



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 11, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 2/19/15 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – January 15, 2015 Commission meeting- ACTION ITEM with attachment
 - B. Approval of FY2014 Year End Financial Report (Feb 1, 2014 – Jan 31, 2015) – ACTION ITEM with attachment
 - C. Approval of February 2015 Financial Report - ACTION ITEM with attachment
 - D. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – January 2015 Administrator Services
 - ii. Barr Engineering – January 2015 Engineering Services
 - iii. Amy Herbert – January 2015 Secretarial Services
 - iv. ACE Catering – February 2015 Meeting Refreshments
 - v. Wenck – January 2015 WOMP Monitoring
 - vi. Kennedy & Graven – December 2014 Legal Counsel
 - vii. Kennedy & Graven – January 2015 Legal Counsel
 - viii. CAN Surety – Insurance Premium
 - ix. Shingle Creek WMC – FY2015 WMWA Funding
 - x. City of Golden Valley – 2014 Financial Management
 - E. Resolution 15-03 Designating Depositories for Bassett Creek Watershed Management Commission Funds – ACTION ITEM with attachment - *The Commission annually designates official depositories for its funds. Staff (including the Deputy Treasurer) recommends approval of the attached resolution.*
 - F. Approval to Designate *Finance and Commerce* as the Official News Publication of the Bassett Creek Watershed Management Commission – ACTION ITEM no attachment - *The Commission should designate a news publication for its official notices. In the past, “Finance and Commerce” has been used by the Commission; staff recommends making this an official designation. This does not preclude the Commission’s use of additional news publications during the course of the year.*
 - G. Approval of Agreement with Shingle Creek WMC for Participation of West Metro Water Alliance (WMWA) – ACTION ITEM with attachment - *The Commission has been participating with WMWA since 2010. Staff recommends approving the attached agreement to continue participating and helping to fund the educational work of the WMWA.*
 - H. Approval of Reimbursement Request from Channel Maintenance Fund by City of Golden Valley – ACTION ITEM with attachment (full documentation available at meeting) – *In October 2014 the Commission entered an agreement with the City of Golden Valley to provide up to \$75,000 of the city’s share of the Commission’s Channel Maintenance Funds for two projects on residential properties. The projects to stabilize banks along Bassett Creek and to prevent further erosion were completed and the City requests \$34,747.50 as reimbursement. Staff recommends approval.*

- I. Approval to Set TAC Meeting for March 5, 2015 – **ACTION ITEM no attachment** – *The TAC met in January (see TAC memo in item 6E) to discuss CIP projects for 2017 – 2021, the XP-SWMM model and the 2016 budget. Although some progress was made, the TAC should meet again to finalize a 2017 – 2021 CIP; make recommendations for CIP projects beyond 2021; make a final recommendation for possible XP-SWMM Phase II model work in 2015; and discuss ways to streamline Commission communications and practices.*
- J. Order Preparation of 2014 Annual Report- **ACTION ITEM no attachment** – *The Commission should direct staff to prepare a 2014 Annual Report (and 2015 Work Plan) for submittal to the BWSR by the end of May. If there are suggestions for changes or improvements to the annual report, please let me know (either during the meeting or outside of the meeting). Here is a link to previous reports: <http://www.bassettcreekwmo.org/Annual%20Reports/AnnualReportsHomepage.htm>*
- K. Approval of Press Release on Bassett Creek Water Quality Monitoring Report – **ACTION ITEM with attachment** – *Recording Secretary Amy Herbert drafted the attached press release (with input from me and Met Council staff) regarding the report on water quality trends in Bassett Creek presented by the Met Council at the December Commission meeting. Staff recommends submitting the press release to various news outlets.*
- L. Approval of Vicksburg Lane Reconstruction – **ACTION ITEM with attachment** – *The proposed project to widen and improve Vicksburg Lane in Plymouth will result in increased impervious area. Best management practices include the use of SAFL baffles and installation of a sidewalk rather than a wider trail (reducing impervious area). The Commission Engineer recommends approval with the conditions noted in the attached memo.*
- M. Approval to Execute Agreement with Metropolitan Council for Participation in 2015 Watershed Outlet Monitoring Program (WOMP) Pending Approval by Commission Legal Counsel – **ACTION ITEM with attachment** – *A new agreement with Met Council is needed for participation in the WOMP program in 2015. (The last agreement expired at the end of 2014.) Commission legal counsel recommends a change to provision 9.03 in the agreement. We are waiting to hear from the Met Council on the requested change. Staff recommends approval to execute the agreement upon receipt of a revised agreement and approval by Commission legal counsel.*

5. ORGANIZATIONAL MEETING

- A. Appoint Officers– **ACTION ITEM no attachment**
The Commission should appoint (or reappoint) a Chair, Vice Chair, Secretary and Treasurer. Officers hold one year terms. The Secretary and Treasurer can be combined into one position. Current officers = Chair de Lambert, Vice Chair Mueller, Secretary Millner, Treasurer Hoschka. More information on the duties of the officers can be found in the bylaws here: <http://www.bassettcreekwmo.org/About%20the%20watershed/BCWMC-Bylaws-Revised-Adopted20Sept2012.pdf>
- B. Appoint Committee Members – **APPOINTMENTS no attachment** – *Committees are an important part of the Commission. Commissioners and alternate Commissioners should consider participating on at least one committee. Non-Commissioners can also sit on Commission committees. Current committee members are listed below:*
 - i. Administrative Services Committee – *meets as needed a few times a year; will be working on Commission policies, organizational efficiencies, and records/data management this year [Mueller, Millner, Crough, G. Black, Tobelmann, Sicora, de Lambert]*
 - ii. Budget Committee – *meets usually twice early in the year to help draft the next year’s budget [Mueller, Hoschka, Carlson, Millner, G. Black, de Lambert]*
 - iii. Education Committee – *will meet as needed throughout the year to guide education activities and the website redesign project. Will also be asked to participate with education events (next*

meeting March 9th, 8:30 a.m.) [Hoschka, McDonald Black, Tobelmann, Goddard]

- iv. Next Generation Plan Steering Committee – *will meet at least once in the next few months to discuss responses to comments on the draft Plan; may also be asked to meet and discuss revisions to the Requirements Document. [Loomis, Mueller, Carlson, Welch, Goddard, Crough, G. Black, Tobelmann, Sicora]*
- C. Review Year End Financial Status and 2015 Budget– **INFORMATION ITEM (see materials for 4B and 4C above)** – *The annual organizational meeting is a good time to review the ending financial standing of the Commission’s prior fiscal year (see materials for 4B above). Although some items were over budget, others were under budget and the Commission ended the year with a budget surplus of \$20,300. The 2014 Administrative budget did include a revenue line of \$20,000 as a transfer from the Long Term Maintenance Fund to cover the costs of Flood Control Project inspections. This transfer was not made but could be authorized by resolution by the Commission in March if deemed appropriate by the Commission. The Commission should also review the 2015 budget as we begin this fiscal year (see materials for 4C above).*
- D. Receive Overview of Open Meeting Law – **INFORMATION ITEM with attachment** – *Commission legal counsel LeFevere will provide a reminder of the provisions of the open meeting law.*

6. BUSINESS

- A. Receive Update on Comments from 60-Day Review of Watershed Management Plan – **INFORMATION ITEM no attachment** - *The draft Watershed Management Plan was submitted for its 60-day review at the end of November. The review period ended January 30, 2015. Comments were received from Hennepin County, BWSR, MPCA, MDNR, Met Council, MN Department of Agriculture, MnDOT, MPRB, AMLAC, City of Minneapolis, City of Plymouth Environmental Commission, and Commissioners/Alt Commissioners Crough, Goddard, and Mueller. Reviews of the draft Plan were generally favorable and comment letters were not lengthy. Staff will begin drafting responses. The Plan Steering Committee should meet in March to review draft responses and discuss any significant issues.*
- B. Consider Approval of 90% Design Plans for Schaper Pond Diversion Project (SL-3) – **ACTION ITEM with attachment** – *The Commission approved the 50% design plans for this project in December. The attached memo and plans prepared by the City of Golden Valley’s consultant on the project, Barr Engineering, were reviewed by the City and will be presented at the meeting. City staff recommend approval of the 90% design plans.*
- C. Receive Presentation on 2014 Twin and Sweeney Lake Monitoring Results – **INFORMATION ITEM with attachment** (full report available online) – *In 2014 Twin Lake and Sweeney Lake were monitored by the Commission as part of their rotating monitoring schedule. Results of the monitoring including water quality, aquatic plants, algae, and zooplankton are presented in the report. The Commission Engineer will give a presentation of the results and their recommendation for future action in these lakes.*
- D. Review Results of Staff Performance Evaluations – **INFORMATION ITEM no attachment** – *The Administrative Services Committee summarized the results of the evaluations of Commission staff. Results are considered confidential and are not included in the meeting packet. Results will be distributed for review and discussion at the meeting.*
- E. Consider Approval of Technical Advisory Committee Recommendations – **ACTION ITEM with attachment** – *The TAC met on February 2nd. The group received a presentation on the Blue Star Award Program, made preliminary recommendations for the 2017 – 2021 CIP project list, discussed the merits of phase II of the XP-SWMM model, discussed organizational efficiencies, and reviewed proposals for technical and engineering services. The TAC memo attached contains only one actual*

recommendation at this time (as other topics are still under discussion): to continue using Barr Engineering as the Commission Engineer.

- F. Consider Clean Water Partnership Grant Application for Northwood Lake Improvement Project – ACTION ITEM with attachments – *Unfortunately the City of New Hope did not receive the Hennepin County grant nor the Clean Water Fund grant for this project. Staff recommends that the Commission apply for a \$300,000 Clean Water Partnership Grant through the MN Pollution Control Agency. Applications are due March 6th. Attached is a resolution necessary to accompany application materials. Also attached is the start of a grant application (with much more information needed in various sections.) If the Commission approves, I would work with New Hope city staff (and the Commission Engineer, as needed) to complete and submit the application. More information on this grant program is available at: <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/water-nonpoint-source-issues/clean-water-partnership/financial-assistance-for-nonpoint-source-water-pollution-projects-clean-water-partnership-and-section-319-programs.html>*
- i. Resolution to Submit Application
 - ii. Preliminary Draft Grant Application
- G. Receive Update on Major Plan Amendment Comments and Timeline – INFORMATION ITEM no attachment - *A request for a major plan amendment was submitted to State review agencies to incorporate the 2016 projects into the CIP. The review period ended on January 30th. Multiple agencies reviewed the proposed amendment including Hennepin County (staff review), BWSR, MPCA, Met Council, and MDNR. There were no comments from any of these agencies and thus no response to comments necessary. A public hearing on the plan amendment is scheduled for the March 19th Commission meeting.*

7. COMMUNICATIONS

- A. Administrator's Report - *Written report attached*
 - i. CAMP & Education Event Volunteers Sought
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
 - i. Administrative Services Committee – *Minutes of 12/8/14 committee meeting attached*
- F. Legal Counsel
- G. Engineer

8. INFORMATION ONLY (Information online only)

- A. CIP Project Update Chart – *new and improved; to be updated each month*
- B. BCWMC Review of Proposed Revisions to Golden Valley Comp Plan
- C. 2014 NEMO Program Report & Video Interviews of Participants
- D. 2014 River Watch Report
- E. Grant Tracking Summary and Spreadsheet
- F. Clean Water Fund Grant Report for CR2012 Main Stem Restoration Project

9. ADJOURNMENT

Upcoming Meetings

- TAC Meeting, (if approved in 4J above) Thursday March 5th at 1:30 p.m., Golden Valley City Hall
- Education Committee Meeting Monday March 9th at 8:30 a.m., Golden Valley City Hall
- March Commission Meeting, Thursday March 19th, 8:30 a.m., Golden Valley City Hall
- Twin Lake Alum Treatment Public Info Meeting, Thurs March 19th, 6:00 p.m., Golden Valley City Hall
- Plymouth Home Expo Friday (6-9 p.m.) & Saturday (9 a.m. – 1 p.m.) April 10 – 11, Plym Creek Center