



Bassett Creek Watershed Management Commission

Regular Meeting

8:30 – 11:00 a.m.

Thursday, February 19, 2015

Council Conference Room, Golden Valley City Hall, 7800 Golden Valley Rd., Golden Valley MN

AGENDA

1. CALL TO ORDER and ROLL CALL

2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens 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

- A. Approval of Minutes - January 15, 2015 Commission Meeting
- B. Approval of FY2014 Year End Financial Report (Feb 1, 2014 – Jan 31, 2015)
- C. Approval of February 2015 Financial Report
- D. Approval of Payment of Invoices
 - 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. CNA 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
- F. Approval to Designate *Finance and Commerce* as the Official News Publication of the Bassett Creek Watershed Management Commission
- G. Approval of Agreement with Shingle Creek WMC for Participation of West Metro Water Alliance (WMWA)
- H. Approval of Reimbursement Request from Channel Maintenance Fund by City of Golden Valley
- I. Approval to Set TAC Meeting for March 5, 2015
- J. Order Preparation of 2014 Annual Report
- K. Approval of Press Release on Bassett Creek Water Quality Monitoring Report
- L. Approval of Vicksburg Lane Reconstruction
- M. Approval to Execute Agreement with Metropolitan Council for Participation in 2015 Watershed Outlet Monitoring Program (WOMP) Pending Approval by Commission Legal Counsel

5. ORGANIZATIONAL MEETING

- A. Appoint Officers
- B. Appoint Committee Members
 - i. Administrative Services Committee Meeting
 - ii. Budget Committee
 - iii. Education Committee
 - iv. Next Generation Plan Steering Committee

- C. Review Year End Financial Status and 2015 Budget (see 4B and 4C for materials)
- D. Receive Overview of Open Meeting Law

6. BUSINESS

- A. Receive Update on Comments from 60-Day Review of Watershed Management Plan
- B. Consider Approval of 90% Design Plans for Schaper Pond Diversion Project (SL-3)
- C. Receive Presentation on 2014 Twin and Sweeney Lake Monitoring Results
- D. Review Results of Staff Performance Evaluations
- E. Consider Approval of Technical Advisory Committee Recommendations
- F. Consider Clean Water Partnership Grant Application for Northwood Lake Improvement Project
 - i. Resolution to Submit Application
 - ii. Preliminary Draft Grant Application
- G. Receive Update on Major Plan Amendment Comments and Timeline

7. COMMUNICATIONS

- A. Administrator's Report
 - i. CAMP & Education Event Volunteers Sought
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
 - i. Administrative Services Committee
- F. Legal Counsel
- G. Engineer

8. INFORMATION ONLY (Information online only)

- A. CIP Project Update Chart
- 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, Plymouth Creek Center

Future Commission Agenda Items list

- Address Organizational Efficiencies
- Finalize Commission policies (fiscal, data practices, records retention, roles and responsibilities, etc.)
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides

Future TAC Agenda Items List

- Develop guidelines for annualized cost per pound pollutant removal for future CIP projects
- Stream identification signs at road crossings
- Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.



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
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- E. Grant Tracking Summary and Spreadsheet
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9. ADJOURNMENT

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- Plymouth Home Expo Friday (6-9 p.m.) & Saturday (9 a.m. – 1 p.m.) April 10 – 11, Plym Creek Center



Bassett Creek Watershed Management Commission

Minutes of Regular Meeting January 15, 2015 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Robbinsdale	Alternate Commissioner Michael Scanlan
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Chair
Medicine Lake	Commissioner Clint Carlson	Administrator	Laura Jester
Minneapolis	Alternate Commissioner Lisa Goddard	Attorney	Charlie LeFevere, Kennedy & Graven
Minnetonka	<i>Not represented</i>	Engineer	Karen Chandler, Barr Engineering Co.
New Hope	Alternate Commissioner Pat Crough	Recorder	Amy Herbert
Plymouth	Alternate Commissioner David Tobelmann		

Technical Advisory Committee (TAC) Members/ Other Attendees Present:

Derek Asche, TAC, City of Plymouth	Jeff Oliver, TAC, City of Golden Valley
Erick Francis, TAC, City of St. Louis Park	John O'Toole, Alternate Commissioner, City of Medicine Lake
Gary Holter, Mayor, Medicine Lake	Liz Stout, TAC, City of Minnetonka
Richard McCoy, TAC, City of Robbinsdale	David Stack, Master Water Stewards
Jane McDonald Black, Alternate Commissioner, City of Golden Valley	Linda Loomis, Chair Plan Steering Committee
Chris Long, TAC, City of New Hope	Marge Beard, Plymouth City Council

1. CALL TO ORDER AND ROLL CALL

On Thursday, January 15, 2015, at 8:39 a.m. in the Council Conference room at Golden Valley City Hall, Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. The City of Minnetonka was absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No items were raised.

3. AGENDA

Commissioner Hoschka requested the addition of a discussion of potential conflict of interest in the Winnetka Avenue project. Alternate Commissioner Goddard moved to approve the agenda as amended. Commissioner Mueller seconded the motion. Upon a vote, the motion carried 8-0 [City of Minnetonka absent from vote].

4. CONSENT AGENDA

Commissioner Mueller asked for more details on the CAMP program. Administrator Jester explained that CAMP is the Citizen-Assisted Monitoring Program, and she provided brief information about the program and the Commission's participation. Alternate Commissioner Tobelmann moved to approve the Consent Agenda. Alternate Commissioner Goddard seconded the motion. Upon a vote, the motion carried 8-0 [City of Minnetonka absent from vote].

[The following items were approved as part of the Consent Agenda: the December 18, 2014, Commission Meeting minutes, the monthly financial report, the payment of the invoices, the approval of Resolution 15-01 Approving Reimbursement to the BCWMC 2.5% of the Tax Levy Request to Hennepin County for Collection in 2014 for Administrative Expenses of the CIP Projects and Approving the Transfer of Those Funds to the BCWMC's FY2014-2015 Administrative Account, Approval of Resolution 15-02 Approving the Transfer of 2014 BCWMC Funds from its Administrative Account to its Erosion/Sediment Account (Channel Maintenance Fund) and Long-term Maintenance Account, Approval of the Proposal from MMKR to Perform the FY2014 Financial Audit, Set Public Hearing on Major Plan Amendment for the March 19, 2015, Commission Meeting, Approval of Amended Contract with Keystone Waters, LLC (Administrator), Approval of Annual Flood Control Project Inspection Report and Direction to Submit Report to Appropriate Entities, and Approval of Project Plans for 1-494 General Purpose Lane (SP 2785-330).]

The general and construction account balances reported in the Financial Report prepared for the January 15, 2015, meeting are as follows:

Checking Account Balance	\$579,372.23
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TOTAL GENERAL FUND BALANCE	\$579,372.23
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TOTAL CASH & INVESTMENTS ON-HAND (1/7/15)	\$3,429,158.61
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CIP Projects Levied – Budget Remaining	(\$2,698,600.87)
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Closed Projects Remaining Balance	\$730,557.74
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2013 Anticipated Tax Levy Revenue	\$14,954.83
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2014 Anticipated Tax Levy Revenue	\$14,395.53
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Anticipated Closed Project Balance	\$759,908.10
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5. BUSINESS

A. Receive Presentation on Master Water Stewards Program from Freshwater Society

Peggy Knapp of the Freshwater Society introduced herself and described the Master Water Stewards program currently operating in the Minnehaha Creek Watershed District. She explained that it is funded by a grant through the Clean Water Land and Legacy Amendment. Ms. Knapp stated that the program is in its second year. She gave a presentation and provided information about the program noting it is a community leadership development program modeled after the Master Gardeners Program. She showed slides and described several projects completed by Master Water Steward participants.

Ms. Knapp said that by the end of next year there will be 90 people who are certified as Master Water Stewards. Ms. Knapp described the intensive education that the program provides to the volunteers who train to become Master Water Stewards (MWS). She talked about the community projects that the MWS lead and the clean water education they provide to communities. She described the program as a program by neighbors for neighbors and neighborhoods. Ms. Knapp described partnerships that the program has with other organizations such as the City of Edina and the Friends of Diamond Lake. She explained that the program is fundraising for its initiative to develop metro-wide online curriculum, training, and continuing education for MWS. Ms. Knapp said that the initiative will cost approximately \$100,000. She reported that six watersheds have already pledged funding toward the project and said that she hopes the BCWMC will consider participating. Ms. Knapp also explained that it costs approximately \$3,000 in staff time and resources to get one MWS certified. She said that the program is developing ways that watersheds can sponsor the certification of a MWS in their watershed.

Ms. Knapp responded to questions. Alternate Commissioner Tobelmann asked if there is collaboration between the Master Water Stewards program and the Master Naturalists and commented that if not, there could be opportunities there. There was brief discussion about how many homeowners have access to grants for water quality improvement projects through watershed organizations. Administrator Jester noted the BCWMC Education Committee would be considering Commission involvement in the MWS at an upcoming meeting. Mr. Stack briefly commented on his good experience with the program.

B. Consider Draft Request for Proposals for Website Redesign

Administrator Jester reminded the Commission that it budgeted \$12,000 for the website redesign in 2015. She said that to start the project process the Commission needs to send out an RFP (Request for Proposals) for the website redesign. Commissioners offered some suggestions for refining the RFP and recommendations on firms to receive the RFP. There was discussion about site maintenance required into the future. Administrator Jester asked if the Commission wants to create a new committee to work on the project or utilize an existing committee. There was discussion. The Commission agreed to designate the Education Committee to work on the project and to direct the Education Committee to bring a recommendation about the contractor to the Commission. Administrator Jester said that the Education Committee will discuss this item at its February meeting.

C. Discuss Template for Final Reports on CIP Projects

Administrator Jester reminded the Commission that the report provided last month by Eric Eckman was based on a template she developed. She commented that Commissioner Welch had some suggestions for modifying the template and asked if anyone had additional feedback. Alternate Commissioner Goddard requested more detail on cost overruns. Alternate Commissioner Tobelmann asked for the report to link to relevant documents, such as the 50% and 90% project plans. There was discussion about how "actual" pollutant

removal can be calculated; it was noted monitoring data isn't necessarily collected immediately after the project and it may take years to see a difference in pollutant loads. The group noted it was important to determine how the project was built in relation to the project design. The Commission agreed that Administrator Jester would collect all input provided for modifying the template, revise the template, and provide the template to the cities.

D. Discuss Process for Review of Letters of Interest Proposals

The Commission discussed possible methods for reviewing the proposals. Attorney LeFevere talked about the Data Practices Act and the Open Meeting Law and their effect on how the Commission handles data such as the letters of interest proposals. The Commission agreed that the TAC will review the letters of interest proposals for engineering services at its February 2 meeting and the Administrator will add the files to the Dropbox for TAC and Commission review or may send to only Commissioners as the proposals cannot be included in a public meeting packet.

E. Receive Update on Schaper Pond Diversion Project

Administrator Jester announced that the Minnesota Pollution Control Agency (MPCA) recently communicated its decision that the City of Golden Valley can take credit for this project as part of the wasteload allocation for the Sweeney Lake TMDL. Engineer Chandler also noted that the U.S. Army Corps of Engineers decided this project falls under a maintenance category of a general permit. Mr. Oliver stated that 90% plans should come to the Commission in February and project construction should be in April or May.

F. Receive Update on Draft Watershed Management Plan

Administrator Jester reported that she has received comments from Commissioner Mueller, has heard that the Minnesota Board of Water and Soil Resources is working on its comments, and has heard that the Metropolitan Council believes it will not have any significant comments on the Plan.

G. Potential of Conflict of Interest in Winnetka Avenue Project

Mr. Oliver described the project and its goal to reduce flooding at the DeCola ponds area. He showed a map of the area, noting that 41 properties are at risk of flooding. He reported that there is an opportunity in this project for the City of Golden Valley to construct additional flood storage. Mr. Oliver explained that Barr Engineering has done the bulk of the project's Phase 1 and Phase 2 studies. He said the City of Golden Valley is interested in having Barr Engineering do the design for the flood storage project because of its knowledge and familiarity with the project. Mr. Oliver explained that there is a potential for conflict of interest due to a possible circumstance where Barr Engineering would be reviewing its own design of the erosion and sediment control plan on behalf of the BCWMC. He proposed that City staff design that portion of the project and Barr Engineering reviews it on behalf of the BCWMC.

There was discussion of this proposal and of other ways that the design and review could be handled. Alternate Commissioner Crough moved to approve that the City of Golden Valley design the erosion and sediment control plan and Barr Engineering review the plan on behalf of the Commission. Commissioner Hoschka seconded the motion. Upon a vote, the motion carried 8-0 [City of Minnetonka absent from vote].

6. COMMUNICATIONS

A. Administrator:

- i. Administrator Jester reminded the Commission that she is collecting the annual Conflict of

Interest forms from Commissioners.

- ii. Administrator Jester announced the upcoming Mississippi River Forum on chlorides.
- iii. Administrator Jester requested that the Commission members think about Commission officer and Committee roles since the February meeting is the annual organizational meeting and is when the appointments are made.
- iv. Administrator Jester announced that she plans to attend a webinar next week on the topic of communicating the value of water.

B. Chair:

- i. Chair de Lambert reminded the Commission to think about roles as Commission officers and committee members and to be prepared at the next meeting to designate officers and committee members.
- ii. Chair de Lambert welcomed Mike Scanlan, the new BCWMC Alternate Commissioner for the City of Robbinsdale and Gary Holter, the incoming BCWMC Alternate Commissioner for the City of Medicine Lake.

C. Commissioners:

- i. Commissioner Carlson announced that the City of Medicine Lake is committed to this organization, to participating in it, and to making it a better organization. He said that the City of Medicine Lake has approved a budget for engineering services.
- ii. Alternate Commissioner Jane McDonald Black reported on the Metro Blue Line Station Forum. Mr. Oliver added that the station project is in the plan development phase and is not an engineering effort yet. He said that the technical work and reviews will be done in the future.
- iii. Commissioner Hoschka talked about the open house held by the City of Golden Valley for the 2015 Bassett Creek streambank restoration project. Mr. Oliver provided more details and mentioned the open house was attended by approximately two dozen residents. Commissioner Mueller said that he attended the open house.
- iv. Commissioner Tobelmann reported that he will be attending the February 5th Road Salt Symposium at the Minnesota Landscape Arboretum.
- v. Alternate Commissioner Goddard reported that construction work has begun on the Main Stem restoration project and she reported on the Theodore Wirth Park project.

D. TAC Members:

- i. Mr. Asche announced that the Plymouth Environmental Quality Committee recently met and will have a few comments on the Commission's draft Plan.
- ii. Mr. Asche announced that there will be a public open house on January 29th at 7 p.m. at Plymouth City Hall about the Four Seasons Area Water Quality Project (now named by the city as the Northwood Lake project).

E. Committees:

- i. Commissioner Mueller requested that commissioners and staff complete the staff evaluation surveys and said that that the Administrative Services Committee will review results at its next meeting.

F. **Legal Counsel:** No Legal Communications

G. **Engineer:** No Engineer Communications

7. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/Meetings/2015/2015-January/2015JanuaryMeetingPacket.htm>)

A. WCA Notice, Plymouth

B. Grant Tracking Summary and Spreadsheet

8. ADJOURNMENT

Chair de Lambert adjourned the Bassett Creek Watershed Management Commission Regular Meeting at 10:44 a.m.

Amy Herbert, Recorder

Date

Secretary

Date

Item 4B.
 BCWMC 2-19-15

BEGINNING BALANCE	7-Jan-15		579,372.23
ADD:			
General Fund Revenue:			
Interest less Bank Fees		(5.07)	
2015-16 Assessments (Prepaid)			
Crystal		25,868.00	
Robbinsdale		7,587.00	
Plymouth		225,159.00	
Transfer 2.5% of Tax Collection for Admin Expenses		22,375.00	
Met Council		1,000.00	
Permits:			
S E H		1,100.00	
Plymouth		1,100.00	
Loucks & Assoc		2,200.00	
Reimbursed Construction Costs		36,141.50	
		Total Revenue and Transfers In	322,525.43
DEDUCT:			
Checks:			
2708 Keystone Waters LLC	January Administrator	4,643.80	
2709 Barr Engineering	January Engineering	57,712.15	
2710 Amy Herbert LLC	January secretarial	2,184.82	
2711 D'Amico Catering	February meeting	131.80	
2712 Wenck	Jan Outlet Monitoring	964.78	
2713 Kennedy & Graven	December Services	2,369.54	
	January Services	3,852.57	
2717 City of Golden Valley	Financial Services	3,045.00	
	Channel Maintenance	34,747.50	37,792.50
2715 CNA Surety	Treasurer Bond Policy		100.00
2716 Shingle Creek	WMWA		9,750.00
	To Construction Fund - Channel Maintenance		25,000.00
	To Construction Fund - Long-Term Maintenance		25,000.00
	Total Checks/payments		167,132.42
Outstanding from previous month:			
	Total Expenses		167,132.42
ENDING BALANCE	11-Feb-15		734,765.24

	2014/2015 BUDGET	CURRENT MONTH	YTD 2014/2015	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS	490,345	0.00	490,344.00	1.00
WOMP REIMBURSEMENT	0	1,000.00	1,000.00	0.00
PERMIT REVENUE	60,000	0.00	44,400.00	15,600.00
REVENUE TOTAL	550,345	1,000.00	535,744.00	15,601.00
EXPENDITURES				
ENGINEERING				
ADMINISTRATION	120,000	8,604.75	109,391.36	10,608.64
PLAT REVIEW	65,000	3,315.50	52,643.20	12,356.80
COMMISSION MEETINGS	16,000	464.00	15,983.98	16.02
SURVEYS & STUDIES	20,000	0.00	7,445.66	12,554.34
WATER QUALITY/MONITORING	45,000	18,285.00	74,090.54	(29,090.54)
WATER QUANTITY	11,000	459.90	12,099.96	(1,099.96)
WATERSHED INSPECTIONS	1,000	0.00	225.00	775.00
ANNUAL FLOOD CONTROL INSPECTIONS	20,000	11,025.00	17,031.20	2,968.80
REVIEW MUNICIPAL PLANS	2,000	32.00	764.00	1,236.00
ENGINEERING TOTAL	300,000	42,186.15	289,674.90	10,325.10
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	0	0.00	0.00	0.00
WATERSHED-WIDE P8 WATER QUALITY MODEL	0	0.00	0.00	0.00
NEXT GENERATION PLAN	40,000	0.00	55,198.50	(15,198.50)
PLANNING TOTAL	40,000	0.00	55,198.50	(15,198.50)
ADMINISTRATOR	60,000	4,643.80	53,916.95	6,083.05
LEGAL COSTS	18,500	3,852.57	22,268.74	(3,768.74)
AUDIT, INSURANCE & BONDING	15,500	0.00	12,476.00	3,024.00
FINANCIAL MANAGEMENT	3,045	3,045.00	3,045.00	0.00
MEETING EXPENSES	3,000	0.00	1,835.90	1,164.10
ADMINISTRATIVE SERVICES	35,800	2,188.32	22,762.65	13,037.35
PUBLICATIONS/ANNUAL REPORT	2,000	0.00	2,272.00	(272.00)
WEBSITE	2,000	0.00	0.00	2,000.00
PUBLIC COMMUNICATIONS	3,000	0.00	1,198.42	1,801.58
WOMP	17,000	1,654.78	13,917.42	3,082.58
EDUCATION AND PUBLIC OUTREACH	15,000	0.00	20,292.30	(5,292.30)
WATERSHED EDUCATION PARTNERSHIPS	15,500	0.00	11,100.00	4,400.00
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	25,000.00	25,000.00	0.00
LONG TERM MAINTENANCE (moved to CF)	25,000	25,000.00	25,000.00	0.00
TMDL STUDIES	20,000	13,438.50	20,000.00	0.00
GRAND TOTAL	600,345	121,009.12	579,958.78	20,386.22

Cash Balance 01/07/15			
Cash		2,429,158.61	
Investments:		1,000,000.00	
	Total Cash & Investments		3,429,158.61
 Add:			
Interest Revenue (Bank Charges)		(31.86)	
Interest Revenue Investments			
Henn County Property Tax Levy		2,837.08	
	Total Revenue		2,805.22
 Less:			
CIP Projects Levied - Current Expenses - TABLE A		(23,769.00)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(1,394.00)	
	Total Current Expenses		(25,163.00)
	Total Cash & Investments On Hand	02/11/15	<u>3,406,800.83</u>
 Total Cash & Investments On Hand		3,406,800.83	
CIP Projects Levied - Budget Remaining - TABLE A		(2,674,831.87)	
 Closed Projects Remaining Balance		731,968.96	
2013 Anticipated Tax Levy Revenue - TABLE C		15,251.02	
2014 Anticipated Tax Levy Revenue - TABLE C		11,262.26	
 Anticipated Closed Project Balance		<u>758,482.24</u>	
 Proposed & Future CIP Project Amount to be Levied - TABLE B		0.00	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2014 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Plymouth Creek Channel Restoration (2010 CR)	965,200.00	0.00	0.00	933,688.61	31,511.39
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	0.00	0.00	580,200.00	0.00
Wirth Lake Outlet Modification (WTH-4)(2012) 5/13 Increase Budget - \$22,500	202,500.00	0.00	31.00	201,513.94	986.06
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	1,394.00	41,692.40	178,453.95	677,546.05
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	11,589.50	184,410.50
Four Seasons Mall Area Water Quality Proj (NL-2) 2014	990,000.00	0.00	0.00	0.00	888,364.51
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	13,350.00	26,309.90	89,594.90	522,405.10
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	5,470.00	12,968.00	19,598.09	230,401.91
Twin Lake Alum Treatment Project (TW-2)	163,000.00	3,555.00	8,443.85	23,793.65	139,206.35
	<u>4,814,900.00</u>	<u>23,769.00</u>	<u>89,445.15</u>	<u>2,140,068.13</u>	<u>2,674,831.87</u>

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2014 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2015					
Main Stem 10th to Duluth	0.00	0.00	9,820.60	11,179.35	(11,179.35)
2015 Project Totals	<u>0.00</u>	<u>0.00</u>	<u>9,820.60</u>	<u>11,179.35</u>	<u>(11,179.35)</u>
2016					
Bryn Mawr Meadows (BC-5)	0.00	0.00	5,282.80	5,282.80	(5,282.80)
Honeywell Pond Expansion (BC-4)	0.00	0.00	7,461.95	7,461.95	(7,461.95)
Northwood Lake Pond (NL-1)	0.00	0.00	5,118.75	5,118.75	(5,118.75)
2016 Project Totals	<u>0.00</u>	<u>0.00</u>	<u>17,863.50</u>	<u>17,863.50</u>	<u>(17,863.50)</u>
 Total Proposed & Future CIP Projects to be Levied	<u>0.00</u>	<u>0.00</u>	<u>27,684.10</u>	<u>29,042.85</u>	<u>(29,042.85)</u>

TABLE C - TAX LEVY REVENUES								
	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2014 Tax Levy	895,000.00		895,000.00	3,133.27	883,737.74	883,737.74	11,262.26	895,000.00
2013 Tax Levy	986,000.00		986,000.00	(296.19)	(5,588.93)	970,748.98	15,251.02	986,000.00
2012 Tax Levy	762,010.00		762,010.00	0.00	0.00	756,623.34	5,386.66	762,010.00
2011 Tax Levy	863,268.83	(2,871.91)	860,396.92	0.00	0.00	854,306.79	6,090.13	862,400.00
2010 Tax Levy	935,298.91	(4,927.05)	930,371.86	0.00	0.00	926,271.81	4,100.05	935,000.00
2009 Tax Levy	800,841.30	(8,054.68)	792,786.62	0.00	0.00	792,822.49	(35.87)	800,000.00
2008 Tax Levy	908,128.08	(4,357.22)	903,770.86	0.00	0.00	904,112.72	(341.86)	907,250.00
				<u>2,837.08</u>			<u>41,712.39</u>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2014 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	0.00	142,512.65	(7,512.65)
Sweeney TMDL	119,000.00	0.00	0.00	212,222.86	
Less: MPCA Grant Revenue		0.00	0.00	(163,870.64)	70,647.78
TOTAL TMDL Studies	<u>254,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>190,864.87</u>	<u>63,135.13</u>
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Flood Control Long-Term Maintenance	623,373.00	0.00	7,712.15	26,195.48	597,177.52
Sweeney Lake Outlet (2012 FC-1)	250,000.00	0.00	0.00	179,742.18	70,257.82
Annual Water Quality					
Channel Maintenance Fund	300,000.00	34,747.50	0.00	59,718.10	240,281.90
Total Other Projects	<u>1,927,373.00</u>	<u>34,747.50</u>	<u>7,712.15</u>	<u>456,520.63</u>	<u>1,470,852.37</u>

Cash Balance 01/07/15	1,212,193.22
Add:	
Transfer from GF	50,000.00
MPCA Grant-Sweeney Lk	0.00
Less:	
Current (Expenses)/Revenue	(34,747.50)
Ending Cash Balance 02/11/15	<u><u>1,227,445.72</u></u>
Additional Capital Needed	<u><u>(243,407)</u></u>

Bassett Creek Construction Project Details

2/11/2015

CIP Projects Levied

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)-Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)
Original Budget	4,792,400	965,200	580,200	180,000	856,000	196,000	990,000	612,000	250,000	163,000
Added to Budget	22,500			22,500						
Expenditures:										
Feb 2004 - Jan 2005	637.50					637.50				
Feb 2005 - Jan 2006										
Feb 2006 - Jan 2007										
Feb 2007 - Jan 2008										
Feb 2008 - Jan 2009	20,954.25	20,954.25								
Feb 2009 - Jan 2010	9,319.95	9,319.95								
Feb 2010 - Jan 2011	70,922.97	30,887.00	34,803.97	2,910.00	1,720.00		602.00			
Feb 2011 - Jan 2012	977,285.99	825,014.32	9,109.50	22,319.34	71,647.97	1,476.00	8,086.37	39,632.49		
Feb 2012 - Jan 2013	153,174.66	47,378.09	9,157.98	4,912.54	20,424.16	2,964.05	61,940.82	4,572.97	152.80	1,671.25
Feb 2013 - Jan 2014	818,327.66	135.00	527,128.55	171,341.06	42,969.42	6,511.95	31,006.30	19,079.54	6,477.29	13,678.55
Feb 2014 - Jan 2015	89,445.15		1,394.00	31.00	40,298.40			26,309.90	12,968.00	8,443.85
Total Expenditures:	2,140,068.13	933,688.61	581,594.00	201,513.94	177,059.95	11,589.50	101,635.49	89,594.90	19,598.09	23,793.65
Project Balance	2,674,831.87	31,511.39	(1,394.00)	986.06	678,940.05	184,410.50	888,364.51	522,405.10	230,401.91	139,206.35

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)-Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)
Project Totals By Vendor										
Barr Engineering	366,896.60	47,863.10	50,205.20	30,565.19	99,632.38	6,338.95	28,670.54	75,251.50	13,089.74	15,280.00
Kennedy & Graven	14,022.90	2,120.10	1,052.50	2,225.15	1,862.25	1,200.55	2,471.95	993.40	1,038.35	1,058.65
City of Golden Valley	691,803.86		526,318.80	165,485.06						
City of Minneapolis	59,753.61				59,753.61					
City of Plymouth	911,036.86	861,143.86					49,893.00			
City of Crystal										
Blue Water Science	3,900.00									3,900.00
S E H										
Misc										
2.5% Admin Transfer	92,654.30	22,561.55	4,017.50	3,238.54	15,811.71	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00
Total Expenditures	2,140,068.13	933,688.61	581,594.00	201,513.94	177,059.95	11,589.50	101,635.49	89,594.90	19,598.09	23,793.65

	Total	2010	2011	2012	2012	2013	2013	2014	2014	2014
	CIP Projects Levied	Plymouth Creek Channel Restoration (2010 CR)	Wisc Ave (Duluth Str)-Crystal (GV)	Wirth Lake Outlet Modification (WTH-4)	Main Stem Irving Ave to GV Road (Cedar Lk Rd) (2012CR)	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)
Levy/Grant Details										
2009/2010 Levy	902,462	902,462								
2010/2011 Levy	160,700		160,700							
2011/2012 Levy	762,010			83,111	678,899					
2012/2013 Levy	986,000					162,000	824,000			
2013/2014 Levy	895,000							534,000	218,800	142,200
Construction Fund Balance	881,228	62,738	419,500	21,889	177,101	34,000	166,000			
BWSR Grant- BCWMO	504,750	212,250		75,000	217,500					
Total Levy/Grants	5,092,150	1,177,450	580,200	180,000	1,073,500	196,000	990,000	534,000	218,800	142,200

BWSR Final

BWSR Grants Received 4/8/13 67,500 108,750

FY11 Competitive Grant Program - received \$7500 on 11/6/14

	Bdgt	Exp	Balance
West Medicine			
Twin Lake	Project closed 6/30/12	1,100,000.00	744,633.58
Main Stem Crystal to Regent(2010 CR)	Project closed 4/11/13	140,000.00	5,724.35
Main Stem North Branch Crystal(2011 CR)	Project closed 11/20/13	636,100.00	296,973.53
	Project closed 12/31/13	834,900.00	713,240.29
			355,366.42
			134,275.65
			339,126.47
			121,659.71

***\$673.50 of expenses are from

Creek Construction Project Details

Bassett Creek Construction Project Details

Proposed & Future CIP Projects (to be Levied)

Other Projects

	Total	2015	2016	2016	2016
	Proposed & Future CIP Projects (to be Levied)	Main Stem - 10th Ave to Duluth	Bryn Mawr Meadows	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
Original Budget					
Added to Budget					
Expenditures:					
Feb 2004 - Jan 2005					
Feb 2005 - Jan 2006					
Feb 2006 - Jan 2007					
Feb 2007 - Jan 2008					
Feb 2008 - Jan 2009					
Feb 2009 - Jan 2010					
Feb 2010 - Jan 2011					
Feb 2011 - Jan 2012					
Feb 2012 - Jan 2013					
Feb 2013 - Jan 2014	1,358.75	1,358.75			
Feb 2014 - Jan 2015	27,684.10	9,820.60	5,282.80	7,461.95	5,118.75
Total Expenditures:	29,042.85	11,179.35	5,282.80	7,461.95	5,118.75
Project Balance	(29,042.85)	(11,179.35)	(5,282.80)	(7,461.95)	(5,118.75)

MPCA Grant From GF

Total	Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012	Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
163,870.64			163,870.64					22,500.00	
280,000.00	30,000.00				125,000.00			163,870.64	
								280,000.00	
6,949.19					3,954.44		2,994.75	637.50	
10,249.09	637.20			9,611.89				6,949.19	
113,141.44	23,486.95		89,654.49					10,249.09	
117,455.33	31,590.12		47,041.86				38,823.35	113,141.44	
76,184.64	31,868.63		44,316.01					138,409.58	
45,375.25	15,005.25		25,920.00			4,450.00		85,504.59	
12,656.65	168.00		5,290.50			7,198.15		116,298.22	
21,094.00	3,194.00						17,900.00	989,942.64	
174,826.03	1,815.00				4,917.00	168,094.03		174,268.66	
42,459.65					7,712.15		34,747.50	994,512.44	
								159,588.90	
620,391.27	107,765.15	212,222.86	26,195.48	179,742.18	94,465.60	2,789,502.25			
1,470,852.37	27,234.85	70,647.78	500,000.00	597,177.52	70,257.82	205,534.40	4,116,641.39		

	Total	2015	2016	2016	2016
	Proposed & Future CIP Projects (to be Levied)	Main Stem - 10th Ave to Duluth	Bryn Mawr Meadows	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
Barr Engineering	27,858.80	10,254.00	5,282.80	7,352.50	4,969.50
Kennedy & Graven	1,184.05	925.35		109.45	149.25
City of Golden Valley					
City of Minneapolis					
City of Plymouth					
City of Crystal					
Blue Water Science					
S E H					
Misc					
2.5% Admin Transfer					
Total Expenditures	16,462.15	11,179.35	5,282.80	7,461.95	5,118.75

Total	Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012	Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
5,977.19	1,164.30	2,902.59	94.40	1,461.15		21,184.14			
180,811.13			160,271.13		20,540.00	872,614.99			
38,823.35						59,753.61			
101,598.10		101,598.10				949,860.21			
18,478.41	1,712.15	12,774.00	3,992.26			3,900.00			
						101,598.10			
						18,478.41			
						92,654.30			
585,643.77	107,765.15	212,222.86	26,195.48	179,742.18	59,718.10	2,754,754.75			

	Total	2015	2016	2016	2016
	Proposed & Future CIP Projects (to be Levied)	Main Stem - 10th Ave to Duluth	Bryn Mawr Meadows	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
2009/2010 Levy					
2010/2011 Levy					
2011/2012 Levy					
2012/2013 Levy					
2013/2014 Levy					
Construction Fund Balance					
BWSR Grant- BCWMO					
Total Levy/Grants	163,870.64	30,000	163,870.64	125,000	125,000

MPCA Grant

Total	Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	2012	Sweeney Lake Outlet (FC-1)	Channel Maintenance	Totals - All Projects
60,000.00	10,000				25,000		25,000	220,700	
60,000.00	10,000				25,000		25,000	822,010	
60,000.00	10,000				25,000		25,000	1,046,000	
50,000.00					25,000		25,000	945,000	
50,000.00					25,000		25,000	931,228	
								504,750	
443,870.64	30,000	163,870.64	125,000	125,000	5,372,150				

Bassett Creek Watershed Management Commission General Account
 General Fund (Administration) Financial Report
 Fiscal Year: February 1, 2015 through January 31, 2016
 MEETING DATE: February 19, 2015

Item 4C.
 BCWMC 2-19-15

(UNAUDITED)

	2015 / 2016 BUDGET	CURRENT MONTH	YTD 2015 / 2016	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS TO CITIES	490,345	312,416.00	312,412.00	177,933.00
PERMIT REVENUE	60,000	4,400.00	4,400.00	55,600.00
WOMP REIMBURSEMENT	5,000	0.00	0.00	5,000.00
TRANSFERS FROM LONG TERM FUND & CIP	35,000	0.00	0.00	35,000.00
REVENUE TOTAL	590,345	316,816.00	316,812.00	273,533.00
EXPENDITURES				
ENGINEERING & MONITORING				
TECHNICAL SERVICES	120,000	0.00	0.00	120,000.00
DEV/PROJECT REVIEWS	65,000	0.00	0.00	65,000.00
NON-FEE/PRELIM REVIEWS	15,000	0.00	0.00	15,000.00
COMMISSION AND TAC MEETINGS	14,500	0.00	0.00	14,500.00
SURVEYS & STUDIES	20,000	0.00	0.00	20,000.00
WATER QUALITY/MONITORING	63,000	0.00	0.00	63,000.00
WATER QUANTITY	11,500	0.00	0.00	11,500.00
WATERSHED INSPECTIONS	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	0.00	10,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
WOMP	17,000	0.00	0.00	17,000.00
ENGINEERING & MONITORING TOTAL	339,000	0.00	0.00	339,000.00
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	0	0.00	0.00	0.00
WATERSHED-WIDE P8 WATER QUALITY MODEL	0	0.00	0.00	0.00
NEXT GENERATION PLAN	30,000	0.00	0.00	30,000.00
PLANNING TOTAL	30,000	0.00	0.00	30,000.00
ADMINISTRATION				
ADMINISTRATOR	62,000	0.00	0.00	62,000.00
LEGAL COSTS	18,500	0.00	0.00	18,500.00
AUDIT, INSURANCE & BONDING	15,500	100.00	100.00	15,400.00
FINANCIAL MANAGEMENT	3,200	0.00	0.00	3,200.00
DIGITIZE HISTORIC PAPER FILES	2,500	0.00	0.00	2,500.00
MEETING EXPENSES	2,500	131.80	131.80	2,368.20
ADMINISTRATIVE SERVICES	32,000	0.00	0.00	32,000.00
ADMINISTRATION TOTAL	136,200	231.80	231.80	135,968.20
OUTREACH & EDUCATION				
PUBLICATIONS/ANNUAL REPORT	4,000	0.00	0.00	4,000.00
WEBSITE	12,000	0.00	0.00	12,000.00
PUBLIC COMMUNICATIONS	3,000	0.00	0.00	3,000.00
EDUCATION AND PUBLIC OUTREACH	17,000	9,750.00	9,750.00	7,250.00
WATERSHED EDUCATION PARTNERSHIPS	15,500	0.00	0.00	15,500.00
OUTREACH & EDUCATION TOTAL	51,500	9,750.00	9,750.00	41,750.00
MAINTENANCE FUNDS				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
MAINTENANCE FUNDS TOTAL	50,000	0.00	0.00	50,000.00
TMDL WORK				
TMDL STUDIES	0	0.00	0.00	0.00
TMDL IMPLEMENTATION REPORTING	20,000	0.00	0.00	20,000.00
TMDL WORK TOTAL	20,000	0.00	0.00	20,000.00
TOTAL EXPENSES	626,700	9,981.80	9,981.80	616,718.20

**AGREEMENT FOR ADMINISTRATIVE
AND PUBLIC EDUCATION SERVICES
PROVIDED THROUGH THE WEST
METRO WATERSHED ALLIANCE**

THIS AGREEMENT is made as of the ___ day of February 2015, by and between the Shingle Creek Watershed Management Commission, a Minnesota joint powers watershed management organization (“Shingle Creek”), and the Bassett Creek Watershed Management Commission, a Minnesota joint powers watershed management organization (“Participant”), and supersedes the AGREEMENT FOR ADMINISTRATIVE SERVICES between Shingle Creek and Participant dated February 13, 2014.

WITNESSETH:

WHEREAS, representatives of a number of watershed management organizations and other organizations with an interest in water quality and stormwater management, including Shingle Creek and Participant, among others, have been meeting as an unofficial working group referred to as the West Metro Watershed Alliance (“WMWA”) and collaborating on various projects related to education and outreach on water quality matters; and

WHEREAS, Shingle Creek and Participant have determined that it is in the best interests of the parties and the public to continue such collaborative activities through WMWA; and

WHEREAS, the activities of WMWA will be more efficient and effective if one of the members of that group acts as a convenor of meetings and provides such administrative and professional services in furtherance of the collaborative efforts of WMWA as may be required by the group; and

WHEREAS, Shingle Creek is willing to provide such services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, on the basis of the premises and the mutual promises and covenants hereinafter set forth, the parties agree as follows:

1. Shingle Creek will provide the following services to WMWA:
 - a. Arrange a time and place for meetings of WMWA.
 - b. Give notice to persons attending WMWA meetings, including Participant.
 - c. Take and keep minutes or records of meetings of WMWA and provide copies to persons attending the meeting, including Participant.
 - d. Perform other administrative or professional duties and undertake educational programs and activities as assigned by the parties attending meetings of WMWA.
 - e. Maintain records of costs of providing administrative and other professional services and bill such costs to entities participating in the activities of WMWA. Such records and accounts shall be available to any authorized representative of Participant.

2. Participant agrees that it will:
 - a. Designate an official contact person for WMWA notifications.
 - b. Send a representative to attend meetings of WMWA.
 - c. Provide funding to Shingle Creek for its out-of-pocket expenses for administrative, technical and legal services and reimbursable expenses, such as paper, postage, meeting expenses, and the like. Such expenses will be shared and charged equally to all entities participating in WMWA, including Shingle Creek. Participant will not be required to pay more than \$9,750 for expenses per calendar year for the year 2015 and for each calendar year thereafter until this Agreement is amended by mutual consent of the parties or terminated in accordance with its terms.

3. Either party may terminate this Agreement effective December 31 of any year by giving 60 days' prior written notice to the other. Shingle Creek may terminate this Agreement at any time on 30 days' notice to Participant at any time when fewer than four entities are sharing costs of WMWA.

4. It is the intent of this Agreement that services provided will be the ordinary, routine administrative activities of WMWA and implementation of WMWA programs subject to the limits in paragraph 2c. In the event one or more entities attending WMWA wish to collaborate on additional projects or activities, such activities will be the subject of separate agreements.

IN WITNESS WHEREOF, Shingle Creek and Participant, by their authorized representatives, have hereunto set their hands as of the day and date first above written.

SHINGLE CREEK WATERSHED
MANAGEMENT COMMISSION

By: _____
Its Chair

And by: _____
Its: _____

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

By: _____
Its: _____

Item 4H.
BCWMC 2-19-15
Full documentation
available at meeting



7800 Golden Valley Road
Golden Valley, MN 55427

January 16, 2015

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

Subject: Request for Reimbursement
Channel Maintenance – 2014 Project

Dear Ms. Jester:

Enclosed you will find documentation for design and construction expenses for the Channel Maintenance – 2014 Project approved by the Commission on October 16, 2014. According to the agreement between the City and BCWMC, a total of \$75,000 is available for reimbursement for this project. The City executed agreements with two property owners on Markay Ridge to construct the project on their own with the assistance of a professional engineering consultant and private contractor. The property owners received BCWMC approval for their project in October 2014. The City is facilitating the reimbursement process for the property owners.

This reimbursement request is for work completed by the property owners on a portion of the Main Stem of Bassett Creek adjacent to 4820 and 4840 Markay Ridge. According to the agreements between the City and the property owners, the property owners are eligible for reimbursement of up to 50% of the engineering and construction costs of their project, with a not to exceed cost of \$34,747.50.

The total cost of the project is \$69,495. The City is therefore requesting reimbursement of \$34,747.50 from its Channel Maintenance funds, per the terms of the Agreement for Channel Maintenance – 2014. The following items are attached to this letter for reference:

1. Agreement for Channel Maintenance – 2014 (BCWMC and City)
2. Agreements for Streambank Stabilization (City and property owners)
3. BCWMC Project Approval letter
4. Project Invoice and Payment records
5. Lien Waivers
6. Construction Record Drawings with Photos

Laura Jester
January 16, 2015
Page 2

Reimbursement to the City should be sent to my attention at:

Eric Eckman, Public Works Specialist
City of Golden Valley
Public Works Department
7800 Golden Valley Road
Golden Valley, MN 55427

Thank you again for your support on this project. If you have any questions regarding the submission, please contact me at 763.593.8084.

Sincerely,

A handwritten signature in blue ink that reads "Eric Eckman". The signature is fluid and cursive, with the first name "Eric" being more prominent than the last name "Eckman".

Eric Eckman
Public Works Specialist

Enclosures

C: Jim de Lambert, BCWMC Chair
Marc Nevinski, Physical Development Director
Jeff Oliver, PE, City Engineer
Sue Virnig, Finance Director



Item 4K.
BCWMC 2-19-15

Contact: Laura Jester, BCWMC Administrator
Laura.Jester@keystonewaters.com
952-270-1990

FOR IMMEDIATE RELEASE

Bassett Creek Water Quality Improves Except for Chloride Levels

Golden Valley, Minnesota, February 20, 2015 – The Bassett Creek Watershed Management Commission (BCWMC) received the positive news from the Metropolitan Council Environmental Services (MCES) that water quality in Bassett Creek has improved over the past five years. The MCES reports that concentrations of pollutants like sediment, phosphorus, and nutrients have decreased in the creek since 2009. The concentration of chloride, however, has increased over the same period.

MCES' evaluation of the Bassett Creek monitoring station data shows that over the last five years the total suspended solids concentration in the creek has dropped by 30 percent, the nitrate concentration has dropped by 27 percent, and the phosphorous concentration has dropped by 17 percent.

"We're encouraged by this news," says Bassett Creek Watershed Management Commission Chair Jim de Lambert. "Our watershed management organization is dedicated to improving and preserving our watershed's resources. Through our Capital Improvement Program, channel maintenance program, and other work and partnerships, we facilitate projects that lead to water quality improvements such as the reduced pollution loads in Bassett Creek."

One pollutant has increased in concentration in Bassett Creek. The amount of chloride present in the creek has increased by 13% in the last five years. "Pollution to Minnesota's waters from chloride is a serious issue facing our state," says de Lambert. "Chloride, coming mainly from deicers applied on roads and parking lots, is soluble. Once it enters water it is nearly impossible to remove and it only takes one teaspoon of salt to pollute five gallons of water. Our challenge is to find ways to significantly decrease salt use without compromising public safety."

Since 2000 the MCES has operated an automated water monitoring station on Bassett Creek to determine the extent of non-point source pollution and to measure progress toward achieving water quality goals. The station is one of twenty-three the MCES operates in the metro area. The BCWMC partners with the MCES to collect water samples and maintain flow records. Prior to 2013, the Minneapolis Park and Recreation Board acted as the local partner. The MCES used statistical software to identify the water quality trends and noted that factors affecting water quality vary from season to season and year to year.

For more information and a fact sheet see "Mississippi River Tributary Streams" on the Met Council's Stream Assessment Webpage at: <http://www.metrocouncil.org/streams>.

###

About the Bassett Creek Watershed Management Commission: The BCWMC is a joint powers water management organization comprising nine municipalities: Crystal, Golden Valley, New Hope, Medicine Lake, Minneapolis, Minnetonka, Plymouth, Robbinsdale, and St. Louis Park. Originating from the Bassett Creek Flood Control Commission formed in 1969, the BCWMC was established in 1982. The BCWMC's Watershed Management Plan sets the vision and guidelines for the management of surface water in the Bassett Creek watershed. The watershed is approximately 40 square miles, divided into four subwatersheds. For more information, visit www.bassettcreekwmo.org.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4L - Vicksburg Lane Reconstruction - Plymouth
BCWMC February 19, 2015 Meeting Agenda
Date: February 11, 2015
Project: 23270051 2015 2032

4L Vicksburg Lane Reconstruction - Plymouth

Summary:

Proposed Work: Reconstruction and expansion of Vicksburg Lane

Basis for Commission Review: Linear Project Disturbing Over 5 Acres

Impervious Surface Area: Increase 2.04 acres to 7.14 acres

Recommendation: Conditional Approval

General Background & Comments

The proposed project includes work on Vicksburg Lane from Old Rockford Road to Schmidt Lake Road. The project includes expanding the roadway from 2 to 4 lanes, installation of concrete curb and gutter, storm sewer improvements, replacement of a bituminous trail and installation of a concrete sidewalk. The project will result in a 2.04-acre increase in impervious surface from the current conditions. The total proposed impervious area is 7.14 acres. The site is in the Plymouth Creek and Turtle Lake Subwatersheds, which are tributary to Medicine Lake.

Since the area to be graded is greater than 10,000 square feet, the proposed project must meet the BCWMC erosion control requirements.

Floodplain

N/A

Wetlands

It does not appear that there is any work in wetlands as a part of this project. Plymouth is the LGU for administering the WCA.

Stormwater Management

Under existing conditions, four drainage subcatchments collect the runoff from the impervious areas from the site. The northern subcatchment (1) drains to a pond east of the project area. Subcatchment

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4L – Vicksburg Lane Reconstruction - Plymouth
Date: February 11, 2015
Page: 2
Project: 23270051 2015 2032

2 extends from 46th Avenue to north of 48th Avenue and drains to a pond south of 48th Avenue and west of Vicksburg Lane. Subcatchment 3 includes the area from the midpoint between 43rd Avenue and 46th Avenue to 46th Avenue and drains to a wetland west of the Fawn Creek subdivision. Subcatchment 4 includes the area north of 43rd Avenue to Old Rockford Road and drains east to Turtle Lake. Runoff is currently conveyed through a combination of storm sewer and ditch drainage. Under proposed conditions, the drainage divides will remain the same and runoff will be mostly conveyed through storm sewer.

Water Quality Management

There is currently no water quality treatment provided on the site. The BCWMC requires that project applicants consider installation of permanent water quality treatment permanent best management practices for road construction and reconstruction projects. Proposed permanent best management practices include installation of three SAFL baffles. The city has also reduced the impervious area by installing a 5 ft. sidewalk in lieu of a 10 ft. trail along the east side of Vicksburg Lane. The city considered including ponding, infiltration BMPs, rain gardens, a Stormceptor, and porous trails, but determined they were not feasible.

Erosion and Sediment Control

Proposed temporary erosion control features include silt fence, catch basin inlet protection, and street sweeping.

Recommendation







Conditional approval based on the following comments:

1. SAFL baffles should be located in structures with solid castings to promote maximum removal efficiency from the SAFL baffle and sump. SAFL baffles are listed in structures STMH8 and CB30, both of which are listed with a beehive type casting, rather than solid castings.
2. Outlet velocities at APR7 and APR45 exceed 7 fps when the pipes are flowing full. Adequate riprap and filter material must be placed for erosion protection at the outlet and downstream channel to the receiving waterbody.
3. Add the following erosion control note to the plans:
 - Provide a temporary vegetative cover consisting of a suitable, fast-growing, dense grass-seed mix spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond the present growing season, two-thirds of the seed mix shall be composed of perennial grasses.
4. Revised drawings must be provided to the BCWMC Engineer for final review and approval.



Barr Footer: ArcGIS 10.3, 2015-02-11 08:52 File: I:\Client\BassettCreek\maps\Permits Maps-2015\2015-01.mxd User: CMH2

Imagery Source: Aerial Express (2009)

-  Project Location
-  Bassett Creek
-  WMC Boundary
-  Major Subwatershed
-  Municipality
-  Stream



Feet



**LOCATION MAP
APPLICATION 2015-01
Vicksburg Lane Reconstruction
Plymouth, MN**

**GRANT AGREEMENT
BETWEEN
THE METROPOLITAN COUNCIL
AND
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION
FOR THE METROPOLITAN AREA
WATERSHED OUTLET MONITORING PROGRAM (WOMP2)**

THIS AGREEMENT is made and entered into by and between the **METROPOLITAN COUNCIL** (the "Council") and Bassett Creek Watershed Management Commission (the "Grantee"), each acting by and through its duly authorized officers.

WHEREAS:

1. The Metropolitan Council has been charged by the Minnesota Legislature (Minnesota Statutes, section 473.157, Water Resources Plan) with the development of target pollution loads for all Metropolitan Area watersheds.
2. A search of the available data yielded very little data adequate for use in the development of these loads.
3. On January 12, 1995 the Metropolitan Council authorized its staff to enter into grant agreements with various watershed management organizations for the collection of watershed outlet data.
4. The Council has entered into a grant agreement with the State of Minnesota (referred to in this document as the "State Grant Agreement") whereby the state agrees to provide certain funds for the purposes of the Metropolitan Area Watershed Outlet Monitoring Program.
5. The Grantee has expressed an interest in collecting water quality data at the watershed outlet.
6. The Grantee has exhibited the technical capability to conduct a watershed outlet monitoring program.
7. The Council has reviewed the Grantee's proposal and desires to assist it in the collection of data.

NOW, THEREFORE, the Council and the Grantee agree as follows:

I. GRANTEE PERFORMANCE OF GRANT PROJECT

1.01 Grant Project. The Grantee agrees to perform and complete in a satisfactory and proper manner the grant project as described in the Grantee's application for grant assistance, incorporated in this agreement by reference, and in accordance with the terms and conditions of this agreement. Specifically, the Grantee agrees to perform the specific activities described in Exhibit A ("WOMP Monitoring Work Plan") and to undertake the financial responsibilities described in Exhibit B ("WOMP Monitoring Budget and Financial Responsibilities" document), both of which are attached to and incorporated in this agreement. These activities and financial responsibilities are referred to in this agreement as the "Grant Project".

1.02 Use of Contractors. With the approval of the Council's Grant and Project Managers, the Grantee may engage contractors to perform Grant Project activities. However, the Grantee retains

primary responsibility to the Council for performance of the Grant Project and the use of such contractors does not relieve the Grantee from any of its obligations under this agreement.

1.03 Material Representations. The Grantee agrees that all representations contained in its application for grant assistance are material representations of fact upon which the Council relied in awarding this grant and are incorporated in this agreement by reference.

II. AUTHORIZED USE OF GRANT FUNDS

2.01 Authorized Uses. Grant funds may be used only for costs directly associated with Grant Project activities, as described in paragraph 1.01, and which: i) occur during the Project Activity Period specified in paragraph 6.01, and ii) are eligible expenses as listed in the Grantee Financial Responsibilities portion of the WOMP Monitoring Budget and Financial Responsibilities document (Exhibit B). Grant funds may also be used to prepare the expense report required by paragraph 5.02 of this grant agreement. No other use of grant funds is permitted.

2.02 Unauthorized Uses of Grant Proceeds. Grant funds cannot be used to purchase land, buildings, or other interests in real property, or to pay legal fees, or permit, license, or other authorization fees, unless specifically approved in advance by the Council's Grant Manager.

2.03 Project Equipment and Supplies. With approval of the Council's Project Manager, grant funds may be used to purchase or lease equipment, machinery, supplies, or other personal property directly necessary to conduct the Grant Project. The Grantee will comply with the personal property management requirements described in article VIII of this agreement, with regard to any property purchased pursuant to this paragraph.

III. GRANT AMOUNT AND DISTRIBUTION

3.01 Maximum Grant Amount. The Council shall pay to the Grantee a Maximum Grant Amount of \$5,000. Provided, however, that in no event will the Council's obligation under this agreement exceed the lesser of:

- a. the Maximum Grant Amount of \$5,000; or,
- b. the actual amount expended by the grantee on eligible expenses as specified in paragraph 2.01.

The Council shall bear no responsibility for cost overruns which may be incurred by the Grantee in performance of the Grant Project.

3.02 Distribution of Grant Funds. Grant funds will be distributed by the Council according to the following schedule:

- a. Within ten (10) working days of Council execution of this agreement, the Council will distribute to the Grantee ninety (90%) of the Maximum Grant Amount.
- b. Upon approval of Grantee's financial report as required by paragraph 5.02, the Council will distribute to Grantee the final payment of the remainder of the Maximum Grant Amount. However, no payment will be made which would cause the distribution of grant funds to exceed the limits in paragraph 3.01. Further, if the amount already paid to Grantee by the Council pursuant to this paragraph exceeds the cumulative amount actually expended by the Grantee on eligible expenses as specified in paragraph 2.01, the Council shall notify Grantee

of the amount of over-payment. Grantee shall repay to the Council the amount of such overpayment within 30 days of receipt of such notice from the Council.

No payment will be made under this paragraph if the Grantee is not current in its reporting requirements under article V at the time the payment is due. Distribution of any funds or approval of any report is not to be construed as a Council waiver of any Grantee noncompliance with this agreement.

3.03 Repayment of Unauthorized Use of Grant Proceeds. Upon a finding by Council staff that the Grantee has made an unauthorized or undocumented use of grant proceeds, and upon a demand for repayment issued by the Council, the Grantee agrees to promptly repay such amounts to the Council.

3.04 Reversion of Unexpended Funds. All funds granted by the Council under this agreement that have not been expended for authorized Grant Project activities as described in paragraph 2.01 shall revert to the Council.

IV. ACCOUNTING AND RECORDKEEPING REQUIREMENTS

4.01 Documentation of Grant Project Costs. All costs charged to the Grant Project must be supported by proper documentation, including properly executed payroll and time records, invoices, contracts, receipts for expenses, or vouchers, evidencing in detail the nature and propriety of the charges.

4.02 Establishment and Maintenance of Grant Project Information. The Grantee agrees to establish and maintain accurate, detailed, and complete separate accounts, financial records, documentation, and other evidence relating to: i) Grantee's performance under this agreement, and ii) the receipt and expenditure of all grant funds under this agreement. The Grantee shall establish and maintain all such information in accordance with generally accepted accounting principles and practices and shall retain intact all Grant Project information until the latest of:

- a. complete performance of this agreement; or
- b. six (6) years following the term of this agreement; or
- c. if any litigation, claim, or audit is commenced during either such period, when all such litigation, claims or audits have been resolved.

If the Grantee engages any contractors to perform any part of the Grant Project activities, the Grantee agrees that the contract for such services shall include provisions requiring the contractor to establish and maintain Grant Project information in accordance with the provisions of this paragraph and to allow audit of such information in accordance with paragraph 4.03.

4.03 Audit. The accounts and records of the Grantee relating to the Grant Project shall be audited in the same manner as all other accounts and records of the Grantee are audited. During the time of maintenance of information under paragraph 4.02, authorized representatives of the Council, and the Legislative Auditor and/or State Auditor in accordance with Minnesota Statutes, section 16C.05, subdivision 5, will have access to all such books, records, documents, accounting practices and procedures, and other information for the purpose of inspection, audit, and copying during normal business hours. The Grantee will provide proper facilities for such access and inspection.

V. REPORTING AND MONITORING REQUIREMENTS

5.01 Monitoring Work Plan. The WOMP Monitoring Work Plan (Exhibit A) includes the specific geographic area and watershed outlet affected by the Grant Project, the tasks to be undertaken together with schedules and the organization responsible for the tasks' costs. The Grantee Financial Responsibilities portion of the WOMP Monitoring Budget and Financial Responsibilities document (Exhibit B) lists the Grantee expenses eligible for reimbursement by the Council, subject to the

limitations of paragraph 2.01. The Grantee agrees to abide by the Monitoring Work Plan, including the Quality Control Provisions listed in the Monitoring Work Plan.

5.02 Grant Project Financial Reports. On or before January 31, 2016, the Grantee will submit a financial report detailing expenses incurred by Grantee for the Grant Project during the Project Activity Period (as defined in paragraph 6.01) which are eligible for reimbursement by the Council in accordance with paragraph 2.01.

5.03 Changed Conditions. The Grantee agrees to notify the Council immediately of any change in conditions, local law, or any other event that may affect the Grantee's ability to perform the Grant Project in accordance with the terms of this agreement.

VI. GRANT PROJECT ACTIVITY PERIOD; TERM; TERMINATION

6.01 Project Activity Period. The Grantee agrees to complete the Grant Project activities specified in paragraph 1.01 during the period from January 1, 2015 through December 31, 2015 (the "Project Activity Period").

6.02 Term. The term of this agreement shall extend from the effective date of this agreement to a date sixty (60) calendar days following the end of the Project Activity Period, to permit closeout of this agreement.

6.03 Termination. Either the Council or the Grantee may terminate this grant agreement at any time, with or without cause, by providing the other party written notice of such termination at least thirty (30) days prior to the effective date of such termination. Upon such termination Grantee shall be entitled to compensation for Grant Project activities in accordance with this grant agreement which were satisfactorily performed and incurred prior to the effective date of the termination. Any remaining grant funds which have been distributed to Grantee will be returned to the Council no later than the effective date of such termination. Upon such effective date of termination, a) all data collected by Grantee prior to the effective date of termination shall be turned over to the Council by Grantee; and b) all Council personal property in possession of Grantee wherever located and all property acquired with Grant funds shall be turned over to the Council by Grantee.

6.04 Termination by Council for Noncompliance. If the Council finds that there has been a failure to comply with the provisions of this agreement, the Council may terminate the agreement at any time following seven (7) calendar days written notice to the Grantee and upon failure of the Grantee to cure the noncompliance within the seven-day period. Noncompliance includes failure to make reasonable progress toward completion of the Grant Project. If the Council finds that the Grantee's noncompliance is willful and unreasonable, the Council may terminate or rescind this agreement and require the Grantee to repay the grant funds in full or in a portion determined by the Council. Nothing herein shall be construed so as to limit the Council's legal remedies to recover grant funds.

6.05 Effect of Grant Project Closeout or Termination. The Grantee agrees that Grant Project closeout or termination of this agreement does not invalidate continuing obligations imposed on the Grantee by this agreement. Grant Project closeout or termination of this agreement does not alter the Council's authority to disallow costs and recover funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any funds due to the Council as a result of later refunds, corrections, or other transactions.

VII. COUNCIL'S GRANT MANAGER AND PROJECT MANAGER

Financial aspects of this grant agreement will be handled by the Council's Grant Manager. The Council's Grant Manager for this grant agreement is Joe Mulcahy, or such other person as may hereafter be designated in writing by the Council.

Technical aspects of the Grant Project, including supervision of the Grantee under the Monitoring Work Plan, will be handled by the Council's Project Manager. The Council's Project Manager for this grant agreement is Leigh Harrod, or such other person as may hereafter be designated in writing by the Council.

However, nothing in this agreement will be deemed to authorize such Grant Manager or Project Manager to execute amendments to this Grant Agreement on behalf of the Council.

VIII. GRANT PROPERTY AND DATA.

8.01 Title. Title to all personal property at the monitoring station site as described in Exhibit A and all property acquired with grant funds will remain with the Council. The Council authorizes the Grantee to utilize the personal property at the site in carrying out the Grant Project activities during the Project Activity Period.

8.02 Maintenance. The Grantee agrees to maintain any such personal property in good operating order. If, during the Project Activity Period, any personal property is no longer available for use in performing the Grant Project, whether by planned withdrawal, misuse, or casualty loss, the Grantee shall immediately notify the Council's Project Manager.

8.03 Utility Services. The Council shall make arrangements with local utilities to provide both telephone and electrical hookups as needed at the monitoring station specified in Exhibit A. All utility accounts serving the monitoring station shall be in the name of the Council. All telephone and electric utility costs for the monitoring station shall be paid by the Council.

8.04 Grant Project Closeout or Termination. No later than a) the effective date of termination as provided in Sections 6.03 and 6.04 of this Grant Agreement or b) no later than sixty (60) calendar days following the end of the Project Activity Period ("Project Closeout Date"), whichever is applicable:

i) all data defined in Section 9.04 of this Agreement collected by Grantee prior to the Project Closeout Date or the effective date of termination shall be turned over to the Council by Grantee; and

ii) all Council personal property in possession of Grantee wherever located and all property acquired with Grant funds shall be turned over to the Council by the Grantee.

Provided, however, that if the Grant Agreement has not been terminated by either party and Grantee continues to participate in the Watershed Outlet Monitoring Program (WOMP 2) through a subsequent Grant Agreement with the Council, Grantee shall not be required to comply with Section 8.04 subparagraph (ii) until such time as Grantee's participation in the WOMP 2 program ceases.

IX. GENERAL CONDITIONS

9.01 Amendments. The terms of this agreement may be changed only by mutual agreement of the parties. Such changes shall be effective only upon the execution of written amendments signed by duly authorized officers of the parties to this agreement.

9.02 Assignment Prohibited. Except as provided in paragraph 1.02, the Grantee shall not assign, contract out, sublet, subgrant, or transfer any Grant Project activities without receiving the express

written consent of the Council. The Council may condition such consent on compliance by the Grantee with terms and conditions specified by the Council.

9.03 Indemnification. The Grantee assumes liability for and agrees to defend, indemnify and hold harmless the Council, its members, officers, employees and agents, from and against all losses, damages, expenses, liability, claims, suits, or demands, including without limitation attorney's fees, arising out of, resulting from, or relating to the performance of the Grant Project by Grantee or Grantee's employees, agents, or subcontractors.

9.04 Grant Project Data. The Grantee agrees that the results of the Grant Project, the reports submitted, and any new information or technology that is developed with the assistance of this grant may not be copyrighted or patented by Grantee. The Grantee shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, in administering data under this agreement.

9.05 Nondiscrimination. The Grantee agrees to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Grantee agrees not to discriminate against any employee, applicant for employment, or participant in this Grant Project because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability, sexual orientation, or age; and further agrees to take action to ensure that applicants and employees are treated equally with respect to all aspects of employment, including rates of pay, selection for training, and other forms of compensation.

9.06 Promotional Material: Acknowledgment. The Grantee agrees to submit to the Council a copy of any promotional information regarding the Grant Project disseminated by the Grantee. The Grantee shall appropriately acknowledge the grant assistance made by the State and the Council in any promotional materials, reports, and publications relating to the Grant Project.

9.07 Compliance with Law; Obtaining Permits, Licenses and Authorizations. The Grantee agrees to conduct the Grant Project in compliance with all applicable provisions of federal, state, and local laws, ordinances or regulations. The Grantee is responsible for obtaining all federal, state, and local permits, licenses, and authorizations necessary for performing the Grant Project.

9.08 Workers Compensation; Tax Withholding. The Grantee represents that it is compliance with the workers compensation coverage requirements of Minnesota Statutes, section 176.181, subdivision 2, and that it, and any of its contractors or material suppliers, if any, under this contract, are in compliance with the tax withholding on wages requirements of Minnesota Statutes, section 290.92.

9.09 Jurisdiction, Venue, and Applicable Law. Venue for all legal proceedings arising out of this agreement, or breach of this agreement, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota. All matters relating to the performance of this agreement shall be controlled by and determined in accordance with the laws of the State of Minnesota.

9.10 Relation to State Grant Agreement. The Grantee recognizes that the Council has undertaken certain obligations as part of the State Grant Agreement. A copy of the State Grant Agreement is attached to and incorporated in this agreement as Exhibit C. The Grantee agrees that obligations imposed by the State Grant Agreement on subgrantees or subcontractors are hereby made binding on the Grantee, and that the terms of the said agreement are incorporated into this agreement to the extent necessary for the Council to meet its obligations under the State Grant Agreement. Terms of the State Grant Agreement which are hereby specifically incorporated include, without limitation, the following:

Section 10	Government Data Practices and Intellectual Property
Section 11	Worker's Compensation
Section 12	Publicity and Endorsement
Section 13	Governing Law, Jurisdiction and Venue
Section 16	Subcontracting
Section 17	Full Time Equivalency Reporting
Section 18	Legacy Logo

This paragraph shall not be deemed to create any contractual relationship between the State of Minnesota and the Grantee. The Grantee is not a third-party beneficiary of the State Grant Agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized officers on the dates set forth below. This agreement is effective upon final execution by, and delivery to, both parties.

GRANTEE _____

Date _____

By _____

Name _____

Title _____

METROPOLITAN COUNCIL

Date _____

By _____

Keith Buttleman
Assistant General Manager, Environmental Quality
Assurance Department



Bassett Creek Watershed Management Commission

General Provisions of Open Meeting Law

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

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

- III. When does the open meeting law apply?
 - a. Best answer = always
 - b. Quorums of any governing bodies or committee of the governing body
 - i. Quorum = minimum number of members required to be present to legally conduct business, usually a majority
 - c. Anytime the quorum is meeting to discuss, or receive information about, the business or work of the governing body
 - d. Even when action is not being taken
 - e. Does NOT apply if group is getting together socially and NOT discussing business

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

- V. How does the open meeting law apply to the use of telecommunications?
 - a. Officials cannot “attend” meeting by phoning in
 - b. Can use interactive video (such as Skype) only if:
 - i. All officials can see and hear each other
 - ii. Members of the public at the meeting can see and hear all officials
 - iii. Offsite officials are located in a place accessible to the public¹
 - iv. At least one official is at the regular meeting location
 - v. Proper notice was given regarding the location of offsite officials
 - c. Use of telecommunication tends to disrupt the meeting

- VI. How is the open meeting law most often broken?
 - a. Not often
 - b. Email use among officials can be problematic
 - i. Serial emails from one official to another and another, essentially discussing an issue
 - ii. Using “reply all” on an email to all officials of a governing body (avoid this problem by using “blind copy” on emails to group of officials)
 - c. Failure to properly notice a meeting
 - d. Officials wanting to call into a meeting

For further reading:

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

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

¹ The Minnesota Supreme Court has read the requirement that a meeting be held in a place accessible to the public to mean ‘within the jurisdiction of the public body.’ *Quast v Knutson*, 150 N.W.2d 199, 200 (1967).

Item 6B.
BCWMC 2-19-15
Full plans available online

resourceful. naturally.
engineering and environmental consultants



February 10, 2015

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

**Re: 90% Design Plans – Schaper Pond Improvements Project
Golden Valley Project 13-28**

Dear Mr. Oliver:

Attached please find the 90% design plans for the Schaper Pond Improvements Project. The Bassett Creek Watershed Management Commission (BCWMC) is funding the Schaper Pond Improvements Project (BCWMC CIP SL-3) through a 2014 ad valorem tax levy (via Hennepin County). Per the cooperative agreement between the City of Golden Valley and the BCWMC, the city is to construct the project, and the plans and specifications are subject to approval by the Commission. The BCWMC approved the 50% design plans at their December 18, 2014 meeting. Per the BCWMC's CIP project flow chart, the 90% design plans for this project must also be submitted to the BCWMC for review and approval. If the attached 90% plans meet the city's approval, we recommend submitting them, along with this letter, to the BCWMC for inclusion in the meeting packet for their February 19th meeting. Barr staff will present the 90% plans to the BCWMC at the meeting and answer any questions from the BCWMC.

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

Feasibility Study Summary and Selected Project

The Sweeney Lake Total Phosphorus Total Maximum Daily Load Study (TMDL study) was completed in 2011, and the implementation program in the TMDL study included several BMP options to reduce watershed phosphorus loads. One of the options called for modifying the flow through Schaper Pond so that it would be more efficient in removing phosphorus before discharging to Sweeney Lake. Schaper Pond is immediately upstream (south) of Sweeney Lake.

Following completion of the TMDL study, the BCWMC completed the *Feasibility Report for the Schaper Pond Improvement Project* (February 2012) to evaluate modification options within Schaper Pond to improve the pond's phosphorus removal performance. The study found two options to be viable: 1) dredging to increase the pond depth to improve particle settling, and 2) diversion of water within Schaper Pond to direct more of the flows to the northwest part of the pond.

The BCWMC selected the diversion option from the feasibility study for construction, because it would be the most cost-effective approach to improve the total phosphorus removal performance of the pond and meet the external load reduction required by the Sweeney Lake TMDL.

In September 2014, Barr performed a detailed alternatives analysis of three potential diversion options: 1) earthen berm, 2) sheet pile wall, and 3) floating water baffle. The analysis considered various advantages and disadvantages of each option and included a detailed assessment of probable lifecycle costs. Based on the results of the analysis, the city determined that the best option was the floating water baffle.

Design features – 90% plans

The primary design features of the proposed work, as shown on the 90% plans, include:

1. Installation of a floating water baffle. An approximately 380-foot long baffle would extend from the east side of the pond across the middle of the northwest lobe of the pond, directing flows to the northwest lobe. Under flow conditions up to 25 cfs, the bottom of the baffle curtain would rest on the pond bottom and the top of the curtain would float. However, the northernmost section of the baffle curtain would be shorter (i.e., the bottom of the curtain would be about two feet off the bottom) to allow flows to pass underneath the curtain.

Under higher-flow conditions (above 25 cfs), the bottom of the baffle curtain would rise off the pond bottom as the pond water level rises. The floating water baffle is designed to operate in this manner up to the 100-year flood event, an elevation range of 9.2 feet, from a normal water level of 827.6 feet to elevation 836.8 feet.

2. Cattail removal and berm construction. Rather than extend the floating water baffle across the shallow wetland area on the east side of the pond, the design calls for cutting an approximately one-foot deep, five-foot wide, and 100-foot long trench through the area. The trench would be backfilled with clean material and up to about one foot above the existing ground/pond bottom. This would result in approximately 534 square feet of wetland fill (permanent impacts) and 1,120 square feet of temporary wetland impacts during construction.
3. Other design features include the creation of two dedicated access areas for maintenance. One access would be located near the existing pond skimmer and result in approximately 233 square feet of wetland fill (permanent impacts). The other access would be located near the north end of the proposed floating water baffle (no wetland fill would result). These access areas will allow city maintenance crews to more safely and efficiently remove debris that accumulates on the upstream side of the skimmer and the floating water baffle. The access near the baffle would also provide for maintenance dredging of the northwest lobe of the pond.

The 50% design plans called for the removal of a 27-foot portion of the existing berm that separates the northwest lobe from the east “channel” portion of the pond. This design feature was deleted from the 90% plans to avoid the additional temporary wetland impacts resulting from removing the existing berm. The additional temporary wetland impacts would have put the project over the 2,000-square-foot threshold for the US Army Corps of Engineers general permit (see “Approvals/permit requirements” section below). We also found that the increased flow velocities between the floating baffle curtain and existing berm will be insignificant.

As stated in the feasibility study, the project is anticipated to achieve reductions in total phosphorus ranging from 81 – 156 pounds per year.

Approvals/permit requirements

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

- Minnesota Department of Natural Resources' (MDNR) public waters work permit and the associated Minnesota Pollution Control Agency (MPCA) review.
On December 23, 2014, the MPCA notified the City of Golden Valley and the BCWMC that the proposed project would be accepted by the MPCA Stormwater Program as a reduction in the wasteload of the Sweeney Lake TMDL. On February 11, we will submit the public waters work permit application package (through the MDNR's MPARS system) on behalf of the City of Golden Valley. Prior preliminary reviews by MDNR staff indicate the MDNR will likely approve the project. This permit application incorporates the feasible wetland mitigation options suggested by the MDNR in their January 2014 email to the BCWMC.
- Minnesota Wetland Conservation Act (WCA) approval
As noted above, under the "design features" section, the proposed project includes 767 square feet of wetland fill, which means the project requires wetland permitting and mitigation through the WCA. On February 10, we will also submit the WCA permit application package (joint notification form and other materials) on behalf of the city. The city will mitigate for the permanent wetland fill impacts by withdrawing wetland credits from one of the city's wetland banks.
- US Army Corps of Engineers (ACOE) approval
On January 6, 2015, we received confirmation from the ACOE that the project falls under a non-reporting category (A. Maintenance) of ACOE General Permit RGP-003-MN. As long as the general permit conditions are met, no application or notification to the ACOE is required. One of the general permit conditions requires that the sum of permanent and temporary wetland impacts not exceed 2,000 square feet.
- City permits
We anticipate that this project will require a City stormwater management permit for erosion and sediment control purposes; and a right-of-way management permit for temporary access on city property.
- Three Rivers Park District
The project work is adjacent to a Three Rivers Park District (TRPD) trail. The city will coordinate with TRPD regarding any potential temporary impacts to the trail resulting from construction.

Recommendations

We recommend that the city request 1) BCWMC approval of the 90% drawings, and 2) BCWMC authorization for the city to proceed with final plans and contract documents, permitting, and construction.

If you have any questions, please contact me at 952-832-2813 or kchandler@barr.com.

Sincerely,



Karen L. Chandler, P.E.
Senior Water Resources Engineer



Bassett Creek Watershed Management Commission

MEMO

Date: February 11, 2015
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 (see CIP Project Update Chart in Information Only Items)

2012 Main Stem Restoration Project, Golden Valley Rd. to Irving Ave. N., Minneapolis and Golden Valley (mostly in Wirth Park) (2012CR): The Minneapolis Park and Rec Board is managing this project and hired Rachel Contracting to construct the project. The project is well underway with work already completed in 3 of 4 major areas. Work is now starting south of Plymouth Ave. The contractor will also perform the alternate work at the storm outlet by the Wirth Park Chalet the week of February 16th. The most complicated section north of the Chalet is complete with the exception of blanketing and restoration. Recent photo:

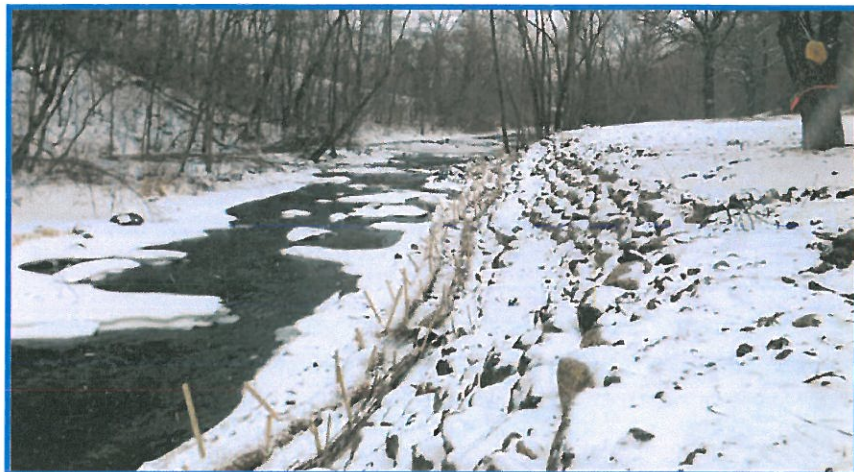


Photo courtesy of MPRB

2013 Four Season Area Water Quality Project (NL-2): The City of Plymouth presented 4 options including the original stream restoration, a rock-only option, flocculation facility, and a do nothing option at a public meeting on January 29th. Approximately 25 residents attended and provided comments. Plymouth staff are reviewing the comments as they relate to the options and will be discussing with the City of New Hope. They expect to bring a recommendation to the Commission in March.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): See Agenda Item 6B. The Commission is reviewing the 90% plans at this meeting. The city and consultants (Barr Engineering) are in the process of submitting applications for WCA and DNR public waters work permit approvals. The City already received notification from the Corps of Engineers that the project falls under a general permit, so an individual permit will not be required. Project construction could start as early as April.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): At the November meeting the Commission approved an agreement with Golden Valley to implement the project. The City of Golden Valley and Barr Engineering (their consultant for the project) are developing public outreach materials for distribution in early March. A presentation and open house on the project is scheduled for March 19th, 6:00 p.m. at Golden Valley City Hall. The Commission will review plans for the alum treatment at their March meeting. The first alum application is slated for late April or early May.

2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7): The contractor for this project, New Look Contracting, completed the pond excavation the week of February 2nd. Rip rap was placed on the emergency overflow, and the contractor is beginning to install storm sewer pipe. Crews are also in the process of stabilizing the area surrounding the pond. The clay liner along the east end of the pond will be installed the week of February 16 and final restoration will be completed in the spring.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The City of Golden Valley hosted an open house meeting on January 8, 2015 to present the preliminary design plans and gather additional input from property owners to assist in the development of the 50% planset. Staff has also been meeting individually with property owners to secure temporary construction easements to perform the proposed work. Based on input at the open house and further discussions with property owners, the project team has developed a set of 50% plans which will be reviewed by the Commission engineer and presented at the March Commission meeting.

2016 Northwood Lake Improvement Project, New Hope (NL-1): The Commission took action at its November 2014 meeting to levy up to \$1.1M for this project. A major plan amendment to the BCWMC 2004 Watershed Management Plan was submitted to State review agencies in early December. The review period ended January 30, 2015 with no comments from reviewers. The City of New Hope did not receive the \$50,000 grant requested from Hennepin County nor the Clean Water Fund grant from BWSR. See agenda item 6F for discussion of a grant application to the MPCA.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): The Commission took action at its November 2014 meeting to levy up to \$752,000 for this project. A major plan amendment to the BCWMC 2004 Watershed Management Plan was submitted to State review agencies in early December. The review period ended January 30, 2015 with no comments from reviewers. Golden Valley staff anticipates entering into a cooperative agreement with the watershed at its June 18th meeting for this project. Project designs will be completed by December 2015 and the project will be let with the Douglas Drive project in February of 2016. Construction of the pond will likely occur in 2017.

Other Projects

Major Plan Amendment: See agenda item 6G. A request for a major plan amendment was submitted to State review agencies to incorporate the 2016 projects (shown above) 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. See the plan amendment request documents online here: <http://www.bassettcreekwmo.org/PlanAmendments/PlanAmendmentHome.htm>

Hennepin County Natural Resources Partnership: The latest meeting of this group was held on January 27th. Speakers from the University of MN, Board of Water and Soil Resources, and Barr Engineering presented

information on a wetland restoration project at the MN Landscape Arboretum and general information about the MN Wetland Conservation Act.

MPRB Ecological System Plan: A third meeting of this group that was scheduled for October 21st was cancelled. A future meeting has not yet been scheduled.

Next Generation Watershed Management Plan: See Agenda Item 6A. 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. Staff will draft responses to comments over the next couple weeks. The Plan Steering Committee should meet to review comments and proposed responses. Responses to comments should come to the Commission for review and approval at their April meeting. A public hearing on the Plan could be as early as May.

New Commissioner Materials: Materials were gathered by me and posted by Amy Herbert (Recording Secretary) on the BCWMC website under "Commission Orientation." I requested some minor changes to the postings which should be completed by the week of February 16th.

Records Retention/Management and Data Practices: At the direction of the Administrative Services Committee, I updated the Commission's Records Retention Schedule and asked legal counsel to review and recommend any changes needed. Additionally, a Data Practices Procedure was drafted for the Commission by our legal counsel. The Commission will review these documents at a future meeting. Also, I continue to work on records management including locating all official records, determining what records should be disposed of or sent to the State Archives, how paper records can be digitized, and how and where to store our electronic records. I will be researching and gathering input on different options for records management and storage over the course of the year.

Organizational Efficiencies: At the direction of the Administrative Services Committee and in anticipation of developing the 2016 budget, I will be drafting an organizational chart and discussing practices and procedures with TAC members, Commission staff, and Commissioners to ensure the proper and efficient use of staff's time and to streamline communications where needed.



Item 6E.
BCWMC 2-19-15

Memorandum

To: Bassett Creek Watershed Management Commission
From: Technical Advisory Committee
Subject: February 2, 2015 Technical Advisory Committee Meeting
Date: February 10, 2015

The Technical Advisory Committee (TAC) met on February 2, 2015. The following TAC members, city representatives, BCWMC commissioners, and BCWMC staff attended the meeting:

City	TAC Members/Alternates	Other City Representatives
Crystal	Wayne Houle	
Golden Valley	Jeff Oliver	Eric Eckman
Medicine Lake	Commissioner Clint Carlson	
Minneapolis	Lois Eberhart	
Minnnetonka	Liz Stout	
New Hope	Bob Paschke	Chris Long
Plymouth	Derek Asche	
Robbinsdale	Richard McCoy	
St. Louis Park	Erick Francis	
BCWMC Staff & Others	Karen Chandler (Barr Engineering), Laura Jester (Administrator), Rachael Crabb (Minneapolis Park and Recreation Board (MPRB), Alternate Commissioner Dave Tobelmann, Alicia Uzarek (Friends of the Mississippi River) – partial attendance	

The meeting opened at approximately 1:30 p.m. Introductions were made around the table. There were no communications by members. The Technical Advisory Committee (TAC) forwards the following recommendations and information to the Commission.

1. Presentation on Blue Star Award Program for Cities

Alicia Uzarek with Friends of the Mississippi River (FMR) distributed a presentation (on paper) and provided an overview of the Blue Star Award Program. The program is a certification and award program that offers cities positive public recognition if they excel in stormwater management. Cities can also learn from each other about what is working and what is not working in their areas. FMR works with cities that don't score high enough to receive the award, assisting them with understanding where practices can be improved.

Mr. Asche said he completed the assessment (which was simple and did not take too much time) and Plymouth received the award. Ms. Uzarek indicated some cities use interns to complete the assessment. There was some discussion about how the award is not currently used in reporting on MS4 permits or in grant applications.

Recommendations

This was an informational item only. No TAC recommendations to report.

2. Develop 2017 – 2021 Capital Improvement Program List

Administrator Jester reported that the TAC should recommend to the Commission a CIP list for projects in 2017 – 2021 and that she would like this list to be aligned with Table 5-3 (Capital Improvement Program) from the draft Watershed Plan. She presented the current 2016 – 2020 CIP list and noted changes that were made to accommodate the high costs of the 2016 projects. The group discussed various projects, their potential costs, and ideal timing for each project. Administrator Jester noted that the Commission realizes costs are rising and that the annual levy request is likely to exceed \$1M although the Commission would like to see a stable (non-fluctuating) levy request from year to year. All of the projects discussed were in Golden Valley, Plymouth and Minneapolis. Administrator Jester asked each of the other cities if there were potential CIP projects in their cities within the next 5 years. Each of the other cities reported there were not projects slated in their cities within the BCWMC.

Administrator Jester asked if there was a way to address chloride pollution with the CIP. There was some discussion about whether CIP funding could be used to purchase or retrofit winter road/parking lot maintenance equipment. Administrator Jester said she would ask Counsel LeFevere.

Administrator Jester noted the comment letter on the draft Watershed Plan from the MN Board of Water and Soil Resources indicated more detail was needed in Table 5-3 with regards to each project and that projects should be slated for the whole life of the plan. She noted the TAC may need to assist with revising Table 5-3 at a future meeting or through other correspondence.

Administrator Jester and Engineer Chandler will refine the 2017 – 2021 list with the changes discussed and will bring another version to the next TAC meeting.

Recommendations

There are no recommendations at this time. The TAC will revisit this topic at their March 5th meeting.

3. Develop Recommendations for XP-SWMM Phase II Project

Administrator Jester reminded the group of past discussions about the potential for developing a second, more detailed watershed-wide XP-SWMM model (phase II). She noted that last year the TAC recommended a place holder of \$65,000 in the 2015 budget in case the Commission decided to move ahead with beginning the project but that the Commission ultimately did not include the place holder funding. She indicated there were still ways to pay for beginning this work in 2015 if the Commission decided to move forward.

The group discussed pros and cons of the phase II project. Mr. Asche indicated he still was not in favor of this being a Commission project and that it was originally indicated that individual cities could perform more detailed modeling on their own if they so choose and he favors this approach. He indicated it was an expensive project to do now and to maintain the model going forward, and he did not see the usefulness for such a large expense when development and capital improvement projects could add the additional detail to the model. Some TAC members wondered if the current model (phase I) could be updated when development or projects come along. Others indicated it would be difficult to integrate the models if they are completed by different firms at different times. Engineer Chandler reminded the group that Phase I simply converted the older HEC model to XP-SWMM and that due to the large watershed size, unrealistic inputs were used in phase I to

calibrate the model; more detail is needed for accuracy. She noted the phase I model is only useful to find relative changes in water levels and flow rates, not absolute levels. She also noted that the phase I model does not incorporate all of the ponding that's currently in the watershed, so even if additional details (e.g., ponds) are added to the model going forward, we wouldn't have the current features (like ponds) in the model.

The group discussed how the Bottineau (Blue Line) light rail line design (which is beginning now) would need a more detailed and accurate model and that huge flood risks exist within the rail corridor. Mr. Oliver noted that Met Council consultants would be working on the model very soon and indicated frustration that the Commission didn't have its own detailed model already completed. Mr. Asche noted that the Met Council would be doing a model and that it could simply be provided to the Commission and integrated into the existing model. The group wondered if there could be a partnership with the Met Council for a partial development of the Phase II XPSWMM model in this area. Mr. Oliver noted that downstream communities like Golden Valley and Minneapolis are often making decisions in the floodplain and that a detailed model is needed. Ms. Eberhart noted that the Commission is responsible for the Flood Control Project and should remain proactive in modeling and planning. The group wondered if Phase II could be considered a CIP project that uses levy funding. Administrator Jester said she would ask Counsel LeFevre. The group also wondered if detailed modeling could be built into the cost of CIP projects for the subwatershed area in which the project exists. Ms. Eberhart noted the Commission budget should include an annual line item to maintain and update the model and integrate models that might be done by other entities. The group also wondered if surcharges to development reviews could help pay for model upkeep. Mr. Asche indicated he didn't think development of a Phase II model would change how land is currently being developed.

TAC members Oliver, McCoy and Houle departed for another meeting. The TAC will discuss again at a future meeting and will develop a recommendation to the Commission.

Recommendations

There are no recommendations at this time. The TAC will revisit this topic at their March 5th meeting.

4. Discuss BCWMC Budget and Ideas for Organizational Efficiencies

Administrator Jester reported that staff and the Budget Committee would be developing the 2016 budget in the coming months. She asked TAC members to think about projects or programs the Commission should consider funding (or disbanding) in 2016. Due to questions from Mr. Asche, Engineer Chandler explained the new line item in the 2015 budget for "Non-fee and Preliminary Reviews." She noted it is intended to better track expenses incurred for reviewing projects that do not pay review fees (such as EAWs, MnDOT projects and the Bottineau LRT) and for time spent answering preliminary questions from developers or cities regarding the Commission's requirements and review process (some of which are eventually charged to the project).

Mr. Asche wondered if all developers/project proposers were following the proper procedure of first contacting and working with city staff before going to the Commission. He noted that city staff should be answering questions about the watershed requirements. Ms. Eberhart disagreed and said she and her staff cannot be expected to answer specific questions about the Commission's requirements and review process. There was further discussion. Mr. Eckman noted that he reminds developers not to contact the Commission first and to instead work through city processes. Engineer Chandler and Administrator Jester indicated they do and would continue to make sure any developers calling are first asked if they have worked through city processes. The group agreed to remind developers to follow procedures, work with the city, and review the Commission's Requirements Document before contacting the Commission.

Recommendations

There are no recommendations at this time. TAC members will contact Administrator Jester with any ideas for the 2016 budget and will comment on the draft budget once available.

5. Review Letters of Interest Proposals for Technical and Engineering Services for Commission

Administrator Jester reported that proposals were received from Barr Engineering and Wenck & Associates and that she had distributed the proposals via email that morning. There was a brief discussion. The group agreed the current engineer does a very good job and has decades of history with the Commission. There was consensus that there was no reason to change engineering firms at this time.

Recommendations

The TAC recommends that the Commission continue to use Barr Engineering as the Commission Engineer.

The TAC meeting adjourned at approximately 3:30 p.m.

Future TAC Meeting agenda items:

1. Developing guidelines for annualized costs per pound pollutant removal for future CIP projects
2. Agreements with cities to get credit for Commission education programs in MS4 permits
3. Revisions needed for Requirements Document
4. Stream identification signs at road crossings
5. Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.



Item 6Fi.
BCWMC 2-19-15

RESOLUTION 15-04

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO SUBMIT A PROPOSAL WITH THE MPCA FOR THE NORTHWOOD LAKE IMPROVEMENT PROJECT

Be it resolved by Bassett Creek Watershed Management Commission to submit a proposal with the Minnesota Pollution Control Agency (MPCA) to conduct the following Project: Northwood Lake Improvement Project.

Be it further resolved that Laura Jester, BCWMC Administrator, be authorized to submit the proposal for the above-mentioned Project and shall have the authority to represent this body in all matters that do not specifically require the action of this body.

Be it further resolved that submittal of a proposal does not obligate this body to accept a grant and/or a loan if so offered.

Whereupon the above resolution was adopted at a regular meeting of the Bassett Creek Watershed Management Commission this nineteenth day of February 2015.

Print name: _____ Title: Chair
Authorized signature: _____ Date: _____

State of Minnesota

Hennepin County

I, _____, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the Board of Commissioners of said Bassett Creek Watershed Management Commission, that I have compared the above resolution with the original passed and adopted by Board of Commissioners at a regular meeting thereof held on the nineteenth day of February 2015 at 8:30 a.m. that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

In witness whereof, I have hereunto placed my hand and signature this nineteenth day of February 2015.

Print name: _____ Title: Secretary
Authorized signature: _____ Date: _____



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

Item 6Fii.
BCWMC 2-19-15

2015 CWP Application Form

Minnesota Clean Water Partnership (CWP) Nonpoint Source Pollution Project

Doc Type: Application

- Before submitting the application form, review the 2015 Clean Water Partnership (CWP) Grant and Loan Program Notice of Grant Opportunity (NGO).
- This form must be submitted electronically as per instructions listed in Section IX of the NGO.

Project Classification

Select whether the project will be a protection or restoration project. It may be both. Protection and restoration are defined in Section IV of the NGO.

Check project category: Protection Restoration Both

Project Title

Keep the title descriptive and **short**. You will be using it many times. It should include the water body name (if applicable) and the type of activity. There is a **maximum** of 50 characters, including spaces. (Examples: *Lake Smith Diagnostic Study; Brown Creek Implementation Project*)

Project title: Northwood Lake Water Quality Improvement Project

Sponsoring Organization

Sponsoring organization (See Section III of NGO for applicant eligibility):

Bassett Creek Watershed Management Commission

Primary contact person (The primary contact person is the person who can be contacted for additional information):

Laura Jester, Administrator c/o Keystone Waters

Street address: 16145 Hillcrest Lane

City: Eden Prairie State: MN Zip: 55346

Phone: 952-270-1990 Fax: None Email: laura.jester@keystonewaters.com

Project Budget Projection

State the amount of the grant and/or loan funds requested, the total match (both cash and in-kind) you and your partners will be providing. Remember, local match is a financial commitment made by the grant recipient and other local agencies to help with the success of the project.

Grant funds requested:	<u>\$300,000</u>	Match funds, including cash and in-kind services:	<u>\$1,052,000</u>
Loan funds requested	<u>\$0</u>	Total project cost (sum of other 3 lines):	<u>\$1,352,000</u>

Project Location

You must include all project location information that is applicable. Be sure to select a basin. If applicable, attach a map of the application area.

Major watershed: Mississippi River - Twin Cities 8-digit Hydrologic unit code: 07010206

Sub-watershed: Bassett Creek Watershed Hydrologic unit code: 27-0627-00 GPS location: _____

What type of **water body** does it affect? (check all that apply)

Stream Lake River Groundwater Other

Water body name(s): Northwood Lake, North Branch Bassett Creek

Basin (check all that apply):

Lake Superior Lower Mississippi/Cedar Upper Mississippi Minnesota Rainy
 Red River Des Moines Missouri St. Croix

Is the water of concern a drinking water source? Yes No

Project Plan Information

If applicable, include web address, page numbers and effective dates from any local or regional water plans relating to this project. If a MPCA-approved Total Maximum Daily Load (TMDL) Implementation Plan is applicable, please include the appropriate information.

Comprehensive Local Water Plan: City of New Hope Local Water Management Plan

MPCA-approved TMDL Implementation Plan: _____

Other plans that refer to this project work: 2004 Bassett Creek Watershed Management Plan, as amended in 2015

Project Summary Information

Your responses will be used by the Minnesota Pollution Control Agency (MPCA) for scoring criteria. Responses to the following six questions may not exceed three pages.

What is condition of the water body(ies) being addressed?

What is the water body type and location? Is the water of concern of state and regional significance and priority? How so? Is the water(s) of concern currently meeting beneficial uses and known to be not impaired? What are water uses and impairments? Describe specific problems and identify pollution sources. How are the water body concerns addressed in the local and/or basin water plans? What specific water quality concerns will this project address?

Northwood Lake is located along the North Branch of Bassett Creek in the City of New Hope immediately east of Highway 169. It has a water surface area of 15 acres (6.1 hectares), a maximum depth of 5 feet (1.5 meters), and a mean depth of 2.7 feet (0.8 meters). The lake's watershed area is approximately 1,341 acres (543 hectares) and lies within fully developed areas of the cities of Plymouth and New Hope. The Northwood Lake shoreline is developed with single family homes and a popular community park. The lake is used for aesthetic viewing and canoeing.

Northwood Lake is included on the State's Impaired Waters List (303(d) list) due to high nutrients. Pollutants enter the lake from the fully developed watershed, much of which has little or no stormwater treatment. In addition to phosphorus, pollutants include bacteria, solids, chlorides, PAHs, and other toxins.

This project will address stormwater runoff and its associated pollutants through the implementation of best management practices including 1) the redirection of storm sewer on Boone Avenue to capture and treat currently untreated stormwater from 90.8 acres of residential area, and installation of a storm water treatment structure, underground storage tank and water reuse for ball field irrigation, rain gardens, sump structure, curb cut, and emergency overflows; and 2) the construction of a wet ponding basin in a green space area between Trunk Highway 169 and Jordan Avenue to treat currently untreated storm water runoff from 19.4 acres of rear yard areas and Jordan Avenue draining from the south before discharging into an existing storm sewer pipe tributary to Northwood Lake.

What are the expected water quality benefits of this project?

What water quality outcomes will be achieved because of this project? How does the proposed project maximize water quality protection or restoration of the water of concern in the project area? What are specific environmental, administrative, and social behavior outcomes?

According to the 2015 Feasibility Study, this project is expected to remove 22 pounds of phosphorus per year in addition to other pollutants associated with stormwater runoff and snowmelt. Additional benefits of the project include water conservation due to the use of storage and use of stormwater as irrigation water for adjacent ballfields. It's estimated that XX gallons of drinking water will be conserved annually due to irrigation using stormwater captured through this project.

If applicable – How will the proposed project facilitate the adoption of the best management practices (BMPs) by the community in the project area and how does the proposed project use technically feasible BMPs to abate or prevent non-point source pollution?

Specify and summarize what water quality data or other information on which you are relying. In addition to data and information that you have, in some cases data may be available from the Environmental Data Access system at: <http://www.pca.state.mn.us/data/eda/index.cfm>) defines water quality outcomes that will be achieved.

The Bassett Creek Watershed Management Commission and local residents have been monitoring and collecting data on Northwood Lake since 1972. The latest monitoring data showed.....

Describe your project. Be sure to demonstrate a clear understanding of work to be done and high potential for project success.

What key activities will need to be taken to accomplish the work and in what timeframe? Demonstrate that the project plan is thoroughly developed and based on water quality standards. Describe staff, collaborator, and/or subcontractor qualifications to do the work. Who will manage project activities? Do you have experience doing this type of work? Is there an education and outreach component to communicate project results to citizens, local managers, and decision makers? *If applicable* – How will the project help select the proper BMP or combination of BMPs for the project area? Will the project develop BMPs focused on key sources of non-point source pollution?

The Feasibility Study for the Northwood Lake Improvement Project provides an overview of the practices and structures that would be implemented through this project which include 1) the redirection of storm sewer on Boone Avenue to capture and treat currently untreated stormwater from 90.8 acres of residential area; and installation of a storm water treatment structure, underground storage tank and water reuse for ball field irrigation, rain gardens, sump structure, curb cut, and emergency overflows; and 2) the construction of a wet ponding basin in a green space area between Trunk Highway 169 and Jordan Avenue to treat currently untreated storm water runoff from 19.4 acres of rear yard areas and Jordan Avenue draining from the south before discharging into an existing storm sewer pipe tributary to Northwood Lake.

What community and political support does your project have, and what is the likelihood that the proposed project will serve as a demonstration or provide useful information or examples for local, regional, or state efforts for nonpoint source pollution control?

What other local, state, federal water quality projects are going on in the area? How does the project coordinate with federal, state local agency, LGU, community organizations for water quality protection or restoration? Does the project have transferability statewide, within a multi-county area, or within its basin or to a similar hydrologic setting? To what other funding programs, and for how much, have you applied or do you plan to apply? How do you plan to sustain funding for administrative staffing beyond the term of this grant? Who from your community is involved in your project and how is community support demonstrated? Be specific. Which groups are involved and how will or do these groups work together? Describe previous work done together and the accomplishments. Who is the project lead? Who are stakeholders and what are partner roles, relationships, priorities and resources?

Innovative practices that will demonstrate to the residents and other cities..... Friends of Northwood Lake support, New Hope City Council support, dedication of BCWMC to improve waterbodies, etc.....

How will you quantitatively measure the success of your project?

What will be changed, by when, and by how much? What is your baseline data? Be sure to include water quality standards. What are your interim management measures? What do you predict to be water quality improvements by the end of the grant period? How will you measure whether desired outcomes have been achieved? How will success be measured in ways meaningful to citizens, local managers, and decision makers?

Discuss future BCWMC water quality monitoring here and other measures of success.

Please list what non-point source grant or loan projects you have managed since 2010, and whether projects were managed in accordance with the terms and conditions specified in the MPCA grant or loan agreement. If you have a record of poor performance with the state, you may provide an explanation below.

Budget Information

Remember to check your addition – both across and down – several times! Correct totals are a pass/fail criteria. Dollar amounts for the grant, loan, match and grand total must match the Project Budget Projection on page 1 of the application. Your application will be eliminated from further review if budget numbers do not match and/or budget math is incorrect.

Project expenditure budget

Complete the following table by listing the objectives that will comprise your project and estimated cost of each objective. The budget should address the cost of setting up monitoring stations, collecting monitoring data, reducing the data, public education, writing the diagnostic study and implementation plan, Best Management Practices (BMPs) activities, project administration, etc. Costs listed for each objective must be realistic.

For each objective, identify the task to be done, amount of grant and/or loan funds to be used for the task, and amount of match (local cash and in-kind) to be provided for the task. Add additional rows as necessary.

Objectives	Funding types				Total
	Grant	Local cash	In-kind	Loan	
1. Develop project plans					
2. Construct stormwater pond west of Northwood Lake					
3. Reroute existing storm sewer; construct underground stormwater storage and irrigation system and associated rain gardens					
4. Manage Project					
5.					
6.					
7.					
8.					

9.					
10.					
11.					
12.					
Total of program objectives:					\$1,352,000

DRAFT

Project support budget

Complete the following sections for all the sources of grant, loan, match money, and in-kind contributions for your project. The match requirement must be no less than the amount of the grant. Add additional rows as necessary.

Identify each source of funding for the application. This includes the amount of grant and loan funds requested and the amount of local cash and in-kind to be provided by each local, state, and federal contributing sponsor. The totals of the grant, loan, match, and grand total should agree with the Project Budget Projection on page 1 of the application and the Project Expenditure Budget. **MPCA staff or resources cannot be used as match.**

Project sponsors	Project costs		
	Cash match contribution to project	In-kind match contribution to project	Total project support
A. Project sponsor contribution			
B. Local contributing sponsors:			
1. Bassett Creek Watershed Management Commission	\$846,000	\$0	\$846,000
2. City of New Hope	\$206,000	\$0	\$206,000
3.			
4.			
5.			
6.			
7.			
B. Subtotal	\$1,052,000		\$1,052,000
C. State and/or federal contributing sponsors: (cannot be more than 20 percent of the total project costs.)			
8.			
9.			
10.			
11.			
12.			
13.			
C. Subtotal*	\$0		\$0
Total: All project sponsors' match (A+B+C)			
Grant amount requested (cannot exceed \$300,000):	\$300,000		\$300,000
Loan amount requested (no maximum)		\$0	\$0
	Total cash	Total in-kind	Total project cost
Grand Totals	\$1,352,000	\$0	\$1,352,000

Conflict of Interest

A conflict of interest occurs when any of the following conditions is present:

- (a) An applicant or potential grantee uses his/her status to obtain special advantage, benefit, or access to the MPCA's time, services, facilities, equipment, supplies, prestige, or influence.
- (b) An applicant receives or accepts money or anything else of value from another state grantee or grant applicant or has equity or a financial interest in or partial or whole ownership of a competing grant applicant organization.
- (c) An applicant is an employee or board member of the MPCA or is an immediate family member of an employee or board member of the MPCA.
- (d) An applicant or potential grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties.
- (e) A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.
- (f) A grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors/applicants.

I certify that I have read and understand the description of conflicts of interest above and *(check one of the following two boxes)*:

- Based on the criteria and description above, I do not have any conflicts of interest.
- Based on the criteria and description above, I have an actual or potential conflict of interest, or the appearance of a conflict of interest, which I am listing immediately below.

Name/Relationship and/or Description of the Conflict of Interest (attach additional page if needed):

Exceptions to Sample Grant Agreement

Please note any exceptions to the Sample Grant Agreement (Attachment B). Any suggestions for alternate language in the Sample Grant Agreement must be presented here. The State is under no obligation to accept wording changes submitted by the applicant.



Item 7Ei.
BCWMC 2-19-15

Bassett Creek Watershed Management Commission

Administrative Services Committee

Meeting Notes

Monday December 8, 2014

8:30 a.m.

Golden Valley City Hall, Managers Conference Room;
7800 Golden Valley Rd., Golden Valley, MN 55427

Meeting Attendees: Committee Chair Guy Mueller, Commissioner Ginny Black, Alternate Commissioner Dave Tobelmann, Alternate Commissioner Pat Crough, TAC Member Derek Ashe (partial attendance), Administrator Jester

Committee Chair Mueller called the meeting to order at 8:32 a.m.

I. Approve Minutes of October 30, 2014 Committee Meeting

Motion by Commissioner Black to approve minutes as presented; second by Alt. Commissioner Crough; motion passed unanimously.

II. Receive Comments on BCWMC Organizational Efficiency – Derek Ashe

Mr. Ashe noted several questions and concerns regarding the efficiency of the Commission and possible improvements that could be made now that the Administrator position is well established and the Watershed Plan is nearing completion. His concerns centered around the flow of information among Commissioners, TAC members, and staff; the function of various staff; and the direction to staff. He indicated the Roles and Responsibilities Document approved last year is helpful but that roles need even further refinement. He recommended that an organizational chart be developed. He wondered if TAC members are too often calling the Commission Engineer without first talking to the Administrator. Mr. Ashe stated he doesn't think the Administrator is empowered to "run" the organization and direct the work of other staff. Administrator Jester noted that she *does* often direct the work of other staff but she doesn't know how often TAC members are contacting the Commission Engineer directly.

Mr. Ashe noted some questions and concerns about costs to the Commission that may be unnecessary and wondered if the Commission's "Requirements Document" for project reviews is being followed appropriately. Administrator Jester said she would be happy to further explain budget items and expenses on invoices from staff. She noted that she closely reviews invoices from staff and regularly asks for explanation of expenses and staff time.

Mr. Ashe hoped a clear process is being or will be followed with clear and appropriate direction and operations in place. He noted an organizational flow chart would add transparency and clarity. Alt. Commissioner Tobelmann said this committee should address organizational efficiency often. He noted this is particularly useful when reporting to boards, councils, and agencies or requesting funds.

Mr. Asche indicated that he would put his thoughts in writing and send to the Administrator and committee members.

III. Review Reformatted Records Retention Schedule

Administrator Jester reported that she had made some revisions to the Commission's Records Retention Schedule including a few minor additions and reformatting. She noted she used information from the MN Historical Society, League of Minnesota Cities, and other watershed organizations including the Mississippi WMO. She reported most paper files of the Commission are stored at the Plymouth City Hall and that the Recording Secretary had not transferred any Commission materials to the MN Historical Society. Commissioner Black reported that Plymouth staff are willing to help with the Commission's file digitizing project and may be able to offer space on the "cloud" to permanently save and regularly back up data and documents. Alt. Commissioner Tobelmann indicated the Commission needs a step by step process in place for the digitizing project. He noted if the project was going to cost more than the \$2,500 budgeted this year, the project could span multiple years.

Administrator Jester is to bring more information back to this committee regarding communications and/or negotiations with Plymouth staff; electronic filing locations; space needed; fees to be incurred; estimated cost of the project; and a plan to proceed.

IV. Review Revised Fiscal Policies

- a. Administrative Fund Balance (Policy 3.2.1)
- b. Maximum Amount Requested through Levy (Policy 3.2.2)
- c. Percent to Transfer from Annual Levy to Administrative Fund (Policy 3.3)
- d. Closed Project Account Balance (Policy 3.4)

Administrator Jester presented the fiscal policies (listed above) that were revised according to discussions/decisions made at the October committee meeting. The group agreed the changes were appropriate and recommended to the Commission that they be accepted. The Administrator was directed to document why changes were recommended (for transparency) and include on the consent agenda of the December Commission meeting.

V. Finalize Process for Performance Review of Consultants

Administrator Jester noted that because the last time the Commission solicited proposals was December 2012, the Commission would need to solicit again this month to comply with the law of once every two years. (She apologized for thinking this task could be done in 2015; she thought the last solicitation happened at the beginning of 2013 rather than at the end of 2012.) The group recommended that the Commission do a "simple" request for proposals and gather "letters of interest proposals" rather than full proposals (similar to the 2012 solicitation). The committee directed the Administrator to include the plans for soliciting letters of interest proposals for legal and engineering/technical services on the Commission's December consent agenda. Committee members noted the law does not preclude the Commission from seeking full proposals from firms at any time if the Commission wishes to seriously consider using different consultants.

There was some discussion about the upcoming performance evaluation of Commission staff (consultants). Committee Chair Mueller agreed to make some changes to the evaluation forms to better reflect actual duties of staff and to use an online survey tool (like Survey Monkey). The group agreed the evaluations should be distributed just after the first of the year with results by the end of January. Alt. Commissioner Tobelmann recommended that evaluations be performed every year so that a record of performance could be generated over time. Commissioner Black noted the evaluations are needed in order to be informed during the solicitation for services process.

VI. Review Proposed Revised Contract with Keystone Waters LLC

Administrator Jester requested an amendment to her contract with the Commission (effective 2/1/15) to 1) increase her rate from \$65/hour to \$67/hour; and 2) allow for compensation of travel time while on Commission business or driving between Commission meetings. The committee agreed with these proposed changes and recommended approval by the Commission at their December meeting.

Committee Chair Mueller adjourned the meeting at 10:40 a.m.