we will not need to complete a Phase I environmental site assessment for this project.
- d) Desktop topographic and utility location review – Barr will utilize the 2011 Minnesota Department of Natural Resources (MnDNR) LiDAR data for topographic information, in addition to any data collected during the site visit. We assume that Plymouth staff will provide available utility data in GIS format. Full topographic and utility survey will need to occur during the project design phase (outside the scope of this project).
- e) Tree location, diameter, species, and condition survey – Barr will also GPS survey all trees with a diameter of 6 inches or greater, recording the location, diameter, species, and condition (e.g. dead/live, shaggy/peeling/deeply furrowed bark) of the trees within a 50 ft buffer of the stream centerline. In addition to helping with estimated project costs for the various scenarios (if tree removal is required), the tree survey will help us evaluate if the trees within the project area could provide habitat for the northern long eared bat (endangered). We will coordinate the tree survey with the City of Plymouth forester. We assume no tagging of trees will be required.
- f) Desktop threatened and endangered species review – Barr will perform a desktop review of the available databases to assess the potential for adverse impacts to state and federally listed species.
- g) Desktop cultural resources review - In anticipation of future permitting for project development, Barr will request review of the existing database from the State Historic Preservation Office (SHPO) for information related to known historic and archaeological resources in the project vicinity and summarize any available information in the feasibility report. This work does not include a Phase I cultural resources review; if one is needed, it would be performed during final design.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Eii – Order Feasibility Study for Ponderosa Woods Stream Restoration
BCWMC August 18, 2022, Meeting Agenda
Date: August 10, 2022
Page: 5

- h) Project easements – The proposed project is located on private property (~11 parcels); however, the City of Plymouth has a drainage and utility easement over this segment of stream. The City will provide easement and plat information; however, we understand that the information is not in GIS format. Therefore, we will delineate the approximate easement boundary in GIS, based on the City-provided information. We assume that the stream stabilization can be completed within the drainage and utility easement; however we will note if there will be temporary or permanent construction impacts expected for the project. We will identify any easement acquisition needs as part of the feasibility study; easement survey and acquisition will be completed during final design.

3) Evaluation and Concept Plans

- a) Develop concepts for the project, considering input from stakeholders. This includes developing up to three concepts for stream restoration, channel stabilization, and erosion repair. Anticipated concepts may include a soft armoring approach (which may require more tree removal for construction and vegetation establishment), a hard armoring approach (as it may require fewer trees to be removed), and third concept that is some combination of approaches.
- i) Analyze the alternatives for addressing identified issues within each reach, including estimates of sediment and phosphorus load reductions.
- ii) Develop draft concept plans for each project.
- iii) Refine concept plans and cost estimates based on input from city staff and BCWMC.
- b) Use the most current BCWMC XP-SWMM model results to review flow information for the reach
- c) Identify permitting requirements for the concepts, based on field and desktop data available, and the results of the agency meeting (see task 1b).
- d) Develop cost estimates for the project, including a “30-year cost,” analysis of life expectancy, and annualized cost per pound of pollutant removal for water quality treatment portions of the project.
- e) Develop tree removal estimates for each concept, including removals needed to gain access to implement the concept.

4) Public Engagement

- a) Coordinate with the BCWMC Administrator and City staff to determine the best means to gather public input, such as mailings, newspaper articles, open houses, etc. Primary group for public discussions will be the nearby residents, property owners and adjacent property owners. The budget for this task includes time to prepare for and attend one (1) public meeting (potentially virtual) early in the process, after the development of concept plans. This task also includes

To: Bassett Creek Watershed Management Commission
 From: Barr Engineering Company
 Subject: Item 5Eii – Order Feasibility Study for Ponderosa Woods Stream Restoration
 BCWMC August 18, 2022, Meeting Agenda
 Date: August 10, 2022
 Page: 6

assisting with the public involvement process as necessary – preparing graphics, visuals, and/or presentations, and recording and compiling comments. We assume that meeting coordination, expenses, and set-up will be largely completed by City staff with assistance from the BCWMC Administrator.

5) Feasibility Report

- a) Draft report for review by City and BCWMC Administrator; revise report based upon review comments. We assume one set of comments will be provided by the City and BCWMC.
- b) Present draft feasibility study findings at BCWMC meeting.
- c) Prepare final report for approval at BCWMC meeting and use at future project hearing.
- d) Present final feasibility study findings at BCWMC meeting.

Cost Estimates

Our cost estimate for the scope of work outlined above is summarized in the table below.

Tasks	Estimated Total
1) Project Meetings	\$ 4,600
2) Field Investigations	\$ 10,500
3) Evaluation and Concept Plans	\$ 13,400
4) Public Engagement	\$ 4,700
5) Feasibility Report	\$ 10,600
Total	\$43,800

Schedule

We will complete the tasks and milestones outlined in the scope of work on the following schedule.

Tasks and milestones	Estimated Schedule
Kick-off meeting with BCWMC, City of Plymouth staff	September 2022
Site Visit	September 2022
Tree Survey	September 2022
Desktop Wetland review	September 2022
Desktop environmental review (“What’s in My Neighborhood?”)	September/October 2022
Desktop Review – threatened and endangered species, cultural resources	September/October 2022
Meeting with BCWMC, city, and agency staff	October 2022
Develop concept alternatives and cost estimates	October 2022 – January 2023

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 5Eii – Order Feasibility Study for Ponderosa Woods Stream Restoration
BCWMC August 18, 2022, Meeting Agenda
Date: August 10, 2022
Page: 7

Tasks and milestones	Estimated Schedule
Public meeting	February 2023
Submit draft feasibility report for city and BCWMC staff review	March 24, 2023
City and BCWMC staff complete review	March 31, 2023
Submit draft feasibility report for BCWMC review at Commission meeting	April 12, 2023
BCWMC completes review at Commission meeting	April 20, 2023
Submit final feasibility report for BCWMC review at Commission meeting	May 10, 2023
Final Feasibility Report – BCWMC approval at Commission meeting	May 18, 2023



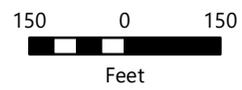
Project Area

Creeks

Ponds and Wetlands

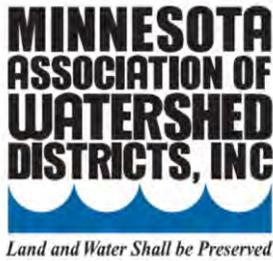
Parcels

Storm Sewer



PONDEROSA WOODS
PROJECT AREA

FIGURE 1



Minnesota Association of Watershed Districts
For more information, contact Jan Voit at 507-822-0921 or
jrvoit@outlook.com

Memorandum

DATE: August 1, 2022
TO: MAWD Members
FROM: Jan Voit, MAWD Support Services
RE: MAWD Strategic Plan

MAWD Strategic Plan

Over the last several months, the MAWD Strategic Plan Committee has met to develop a new Strategic Plan (Plan). This is a bold, member-driven plan. The Plan content reflects feedback from the member survey, the Minnesota Association of Watershed Administrators, and the Strategic Plan Committee.

The committee recommended that the Plan:

- Contains a mission and vision that are ambitious and aspirational.
- Includes defined values.
- Ensures strong leadership from an open and transparent board.
- Develops concentrated communication efforts.
- Modernizes the organization by changing its name and focuses on inclusivity of its members, MAWA, and the board.
- Reduces the number of board and committee meetings and changes committee structures for efficient and effective management.
- Supports members' efforts in watershed management.
- Acknowledges the importance of partnerships and building relationships.
- Develops long-standing legislative policies and revises the legislative platform and resolutions development processes and focuses lobbying efforts.

The following components were included:

- Mission: the roadmap of strategic planning to work toward the vision.
- Vision: describes what the organization is building toward in the future.
- Values: form the foundation on which we will perform our work in both relationships and processes.
- Goal: a broad statement of what we hope to achieve.
- Objective: defines the improvement that needs to happen.
- Strategy: how we accomplish the objective.
- Tactics: specific activities to undertake.

Following are a few examples to compare the current and draft Plans.

Mission

- Current: MAWD provides relevant educational opportunities information, training, and advocacy for WDs and WMOs.
- Proposed: to support and advocate for leaders in watershed management.

Vision

- Current: Establish MAWD as the leading resource and advocate regarding water and watershed management.
- Proposed: to establish excellence and innovation in all watershed-based organizations.

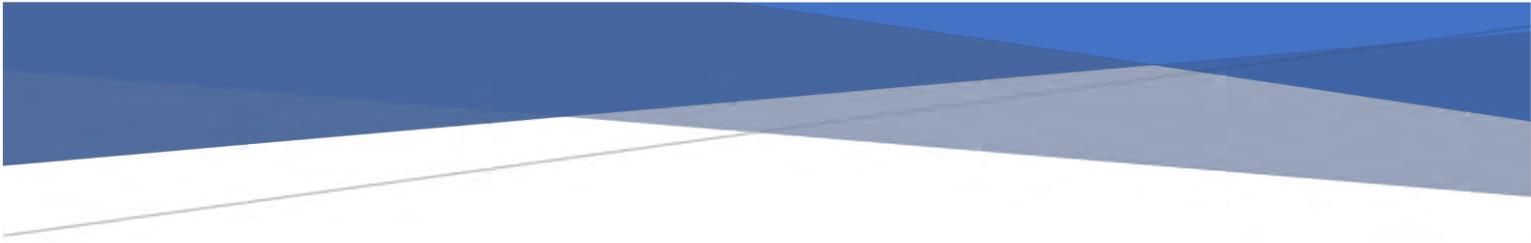
Values

- Current (no definitions were included):
 - Integrity
 - Communication
 - Collaboration
 - Relevance
 - Science-based
- Proposed:
 - Collaborate: work with partners to enhance members' watershed management skills and initiatives.
 - Efficient: provide services to maximize effective science-based principles for watershed management.
 - Support: promote and assist members' efforts in watershed management.
 - Member-driven: seek and consider input to ensure the organization's decisions reflect members' voices.
 - Transparent: communicate information about the performance, financial position, and governance of the organization in an open honest manner

Goals

- Current: 1) Education and Training, 2) Communication and Collaboration, and 3) Lobbying and Advocacy
- Proposed (including a proposed name change): 1) Fortify the infrastructure of Minnesota Watersheds to ensure reliable delivery of services; 2) Build a watershed community that supports one another; 3) Serve as a liaison to collaborate with statewide agencies and associations; 4) Ensure strong legislative policies are in place for watershed management; and 5) Enhance the skills of watershed officials.

This Plan is **YOUR** Plan. The Strategic Plan Committee respectfully requests that you review this draft Plan at your August board meeting(s) and send responses on behalf of your entire board by August 31. Responses should be sent to Jan Voit at jrvoit@outlook.com.



DRAFT

MINNESOTA WATERSHEDS

Strategic Plan

August 2022 Draft

Abstract

This document defines Minnesota Watersheds' mission and vision for the future and identifies goals, objectives, strategies, and tactics.

MINNESOTA WATERSHEDS

STRATEGIC PLAN GOALS AND OBJECTIVES

MISSION: To support and advocate for leaders in watershed management.

VISION: To establish excellence and innovation in all watershed-based organizations.

GOALS AND OBJECTIVES:



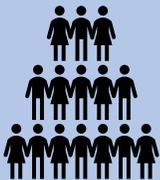
Fortify the infrastructure of MW to ensure reliable delivery of services.

- Ensure MW governance and management are aligned with the Strategic Plan.
- Provide focused leadership training for the MW Board.
- Develop concentrated communication efforts.
- Empower MW to accomplish its goals and objectives.
- Invest in technological resources to accommodate access to information.
- Reduce the number of board and committee meetings without sacrificing quality of input.



Build a watershed community that supports one another.

- Enhance member engagement through inclusivity.
- Increase membership.
- Increase attendance at MW events.
- Increase member involvement on committees and the MW board of directors.



Serve as a liaison to collaborate with statewide agencies and associations.

- Increase collaborative efforts between the Board of Water and Soil Resources (BWSR) and MW.
- Increase partnership activities with statewide entities.



Ensure strong legislative policies are in place for watershed management.

- Streamline the resolutions and legislative platform processes.
- Articulate clearly defined legislative policies so members and MW representatives can accurately state our positions.
- Focus and prioritize lobbying efforts
- Increase member engagement in the legislative process.



Enhance the skills of watershed officials.

- Provide guidance and direction for efficient and effective member operations.

Contents

- Strategic Plan 2
 - Mission..... 2
 - Vision..... 2
 - Values..... 2
 - Goals, Objectives, Strategies, and Tactics..... 2
 - Goal 1: Fortify the infrastructure of MW to ensure reliable delivery of services..... 2
 - Objectives, Strategies, and Tactics to Achieve Goal 1 2
 - Goal 2: Build a watershed community that supports one another. 4
 - Objectives, Strategies, and Tactics to Achieve Goal 2 4
 - Goal 3: Serve as a liaison to collaborate with statewide agencies and associations..... 4
 - Objectives, Strategies, and Tactics to Achieve Goal 3 5
 - Goal 4: Ensure strong legislative policies are in place for watershed management. 5
 - Objectives, Strategies, and Tactics to Achieve Goal 4 5
 - Goal 5: Enhance the skills of watershed officials..... 6
 - Objectives, Strategies, and Tactics to Achieve Goal 5 6
- Supporting Resources 7
 - Bylaws 7
 - Manual of Policy and Procedures (MOPP)..... 7
 - Organizational Chart 7
 - Position Descriptions 7
 - MW Board of Directors 7
 - Executive Director 7
 - Executive Committees – Scopes of Work 7
 - Finance 7
 - Governance (Bylaws, MOPP, and Strategic Plan) 8
 - Personnel 8
 - Membership Committees – Scopes of Work 8
 - Awards 8
 - Education/Events 8
 - Legislative..... 8
 - Resolutions/Policy..... 8

Program and Project Work Plans 8
 Education Program 8
 Legislative Program..... 8
Tactics 9

DRAFT

Strategic Plan

Mission

To support and advocate for leaders in watershed management.

Vision

To establish excellence and innovation in all watershed-based organizations.

Values

Collaborate: work with partners to enhance members' watershed management skills and initiatives.

Efficient: provide services to maximize effective science-based principles for watershed management.

Support: promote and assist members' efforts in watershed management.

Member-driven: seek and consider input to ensure the organization's decisions reflect members' voices.

Transparent: communicate information about the performance, financial position, and governance of the organization in an open honest manner.

Goals, Objectives, Strategies, and Tactics

Goal 1: Fortify the infrastructure of MW to ensure reliable delivery of services.

Background

With only one staff person, it has been challenging to get consistent communication out to members. MW has consistently heard that more communication was needed. Upon further review, the most valued method of receiving information has been through newsletters. Social media does not seem to hit our target audience and may not be worth the investment. It is recommended that a communications plan be developed that brings structure and consistency to this activity. The organization would also benefit from streamlining its operations to ensure staff are spending their time on the most important tasks.

Objectives, Strategies, and Tactics to Achieve Goal 1

1. Ensure MW governance and management are aligned with the Strategic Plan.
 - Focus the organization's efforts on defined goals, strategies, objectives, and tactics.
 - i. Confirm, each month, that board actions are done in accordance with the Strategic Plan.
 - ii. If new issues arise that require significant resources, seek member support before pursuing.
 - iii. Do not adopt major policies or expenditures without staff review and recommendations that consider pros and cons, alternatives, costs, and member perspectives.
2. Provide focused leadership training for the MW Board.
 - Roles and responsibilities for the MW Board.
 - i. Adopt roles and responsibilities for the MW Board within six months of Strategic Plan approval.
 - Orientation document for the MW Board.
 - i. Develop an orientation document that covers MW Board roles and responsibilities, governance documents, committee scopes of work, and communication that is presented to the MW Board in an annual workshop.
 - Leadership training for the MW Board.
 - i. Work with Board of Water and Soil Resources (BWSR), League of MN Cities (LMC), Pryor Learning, and other entities to develop leadership training.

3. Develop concentrated communication efforts.
 - Newsletters.
 - i. Adhere to a consistent process for newsletter development and distribution, as well as a process for posting newsletters on the website.
 - ii. Ensure newsletters are distributed to members and non-members.
 - MW Board agendas and meeting packets.
 - i. Distribute agendas and meeting packets directly to each member organization ahead of each meeting and post on the website.
4. Empower MW to accomplish its goals and objectives.
 - Sufficient staffing.
 - i. Invest in sufficient staff to complete identified strategies and tactics.
 - Suitable policies.
 - i. Set policies that ensure adequate funding for staffing and technological resources.
 - ii. Develop an annual work plan for the MW Board.
5. Invest in technological resources to accommodate access to information.
 - Robust website.
 - i. Update the website to be an up to date and complete resource for boards and administrators.
 - Efficient internal communication tool.
 - i. Work with MAWA to launch a platform for data sharing.
 - ii. Transition electronic files to the cloud for reliable backup and document sharing among staff.
6. Reduce the number of board and committee meetings without sacrificing quality of input.
 - Reduced MW Board meeting schedules.
 - i. Adopt a schedule and cancel meetings if no time-sensitive decisions are needed.
 - Member committees.
 - i. Maintain four member committees: Awards, Events/Education, Legislative, and Resolutions/Policy.
 - ii. Adjust committee leadership to one manager and one administrator who serve as co-chairs. Continue to populate the committee with one manager and one administrator from each region.
 - iii. Refine committee scopes of work annually.
 - iv. Develop annual work plans for committees.
 - Executive committees.
 - i. Form three executive committees: Governance, Personnel, and Finance.
 - ii. Governance Committee: Members include one MW Board member from each region and the Executive Director.
 1. Combine the bylaws, MOPP, and Strategic Plan committee into one executive governance committee. This committee would handle minor issues and make recommendations to the board. When major reviews or revisions are warranted, form a member committee, as defined above, to perform the assigned work.

- iii. Personnel Committee: Members include the President, Vice President, an appointed director from each region not represented by the President and Vice President, and the Executive Director.
- iv. Finance Committee: Members include the President, Vice President, Treasurer, and Executive Director.
 - 1. The executive finance committee will prepare a budget and make the annual recommendation to the board on dues. Form a member committee, as defined above, when major projects are warranted, such as proposing a new dues structure.
- v. Refine committee scopes of work annually.
- vi. Develop annual work plans for committees.

Goal 2: Build a watershed community that supports one another.

Background

Some members have voiced they do not find value in the services of MW and some have left the association. It has also been a struggle to find enough volunteers to serve on the board of directors and committees. This leads to a less unified voice, a weaker understanding of what issues are most important to members, and difficulties associated with an unstable revenue stream.

Objectives, Strategies, and Tactics to Achieve Goal 2

- 1. Enhance member engagement through inclusivity.
 - Change the name of the organization to accurately represent membership.
 - i. Review work done by the MAWD Board in 2020.
 - ii. Recommend a new name.
- 2. Increase membership.
 - Meet individually with watershed organizations that are not members to address concerns.
 - i. Start discussions with non-member watershed organizations on the benefits of membership.
 - ii. Use MW Regional Directors and/or Administrators to advocate for MW around the state.
- 3. Increase attendance at MW events.
 - Increase the percentage of organizations that attend MW events.
 - i. Be inclusive of members and non-members for MW events and meetings to maintain a sense of fairness, apply discounts to members.
 - ii. Hold regional caucuses in conjunction with all MW events.
- 4. Increase member involvement on committees and the MW Board.
 - Promote the importance of member involvement in the MW board and on the committees that provide direction and guidance to the organization.
 - i. Ensure members have opportunities to voice concerns and provide input at board and committee meetings.
 - ii. Advocate for MW activities through newsletters and the website.

Goal 3: Serve as a liaison to collaborate with statewide agencies and associations.

Background

Some members have expressed a desire for BWSR to balance their focus more equitably between SWCDs, WDs/WMOs, and counties, especially in areas of advocacy, policymaking, funding, and training. MAWA has expressed interest in taking a more active role within MW but has met resistance by the MAWD

Board. Maximizing these relationships ranked as a high priority by members as the best way to advance initiatives, especially with the legislature.

Objectives, Strategies, and Tactics to Achieve Goal 3

1. Increase collaborative efforts between BWSR and MW.
 - Work with BWSR leadership to address member concerns.
 - i. Identify points of contention, develop a work plan to address issues, and develop opportunities for reducing concerns.
2. Increase partnership activities with statewide entities.
 - Identify opportunities to work with MN Association of Watershed Administrators (MAWA), MN Association of Soil and Water Conservation Districts (MASWCD), the Association of MN Counties (AMC), the League of MN Cities (LMC), Local Government Water Roundtable (LGWRT), Drainage Work Group (DWG), Clean Water Council (CWC), and others as deemed appropriate to promote watershed management.
 - i. Attend BWSR, CWC, and DWG meetings and provide updates for members.
 - ii. Develop a plan that articulates the opportunities to partner and track collaboration with entities like MAWA, MASWCD, AMC, LMC, LGWRT, and AMC.
 - iii. Pursue collaborative education and training opportunities with MAWA, MASWCD, AMC, LMC, LGWRT, DWG, and others.
 - iv. Advocate for the appointment of effective watershed board members with BWSR and AMC.

Goal 4: Ensure strong legislative policies are in place for watershed management.

Background

Members have expressed disappointment that more resolutions have not passed at the Capitol. Others feel the setting of the legislative platform does not consider enough input from members. There has been interest in improving the resolutions process to be less chaotic.

Objectives, Strategies, and Tactics to Achieve Goal 4

1. Streamline the resolutions and legislative platform processes.
 - Evaluate the current resolutions and legislative platform process.
 - i. Identify alternative methods to achieve concurrence on resolutions, adopt a revised process, or reaffirm the current process.
2. Articulate clearly defined legislative policies so members and MW representatives can accurately state our positions.
 - Develop a comprehensive platform of clearly defined policies.
 - i. Work with MAWA and the Resolutions Committee to develop a full legislative policy document that is inclusive of policies that can remain on the books indefinitely or until members approve changes to those positions.
 - ii. Draft expectations for support and advocacy for MW representatives that serve on the BWSR Board, CWC, and LGWRT.
3. Focus and prioritize lobbying efforts.
 - Identify legislative issues impacting the most members.
 - i. Support legislation that promotes watershed management.
 - ii. Fend off legislation that limits member abilities to protect and restore water resources.
 - iii. Ensure the MW lobbyist(s) have clear direction on MW legislative priorities.

- iv. Align workload with the resources set aside for lobbying and manage member expectations.
4. Increase member engagement in the legislative process.
 - Encourage member involvement on the resolutions and legislative committees.
 - i. Solicit more direct input from members when setting legislative priorities by surveying members or provide another avenue for members to get feedback to the committee before they make a recommendation to the board.
 - ii. Promote committee membership to ensure members' voices are reflected in the legislative platform.
 - Increase communication with members about legislative activity.
 - i. Host an annual event for members to learn about MW's legislative platform and receive guidance on how to discuss and interact with legislators on issues.
 - ii. Personally call and invite legislators to attend MW events.
 - iii. Set up appointments with members and legislators.

Goal 5: Enhance the skills of watershed officials.

Background

The MW Board has approved updating the watershed handbook. There seems to be consensus that MW should focus its education efforts on the board managers and allow MAWA to coordinate efforts for staff.

Objectives, Strategies, and Tactics to Achieve Goal 5

1. Provide guidance and direction for efficient and effective member board operations.
 - Offer comprehensive watershed officials training.
 - i. Provide training sessions at all MW events.
 - ii. Enhance the sharing of knowledge between members at MW events.
 - iii. Maintain an up-to-date watershed handbook by reviewing the handbook annually and revising it as warranted.
 - iv. Work collaboratively with BWSR to provide regional training opportunities.
 - v. Utilize the expertise, knowledge, and experience of MW staff and MAWA in the development of education and training for watershed officials.

Supporting Resources

In addition to the Strategic Plan, MW has developed supporting resources for its governance and management. The documents listed below will be reviewed annually and updated as warranted. The MW Board of Directors can update all documents except the bylaws which requires adoption by the membership. For the most up-to-date versions of these documents, visit www.mnwatershed.org.

Bylaws

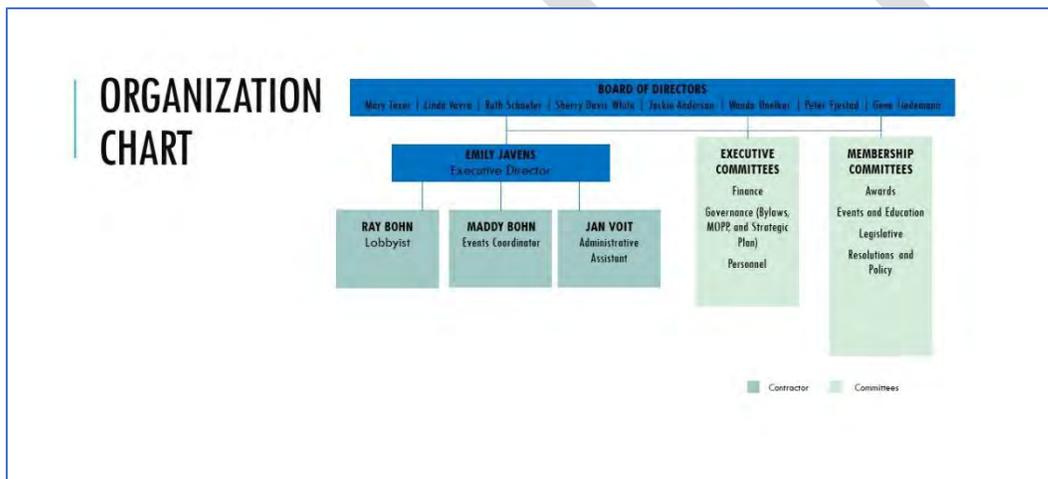
Bylaws are the written rules for conduct of the organization. The Bylaws can be found [here](#).

Manual of Policy and Procedures (MOPP)

The MOPP is designed to regulate all major decisions, actions, and principles of MW. The MOPP can be found [here](#).

Organizational Chart

An organizational chart shows the chain of command within an organization and can be found on the next page.



Position Descriptions

MW Board of Directors

The position description for the Board of Directors guides roles and responsibilities of serving on the MAWD Board.

Executive Director

The position description for the Executive Director specifies the work to be completed by this person.

Executive Committees – Scopes of Work

Finance

The Executive Finance Committee handles day-to-day financial decisions, prepares a budget, and makes recommendations to the board on membership dues. Members include the President, Vice President, Treasurer, and Executive Director.

Governance (Bylaws, MOPP, and Strategic Plan)

The Executive Governance Committee ensures the Bylaws, MOPP, and Strategic Plan are kept up to date and adequately guide the organization. Members include one MW Board member from each region and the Executive Director.

Personnel

The Personnel Committee provides guidance, oversight, and support to the MW Board as it reviews and recommends performance management and compensation systems. Members include the President, Vice President, an appointed director from each region not represented by the President and Vice President, and the Executive Director.

Membership Committees – Scopes of Work

Member committees have six voting members, are co-chaired by one manager and one administrator, and supported by one staff or contract worker. At least one manager should be a MAWD Board Director. The MAWD Board appoints the managers and MAWA appoints the administrators.

Awards

The Awards Committee promotes, manages, and presents the annual MW Project and Program of the Year Awards. This committee has an extra administrator from each region making for nine committee members and is supported by the event manager.

Education/Events

The Education/Events Committee ensures that MW events provide high quality educational and networking opportunities for members and non-members. The committee annually reviews the education work plan, provides input before and after events, and sets the convention presentation schedule. This committee is supported by the assigned education program manager.

Legislative

The Legislative Committee provides focus and direction to the MW lobbyist(s) and Executive Director who also support the committee. They annually review the legislative program work plan and make recommendations on a legislative platform.

Resolutions/Policy

The Resolutions/Policy Committee oversees the resolutions process and is supported by staff assigned to the committee.

Program and Project Work Plans

Work plans describe a project or program from beginning to end, providing detail on what needs to be done, when it needs to be done, and when appropriate how much should be spent. Developing annual work plans for the MW Board and its committees is important. To date, the following have been approved.

Education Program

The education program work plan can be found here.

Legislative Program

The legislative program work plan can be found here.

Note:

The program work plans will eventually be uploaded to the website and will have links included. For now, they are in the development process.

Tactics Timeline

Goal 1. Fortify the infrastructure to ensure reliable delivery of services	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Governance and Management</i>								
Confirm that board actions are done in accordance with the Strategic Plan								
Seek member support if new issues arise that require significant resources								
Staff review and recommendations for major policies or expenditures								
<i>Board Leadership</i>								
Adopt roles and responsibilities within six months of Strategic Plan adoption								
Develop an orientation document for the Board and hold annual workshop								
Work with entities to develop leadership training								
<i>Communication</i>								
Adhere to a consistent process for newsletter development and distribution								
Post newsletters on website								
Distribute newsletters to members and non-members								
Distribute agendas and meeting packets directly to member organizations								
Post agendas and meeting packets on website								
<i>Empower Accomplishing Goals and Objectives</i>								
Invest in sufficient staff to complete identified strategies and tactics								
Set policies that ensure adequate funding for staffing and technology								
Develop an annual work plan for the Board								

Note:

The Tactics Timeline is a work in progress. Its purpose is to show that time and resources will be required to achieve the goals. Once the Plan is approved, the strategies and tactics will be prioritized.

Goal 1. Fortify the infrastructure to ensure reliable delivery of services	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Technological Resources</i>								
Update website								
Work with MAWA to launch a platform for data sharing								
Transition electronic files to the cloud for reliable backup and document sharing among staff								
<i>Reduce the Number of Board and Committee Meetings</i>								
Adopt a schedule and cancel meetings if no time-sensitive decisions are needed								
<i>Maintain member committees: Awards, Events/Education, Legislative, Resolutions/Policy</i>								
Adjust committee leadership to one manager and one administrator who serve as co-chairs. Continue to populate the committee with one manager and one administrator from each region								
Refine committee scopes of work annually								
Develop annual work plans for committees								
<i>Form executive committees: Governance, Personnel, and Finance</i>								
Governance: one Board member from each region and executive director								
Personnel Committee: Board president, vice president, an appointed director from each region not represented by the president and vice president, and executive director								
Finance: Board president, vice president, treasurer, and executive director								
Develop scopes of work for all committees								
Develop annual work plans for committees								
Goal 2. Build a watershed community that supports one another								
Tactics								
<i>Change Organization Name</i>								
Review work done by MAWD Board in 2020								
Recommend a new name								
<i>Meet with Non-Members</i>								
Start discussions on benefits of membership								
Use directors or administrators to advocate								
<i>Increase Attendance Percentage</i>								
Include members and non-members in events								
Hold regional caucuses in conjunction with events								
<i>Promote Member Involvement</i>								
Ensure members have opportunities to voice concerns and provide input at board and committee meetings								
Advocate for activities through newsletters and the website								

Goal 3. Serve as a liaison to collaborate with statewide agencies and associations	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Work with BWSR to Address Member Concerns</i>								
Identify points of contention and develop opportunities for reducing concerns								
<i>Identify Opportunities to Partner to Promote Watershed Management</i>								
Attend BWSR, CWC, and DWG meetings and provide updates								
Develop a plan that articulates opportunities to partner and track collaboration								
Pursue collaborative education and training opportunities								
Advocate for the appointment of effective watershed board members with BWSR and AMC								

Goal 4. Ensure strong legislative policies are in place for watershed management	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Evaluate Current Resolutions and Legislative Platform Process</i>								
Identify alternative methods, adopt revised process, or reaffirm current process								
<i>Develop Comprehensive Platform of Policies</i>								
Work with MAWA and the Resolutions Committee to develop a full legislative policy position document								
Draft expectations for support and advocacy for representatives on the BWSR Board, CWC, LGWRT								
<i>Identify Legislative Issue Impacting Members</i>								
Support legislation that promotes watershed management								
Fend off legislation that limits abilities to protect and restore water resources								
Ensure lobbyist(s) have clear direction on legislative priorities								
Align workload with the resources set aside for lobbying and manage member expectations								
<i>Member Engagement in Resolutions and Legislative Committees</i>								
Solicit more direct input from members when setting legislative priorities								
Promote committee membership to ensure members' voices are reflected in the legislative platform								
Increase Communication about Legislative Activity								
Host an annual event for members to learn about the legislative platform and receive guidance on legislator interaction								
Personally call and invite legislators to attend MW events								
Set up appointments with members and legislators								

Goal 5. Enhance the skills of watershed officials	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Offer comprehensive watershed officials training</i>								
Provide training sessions at all MW events								
Enhance the sharing of knowledge between members at events								
Maintain an up-to-date watershed handbook by reviewing it annually and revising it as warranted								
Work collaboratively with BWSR to provide regional training								
Utilize the expertise of staff and MAWA in the development of education and training for watershed officials								



Bassett Creek Watershed Management Commission MEMO

Date: August 8, 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: 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 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 were held in the park in 2021 to gather input on park concepts. Project partners met regularly throughout design 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 by the Commission at the January meeting; 90% design plans were approved at the March meeting along with an agreement with MPRB and Minneapolis for construction. The agreement was approved by all three bodies. Commission Engineers finalized designs and assisted with bidding documents. Bids were returned in early August. Staff will update the Commission on project budget and schedule at this meeting. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project>

2020 Jevne Park Stormwater Improvement Project (ML-21) Medicine Lake (No change since April): 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. At the March meeting, the Commission directed the Commission Engineer to prepare a scope and budget for the alternatives analysis which were presented and discussed at the April meeting. No action was taken at that meeting to move forward with alternatives analysis. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=467>.

2014 Schaper Pond Diversion Project and Carp Management, Golden Valley (SL-3) (No change since July): 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. At the September 2021 meeting, the Commission approved utilizing an adaptive management approach to carp management in the pond (\$8,000) and directed staff to discuss use of stocking panfish to predate carp eggs. Commission Engineers will survey the carp in 2022. At the April meeting, the Commission approved panfish stocking in Schaper Pond along with a scope and budget for carp removals to be implemented later in 2022 if needed.



Commission staff informed lake association and city about summer activities and plans for a fall alum treatment. Approximately 1,000 bluegills were released into Schaper Pond in late May. Carp population assessments by electroshocking in Sweeney Lake and Schaper Pond began on June 21st (see photo). Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=277>.

Sweeney Lake Water Quality Improvement Project, Golden Valley (SL-8) (No change since May): 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 Commission is performing post alum treatment water monitoring this year along with additional carp population assessments (see photo above). The project website: [Sweeney Lake Water Quality Improvement Project, SL-8](#)).

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): (No change since June 2018) At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. There were no complaints or comments from residents during or since the treatment.

Water monitoring continues to determine if and when a second alum treatment is necessary. Lake monitoring results from 2017 were presented at the June 2018 meeting. Commissioners agreed with staff recommendations to keep the CIP funding remaining for this project as a 2nd treatment may be needed in the future. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=278>.

2013 Four Seasons Area Water Quality Project (NL-2) (No change since February): 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) (No change since July): 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. Construction is complete and vegetation is currently being established. 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 were held last fall and winter to develop recommendations on BMPs. A technical findings report was presented at the July 2022 meeting. Next steps include determining feasibility of in-lake chloride reduction activities and city sampling of the stormwater pond at their maintenance facility. Project website: www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

2021 Mt. Olivet Stream Restoration Project (ML-20) (No change since July): 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. Construction is complete and vegetation is currently being established. 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 reviewed a request from a resident to add “safety” benches to the ponds, reviewed reference materials and discussed in detail with MPRB. Determined safety benches aren’t appropriate or needed for this project and responded to the resident. 90% plans were approved at the June meeting along with direction to the Commission Engineers to finalize plans, prepare bid documents, and solicit bids. The Commission will review and consider bids at a future meeting. Project permitting and final surveying is underway. Project website: www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-lagoon-dredging-project

2022 Medley Park Stormwater Treatment Facility (ML-12): The feasibility study for this project is complete after the Commission Engineer’s scope of work was approved last August. City staff, Commission Engineers and I collaborated on developing materials for public engagement over the fall/early winter. A project kick-off meeting was held in September, an internal public engagement planning meeting was held in October, and a Technical Stakeholder meeting with state agencies was held in November. A [story map of the project](#) was created and a survey to gather input from residents closed in December. Commission Engineers reviewed concepts and cost estimates have been reviewed by city staff and me. Another public engagement session was held in April to showcase and receive feedback on concept designs. The feasibility report was approved at the June meeting with a decision to implement Concept #3. At the July meeting the Commission directed staff to submit a Clean Water Fund grant application, if warranted. A grant application was developed and submitted. Funding decisions are expected in early December. A public hearing on this project was held in September with no members of the public attending. In September, a resolution was approved to officially order the project, submit levy amounts to the county, and enter an agreement with the city to design and construct the project. The city hired Barr Engineering to develop the project designs which are now underway. The BCWMC received a \$300,000 Clean Water Fund grant from BWSR in December 2021. 50% design plans were approved in February. A public open house on the project was held March 3rd at Brookview. A grant work plan was developed in March and a grant agreement was approved at the March meeting. 90% plans were approved at the May meeting. Plans are currently being finalized and bid posting is expected mid-August and a construction award by the city expected in September. www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility

2022 SEA School-Wildwood Park Flood Reduction Project (BC-2, 3, 8, 10) (No change since April): 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. 90% plans are being developed but are slightly behind schedule to allow for additional engagement with Robbinsdale Area Schools. www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project.

Administrator Report July 13 – August 7, 2022

Subject	Work Progress
Education and Outreach	<ul style="list-style-type: none"> • Discussed development of a new position at Hennepin County to implement education activities for WMOs partially using Watershed Based Implementation Funds, WMWA funds, and other education funding including meetings and correspondence with Richfield Bloomington WMO • Coordinated volunteers/BCWMC intern for Plymouth Kids Fest • Delivered education materials for Medicine Lake National Night Out and Plymouth Kids Fest • Dropped off Parkers Lake AIS cards and “10 Things” brochures with Parkers Lake leader • Corresponded with J.A.S.S. and Blue Thumb re: providing WMWA’s “10 Things” brochure at State Fair; picked up 1,000 copies from J.A.S.S. • Worked with former education consultant and Facebook expert on BWCMC Facebook administration issue
CIP	<ul style="list-style-type: none"> • <u>Bryn Mawr Meadows Water Quality Improvement Project</u>: Corresponded with Commission Engineer, city staff and MPRB staff regarding returned bids, budget, schedule, etc. • <u>Four Seasons Mall Water Quality Improvement Project</u>: Reviewed 2021 TAC recommendations and Commission action related to project
Henn Co. Chloride Initiative	<ul style="list-style-type: none"> • Corresponded with partners on ideas for utilizing remaining grant fund • Reviewed and edited FAQs document • Reviewed and commented on presentation outline
Administration	<ul style="list-style-type: none"> • Developed agenda; reviewed and submitted invoices; reviewed financial report; reviewed and edited July 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; ordered catering for August Commission meeting; confirmed Westwood Nature Center meeting location and tour • Sent email to commissioners with updates and events • Cancelled August TAC meeting and cancelled meeting room • Met with new Minnetonka Commissioner • Attended Freshwater event at Utepils • Updated development review fee schedule documents and posted online • Attended Hennepin County Board meeting (online) re: 2023 maximum levy • Updated commissioner info online and sent updates to BWSR, MAWD, and State Auditor • Met with TRPD staff re: CWF grant possibilities for Rice Ponds and Grimes Pond • Informed New Hope staff and commissioners re: possible blue-green algae bloom in Northwood Lake
Intern Guidance	<ul style="list-style-type: none"> • Met with Juan to discuss and review tasks and progress • Prepared materials for Juan to complete
Grant Work	<ul style="list-style-type: none"> • Updated BCWMC grant tracking spreadsheet • Prepared and submitted interim grant report for 319 Sweeney Lake WQ Improvement Project; updated grant budget spreadsheet; prepared and submitted invoice to MPCA • Met with MPCA staff re: 319 grant review
2025 Watershed Management Plan	<ul style="list-style-type: none"> • Met with Commission Engineers for bi-weekly progress/task check in • Posted materials to new webpage for Plan Update https://www.bassettcreekwmo.org/document/2025-plan-update. • Finalized press kit for cities and other groups to communicate with residents and gather resident input including city-specific articles, survey links and QR code, half sheet poster/flyer, social media post, photos and logos. • Distributed press kit to cities and answered questions • Corresponded with Alt. Commissioner Polzin re: outreach to Minneapolis neighborhoods • Emailed Bryn Mawr neighborhood re: presenting at September board meeting • Reviewed/edited scope for analysis of challenging issues