



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: July 13, 2023

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 7/20/23 BCWMC Meeting**

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – June 15, 2023 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of July Financial Report - **ACTION ITEM with attachment**
 - C. Approval of Payment of Invoices - **ACTION ITEM with attachments (online) – I reviewed the following invoices and recommend payment.**
 - i. Keystone Waters, LLC – June 2023 Administration
 - ii. Keystone Waters, LLC – June 2023 Administrative Expenses
 - iii. Barr Engineering – June 2023 Engineering Services
 - iv. Kennedy & Graven – May 2023 Legal Services
 - v. Redpath – June 2023 Accounting Services
 - vi. Triple D Espresso – Meeting Catering
 - vii. Stantec – WOMP Monitoring Tasks
 - viii. MMKR – 2022 Financial Audit
 - ix. Metro Blooms – Minneapolis Project Support
 - x. HDR – Website Services
 - D. Approval to Submit Comments on Minnetonka Water Resource Management Plan Update – **ACTION ITEM with attachment** – *In a letter dated June 1, 2023, the City of Minnetonka requested review and comments during a 60-day review period on updates to the city’s Water Resource Management Plan. I did an initial review of the plan and prepared some comments. Commission Engineer Chandler reviewed the technical aspects of the plan and prepared additional comments. Please note: In anticipation of this review at the January meeting, the Commission waived the conflict of interest for Engineer Chandler to review the plan which was developed by other staff at Barr Engineering. Commission staff recommends approval to submit the attached comment letter to the City of Minnetonka. Comments are due August 1st.*
 - E. Approval of Reimbursement for Salt Symposium Registrations – **ACTION ITEM no attachment** – *Alternate Commissioner Hauer registered for the Salt Symposium being held virtually August 1 and 2. I recommend approval of reimbursement of registration costs for any commissioner or alternate commissioner who registers for the event. The Commission’s education budget includes funds for this type of commissioner training.*
 - F. Approval to Set Public Hearing for 2024 CIP Projects for September 21st BCWMC Meeting – **ACTION ITEM no attachment** – *Before setting the final 2024 levy and officially ordering the CIP projects, the Commission should hold a public hearing on its 2024 CIP projects at its September meeting. Staff recommends setting the hearing date so that the 45-day notice to member cities can be provided.*

- G. Approval to Appoint Alternate Commissioner Harwell to Plan Steering Committee – **ACTION ITEM no attachment** – *Stacy Harwell was recently appointed as the Alternate Commissioner by the City of Minnetonka. She requests to be appointed to the Plan Steering Committee. Staff recommends approving the appointment.*

5. BUSINESS

- A. Review 2022 Water Quality Monitoring Reports for Lost and Northwood Lakes (40 min) – **INFORMATION ITEM with attachments** – *In 2022, the Commission monitored Lost Lake in Plymouth and Northwood Lake in New Hope. The monitoring reports are attached here. Barr Engineering staff will present the results at this meeting.*
- B. Receive Update on Main Stem Lagoon Dredging Project (10 min) – **INFORMATION ITEM no attachment** – *The Commission Engineer will provide an update on the current status with this project and recent communications with the contractor. There is currently no action for the Commission to consider.*
- C. Consider Approval of Agreement with City of Plymouth for Four Seasons Area Water Quality Improvement Project (20 min) – **ACTION ITEM with attachment** – *Staff recommends approval of the agreement with Plymouth for this project’s design, construction, and long-term maintenance along with the ability to provide some pollutant removal capacity to a future developer. The agreement was drafted by the Commission Attorney in cooperation with Plymouth staff and other Commission staff in accordance with Commission action in December. Please see the attached memo for additional background.*
- D. Consider Directing Staff to Prepare Clean Water Fund Grant Application (10 min) – **ACTION ITEM with attachment online** – *Commission staff recommend submitting a Clean Water Fund (Project and Practices) grant application for the Bassett Creek Main Stem Restoration Project (Regent Ave to Golden Valley Road) 92024CR-M). The grant application is due August 24th. This grant program is administered through the MN Board of Water and Soil Resources (BWSR). The Commission has been successful at obtaining Clean Water Fund grants in the past. This is a competitive grant but we believe this project would score well due to its benefits to improve water quality and habitat; and the completion of a comprehensive feasibility study which includes targeted restoration areas and outcomes. The document outlining the program and the request for proposals (grant applications) is available with meeting materials online.*
- E. Consider Approving Administrator’s Appointment to MN Association of Watershed Administrator’s Executive Committee (10 min) – **ACTION ITEM with attachment** – *At their meeting on June 20th, the MN Association of Watershed Administrators (MAWA) elected me to the MAWA Executive Committee pending BCWMC Board approval. Please see the attached memo with more information.*
- F. Consider Submitting Resolutions to Minnesota Watersheds (10 min) – **DISCUSSION ITEM with no attachment** – *The Commission could consider drafting and submitting policy recommendations to the MN Watersheds (MW) organization (formerly MAWD) for consideration in MW’s resolutions process. After review by the MW Resolutions Committee, resolutions would be evaluated by the MW membership and voted on at the annual meeting in December. Approved resolutions would become part of MW’s 2024 legislative platform. Staff does not have any recommended resolutions at this time.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**

- i. Update on 2022 Audit
 - ii. 2022 Watershed Tour
 - iii. Sochacki Park Water Quality Improvement Project Public Open House
 - iv. MN Watersheds Survey
 - v. Golden Valley Sustainability Fair Volunteers Needed
 - vi. Plans for August Issue Prioritization Workshop
- B. Engineer
 - C. Legal Counsel
 - D. Chair
 - E. Commissioners
 - F. TAC Members
 - G. Committees
 - i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Plan Steering Committee Meetings

7. INFORMATION ONLY (Information online only)

- A. Administrator’s Report
- B. BCWMC Administrative Calendar
- C. CIP Project Updates www.bassettcreekwmo.org/projects
- D. Grant Tracking Summary and Spreadsheet
- E. WCA Notices – Plymouth
- F. [Annual Salt Symposium](#)
- G. [2022 Annual Report: MN Aquatic Invasive Species Research Center](#)

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Administrative Services Committee Meeting: Tuesday, July 18th 1:00 p.m., Golden Valley Library
- Metro Watersheds Quarterly Meeting: Tuesday, July 18th, 7:00 – 9:00 p.m., via Zoom
- Sochacki Park Water Quality Improvement Project Public Open House, Wednesday July 26th 4:30 – 7:00 pm., Robbinsdale City Hall
- BCWMC Budget Committee Meeting: Thursday, July 27th, 1:00 p.m., Brookview
- Golden Valley Sustainability Fair: Sunday July 30th 9:00 a.m. – 1:00 p.m., City Hall Campus
- BCWMC Plan Steering Committee Meeting: Tuesday, August 1st, 10:00 a.m., GV City Hall
- Annual Salt Symposium: August 1 & 2, 7:30 a.m. – 3:00 p.m., livestream <https://www.bolton-menk.com/salt-symposium/>.
- BCWMC Regular Meeting: Thursday August 17th, 8:30 a.m., Golden Valley City Hall