



Bassett Creek Watershed Management Commission

Regular Meeting

8:30 – 11:00 a.m.

Thursday, January 15, 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 - December 18, 2014 Commission Meeting
 - B. Approval of Financial Report
 - C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – December 2014 Administrator Services
 - ii. Barr Engineering – December 2014 Engineering Services
 - iii. Amy Herbert – December 2014 Secretarial Services
 - iv. ACE Catering – January 2015 Meeting Refreshments
 - v. Wenck – December 2014 WOMP Monitoring
 - vi. Metropolitan Council – 2014 CAMP Program
 - vii. Plymouth Home Expo – 2015 Registration Fee
 - viii. Finance and Commerce – Official Publication Notice
 - ix. State Register – Official Publication Notice
 - D. 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
 - E. 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
 - F. Approval of Proposal from MMKR to Perform the FY2014-2015 Financial Audit
 - G. Set Public Hearing on Major Plan Amendment for March 19, 2015 Commission Meeting
 - H. Approval of Amended Contract with Keystone Waters, LLC (Administrator)
 - I. Approval of Annual Flood Control Project Inspection Report and Direction to Submit Report to Appropriate Entities
 - J. Approval of Project Plans for I-494 General Purpose Lane (SP 2785-330)
5. **BUSINESS**
 - A. Receive Presentation on Master Water Stewards Program from Freshwater Society
 - B. Consider Draft Request for Proposals for Website Redesign
 - C. Discuss Template for Final Reports on CIP Projects
 - D. Discuss Process for Review of Letters of Interest Proposals
 - E. Receive Update on Schaper Pond Diversion Project
 - F. Receive Update on Draft Watershed Management Plan

6. COMMUNICATIONS

- A. Administrator's Report
- B. Chair
- C. Commissioners
 - i. Report on Metro Blue Line Open House
 - ii. Report on 2015 Main Stem Restoration Project Open House
- D. TAC Members
- E. Committees
 - i. Administrative Services Committee
- F. Legal Counsel
- G. Engineer

7. INFORMATION ONLY (Information online only)

- A. WCA Notice, Plymouth
- B. Grant Tracking Summary and Spreadsheet

8. ADJOURNMENT

Upcoming Meetings

- TAC Meeting, TBD Monday February 9th at 1:30 p.m. **OR** Tuesday February 10th at 1:30 p.m.
- February Commission Meeting, Thursday February 19th, 8:30 a.m., Golden Valley City Hall
-

Future Commission Agenda Items list

- Develop fiscal policies
- Medicine Lake rip-rap issue over sewer pipe
- 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
- Blue Star Award for cities
- Look into implementing "phosphorus-budgeting" in the watershed – allow "x" pounds of TP/acre.



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: January 7, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 1/15/15 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 – December 18, 2014 Commission meeting- ACTION ITEM with attachment
 - B. Approval of Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
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 - iii. Amy Herbert – December 2014 Secretarial Services
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 - D. 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 – ACTION ITEM with attachment – *Each year the Commission transfers 2.5% of the taxes levied for CIP projects to the Commission's administrative account (or annual operating funds) to offset the administrative costs of managing the CIP projects. In 2014, the Commission levied \$895,000 through Hennepin County. With approval of this resolution \$22,375 will be transferred from the CIP account to the administrative account.*
 - E. 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– ACTION ITEM with attachment – *Each year the Commission transfers \$25,000 from the administrative account into the channel maintenance fund and another \$25,000 from the administrative account into the long term maintenance account. The channel maintenance fund is used for creek and stream bank erosion repair and sediment removal projects that are not funded as a project through the BCWMC's Capital Improvement Program. The long term maintenance fund is used to repair and maintain structures associated with the BCWMC Flood Control Project.*
 - F. Approval of Proposal from MMKR to Perform the FY2014-2015 Financial Audit– ACTION ITEM with attachment – *Staff (including the Commission's Deputy Treasurer) recommends accepting the attached proposal from MMKR to perform the FY2014 – 2015 financial audit.*
 - G. Set Public Hearing on Major Plan Amendment for March 19, 2015 Commission Meeting– ACTION ITEM with no attachment – *At the beginning of December 2014, the Commission submitted a proposed major plan amendment for 60-day review until the end of this month. (The plan amendment*

would add the Northwood Lake and Honeywell Pond projects into the Commission's CIP.) In February the Commission will consider responses to any comments that are received during the review period. The Commission must hold a public hearing on the proposed plan amendment and must provide member cities with a 45-day notice of the hearing. Staff recommends setting the public hearing for March 19, 2015 and directing staff to officially notice the hearing with cities and in official publications. (Information on the proposed plan amendment is located here: <http://www.bassettcreekwmo.org/PlanAmendments/PlanAmendmentHome.htm>)

- H. Approval of Amended Contract with Keystone Waters, LLC (Administrator) – ACTION ITEM with attachment – At their meeting on December 8, 2015, the Administrative Services Committee approved amendments to my contract and recommends these amendments to the Commission including a change in the hourly rate from \$65/hour to \$67/hour and the ability to charge for travel time while on Commission business. Counsel LeFevere provided the proposed changes in the attached amended contract which shows changes as tracked.
- I. Approval of Annual Flood Control Project Inspection Report and Direction to Submit Report to Appropriate Entities– ACTION ITEM with attachment (full report with photos online) - In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection is required to review the condition of the flood control features to identify and address erosion, settlement, sedimentation, and structural issues. The Commission Engineer performed the annual flood control project inspection on November 24–25, 2014. Staff recommends approving the report and directing staff to submit it to cities, MDNR and Army Corps of Engineers.
- J. Approval of Project Plans for I-494 General Purpose Lane (SP 2785-330) – ACTION ITEM with attachment - The proposed road reconstruction of I-494 includes site grading and reconstruction with an added general purpose lane. There will be an increase in impervious surface of approximately 9.17 acres within the BCWMC. Proposed BMPs include wet ponds and filtration basins. Staff recommends conditional approval with comments provided in the attached memo.

5. BUSINESS

- A. Receive Presentation on Master Water Stewards Program from Freshwater Society – INFORMATION ITEM with attachment – Peggy Knapp with the Freshwater Society (FWS) will present information on the Master Water Steward Program which trains, certifies and supports community leaders who install pollution prevention projects on residential and commercial properties that educate community members and reduce stormwater pollution. The program is modeled after the Master Gardener program and has been successful in the Minnehaha Creek Watershed for 2 years. The FWS is expanding the program to other watersheds. Dave Stack (Friends of Bassett Creek) will also be present to share his experiences with the program.
- B. Consider Draft Request for Proposals for Website Redesign – ACTION ITEM with attachment – The Commission's 2015 budget includes up to \$12,000 for a complete redesign of the BCWMC website. Attached is a draft request for proposals (RFP). Staff is seeking input on the RFP and recommendations for an existing or ad hoc BCWMC committee to help guide the project over the next several months.
- C. Discuss Template for Final Reports on CIP Projects – DISCUSSION ITEM with attachment – At the December 2014 meeting, the Commission received a final report on the 2012 Main Stem Restoration Project from Golden Valley Staff (link to final report here: <http://www.bassettcreekwmo.org/ChannelRestoration/BassettMainStem/1-MainStem2011CR-FinalReport.pdf>). At the meeting Commissioners requested a future agenda item to discuss the report format and components to be included in future final reports. The report template used for the above mentioned report is attached. Staff is seeking recommendations on how to improve this report format.

- D. Discuss Process for Review of Letters of Interest Proposals – **DISCUSSION ITEM no attachment** –
At the December meeting, the Commission directed staff to solicit “letters of interest proposals” by January 30th for legal, engineering, and technical consulting services in order to comply with state requirements. Staff is seeking direction on the process for distributing and reviewing any proposals received.
- E. Receive Update on Schaper Pond Diversion Project – **INFORMATION ITEM no attachment** -
The Commission and Golden Valley recently received correspondence from the MPCA indicating that the project would be accepted by the MPCA Stormwater Program as a reduction in the wasteload of the Sweeney Lake TMDL. Additionally, a preliminary review by the MDNR indicates the current project construction and mitigation plans are likely to receive approval from the MDNR when a formal permit application is submitted. 90% plans for the project are expected at the February or March Commission meeting.
- F. Receive Update on Draft Watershed Management Plan – **INFORMATION ITEM with attachment**
– No comments have been received from review agencies or others on the draft watershed management plan as of yet. (Comments are due by the end of the month.) As directed at the December Commission meeting, I recently sent an email (attached) about the Plan’s open comment period to residents who participated in the Watershed Summit in June 2013 and groups such as Friends of Bassett Creek, Friends of Northwood Lake, AMLAC, and Sweeney Lake/Hidden Lakes Homeowners Associations.

6. COMMUNICATIONS

- A. Administrator’s Report – *Report attached with new CIP flow chart*
- B. Chair
- C. Commissioners – *Verbal updates to be provided*
- i. Report on Metro Blue Line Open House
 - ii. Report on 2015 Main Stem Restoration Project Open House
- D. TAC Members
- E. Committees
- i. Administrative Services Committee – *Reminder to complete evaluations of staff by 1-15-15*
- F. Legal Counsel
- G. Engineer

7. INFORMATION ONLY (Information online only)

- A. WCA Notice, Plymouth
- B. Grant Tracking Summary and Spreadsheet

8. ADJOURNMENT

Upcoming Meetings

- TAC Meeting, TBD Monday February 9th at 1:30 p.m. **OR** Tuesday February 10th at 1:30 p.m.
- February Commission Meeting, Thursday February 19th, 8:30 a.m., Golden Valley City Hall



Bassett Creek Watershed Management Commission

Minutes of Regular Meeting December 18, 2014 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Robbinsdale	<i>Not represented</i>
Golden Valley	Commissioner Stacy Hoschka, Treasurer	St. Louis Park	Commissioner Jim de Lambert, Chair
Medicine Lake	Commissioner Clint Carlson	Administrator	Laura Jester
Minneapolis	Commissioner Michael Welch	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	Commissioner Ginny Black		

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

Derek Asche, TAC, City of Plymouth	Jeff Oliver, TAC, City of Golden Valley
Marge Beard, Plymouth Resident	John O'Toole, Alternate Commissioner, City of Medicine Lake
Eric Eckman, TAC, City of Golden Valley	Bob Paschke, City of New Hope
Erick Francis, TAC, City of St. Louis Park	Jim Prom, Councilmember, City of Plymouth
Christopher Gise, Golden Valley Resident	Emily Resseger, Metropolitan Council
Leigh Harrod, Metropolitan Council	Liz Stout, TAC, City of Minnetonka
Richard McCoy, TAC, City of Robbinsdale	David Tobelmann, Alternate Commissioner, City of Plymouth
Jane McDonald Black, Alternate Commissioner, City of Golden Valley	Scott Wylie, Golden Valley Resident
Linda Loomis, Chair Next Gen Plan Steering Committee	Karen Jensen, Metropolitan Council

1. CALL TO ORDER AND ROLL CALL

On Thursday, December 18, 2014, at 8:35 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 Cities of Minnetonka and Robbinsdale were absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No items were raised.

3. AGENDA

Commissioner Mueller moved to approve the agenda. Alternate Commissioner Crough seconded the motion. Upon a vote, the motion carried 6-0 [Cities of Minneapolis, Minnetonka, and Robbinsdale absent from vote].

4. CONSENT AGENDA

Administrator Jester pointed out that for item 4F, the solicitation for letters of interest proposals for legal, technical, and engineering consulting services would be published in Finance & Commerce and in the State Register.

[Commissioners Black and Welch arrive]

Commissioner Welch requested the removal of item 4G – Approve revisions to BCWMC fiscal policies as recommended by the Administrative Services Committee. Chair de Lambert said that the item would be added to the agenda as item 5G. Commissioner Black moved to approve the Consent Agenda as amended. Alternate Commissioner Crough seconded the motion. Upon a vote, the motion carried 7-0 [Cities of Minnetonka and Robbinsdale absent from vote].

[The following items were approved as part of the Consent Agenda: the November 19, 2014, Commission Meeting minutes, the monthly financial report, the payment of the invoices, the setting of the February 5, 2015, TAC meeting, Approval of comments on the Major Plan Amendment for the Mississippi Watershed Management Organization, Approval to direct staff to submit solicitations for letters of interest proposals for legal, technical, and engineering consulting services, Approval of the contract with Wenck for 2015 WOMP operation.]

The general and construction account balances reported in the Financial Report prepared for the December 18, 2014, meeting are as follows:

Checking Account Balance	\$551,780.92
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TOTAL GENERAL FUND BALANCE	\$551,780.92
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TOTAL CASH & INVESTMENTS ON-HAND (12/9/14)	\$3,424,468.88
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CIP Projects Levied – Budget Remaining	(\$2,698,600.87)
Closed Projects Remaining Balance	\$725,868.01
2013 Anticipated Tax Levy Revenue	\$14,954.83
2014 Anticipated Tax Levy Revenue	\$14,395.53
Anticipated Closed Project Balance	\$755,218.37

5. BUSINESS

A. Receive Final Report on 2012 Main Stem Restoration Project (CR2011) – Presentation by Golden Valley Staff

Administrator Jester reminded the Commission of its procedure adopted this year to have cities provide final reports of CIP projects. She said that she had developed a list of items to be included in the report. Administrator Jester introduced Eric Eckman of the City of Golden Valley to present the final report on the 2012 Main Stem Restoration Project (BCWMC CIP project #CR2011).

Mr. Eckman provided background on the project and noted that the project area was from Wisconsin Avenue to 10th Avenue, and Duluth Street to the Crystal border. The contract was awarded in the summer of 2012, construction started in December 2012 and was primarily completed by March 2013, and planting work finished in summer 2013. He explained that the project restored 3,600 feet of shoreline along the creek and that the feasibility study estimated a reduction of the phosphorous load by 60 pounds per year and a reduction of the sediment load by 105,000 pounds per year.

Mr. Eckman reported that in addition to the areas restored through Commission funding, another \$130,000 in private investment was leveraged because some additional landowners (outside of the project area) also restored their riparian areas.

Mr. Eckman reported that the rain and flooding in June 2014 did not cause problems with the project. He said that lessons learned include that it is good practice to communicate with the residents early on in the project timeline about the project. Mr. Eckman said that the late fall/early winter construction timeframe worked well to minimize erosion during construction. He added that another lesson learned is to secure permits and construction access prior to bidding so that there are no delays. Mr. Eckman suggested that for future projects if there are areas of the project in which the permits or access are not secured, then the project could be split into smaller parcels with separate bids and contracts.

Mr. Eckman addressed the fact that establishing native plant communities is difficult. He said that there are not incentives to the contractor to maintain the plantings during the warranty period because the contractors are pre-paid for the work. Mr. Eckman suggested that the watershed somehow retain watershed-wide services for plant maintenance. He said another idea to consider is for projects to be broken into two projects including one contract for the project work and one contract for the two-to-three year management of the plantings.

Commissioners offered comments, and Mr. Eckman and Mr. Oliver responded to questions.

Commissioner Welch requested that the Commission add to a future agenda a discussion of the format of the final project reports. He said that one specific item worth discussing is how the report could include information such as a table comparing the design plans and pollutant reductions to actual constructed components and final pollutant removals.

Commissioner Tobelmann commented that the lessons learned need to be collected and the information centralized so that they can be accessed by the Commission and all the member cities. Administrator Jester said that the Commission will be designing a new website in 2015 and can create a lessons learned section. Chair de Lambert said that he likes the idea proposed by Commissioner Welch, which is to communicate in the final report information detailing to what extent the project goals were reached. Mr. LeFevere noted that there isn't any reason that the Commission can't require access rights to be secured before contracts are awarded.

B. Receive Report on Data and Trends from Bassett Creek WOMP Station – Presentation by MCES Staff

Emily Resseger, Principal Environmental Scientist at Metropolitan Council Environmental Services (MCES), introduced herself and MCES colleagues Leigh Harrod and Karen Jensen. She provided an overview of the MCES and its work and background on the Watershed Outlet Monitoring Program (WOMP). Ms. Resseger explained that the stream monitoring program started in the late 1980s, monitors 23 stream sites, and the data records of these sites range from 14 to 26 years. She explained that there are 9 stream sites in the Mississippi River region, including the Bassett Creek WOMP site. Ms. Resseger also described the purpose of the data and the water quality assessment. She also noted that the MCES website includes the full report on the Bassett Creek WOMP data and that a Bassett Creek factsheet is available for use and distribution.

Ms. Resseger defined hydrology, summarized the hydrology of Bassett Creek, explained how flow is estimated, and defined concentration and concentration trends. She reported that the concentration trends for Bassett Creek indicate that the total suspended solids, total phosphorus and nitrate concentrations have been declining in the creek, but that chloride concentrations have been increasing and are the highest of the Metro streams monitored.

Ms. Resseger responded to questions and comments. She noted that the MCES will provide an annual stream water quality summary, calculated loads and regional water quality assessment for the WOMP stations. In the future, Ms. Resseger recommended that the MCES perform an updated trend analysis in five years and perform special studies. She also commented that the MCES could have a dialog with the BCWMC about possible future special studies and she would like to have a meeting with Administrator Jester and Engineer Chandler and any other BCWMC representative to talk about how the MCES can help the BCWMC.

Ms. Jensen commented that she talks to other organizations about the Bassett Creek Watershed as an example of a watershed that has achieved positive results.

Commissioner Black noted that there were a lot of questions and comments about chloride today, and she requested that the topic be added to a future Commission agenda.

C. Consider Approval of 50% Plans for Schaper Pond Diversion Project (SL-3)

Administrator Jester reminded the Commission that this past summer it approved a contract with the City of Golden Valley to design and construct the Schaper Pond project. She said that the City of Golden Valley has entered into an agreement with Barr Engineering Company to design the project.

Mr. Oliver gave an overview of the project meetings between the City of Golden Valley and Barr Engineering Company. He reported that the City started this week with preliminary activities on the project's permitting.

Engineer Chandler displayed the 50% plan set on the projection screen. She provided background on the project, saying that the project is being proposed because of the Sweeney Lake TMDL for phosphorous. She explained that the TMDL calls for an annual reduction of 99 pounds of phosphorous to Sweeney Lake.

Engineer Chandler described the options investigated in the feasibility study and the internal diversion option selected by the Commission. Engineer Chandler went into further detail about the three different internal diversion options considered and announced that the floating water baffle is the most feasible internal diversion option for this project.

Engineer Chandler described the 380-foot long floating water baffle and other components of the project, including cattail removal and berm construction resulting in 500 square feet of wetland fill, removal of 27 feet of the existing berm, She also described how 200 square feet of wetland fill would be required to meet the City's request for establishing access points to maintenance areas. Mr. Oliver stated that the City has two established wetland banks with the Minnesota Board of Water and Soil Resources (BWSR) and the City plans to withdraw from them for this project.

Ms. Chandler pointed out items that are different in the 50% plans compared to the feasibility study, including the need for the 700 square feet of wetland fill.

There was discussion, and Engineer Chandler responded to questions, including noting that the city may not get the typical warranty on the floating water baffle due to the unusual use for the product in this case.

Commissioner Black moved to approve the 50% design. Commissioner Hoschka seconded the motion. Upon a vote, the motion carried 7-0 [Cities of Minnetonka and Robbinsdale absent from vote].

Engineer Chandler noted that Barr Engineering and the City of Golden Valley are waiting to hear back from the Department of Natural Resources (DNR) and the Minnesota Pollution Control Agency (MPCA) about these 50% plans.

D. Consider Commission Involvement in Issue Resolution Team for Blue Line LRT (Bottineau Line)

Administrator Jester reported that the first Issue Resolution Team meeting was held last week and she and Engineer Chandler attended. She said that plans for the Blue Line LRT are moving forward, and she and Engineer Chandler recommend that Jeff Oliver and Richard McCoy represent the Commission at the Issue Resolution Team meetings. She said that the meetings will be held twice a month through August and Mr. Oliver and Mr. McCoy can update the Commission at its monthly meeting and can check in with Chair de Lambert between meetings.

There was discussion about how the Commission would pay for Commission Engineer time if and when they were involved with the project. Engineer Chandler noted Barr is tracking the time they spend on this project and will use the "preliminary plat review" budget line item.

Commissioner Black moved to authorize Jeff Oliver and Richard McCoy to be the Commission's representatives at the meetings and if they need assistance that they work with Administrator Jester and that the Administrator and Engineer stay in close communication and that there is a ceiling on the Engineer's budget of \$5,000 for this item in 2015 out of the preliminary plat review line item and if that ceiling is reached, staff will come back to the Commission. Commissioner Hoschka seconded the motion.

Upon a vote, the motion carried 7-0 [Cities of Minnetonka and Robbinsdale absent from vote].

E. Receive Update on Draft Watershed Management Plan

Administrator Jester announced that the transmittal letter went out and there is a copy of the letter in the meeting packet. She said that the end of the 60-day comment period is the end of January 2015. She suggested that the Commission communicate about the comment period to the individuals who attended the Commission's Watershed Summit in June 2013 and to the groups such as Friends of Bassett Creek and the Association of Medicine Lake Area Citizens (AMLAC), etc. The Commission agreed and directed Administrator Jester to notify those parties that the draft plan is out for public comment and send them a link to the draft plan.

F. Receive Update on Public Outreach Plan for Twin Lake Alum Treatment Project

Administrator Jester reported that she met with Jeff Oliver and Alternate Commissioner Jane McDonald Black and other Golden Valley staff members about communication plans for the Twin Lake Alum Treatment project. She provided an update on the draft communications plan, which includes the development of a fact sheet, holding an open house, and developing signage to post at Twin Lake.

G. Approve Revisions to BCWMC Fiscal Policies as Recommended by Administrative Services Committee

Administrator Jester stated that the Administrative Services Committee looked at some of the BCWMC's fiscal policies in its 2011 Policies Manual. She said that because of changing fiscal situations and her interest in putting more specificity around some of the fiscal policies, she recommend to the Administrative Services Committee the changes proposed and as presented in the meeting packet. Commissioner Welch had a question and then recommended that the sequence of the revised language be changed so that the language specifies "to pay for non-capital work."

Commissioner Mueller moved to approve making these changes to the BCWMC's current policies as amended in the Commission's discussion. Commissioner Welch seconded the motion. Upon a vote, the motion carried 7-0 [Cities of Minnetonka and Robbinsdale absent from vote].

Commissioner Welch commented that he thinks that in the future BCWMC policy issues should not be placed on the consent agenda but instead on the regular agenda for discussion.

6. COMMUNICATIONS

A. Administrator:

- i. Administrator Jester reported on the MAWD conference. She mentioned the presentation she attended about Envision. There was discussion about Envision and the Commission expressed interest in possibly having Erin Anderson Wenz of Barr Engineering present about it to the Commission. Administrator Jester said that she would learn more about Envision at a working meeting with Barr Engineering staff the following week.

B. Chair: No Chair Communications

C. Commissioners:

- i. Commissioner Hoschka requested that the Commission search for less expensive catering and volunteered to pick up catering orders.
- ii. Commissioner Welch reported that the comment period for the Theodore Wirth Master Plan

closed this past Monday or Tuesday. Engineer Chandler said that the City of Golden Valley was sending a comment letter and the Commission Engineer provided comments to the city that they added to the letter. Engineer Chandler said that the Commission may be interested in getting more involved when the plan gets further along.

D. TAC Members:

- i. Richard McCoy announced that the City of Robbinsdale appointed an Alternate Commissioner to the BCWMC this week.

E. Committees:

- i. Commissioner Mueller reported that the Administrative Services Committee is working on a Survey Monkey survey for evaluation of the Commission's key staff members that will be distributed to the Commission in early January.

F. Legal Counsel: No Legal Communications

G. Engineer: No Engineer Communications

7. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/Meetings/2014/2014-December/2014DecemberMeetingPacket.htm>)

- A. Grant Tracking Summary and Spreadsheet
- B. WCA Notice, Plymouth

8. ADJOURNMENT

Chair de Lambert adjourned the Bassett Creek Watershed Management Commission Regular Meeting at 11:25 a.m.

Amy Herbert, Recorder

Date

Secretary

Date

Bassett Creek Watershed Management Commission General Account
 General Fund (Administration) Financial Report

(UNAUDITED)

Fiscal Year: February 1, 2014 through January 31, 2015

MEETING DATE: January 15, 2015

Item 4B.
 BCWMC 1-15-15

BEGINNING BALANCE	9-Dec-14	551,780.92
ADD:		
General Fund Revenue:		
Interest less Bank Fees		(3.06)
2015-16 Assessments (PREPAID):		
Minnetonka		28,121.00
New Hope		25,681.00
LMCIT	Insurance Dividend	1,021.00
Reimbursed Construction Costs		292.00
	Total Revenue and Transfers In	55,111.94
DEDUCT:		
Checks:		
2699 Barr Engineering	December Engineering	18,177.63
2700 D'Amico Catering	January meeting	83.57
2701 Amy Herbert LLC	December Secretarial	1,809.56
2702 Keystone Waters LLC	December Administrator	3,405.20
2703 Wenck	Dec Outlet Monitoring	500.00
2704 City of Plymouth	Home Expo Booth Registrat	70.00
2705 Finance & Commerce Inc	Legal Publication	38.87
2706 Metropolitan Council	CAMP	3,380.00
2707 State Register	Legal Publication	55.80
	Total Checks	27,520.63
Outstanding from previous month:		
2697 Henn County Dept of Envir Ser	Watershed Education	2,000.00
	Total Expenses	27,520.63
ENDING BALANCE	7-Jan-15	579,372.23

	2014/2015 BUDGET	CURRENT MONTH	YTD 2014/2015	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS	490,345	0.00	490,344.00	1.00
2015-16 ASSESSMENTS (PREPAID)		53,802.00	160,023.00	
PERMIT REVENUE	60,000	0.00	44,400.00	15,600.00
REVENUE TOTAL	550,345	53,802.00	694,767.00	15,601.00
EXPENDITURES				
ENGINEERING				
ADMINISTRATION	120,000	3,440.81	100,786.61	19,213.39
PLAT REVIEW	65,000	3,638.00	49,327.70	15,672.30
COMMISSION MEETINGS	16,000	620.00	15,519.98	480.02
SURVEYS & STUDIES	20,000	0.00	7,445.66	12,554.34
WATER QUALITY/MONITORING	45,000	6,135.50	55,805.54	(10,805.54)
WATER QUANTITY	11,000	459.12	11,640.06	(640.06)
WATERSHED INSPECTIONS	1,000	0.00	225.00	775.00
ANNUAL FLOOD CONTROL INSPECTIONS	20,000	2,838.20	6,006.20	13,993.80
REVIEW MUNICIPAL PLANS	2,000	453.00	732.00	1,268.00
ENGINEERING TOTAL	300,000	17,584.63	247,488.75	52,511.25
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	3,405.20	49,273.15	10,726.85
LEGAL COSTS	18,500	0.00	18,416.17	83.83
AUDIT, INSURANCE & BONDING	15,500	0.00	12,476.00	3,024.00
FINANCIAL MANAGEMENT	3,045	0.00	0.00	3,045.00
MEETING EXPENSES	3,000	83.57	1,835.90	1,164.10
ADMINISTRATIVE SERVICES	35,800	1,820.56	20,574.33	15,225.67
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	94.67	1,198.42	1,801.58
WOMP	17,000	500.00	12,262.64	4,737.36
EDUCATION AND PUBLIC OUTREACH	15,000	70.00	20,292.30	(5,292.30)
WATERSHED EDUCATION PARTNERSHIPS	15,500	3,380.00	11,100.00	4,400.00
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
TMDL STUDIES	20,000	290.00	6,561.50	13,438.50
GRAND TOTAL	600,345	27,228.63	458,949.66	141,395.34
		Current	YTD	
Construct Exp		292.00	101,072.49	
Total		27,520.63	560,022.15	

BCWMC Construction Account
 Fiscal Year: February 1, 2014 through January 31, 2015
 January 2015 Financial Report

(UNAUDITED)

Cash Balance 12/09/14				
Cash			2,424,468.88	
Investments:			<u>1,000,000.00</u>	
	Total Cash & Investments			3,424,468.88
Add:				
State of Minnesota	Market Value Homestead Credit		1.85	
Interest Revenue (Bank Charges)			(20.12)	
Interest Revenue Investments			<u>5,000.00</u>	
	Total Revenue			4,981.73
Less:				
CIP Projects Levied - Current Expenses - TABLE A			0.00	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B			<u>(292.00)</u>	
	Total Current Expenses			(292.00)
	Total Cash & Investments On Hand	01/07/15		<u><u>3,429,158.61</u></u>
Total Cash & Investments On Hand			3,429,158.61	
CIP Projects Levied - Budget Remaining - TABLE A			<u>(2,698,600.87)</u>	
Closed Projects Remaining Balance			730,557.74	
2013 Anticipated Tax Levy Revenue - TABLE C			14,954.83	
2014 Anticipated Tax Levy Revenue - TABLE C			<u>14,395.53</u>	
Anticipated Closed Project Balance			<u>759,908.10</u>	
Proposed & Future CIP Project Amount to be Levied - TABLE B			<u>0.00</u>	

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	0.00	40,298.40	177,059.95	678,940.05
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)	990,000.00	0.00	0.00	101,635.49	888,364.51
2014				0.00	0.00
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	0.00	12,959.90	76,244.90	535,755.10
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	0.00	7,498.00	14,128.09	235,871.91
Twin Lake Alum Treatment Project (TW-2)	163,000.00	0.00	4,888.85	20,238.65	142,761.35
	<u>4,814,900.00</u>	<u>0.00</u>	<u>65,676.15</u>	<u>2,116,299.13</u>	<u>2,698,600.87</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	31.00	7,461.95	7,461.95	(7,461.95)
Northwood Lake Pond (NL-1)	0.00	261.00	5,118.75	5,118.75	(5,118.75)
2016 Project Totals	<u>0.00</u>	<u>292.00</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>292.00</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	0.00	880,604.47	880,604.47	14,395.53	895,000.00
2013 Tax Levy	986,000.00		986,000.00	0.00	(5,292.74)	971,045.17	14,954.83	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>0.00</u>			<u>44,549.47</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	107,765.15	27,234.85
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>156,117.37</u>	<u>97,882.63</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	598,373.00	0.00	7,712.15	26,195.48	572,177.52
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	275,000.00	0.00	0.00	59,718.10	215,281.90
Total Other Projects	<u>1,877,373.00</u>	<u>0.00</u>	<u>7,712.15</u>	<u>421,773.13</u>	<u>1,455,599.87</u>

Cash Balance 12/09/14	1,212,193.22
Add:	
Transfer from GF	0.00
MPCA Grant-Sweeney Lk	0.00
Less:	
Current (Expenses)/Revenue	0.00
Ending Cash Balance 01/07/15	<u><u>1,212,193.22</u></u>
Additional Capital Needed	<u><u>(243,407)</u></u>

Bassett Creek Construction Project Details

1/7/2015

Bassett

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	65,676.15			31.00	40,298.40			12,959.90	7,498.00	4,888.85
Total Expenditures:	2,116,299.13	933,688.61	580,200.00	201,513.94	177,059.95	11,589.50	101,635.49	76,244.90	14,128.09	20,238.65
Project Balance	2,698,600.87	31,511.39		986.06	678,940.05	184,410.50	888,364.51	535,755.10	235,871.91	142,761.35

	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	365,502.60	47,863.10	48,811.20	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	70,279.30	22,561.55	4,017.50	3,238.54	15,811.71	4,050.00	20,600.00			
Total Expenditures	2,116,299.13	933,688.61	580,200.00	201,513.94	177,059.95	11,589.50	101,635.49	76,244.90	14,128.09	20,238.65

	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

West Medicine			Project closed 6/30/12	1,100,000.00	744,633.58	355,366.42			
Twin Lake			Project closed 4/11/13	140,000.00	5,724.35	134,275.65			
Main Stem Crystal to Regent(2010 CR)			Project closed 11/20/13	636,100.00	296,973.53	339,126.47			
Main Stem North Branch Crystal(2011 CR)			Project closed 12/31/13	834,900.00	713,240.29	121,659.71			***\$673.50 of expenses are from 2013.



Bassett Creek Watershed Management Commission

RESOLUTION NO. 15-01

Member _____ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE REIMBURSEMENT TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION 2.5% OF THE TAX LEVY REQUEST TO HENNEPIN COUNTY FOR COLLECTION IN 2014, FOR ADMINISTRATIVE EXPENSES FOR CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS AND APPROVING THE TRANSFER OF THE FUNDS FROM THE CIP ACCOUNT TO THE ADMINISTRATIVE ACCOUNT

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

1. The Bassett Creek Watershed Management Commission (BCWMC) will be reimbursed \$22,375, which is 2.5% of the BCWMC's September 2013 tax request in the amount of \$895,000 to Hennepin County for collection in 2014, for administrative expenses for Capital Improvement Projects.
2. The Bassett Creek Watershed Management Commission directs its Deputy Treasurer to transfer the reimbursed funds from the Commission's CIP Account to its Administrative Account.

Chair

Date

Attest:

Secretary

Date

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



Bassett Creek Watershed Management Commission

RESOLUTION NO. 15-02

Member _____ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE TRANSFER OF BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS FROM THE ADMINISTRATIVE ACCOUNT TO THE EROSION/SEDIMENT (CHANNEL MAINTENANCE) ACCOUNT AND LONG-TERM MAINTENANCE ACCOUNT

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

1. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Erosion/Sediment (Channel Maintenance) account.
2. \$25,000 will be transferred from the Bassett Creek Watershed Management Commission's Administrative Account to the Long-Term Maintenance account.

Chair

Date

Attest:

Secretary

Date

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



Item 4F.
BCWMC 1-5-15

PRINCIPALS

Thomas M. Montague, CPA
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA

December 22, 2014

To the Board of Commissioners and Management of the
Bassett Creek Watershed Management Commission
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

Dear Board of Commissioners and Management:

We are pleased to confirm our understanding of the services we are to provide the Bassett Creek Watershed Management Commission (the Commission) for the year ended January 31, 2015. We will audit the financial statements of the governmental activities, each major fund, and the budgetary comparison for the General Fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Commission as of and for the year ended January 31, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The Management's Discussion and Analysis is required by accounting principles generally accepted in the United States of America and, if presented, will be subjected to certain limited procedures, but will not be audited.

We will perform the required State Legal Compliance Audit conducted in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statute § 6.65, and will include such tests of the accounting records and other procedures we consider necessary to enable us to conclude that, for the items tested, the Commission has complied with the material terms and conditions of applicable legal provisions.

Our services will not include an audit in accordance with the Single Audit Act Amendments of 1996 and the U.S. Office of Management and Budget Circular A-133, which would only be required if the Commission expended \$500,000 or more in federal assistance funds during the year. If the Commission is required to have a Single Audit of federal assistance funds, this engagement letter would need to be modified.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Telephone: 952-545-0424 • Telefax: 952-545-0569 • www.mmkr.com

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Commission's financial statements. Our report will be addressed to management and the Board of Commissioners of the Commission. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Commission from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Commission involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Commission received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Commission complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Commission or to acts by management or employees acting on behalf of the Commission.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Commission and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Commission's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Malloy, Montague, Karnowski, Radosovich & Co., P.A. (MMKR) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory agency or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of MMKR personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulatory agency or its designee. The regulatory agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit shortly after the end of your fiscal year and to issue our reports prior to June 30, 2014. William J. Lauer, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$9,800. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

William J. Lauer, CPA is the engagement partner and is responsible for supervising the engagement. Our fees for these services will be based on the actual time spent at our standard hourly rates. We will also bill you for travel and other out-of-pocket costs such as report production, typing, and postage. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation.

If we find that additional audit procedures are required, or if additional services are requested by the Commission, those services will be billed at our standard hourly rates. Additional audit procedures might be required for certain accounting issues or events, such as new contractual agreements, transactions and legal requirements of new bond issues, new funds, major capital projects, new tax increment districts, an indication of misappropriation or misuse of public funds, or if significant difficulties are encountered due to the lack of accounting records, incomplete records, or turnover in the Commission's staff.

These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If we find that additional audit procedures are required, or if additional services are requested by the Commission, those services will be billed at our standard hourly rates. Additional audit procedures might be required for certain accounting issues or events, such as new contractual agreements, transactions and legal requirements of new bond issues, new funds, major capital projects, new tax increment districts, if there is an indication of misappropriation or misuse of public funds, or if significant difficulties are encountered due to the lack of accounting records, incomplete records, or turnover in the Commission's staff.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

If you intend to publish or otherwise reproduce the financial statements, such as in a bond statement, and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the year, you might request additional services such as routine advice, assistance in implementing audit recommendations, review of your projections or budgets, and other similar projects. Independence standards allow us to perform these routine services; however, it is important that you understand that we are not allowed to make management decisions, perform management functions, nor can we audit our own work or provide nonaudit services that are significant to the subject matter of the audit.

Please be aware that e-mail is not a secure method of transmitting data. It can be intercepted, read, and possibly changed. Due to the large volume of e-mails sent daily, the likelihood of someone intercepting your e-mail is relatively small, but it does exist. We will communicate with you via e-mail, if you are willing to accept this risk.

To ensure that MMKR's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

If a dispute occurs related in any way to our services, our firm and the Commission agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve it. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorney fees and costs of the mediation. Participation in such mediation shall be a condition to either of us initiating litigation. To allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute.

The mediation shall be confidential in all respects, as allowed or required by law, except that our final settlement positions at mediation shall be admissible in litigation solely to determine the identity of the prevailing party for purposes of the awarding of attorney fees.

We both recognize the importance of performing our obligations under this agreement in a timely way and fully cooperating with the other. In the event that either of us fails to timely perform or fully cooperate, the other party may, in its sole discretion, elect to suspend performance or terminate the agreement regardless of the prejudice to the other person. We agree we will give 10 days' written notice of an intent to suspend or terminate, specifying the grounds for our decision, and will give the other an opportunity to cure the circumstances cited as grounds for that decision. In the event of suspension or termination, all fees and costs are immediately due on billing.

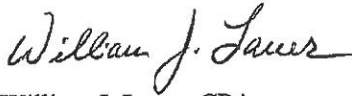
We agree that it is important that disputes be discussed and resolved promptly. For that reason, we agree that, notwithstanding any other statutes of limitations or court decisions concerning them, all claims either of us may have will be barred unless brought within one year of the date the complaining party first incurs any damage of any kind, whether discovered or not, related in any way to acts or omissions of the other party, whether or not the complaining party seeks recovery for that first damage and whether or not we have continued to maintain a business relationship after the first damage occurred. Notwithstanding anything in this letter to the contrary we agree that regardless of where the Commission is located, or where this agreement is physically signed, this agreement shall have been deemed to have been entered into at our office in Hennepin County, Minnesota, and Hennepin County shall be the exclusive venue and jurisdiction for resolving disputes related to this agreement. This agreement shall be interpreted and governed under the laws of Minnesota.

When requested, *Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.



William J. Lauer, CPA
Principal

WJL:kch

Response:

This letter correctly sets forth the understanding of the Bassett Creek Watershed Management Commission.

By: _____

Title: _____

Date: _____

ADMINISTRATOR AGREEMENT

THIS AGREEMENT is made effective as of ~~this~~ the first day of _____, ~~2012, February, 2015,~~ by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the "Commission"), and Keystone Waters, LLC, a Minnesota limited liability company (the "Contractor").

1. SCOPE OF SERVICES: Contractor will perform the following services as prioritized and assigned by the Commission under this Agreement, together with such other administrative services as may be assigned from time to time:

- Facilitate the development and implementation of an updated watershed management plan to set strategic direction, goals, policies and work plans for the next 10 years.
- Establish processes to increase the organization's efficiency and to reduce duplication of effort.
- Serve as the primary point of contact for Commission business and coordinate activities among consultants.
- Provide coordination with representatives of City, County, State and Federal agencies and other stakeholder groups.
- Coordinate consultants' projects and activities; review invoices and recommend payment.
- Identify opportunities to secure grant funding and develop partnerships to accomplish the Commission's Watershed Management Plan.
- Track implementation of watershed-funded annual water quality projects and activities to ensure that established objectives, project budgets, and schedules are met.
- With the assistance of the Administrative Committee and the Deputy Treasurer, develop an operation budget on an annual basis for consideration by the Commission.
- Develop an annual work plan and reporting system in consultation with the Commission's Administrative Committee.
- Develop agendas for meetings; attend the monthly Commission meetings, TAC meetings and others as necessary.
- Perform other duties or activities as may be directed by the Commission.

~~The Commission's 2013 budget sets aside \$50,000 for expenses related to the Administrator's position. Contractor will prepare and maintain a work plan and schedule of priorities, in consultation with the Commission or its authorized representatives, to facilitate determining and achieving the Commission's highest priority goals within its budget.~~

2. COMPENSATION. Contractor will be paid for services at the rate of \$~~65~~67 per hour.

Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage ~~and time~~ will not be reimbursed for travel within the Minneapolis/St. Paul seven-county metropolitan area. ~~Within 90 days of the date of this agreement, the Commission will review and consider~~

~~amending this Agreement to provide for payment for mileage and time.~~ Contractor will be paid at the hourly rate specified above for travel time on Commission business, but will not be paid for travel time commuting to and from home for Commission meetings. Travel outside of the seven-county metropolitan area including mileage (State of Minnesota rate), meals and overnight accommodations must have the prior approval of the Commission or its designee. The Commission may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include Barr Engineering, member cities, or other entities.

Compensation will not exceed ~~\$5,000~~5,150 per month, including reimbursable expenses, without the prior approval of the Commission or its authorized officers.

3. PAYMENT. ~~Contractor may not incur reimbursable expenses prior to January 1, 2013 without permission from the Commission or its designee.~~ The Contractor will submit monthly invoices for services providing detailed time records of services provided and time spent and receipts for reimbursable expenses.

Invoices and records, together with supporting information, shall be submitted in a form acceptable to the Commission. The Commission will pay invoices within 45 days of receipt thereof. Invoices received by the first Thursday of the month will ordinarily be authorized for payment at that month's regular meeting.

4. TERM AND TERMINATION. This Agreement shall continue in effect indefinitely unless terminated in accordance with this Agreement. This Agreement may be terminated by either party at any time, and for any reason, on 30 days' written notice.
5. SUBSTITUTION AND ASSIGNMENT. Services provided by Contractor will generally be performed by Laura Jester. Upon approval by the Commission, the Contractor may substitute other persons to perform the services set forth in this Agreement. No assignment of this Agreement shall be permitted without a prior written amendment signed by the Commission and the Contractor.
6. AMENDMENTS. No amendments to this Agreement may be made except in writing signed by both parties.
7. INDEPENDENT CONTRACTOR. The Contractor (including the Contractor's employees, if any) is not an employee of the Commission. Contractor will act as independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the Commission. Contractor shall not be considered an employee of the Commission for any purpose including, but not limited to: income tax withholding; workers' compensation; unemployment compensation; FICA taxes; liability for torts; and eligibility for benefits.

Contractor will not be provided with a place of business and will retain control over the manner and means of the services provided as an independent contractor. Contractor will

provide, at Contractor's expense, necessary office space, transportation, computer capability, an internet email address and incidental office supplies.

This Agreement is non-exclusive. Contractor may take other employment or contracts that do not interfere with Contractor's duties hereunder.

8. DATA PRACTICES AND RECORDS. All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing services under this Agreement shall be the exclusive property of the Commission. All such records shall be maintained with the records of the Commission and in accordance with the instructions of the Commission. The Contractor will comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. If Contractor receives a request for data pursuant to the Data Practices Act, Minnesota Statutes chapter 13 (DPA), that may encompass data (as that term is defined in the DPA) Contractor possesses or has created as a result of this Agreement, it will inform the Commission immediately and transmit a copy of the request. If the request is addressed to the Commission, Contractor will not provide any information or documents, but will direct the inquiry to the Commission. If the request is addressed to Contractor, Contractor will be responsible to determine whether she is legally required to respond to the request and otherwise what her legal obligations are, but will notify and consult with the Commission and its legal counsel before replying. Nothing in the preceding sentence supersedes Contractor's obligations under this agreement with respect to protection of Commission data, property rights in data or confidentiality. Nothing in this section constitutes a determination that Contractor is performing a governmental function within the meaning of Minnesota Statutes section 13.05, subdivision 11, or otherwise expands the applicability of the DPA beyond its scope under governing law.
9. COMPLIANCE WITH LAWS. Contractor shall comply with all applicable federal, state and local laws, regulations or ordinances in performance of Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices.
10. AUDIT. The Contractor agrees that the Commission, the State Auditor, or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, and records that are relevant to and involve transactions relating to this Agreement.
11. HOLD HARMLESS AND INSURANCE. Contractor shall defend, indemnify and hold harmless the Commission, its member cities and their elected officials, officers, employees, agents, and representatives, from and against any and all claims, costs, losses, expenses, demands, actions or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation that may arise out of this Agreement for services provided by Contractor hereunder. Contractor's obligation to indemnify Commission shall be limited to indemnification provided by insurance. Contractor shall maintain insurance providing

coverage for general and professional liability in the amounts and providing the coverage generally described in the insurance binders attached to this Agreement. Contractor can rely on work provided by the Commission's Contractors.

12. **APPLICABLE LAW.** The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.
13. **NO AGENCY.** Contractor is an independent contractor and shall not be considered to be the agent or servant of the Commission for any purpose and shall have no authority to enter into any contracts, create any obligations, or make any warranties or representations on behalf of the Commission unless specifically given such authority in writing or by motion of the Commission.
14. **NOTICES.** Any notice or demand, authorized or required under this Agreement, shall be in writing and shall be sent by certified mail to the other party as follows:

To the Contractor: Laura Jester
 Keystone Waters, LLC
 16145 Hillcrest Lane
 Eden Prairie, MN 55346

To the Commission: Chair ~~Ginny Black~~ Jim de Lambert
 Bassett Creek Watershed Management Commission
 City of Plymouth
 City Hall
 3400 Plymouth Blvd.
 Plymouth, MN 55447

15. This Agreement supersedes the prior Administrator Agreement between the parties dated January 2, 2013, as of the effective date of this Agreement.

WHEREUPON, the undersigned hereunder set their hands to this Agreement as of the day first above written.

KEYSTONE WATERS, LLC

By: _____
 Laura Jester

BASSETT CREEK WATERSHED

MANAGEMENT COMMISSION

By: _____

~~Ginny Black~~ Jim de Lambert, Chair



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4I – 2014 Flood Control Project Inspection
BCWMC January 15, 2015 Meeting Agenda
Date: January 7, 2015
Project: 23270051 2014 065

4I 2014 Flood Control Project Inspection

Recommendations

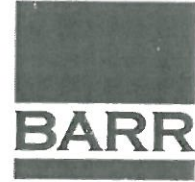
- Accept the report and direct the Engineer to provide copies of the inspection reports to the cities, MnDNR and Corps of Engineers regarding inspection results and recommended actions.

Background

In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection is required to review the condition of the flood control features. The inspection program covers the flood control project features completed by the BCWMC between 1974 and 1996. The objective of the inspection program is to identify and address erosion, settlement, sedimentation, and structural issues. Barr performed the annual flood control project inspection on November 24–25, 2014. Golden Valley staff assisted with the inspection for features located in Golden Valley.

The 5-year double box culvert inspection was performed on December 9-10, 2014. In cooperation with the City of Minneapolis, a separate report will be prepared regarding the box culvert inspection.

Attached is the January 6, 2015 inspection report.



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Bassett Creek 2014 Flood Control Project Inspection
Date: January 6, 2015
Project: 23/27 0051.35 2014 065

In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection is required to review the condition of the flood control features. The flood control project was turned over to the local sponsor during 2002. Therefore, inspection of the flood control features was initialized during the fall of 2002, which was the first formal inspection by the BCWMC. Except as noted the annual inspections have been performed during the years 2002-2014. Inspections were not performed during 2003, 2011, and 2013 due to BCWMC budget considerations. Some of the municipalities have performed independent inspections of several of the structures. The BCWMC is responsible for maintaining the structures and the municipalities are responsible for general debris removal. The 2014 inspection was effected by cold weather and frozen conditions over portions of the creek and ponds that limited inspections of some structures due to unsafe ice conditions (see the attachment for photographs of the flood control project features).

Following are the 2014 inspection comments and recommendations:

Plymouth Features

Inspection Date: November 24, 2012

Personnel: Jake Burggraff & Patrick Brockamp (Barr)

1. Plymouth Creek Fish Barrier (Constructed 1987)

- a. The water flow over the weir structure was about two inch in depth. There were riprap boulders on the overflow weir that were likely placed to dam up the creek.
- b. The overall condition of the structure was satisfactory and appeared similar to the previous inspection (the concrete appeared to be in good condition).
- c. There are a few small cracks in the downstream portion of the left wing wall. No change from previous inspection notes.

Note: references to "right" and "left" are with respect to facing downstream.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Bassett Creek 2014 Flood Control Project Inspection
Date: January 6, 2015
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- d. The expansion joint in the middle of the right abutment wall appears to be consistent to last few years and the gap was measured at approximately $\frac{3}{4}$ inch.
- e. Both sides of the downstream banks were stabilized with riprap that was installed a few years ago. Some of the riprap on the west (right) slope downstream of the structure has slid exposing the filter fabric underlayment which was noted on the last inspection in 2012.
- f. Sediment has continued to accumulated upstream of the structure. The upstream pool is filling with sediment and has formed a delta/island with vegetation growing on it. The island is deflecting the creek current toward the west (right) bank and some erosion was noted along the west bank.
- g. Rust was noted on railings.

Recommended Action:

- Remove riprap from weir.
- Remove accumulation of sediment from upstream pool.
- Monitor west downstream slope and replace riprap as necessary.
- Monitor width of joint opening during future inspection.

2. Medicine Lake Outlet Structure (Constructed 1996)

- a. The overall condition of the structure appeared satisfactory. The concrete appeared to be in good condition with no major cracks.
- b. There was no water flowing over the weir at the time of the inspection and there was thick ice on the downstream side of the weir limiting the inspection at the base of the weir.
- c. Some erosion was noted around the east end of the weir where it ties into the east bank of the creek. During high flow conditions this erosion could increase and flow could bypass the weir.
- d. There was a large tree on the east bank that is tipping and exposing soil and roots. If the tree falls, it will leave a void in the bank.
- e. The channel between the lake and the weir was generally dry except for a localized frozen pool in the middle. The lake staff gauge was removed for the season. Ice was noted along the shoreline at time of inspection.
- f. Geotextile fabric flap referenced and submerged during previous inspections was observed as a lapped joint in 2008. In 2009 more of the filter fabric was exposed than in the previous year. The

Note: references to "right" and "left" are with respect to facing downstream.

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fabric joint could not be found during this year's inspection, the channel had silt and leave accumulated on the bottom and the sediment on the channel bottom was frozen.

Recommended Action:

- The tree that is falling over on the east bank should be removed along with the root ball and the bank should be stabilized with additional riprap.
- The erosion around the east end of the weir should be repaired with backfill, erosion control blanket or Turf Reinforcement Mats (TRM), and riprap to prevent further erosion around the end of the weir.

Golden Valley Features

Inspection Date: November 25, 2014

Personnel: Jake Burggraff, Patrick Brockamp (Barr), & Eric Eckman (City of Golden Valley)

1. Wisconsin Avenue Control Structure (Constructed 1987)

- a. The overall condition of the structure appeared to be satisfactory.
- b. The culverts appear to have settled approximately 3-4 inches directly under Wisconsin Avenue (water is deeper in the middle). This comment was noted in previous inspections and no noticeable change has occurred since 2005 inspection. Ice conditions prevented walking through the culvert at the time of the inspection.
- c. The portion of the gabion baskets that were below water have deteriorated and baskets are not intact; riprap has fallen out of the baskets at some locations (the deterioration has increased over the years and since the 2002 inspection). Deteriorated portion of the gabion baskets could not be inspected because they were under the ice at the time of the inspection.
- d. A small sediment delta has been forming on the south side (right) of the upstream end of the structure as noted in previous inspections.
- e. The flood gate was in the up-position at the time of the inspection; the gate has some rust forming along the bottom of the gate and there is some paint peeling off of the gate.

Recommended Action:

- Monitor gabion baskets and potential erosion during future inspections.
- Sand, prime and paint lower portion of gate and other steel members, as necessary.

Note: references to "right" and "left" are with respect to facing downstream.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Bassett Creek 2014 Flood Control Project Inspection
Date: January 6, 2015
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2. Golden Valley Country Club—Includes Box Culvert, Overflow Weir, D/S Channel (Constructed 1994)

- a. The channel appeared to be in satisfactory condition with no change as stated in previous inspections. The riprap is in place along the channel and there was no erosion noted on either bank. Some riprap had collected in the channel bottom. Weeds and grass have grown in the riprap in the lower part of the channel. No debris, trees or brush have accumulated in the channel. The Channel was not walked during this inspection because of the ice conditions.
- b. The box culvert structure appears to be satisfactory. No debris was found around the structure to obstruct the flow.
- c. The handrails at each end of the box culvert appeared to be in good condition.
- d. The overflow weir (earth berm) appeared in good condition. The turf grass was in good condition and there was complete coverage of the overflow weir with manicured fairway turf.

Recommended Action:

- None

3. Westbrook Road Crossing (Constructed 1993)

- a. The overall condition of the structure appeared satisfactory.
- b. The interior of the culvert could not be inspected because of the ice conditions at the time of the inspection.
- c. Spalled concrete (approx. 4 inch x 4 inch) noted at top of wing wall section at downstream right (east) side; there has been no change to the top of the wing wall since the 2007 inspection.
- d. Storm sewer pipe entering Bebo from left (west) side has exposed rebar and could use some mortar around the pipe to form a better seal to the Bebo. We were not able to observe the storm sewer connection due to the ice conditions at the time of inspection.
- e. Westbrook Road was resurfaced in 2010 and since that inspection three minor cracks have appeared in the bituminous road surface, across the road and parallel and directly over the Bebo culvert, during previous inspections. The pavement was not observed during this inspection because the road was covered with ice and snow.

Recommended Action:

- Monitor cracks in the Bebo arch sections and the road surface during future inspections.

Note: references to "right" and "left" are with respect to facing downstream.

4. Regent Avenue Crossing (Constructed 1981–1984)

- a. The overall condition of the structure is satisfactory. Inspection of interior of culvert could not be completed because of ice conditions at the time of inspection.
- b. Some scour/erosion was observed around the end of the left downstream bank and at the upstream right side wing wall, as noted during previous years. Riprap is gone and filter fabric is now exposed on the south side (right) upstream end of the culvert.
- c. Top of upstream left/north wing wall has minor spalling with a long end section joint as noted in previous inspections.
- d. Diagonal hairline crack near top of upstream left wing wall as noted in previous inspections.
- e. Restoration work on the creek channel between Regent and Noble Ave. was observed during the time of inspection.

Recommended Action:

- Monitor erosion of bank at downstream of left wing wall and consider repair of bank with riprap.
- Repair erosion at upstream right wing wall by adding new fabric/filter and riprap on creek bank.

5. Noble Avenue Crossing (Constructed 1981–1984)

- a. The overall condition of the structure appeared satisfactory. Inspection of interior of culvert could not be completed because of ice conditions at the time of inspection.
- b. Hairline cracks were noted along the top of the Bebo arch culvert. Most Bebo pre-cast sections had 2-4 hairline cracks across each section. Most cracks were either along the center or spaced 2 ft. off-center (same comment noted in past inspections since 2002). Spalling has occurred exposing some plastic joint material in some of the culvert sections near the downstream end and along the cracks approximately two feet either side of center, as noted in previous inspections since 2012. The cement paste covering the plastic joint material is separating and exposing the plastic.
- c. Downstream right wing wall tilted in (toward creek) 1-1/8-inch. Measurement increased by 1/8 inch since 2008 inspection.
- d. The depth from the Bebo arch culvert crown to the creek bottom was measured this year at each end of the culvert. The measurements were 10.12 feet upstream side and 7.72 feet downstream

Note: references to "right" and "left" are with respect to facing downstream.

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side. The measurements in 2010 were 10.15 feet upstream side and 7.96 feet downstream side. Unable to measure depths because of ice conditions.

- e. Spalled concrete noted at top of the left downstream wing wall and cracks nearby as noted in previous inspections. Some of the cracking appears to be expanding.
- f. Erosion noted along outside edge of the upstream right wing wall. Filter fabric is exposed. Creek is entering the Bebo arch culvert at an angle. Additional riprap may minimize erosion.
- g. Storm sewer pipe on the north side entering the Bebo arch under the road has exposed rebar and should be patched with mortar. This has been noted in previous inspections since 2002.
- h. The hand rails are in need of some rust removal and painting.

Recommended Action:

- Monitor cracks, spalling and scour during future inspections, especially at the downstream left wing wall.
- Repair erosion at upstream wing wall by adding riprap.
- Monitor cracks in crown exposing plastic expansion material to see if spalling is from weathering or movement of the Bebo sections.

Golden Valley/Minneapolis Features

Inspection Date: November 25, 2014

Personnel: Jake Burggraff & Patrick Brockamp (Barr)

1. Highway 55 Control Structure (Constructed 1987)

- a. The overall condition of the structure appeared satisfactory.
- b. Erosion was observed around both the east and west sides of the structure from water flowing along the sides of the structure that runs off of the bituminous path from above the structure as noted in 2007 inspection. The east side is more noticeable than the west side. Riprap and filter fabric could be placed on both sides.
- c. There is a small hairline crack in the left wall of the inlet structure. The crack is positioned in the middle of the wall extending full height, this crack has been noted in previous inspections and there is no apparent change.
- d. Steel cable guard rail between trail and structure has been replaced with a new metal guard rail system.

Note: references to "right" and "left" are with respect to facing downstream.

To: Bassett Creek Watershed Management Commission
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- e. Silt has accumulated at upstream pool in front of weir. Pool used to be relatively deep and was only 8 to 12 inches deep during inspection. The silt/sediment has filled the pool and was generally the same elevation as the overflow weir.

Recommended Action:

- Remove accumulation of sediment from upstream pool.
- Monitor cracks and erosion during future inspections
- Consider adding riprap and filter to each side of the structure, same comment since 2010 (not urgent).

Crystal Features

Inspection Date: November 24, 2014

Personnel: Jake Burggraff & Patrick Brockamp (Barr)

1. 36th Ave. & Hampshire Ave. Crossing/Markwood 8 ft. x 6 ft. Box Culverts (Constructed 1981–1984)

- a. The overall condition of the structure appeared satisfactory.
- b. Riprap was in the box culverts as noted in previous inspections; most of the riprap was located in the upstream end of the left (north) box culvert. The amount of riprap in the box culverts has decreased since the last inspection in 2012; the riprap has either been removed or has flushed through the culverts.
- c. The crack located in the right/top of the south culvert noted in previous inspections has not changed.
- d. On both culverts, the fifth joint from the downstream end had a 2 ½ inch gap, no change from previous inspections.
- e. The RCP drainage pipe that was noted first in the 2004 inspection ties directly into the left (north) box. No mortar exists on the inside of the connection and exposed wire is visible (no change since 2004).
- f. Trees have been removed at upstream and downstream ends of the box culverts.
- g. New natural boulder riprap has been added to the downstream end of the culverts since the 2012 inspection.

Note: references to "right" and "left" are with respect to facing downstream.

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Recommended Action:

- Monitor cracks and joint gaps during future inspections.
- Patch exposed end of RCP drain with mortar.

2. Markwood Open Channel (Constructed 1981–1984)

- a. Channel banks have become vegetated with trees and brush as noted in previous inspections. The trees are becoming large now and the brush thick; most of the brush is Buckthorn. The bottom of the channel is mostly free of vegetation, there was one large tree that was eroded away from the bank and is now sitting in the middle of the channel.
- b. Erosion exists at the toe of the both channel banks along most of the channel, cutting a vertical wall up 2 to 3 feet from the bottom of the channel. This erosion has expanded since the last inspection.
- c. Some retaining walls and fences (likely installed by homeowners) along the channel have are leaning toward the channel and appear to be failing.
- d. The C.M.P. storm sewer discharging into the channel between 6833 and 6825 Markwood Drive is in poor condition – the pipe bottom is corroded and there is erosion around the pipe.

Recommended Action:

- All trees, limbs, and brush that may impede creek flows should be removed from the channel and banks.
- Downed trees and woody debris should be removed from the channel.
- Erosion on the banks should continue to be monitored.
- Although not part of flood control project, retaining walls should be inspected on regular basis in case they fail and impede the channel flow.
- Although not part of flood control project, CMP storm sewer should be repaired.

3. Markwood Channel Gabion Section (Constructed 1981–1984)

- a. Most of the trees that were growing through the gabion baskets have been cut to prevent damage to the baskets.

Recommended Action:

- New tree/brush growth should be cut from the gabion baskets.

Note: references to "right" and "left" are with respect to facing downstream.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Bassett Creek 2014 Flood Control Project Inspection
Date: January 6, 2015
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4. Markwood D/S Overflow (Constructed 1981–1984)

- a. The inlet to the overflow appears satisfactory; there is a slight build-up of sediment that should be monitored during future inspections.

Recommended Action:

- None.

5. Markwood 8 ft. x 4 ft. Box Culvert (Constructed 1981–1984)

- a. The undermining of the downstream box culvert has been repaired and new natural boulder riprap has been installed.
- b. Trees have been removed from around outlet.

Recommended Action:

- None.

6. Georgia Ave. Crossing (Constructed 1981–1984)

- a. The overall condition of the two culverts is satisfactory.
- b. Repairs have been made to the channel banks, inlet section ends, and outlet section ends. The undermining at the end sections has been filled in and new natural boulder riprap has been placed on the inlet section ends, and outlet section ends.
- c. The casting assembly on the manhole over the north culvert on the east side of Georgia is off-set on the concrete opening of the manhole top exposing soil when observed from below. The manhole is in the boulevard area and the soil around it appears to be stable and should be reviewed in the future. This was first noted in the 2007 inspection and was noted again during 2014 inspection.
- d. The two large trees are growing on the upstream side between the culvert inlets, first noted in 2009 inspection, have been removed.

Recommended Action

- None.

Note: references to "right" and "left" are with respect to facing downstream.

7. Edgewood Embankment (Constructed 1981–1984)

- a. The overall condition of the feature appeared satisfactory.
- b. There is a small amount of erosion on the upstream end, north side (left) of the culvert at the embankment
- c. There is no visible settlement along the embankment
- d. The trees on the west side of the berm that have been referenced in previous inspections are now 6 to 8 inches in diameter or larger.
- e. The pool on the downstream side of the culvert and the creek banks downstream of the pool have been repaired and new natural boulder riprap has been installed.

Recommended Action

- Remove trees along embankment, as necessary.

8. Douglas Drive (Constructed 1981–1984)

- a. The overall condition of the structure appeared satisfactory. Ice conditions prevented inspection of the culvert at the time of inspection.
- b. Erosion on north (left) side of the downstream end of the box culvert under Douglas was noted.
- c. All trees and brush that could have impeded flow have been removed.

Recommended Action

- None.

9. 34th Ave. Crossing (Constructed 1981–1984)

- a. The overall condition of the structure is satisfactory.
- b. Erosion at upstream end of culvert has been repaired and natural boulder riprap has been installed.
- c. The creek channel has been restored upstream of the culvert and new natural boulder riprap has been installed and the sanitary sewer manhole in the middle of the creek has been relocated.
- d. Accept as noted, the invert of the culvert is generally clean. Twelve to eighteen inches of sediment was accumulated in the bottom of the culvert where a storm sewer discharges from a manhole into the culvert. This may be caused by riprap that has accumulated in front of the pipe and trapped sediment at the downstream end.

Note: references to "right" and "left" are with respect to facing downstream.

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- e. The tie rods are rusty and flaking near the center section of the culvert, as noted in previous inspections.
- f. Handrails are rusted and need paint.
- g. Road guardrail cables have been replaced with new galvanized guard rails on both sides of the road.
- h. Sanitary sewer manhole exposed on west (right) creek bank downstream has been tucked into the bank and the channel downstream has been repaired and natural boulder riprap has been placed on both side of the creek.
- i. The home that was adjacent to the steep creek bank on the west side (right side) has been removed.

Recommended Action

- Sand, prime and paint handrails, as necessary.

10. Brunswick Crossing (Constructed 1981–1984)

- a. The overall condition of the structure appeared satisfactory, but the tie rods are broken and the joints have opened up - similar as noted in previous inspections.
- b. The creek upstream and downstream of the culvert has been restored, the channel has been regraded, and natural boulder riprap has been placed along stream channel.
- c. The failing gabion baskets on the downstream end at the north side (left) adjacent to the private driveway has been removed and replaced with a new large boulder retaining wall.
- d. On the south culvert, the fourth pipe joint from the downstream side has two broken ties and had been re-grouted by the City. The joint appears to be moving and is now about a 3-inch opening, with a gap between the pipe joint and the new grout. There is little change with the several other broken culvert tie-rods along each culvert as noted in previous inspections, with joint offsets up to 3/4 inch. Grout that was placed to fill the separating joints has started to detach due to joint movement and is falling out.
- e. The pavement over the culverts could not be inspected because the road was covered with snow and ice at the time of the inspection.
- f. New natural boulder riprap has been installed on the upstream end of the two culverts.
- g. New galvanized guard rails have been installed on each side of the road.

Note: references to "right" and "left" are with respect to facing downstream.

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Recommended Action

- Repair pipe ties.
- Monitor concrete pipe joints condition during future inspections.
- Continue to monitor for cracks in pavement.

11. 32nd Ave. Crossing (Constructed 1981–1984)

- a. The overall condition of the structure appeared satisfactory. Culvert interior could not be inspected because of ice conditions at time of inspection.
- b. The creek channel upstream of the culvert has been repaired and restored with new natural boulder riprap along each side of the creek.
- c. The upstream and downstream ends of the culvert have been restored and new natural boulder riprap has been installed.
- d. New galvanized guard rails have been installed on each side of the road.

Recommended Action

- None.

12. Bassett Creek Park Pond and Outlet (Constructed 1995)

- a. The overall condition of the outlet pipes appears satisfactory. There are large logs and boulders, woody debris, sticks, and branches in the outlet flared end sections that should be removed.
- b. The creek has been stabilized and new riprap was observed along the reach where the pond outlet culvert discharges to Bassett Creek.
- c. There is a large amount of sediment that has accumulated in the northwest corner of the pond where the creek enters. This has been noted in previous inspections; small trees, brush and vegetation is now growing in these areas on the sediment deltas.
- d. The shoreline of the pond could not be inspected at the time of construction because of the thin ice conditions.

Recommended Action

- The logs, boulders, and debris should be removed as soon as possible from the pond outlet flared ends sections, at the least before spring to prevent any back-up or flooding.
- Survey existing pond bottom so it can be compared to the original design to determine the amount of accumulated sediment and consider future maintenance dredging project.

Note: references to "right" and "left" are with respect to facing downstream.

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13. Detention Pond and Outlet

- a. The overall condition of the outlet structure appears satisfactory.
- b. Brush has been removed from around the outlet structure.

Recommended Action

- None

Crystal/Golden Valley Features

Inspection Date: November 25, 2014

Personnel: Jake Burggraff & Patrick Brockamp (Barr)

1. HWY 100 Double Box Culverts

- a. The control inlet structure condition appeared satisfactory.
- b. The creek channel upstream of the structure has been improved with new channel section, riprap banks, and rock riffles.
- c. The large cracks and transition joint damage as noted in previous inspections were repaired by Mn/DOT in 2007. The repairs still remain in good shape with just a few hairline cracks observed and should continue to be monitored. During this year's inspection it was noticed that some of the concrete patching has become dislodged at the top of the culvert.
- d. As noted in previous inspections sediment has accumulated in the northern (left) box culvert. The sediment is approximately 12 to 18 inches deep. In previous years the sediment had collected downstream of the right angled bend in the northern culvert and is now progressing further upstream in the culvert up to the Mn/DOT storm sewer connection.
- e. The outlet portion of the structure appeared in satisfactory condition some of the pea rock in between the box culvert sections has washed away.

Recommended Action:

- Monitor accumulated silt in northeasterly (left) box culvert and consider removal in future.
- Replace fill and riprap between box culvert end sections.

Note: references to "right" and "left" are with respect to facing downstream.

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Subject: Bassett Creek 2014 Flood Control Project Inspection
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Minneapolis Features

Inspection Date: November 25, 2014

Personnel: Jake Burggraff & Patrick Brockamp (Barr)

1. Inlet Structure

- a. The overall condition of the inlet structure appeared satisfactory
- b. The overall condition of the fence and railing appeared satisfactory.
- c. Minor cracks were noted in the concrete, especially where handrail posts were embedded. Some spalling was noted on the back of the south wing wall as were indicated in previous inspections.
- d. A new access gate has been installed in the school board property fence adjacent to the inlet structure allowing for easier access to clean the structure.
- e. Woody debris, from previous removal operations, has accumulated on the creek banks on either side of the creek and should be removed.
- f. There was only a minor amount of debris collected on the inlet structure grate at the time of the inspection.
- g. The creek channel was not observed during the 2014 inspection due to ice conditions.

Recommended Action:

- Remove woody debris from creek banks on each side of the inlet structure.

2. Debris Barrier

- a. The debris barrier cable has come detached from the wood poles and needs to be reinstalled or replaced.

Recommended Action:

- Repair/replace steel cable on debris barrier.

3. Double Box Culvert

- a. The 5-year double box culvert inspection was performed on December 9-10, 2014. In cooperation with the City of Minneapolis, a separate report will be prepared.

Note: references to "right" and "left" are with respect to facing downstream.

Attachment

Photographs of Bassett Creek Flood Control Project Features

November 24 – 25, 2014

Inlet Structure



Debris Barrier



Open Channel



Plymouth Fish Barrier



Medicine Lake Outlet



Wisconsin Ave. Structure



Golden Valley Country Club Control Structures



Westbrook Road Crossing



Regent Ave. Crossing



Noble Ave. Crossing



Highway 55 Control Structure



Highway 100 Double Box Culvert



Bassett Creek Park Pond and Outlet Structures



Bassett Creek Park Pond and Outlet Structures (Cont'd)



32nd Ave. Crossing



Brunswick Ave. Crossing



34th Ave. Crossing



Douglas Drive Crossing



Edgewood Embankment and Ponding Area



Georgia Ave. Crossing

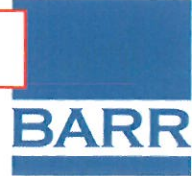


Markwood Box Culverts and Channel Improvements



Markwood Box Culverts and Channel Improvements (Cont'd)





Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 4J – I-494 General Purpose Lane (SP 2785-330)
BCWMC January 15, 2015 Meeting Agenda
Date: January 7, 2015
Project: 23270051 2014 2005

4J. I-494 General Purpose Lane (SP 2785-330): Plymouth

Summary:

Proposed Work: Demolition and reconstruction of I-494 to add an additional lane

Basis for Commission Review: Linear project with greater than 5 acres disturbed area

Change in Impervious Surface: additional 9.17 acres

Recommendation: Conditional Approval

General Background & Comments

The proposed road reconstruction will take place on I-494 between I-394 and I-94. The proposed project includes site grading and reconstruction of I-494 with an added general purpose lane. There will be an increase in impervious surface of approximately 9.17 acres within the BCWMC jurisdiction. Proposed BMPs include wet ponds and filtration basins. The site is in the Medicine Lake, Plymouth Creek, and Parkers Lake watersheds, in the City of Plymouth.

Since the area to be graded is greater than 10,000 square feet, the proposed project must meet the BCWMC erosion control requirements. Because the project is a linear road reconstruction project, BMPs must be considered to improve the quality of stormwater runoff. BMPs shall reduce pollutants to the maximum extent practicable and reduce runoff. The BCWMC reviewed the EAW for the referenced project and provided comments in its January 24, 2011 letter. Attached are the BCWMC comments and the EAW response to the BCWMC comments. BCWMC staff and other watershed stakeholders attended a meeting with the design team on May 13, 2014 to discuss each organization's requirements.

Floodplain

N.A.

Wetlands

N.A.

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From: Barr Engineering Co.
Subject: Item 4J – I-494 General Purpose Lane (SP 2785-330): Plymouth
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Stormwater Management

Under existing conditions, there is a wet pond which provides stormwater management. The project proposes 4 wet ponds, 2 filtration basins, and a dry pond within the Bassett Creek watershed. The proposed stormwater management system will provide rate control such that the proposed discharge rates from the site will not exceed existing discharge rates for the 2-, 10-, and 100-year storm events.

Water Quality Management

Currently, the existing stormwater pond provides some water quality improvement. Proposed permanent BMPs include 4 wet ponds, 2 filtration basins, and a dry pond. SAFL baffles will also be installed along the length of the project for additional water quality benefit and pretreatment for the water quality features.

Erosion and Sediment Control

Temporary erosion control features include silt fence, biorolls, floating slit curtain, rock filter berms, culvert end controls, inlet protection around all storm sewer inlets, rock construction entrances, and street sweeping.

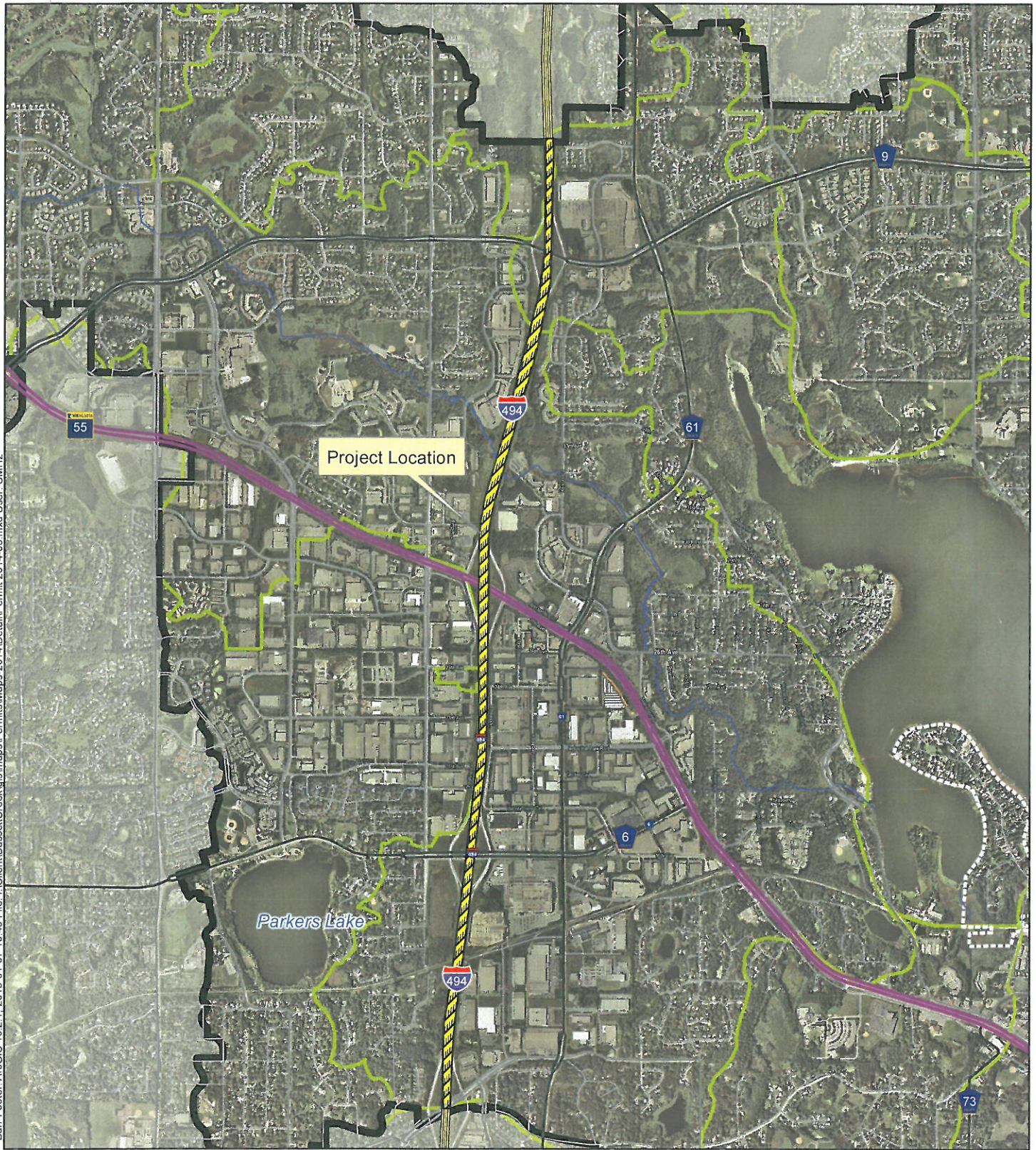
Recommendation

Conditional approval based on the following comments:







1. The following erosion control comments must be added to the plans:
 - Applicant should review silt fence and bioroll placement along entrance and exit ramps and add silt fence or bioroll as appropriate.
 - Rock construction entrances must have a minimum height of 2 feet above the adjacent roadway and with maximum side slopes of 4:1. Rumble strips (mud mats), wood chips, wash racks, or equivalent systems may also be used.
 - Temporary vegetative cover must be 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.
 - Temporary or permanent mulch must be uniformly applied by mechanical or hydraulic means and stabilized by disc-anchoring or use of hydraulic soil stabilizers.
2. Where feasible, the bioretention basin must be designed to pond 6 to 9 inches (the maximum pooling depth may be up to 2 feet, if justification for the increased depth can be provided). The ponding depth at the Westley filtration basin, Miracle Max filtration basin, and Inigo Montoya dry pond are all above 2 feet.

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From: Barr Engineering Co.
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3. Applicant must address how each of the issues identified in the BCWMC's January 24, 2011 letter (attached) has been addressed.
4. In accordance to the May 13, 2014 watershed stakeholder meeting (and referenced January 24, 2011 letter), BMP maintenance must be addressed. Also, the project should demonstrate how source load allocation reductions consistent with the Medicine Lake TMDL have been achieved.
5. Revised plans must be provided to the BCWMC Engineer for review and approval.

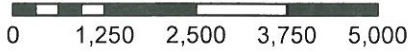


Imagery Source: Aerial Express (2009)

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



Feet



LOCATION MAP
APPLICATION 2014-05
I-494 General Purpose Lane
Plymouth, MN

COMMENT



January 24, 2011

Mr. Richard Dalton
Mn/DOT Environmental Coordinator
1500 W. County Road B2
Roseville, MN 55113

Re: Interstate 494 Expansion Project
Environmental Assessment Worksheet
S.P. 2785-330
BCWMNC #2010-19

Dear Mr. Dalton:

The Bassett Creek Watershed Management Commission (BCWMNC) has reviewed the Environmental Assessment Worksheet (EAW) for the Interstate 494 Expansion Project and has the following comments on the areas potentially impacted by the project that are within the BCWMNC jurisdiction.

1. **General:** The portion of the project that is in the Bassett Creek Watershed is tributary to Medicine Lake which is an impaired water of the State of Minnesota. The lake is impaired for the nutrient, phosphorus. The September 2010 Draft Medicine Lake TMDL specifies a discharge allocation of 94 lbs/year of phosphorus for Mn/DOT. According to the Draft TMDL, Mn/DOT needs to reduce its current loading by 28 percent to meet this allocation and no increases in loading are allowed by the TMDL due to the project. The EAW should identify BMPs that eliminate any nutrient loading to Medicine Lake from the project and reduce nutrient loading from the existing highway to the extent possible.

One of the most effective ways to reduce pollutant loadings is to reduce the volume of stormwater runoff through infiltration or treat the runoff through filtration. The BCWMNC urges Mn/DOT to implement sufficient infiltration and filtration measures within each drainage area. The BCWMNC expects that efforts and expenditures will be required of all NS4s in the watershed to reach the Medicine Lake water quality goals contained in the TMDL study.

2. **Floodplain and Rate Control:** While the EAW acknowledges that stormwater flows and volume will increase as a result of the project, it does not quantify the increased flow volumes and rates. The project should quantify rate and volume increases due to the project and mitigate any increases accordingly. Plymouth Creek has experienced significant erosion and sedimentation and the BCWMNC, in partnership with the City of Plymouth, has invested in projects to address these issues. Increased stormwater runoff volumes and rates from this project could undermine the effectiveness of this work and cause damage to the stream and the stormwater management system. BMPs must be implemented to minimize flood related impacts to ensure that flood profiles are not increased along the creek.

RESPONSE
Bassett Creek Watershed Management Commission

A Individual or combinations of wet detention basins, infiltration/filtration basins and infiltration/filtration basins with wet basin pretreatment will be implemented throughout the I-494 project corridor to meet watershed and NPDES criteria. A detailed description of proposed best management practices (BMPs) within the I-494 segments that discharge to Medicine Lake are described in the preliminary drainage design report, available for review from the Mn/DOT Metro District. Proposed BMPs identified in the preliminary drainage design report were designed such that pollutant loadings of phosphorus and total suspended solids would be maintained or reduced from existing conditions.

B Various BMPs or combinations of BMPs will be utilized for stormwater management within the I-494 project corridor. The BMPs considered for use within the I-494 project corridor include: (1) wet detention basins, (2) infiltration/filtration basins, (3) infiltration/filtration basins with wet basin pretreatment, and (4) structural pollution control devices (SPCDs). Wet detention basins will be utilized as a standalone BMP or as pretreatment to an infiltration/filtration BMP. Infiltration/filtration basins will be utilized in locations where wet detention basins are not permitted, such as in the infield areas of off ramps, and stormwater retention is required.

C Peak discharge rates and volumes have been evaluated and are documented in the preliminary drainage design report. Proposed BMPs have been designed to provide peak discharge attenuation and to retain a minimum of one-half inch of runoff volume over the added impervious area throughout the project corridor. Modeling results documented in the preliminary drainage design report indicated that peak discharge rates for the proposed project have been effectively managed and do not exceed existing discharges to Plymouth Creek. Therefore, no adverse impacts to Plymouth Creek are anticipated.

COMMENT

Mr. Richard Paulson
January 24, 2011
Page 2

3. **BMP Maintenance:** The EAW does not address future maintenance issues or responsibilities. Maintenance of stormwater management (water quality and flood control) features is critical to ensure proper operation. The maintenance measures that will occur should be described in the EAW to ensure the efficacy of stormwater management features. The EAW should identify the responsible agency for inspections for maintenance and for scheduling activities.

4. **Wetland Management:** The EAW identifies 1.4 acres of wetland in the project area from delineations done in 2003-2004. The EAW states no impacts are proposed to wetland areas. Mn/DOT proposes to use the local Technical Evaluation Panel process (TEP) to validate the delineation and review impacts.

The BCWMC's wetland goal is to achieve no net loss of wetlands in the watershed in conformance to the MN Wetland Conservation Act (WCA) and associated rules (MN Rules 84.20). The City of Plymouth is the Local Governmental Unit for the administration of the Wetland Conservation Act in the portion of the BCWMC impacted by the project.

5. **Erosion Control:** The EAW states that Mn/DOT will follow the NPDES erosion control requirements and will consider the local city and watershed standards in preparing final plans. The BCWMC's goal is to prevent erosion and sedimentation to the greatest extent possible to protect water resources from increased water quality problems. Temporary and permanent best management practices (BMPs) must be implemented to control construction and post-development runoff and erosion.

Sincerely,

Linda K. Loomis
Chair, Bassett Creek Watershed Management Commission

c: Commissioners
Scott Pederson, Mn/DOT Project Manager
Gyoff Nash, Administrator
Charlie LeVeque, Counsel
Len Kremer, Engineer

Project: 23 mn-27-23785-1 wetland final review 2/10/2010 10:47:49 AM
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RESPONSE

Bassett Creek Watershed Management Commission

D Inspection and maintenance of stormwater management features will be consistent with Mn/DOT's MS4 permitting requirements in place at the time of final design and construction.







E Mn/DOT is the Wetland Conservation Act (WCA) Local Government Unit (LGU) on lands administered by Mn/DOT. Mn/DOT will coordinate with the Technical Evaluation Panel (TEP) and Army Corps of Engineers as necessary to gain concurrence on the adequacy of previous wetland delineations, or subsequent updates as necessary, to reconfirm no wetland impacts consistent with laws and regulations in place at the time of final design and construction.

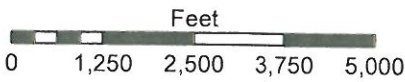
F This comment is noted. Temporary and permanent erosion control best management practices will be implemented in accordance with NPDES permitting requirements in place at the time of final design and construction. Consideration will also be given to City and Watershed Management Commission standards, consistent with Mn/DOT Metro District practices at the time of final design and construction.

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Imagery Source: Aerial Express (2009)

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



LOCATION MAP
APPLICATION 2014-05
I-494 General Purpose Lane
Plymouth, MN

MASTER WATER STEWARD

Community Leadership for Clean Water

The Master Water Stewards program will train, certify and support community leaders to install pollution prevention projects on residential and commercial properties that educate community members, reduce pollutants from urban runoff, and allow more water to soak into the ground before running into storm sewer systems. Modeled after successful Master Gardener programs, volunteer community leaders will participate in a 50-hour program of courses and projects. Certified Master Water Stewards will volunteer 50 hours of community service in the initial year of certification, up to 25 hours each subsequent year and ongoing continuing education in order to maintain their certification. An interactive web site will consolidate resources to support Stewards, connect Stewards to technical expertise, continuing education opportunities, and other community members.

Non-point source pollution is the single greatest threat to the health of Minnesota's waters. Everything found on city streets flows to our water-bacteria, salt, litter, sediment, nitrogen, and phosphorus. Increasingly large volumes of polluted runoff reach our lakes and rivers faster, causing flooding downstream. Pollutants are not being filtered or broken down by passing through the soil, making water dirtier. The widespread nature of the problem requires local leadership, and localized solutions.

Stewards in the three-year pilot phase (2013-2015) will focus on Minnehaha Creek watershed. As the program expands statewide, the Freshwater Society invites cities, watershed districts and counties to contact us about a partnership.



Photo credit: The Freshwater Society

The Master Water Stewards program creates a new model of community engagement and leadership, and develops a new community-based resource team that natural resource agencies, watershed districts and municipalities can deploy to meet water quality, education and outreach goals.

For more information, contact:

Peggy Knapp
Director of Programs
Freshwater Society
763-219-1252
pknapp@freshwater.org



MINNEHAHA CREEK
WATERSHED DISTRICT



Master Water Stewards Scope and Sequence

Course title	Concepts
Introduction to MWS	<ul style="list-style-type: none"> • Introductions • Hennepin County Green Partners survey/discussion • Partners • Program Overview • The Stormwater Problem • Capstone <ul style="list-style-type: none"> ○ Project ○ Campaign ○ Choosing a Partner • Ongoing commitment to volunteer hours
Basic Hydrology	<ul style="list-style-type: none"> • Understand how rainfall, runoff, and the movement of water are described, calculated, and measured. • Understand the factors that influence how water moves. • Understand how water shapes the land and our water resources. • Understand how precipitation patterns are changing and how that may impact our water resources.
Stormwater 101	<ul style="list-style-type: none"> • The big picture: what are the issues facing our finite fresh water resources. • The problem: How stormwater relates to clean water: volume (quantity), rate, and quality (pollutions). Mimicking natural hydrology, green hydrology, through low impact development. • Solutions: What is in our Stormwater Toolbox to help home owners to minimize runoff associated problems. • There are no silver bullets. Always solutions, rarely just a solution: the concept of Stormwater Treatment Train, using a series of tools rather than just using one tool.

	<ul style="list-style-type: none"> • Our home site: a system within the system (watershed). Stormwater runoff is a watershed scale problem that can be managed at small scale where the rain falls such as our home sites. • Understand the broader policy context in order to be able to explain it to a citizen (exercise listed below) • Describe water governance in relation to being a Master Water Steward. • Demonstrate knowledge of the storm water permitting system and how citizens are a critical part of meeting the permit. • Understand civic engagement and how the water steward can engage and encourage others to engage in civic action, related to Master Water Steward work.
Water Policy	
Environmental Behavior and Decision-Making	<ul style="list-style-type: none"> • To identify challenges to environmental decision-making and behavior change that arise from the nature of environmental problems/solutions and our responses to them; • To practice framing environmental messages based on the above challenges; • To learn about results of yard care choices research in the Twin Cities; • To apply models of behavior change to create a behavior change campaign around a specific yard care behavior.
Community Engagement Strategies	<ul style="list-style-type: none"> • Become familiar with why community engagement is a valid approach to making change in your community • Learn what motivates individuals to join a community change effort and how to design your projects to better engage community-members • Learn how to strategically target your community engagement efforts to engage people who are most likely to participate • Learn how to make successful invitations to community-members to join your efforts and grow your group of volunteers/supporters
Watershed Tour	Observe important sites in the MCWD, to learn more about the watershed
Basic Rainscaping Part 1	<ul style="list-style-type: none"> • Understanding Site Assessment –The class will visit residential sites to make

	<p>observations of existing stormwater management features.</p> <ul style="list-style-type: none"> • Group will discuss effective methods for site assessment • Knowing what should be in the Project Toolbox – Class participants will look at tool options, create a list of tools that can be used on-site and discuss the advantages and disadvantages of each.
Basic Rainscaping Part 2	<ul style="list-style-type: none"> • Understanding Considerations for Designing Effective Rainscaping – the class will participate in exercises to solve water quality issues on residential sites. • Effective Problem Solving – The class will discuss common problems and discuss possible solutions. • Understanding Raingarden Siting – Participants will work through handouts as individuals and in groups to determine where a raingarden will work on three sites.
Creating a Residential Stormwater Plan	<ul style="list-style-type: none"> • Onsite consultation at two properties to identify stormwater runoff patterns and opportunities to intercept runoff from the property • Review of stormwater plan and raingarden design examples • Complete a stormwater plans for properties visited
Capstone/Design Charrete	<ul style="list-style-type: none"> • Capstone proposal • Deadlines/Logistics • Design review with designers • Cost Share review with MCWD
Evaluating Existing BMPs	<ul style="list-style-type: none"> • The class will learn two approaches for evaluating BMPs: Recognition-Based Evaluation (raingardens) & Regulatory-Based Inspection. • Maintaining BMPs -- Recognition and functional understanding of common BMP's and maintenance plans for each type. Students will learn to develop a seasonal maintenance plan for their chosen BMP.
Aquatic Invasive Species	<p>MWS will be able to</p> <ul style="list-style-type: none"> • Define invasive species and describe the most common processes by which they are introduced into an ecosystem. • Identify several key invasive species that pose current threats to MN

	<p>ecosystems</p> <ul style="list-style-type: none"> • Know common management techniques available to slow and prevent the spread of invasive species in Minnesota • Describe ways in which citizens can get involved in invasive species prevention projects and which organizations to contact for possible support and involvement.
Capstone Presentations	Stewards will present a summary of their Capstone projects to peers and other partners



Bassett Creek Watershed Management Commission

REQUEST FOR PROPOSAL FOR TECHNOLOGY CONSULTING SERVICES

BACKGROUND:

The Bassett Creek Watershed Management Commission (BCWMC) is interested in redesigning its website in order to provide a more user friendly site with an updated format. Additionally, multiple staff must be able to access and update the site quickly and easily.

Website audiences include:

- BCWMC Commissioners, Technical Advisory Committee members, BCWMC staff, agencies, and other partners seeking meeting materials and other information;
- Citizens, teachers, students, organizations, and other partners seeking information about Commission projects and activities, the watershed and the health of lakes and streams, and water quality information, etc;
- Developers, contractors, and residents in need of watershed permit requirements and fee information/associated forms for projects in the watershed.

PURPOSES:

The Bassett Creek Watershed Management Commission seeks to update its website (<http://www.bassettcreekwmo.org/index.htm>) and improve its appearance, functionality, ease of adding and changing content, and usefulness. BCWMC staff would need to work closely with the hired firm to appropriately describe website needs and uses. An interactive mapping feature may be one component of the newly created site. Anticipated funding for this project is \$8,000 - \$10,000 with work to be completed by November 1, 2015 with interim milestones identified and agreed upon within a contract.

RESPONSES:

To submit a proposal for the services outlined in this Request for Proposal, you must provide X hard/paper copies and one electronic copy of the proposal **no later than 4:30 p.m. on XXX to** BCWMC Administrator Laura Jester (contact information below).

PROPOSAL CONTENT:

The designer will submit a project proposal no greater than 10 pages in length that outlines the scope of work for the project, briefly identifying the differences in scope and cost between a responsive, mobile-optimized, and mobile-friendly website and the contractor's recommendations

for a content management system including Word Press, a hosting service, and other technologies and features for the website. The proposal shall include the following elements:

Company Background

- Brief description of company and website design team;
- Description of work with websites designed to be information clearinghouses, especially in the non-formal educational sector (e.g., environmental education, health education, safety education); and
- Description of work with environmental organizations or government units.

Qualifications

- List of clients and website addresses;
- Names, telephone numbers and contact person of at least two client references, at least one of which shall be a nonprofit organization governmental unit; and
- Statement about data availability of a full site backup, design templates, and style sheets.

Scope of Work

- Describe the tasks and activities to carry out the project and the amount of time needed to accomplish them, including describing the process of working with BCWMC representatives to identify website goals and desired design elements and functionality and the number of design iterations included, and addressing how client-requested changes/additions not identified in original scope and contract would be handled;
- List deliverable(s) after the completion of each task;
- Define the information that will be needed from BCWMC staff, and when it will be needed;
- Provide recommendations for a content management system including Word Press and other new technologies, features and/or tools to consider for the newly designed site including planning for the use of online mapping tools and linkage to databases;
- Identify how the content from the existing BCWMC website would be loaded onto the new site; and,
- Identify how the costs of licensed media, such as photographs and artwork, would be handled if applicable.

In addition, the proposal should meet the following requirements:

- Proposal will address items under Proposal Content in a complete and concise fashion;
- Proposal will not contain non-applicable promotional materials and should include only information that addresses the project outlined for this project; and
- Proposal will be submitted electronically in PDF format with X paper/hard copies **by 4:30 p.m. on XXX to BCWMC Administrator Laura Jester.**

Please direct proposals and other inquiries regarding this project to:

Laura Jester, BCWMC Administrator

Laura.jester@keystonewaters.com

952-270-1990

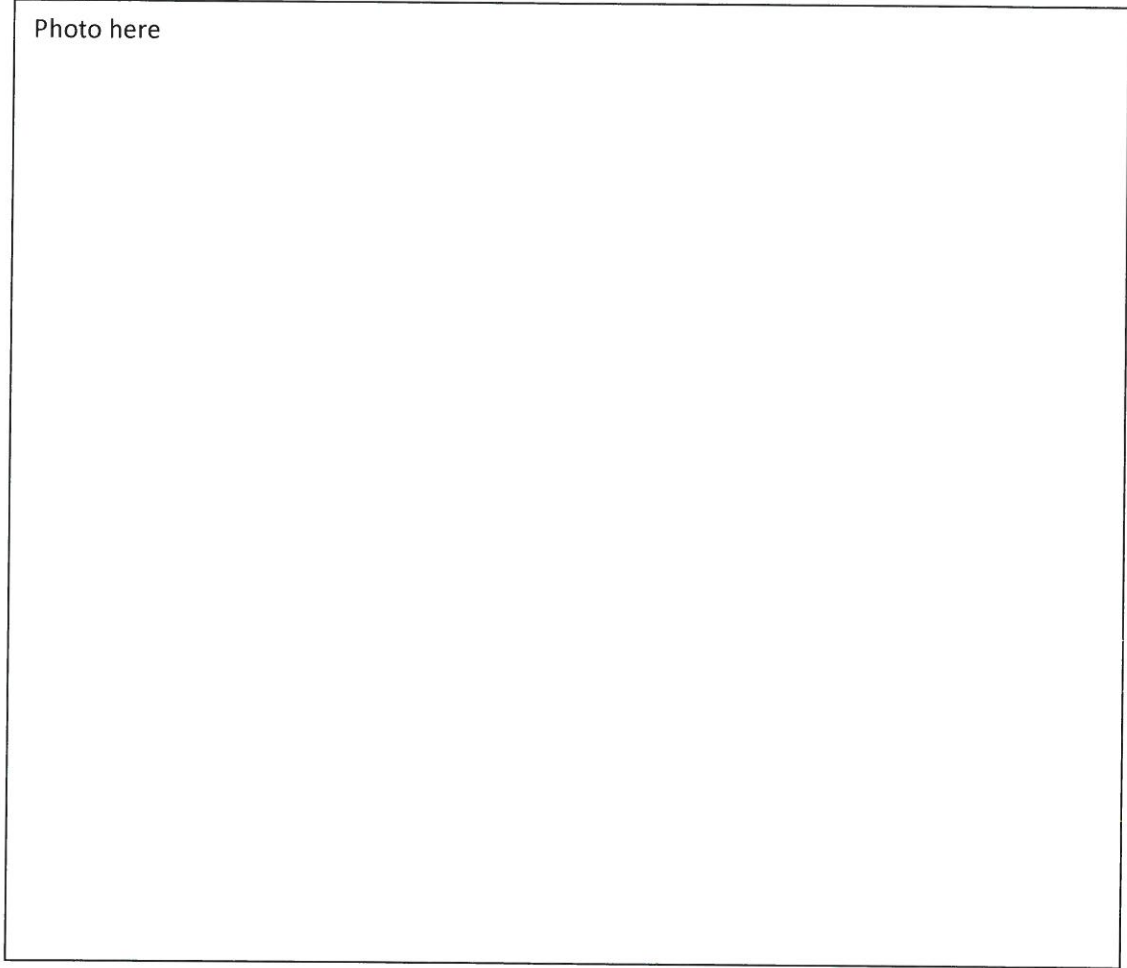
c/o 16145 Hillcrest Lane

Eden Prairie, MN 55346

Recipient
Date
Page 3

Project Name

Project Name Subtitle and BCWMC Project #



FINAL REPORT

Date

I. Project Timeline and Key Documents

- Was the project identified in a resource management plan or TMDL? Provide a link to the document(s)
- Provide a date and link to the feasibility report
- Provide a date and link to the agreement between city and BCWMC to construct the project
- Provide project construction timeline
- Provide dates and links to reimbursement requests to BCWMC

II. Project Area (Provide written description of area and include a map)

III. Project Description (What was constructed, exactly? Or, what restoration techniques were used and why? What pollutant load reductions are expected?)

IV. Funding (Were only Commission funds spent here? Any grant funds? Provide a basic breakdown of costs.)

V. Lessons Learned (What worked well and what would you do differently?)

VI. Maintenance (Describe current maintenance routine and future maintenance)

VII. Photos (Provide a few before, during and after photos)

Item 5F.
BCWMC 1-15-15

From: Laura Jester
To: laura.jester@keystonewaters.com
Cc: Jim de Lambert, St. Louis Park; Greg Williams, Barr; Karen Chandler, Barr; bcra@barr.com
Subject: Comment Period Open for Bassett Creek Watershed Management Plan
Date: Tuesday, January 6, 2015 10:21:41 AM

Dear Bassett Creek Watershed Residents and Interested Citizens –

You may recall that in the spring and summer of 2013, the Bassett Creek Watershed Management Commission (BCWMC) began the process of updating its 10-year watershed management plan. The BCWMC sought community input through small group meetings, an online survey, and the Watershed Summit (held in June 2013 at Plymouth City Hall). (The results of these events are available online at the web address below; bottom of the webpage.)

Over the last 1 ½ years, the BCWMC used the information gathered from these events, along with input from member cities, organizations, Hennepin County, and state agencies to develop its watershed management plan. The BCWMC Plan Steering Committee met 24 times to develop detailed policies and strategies to meet the goals of the organization. The BCWMC also held four workshops with the entire Commission, city staff, state review agencies, and other partners to further discuss and refine the draft policies and other components of the Plan.

The resulting draft BCWMC Watershed Management Plan is now available for review and comment until the end of January. All sections and appendices of the draft plan are located on the BCWMC website at:

<http://www.bassettcreekwmo.org/NextGenerationPlan2015/2015WatershedManagementPlanHome.htm>

The BCWMC welcomes your comments. Please submit comments to me in writing – either by email or U.S. Mail, no later than January 31, 2015.

Thank you for your interest in the BCWMC!

Sincerely,

Laura Jester

Administrator, Bassett Creek Watershed

Management Commission

www.bassettcreekwmo.org

laura.jester@keystonewaters.com

Ph: 952-270-1990

c/o 16145 Hillcrest Lane

Eden Prairie MN 55346



Bassett Creek Watershed Management Commission

MEMO

Date: January 7, 2014
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 project flow chart attached)

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 held a construction meeting on January 6th. The project is underway and most of the clearing was done for the first section which is between Hwy 55 and Glenwood Ave. Project signs should be in place around January 7th. The cold weather this week set activities back a few days. The week of January 12th, the first boulder work should be completed south of Hwy 55.

2013 Four Season Area Water Quality Project (NL-2): The City of Plymouth has been developing different options for the site which they will present to residents – most likely at an open house this month - to get feedback before coming to the Commission in February or March.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): At the December Commission meeting, the 50% plans were presented and approved. Final (90%) plans will be presented at the February or March Commission meeting. The Commission and Golden Valley recently received correspondence from the MPCA indicating that the project would be accepted by the MPCA Stormwater Program as a reduction in the wasteload of the Sweeney Lake TMDL. Additionally, a preliminary review by the MDNR indicates the current project construction and mitigation plans are likely to receive approval from the MDNR when a formal permit application is submitted.

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 their and Barr Engineering (their consultant for the project) are developing public outreach materials for distribution around the end of the month. A presentation and open house on the project will be scheduled for some time in February.

2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7): The Commission approved the 90% plans for this project at its September 2014 meeting. The project was awarded to New Look Contracting at the December 16th Golden Valley City Council Meeting. The preconstruction meeting is scheduled for the week of January 12th, with construction to begin the week of January 19th. The pond excavation is expected to be completed in early March, with final restoration to follow.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The project continues to move forward. An open house meeting with property owners is scheduled for January 8th to present plans and receive feedback on the desired approach for improvements on private properties. Golden

Valley Commissioners and staff can update the Commission on the outcomes of that meeting. 50% design plans are slated for presentation at the February 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 ends January 30, 2015. The City of New Hope did not receive the \$50,000 grant requested from Hennepin County. The Clean Water Fund grant awardees will be announced in the next month or two.

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 ends January 30, 2015.

Other Projects

Major Plan Amendment: 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 ends on January 30th. Staff will bring comments and draft responses to comments to the February 2015 Commission meeting. A public hearing on the plan amendment should be held at the March 2015 Commission meeting. See the plan amendment request documents online here:

<http://www.bassettcreekwmo.org/PlanAmendments/PlanAmendmentHome.htm>

Hennepin County Natural Resources Partnership: This group has met three times now with plans to continue meeting several times a year to discuss issues of common interest, provide a venue for presentations on an array of poignant topics, and promote a more comprehensive and collaborative approach to county-wide natural resource management. There is not another meeting scheduled at this time.

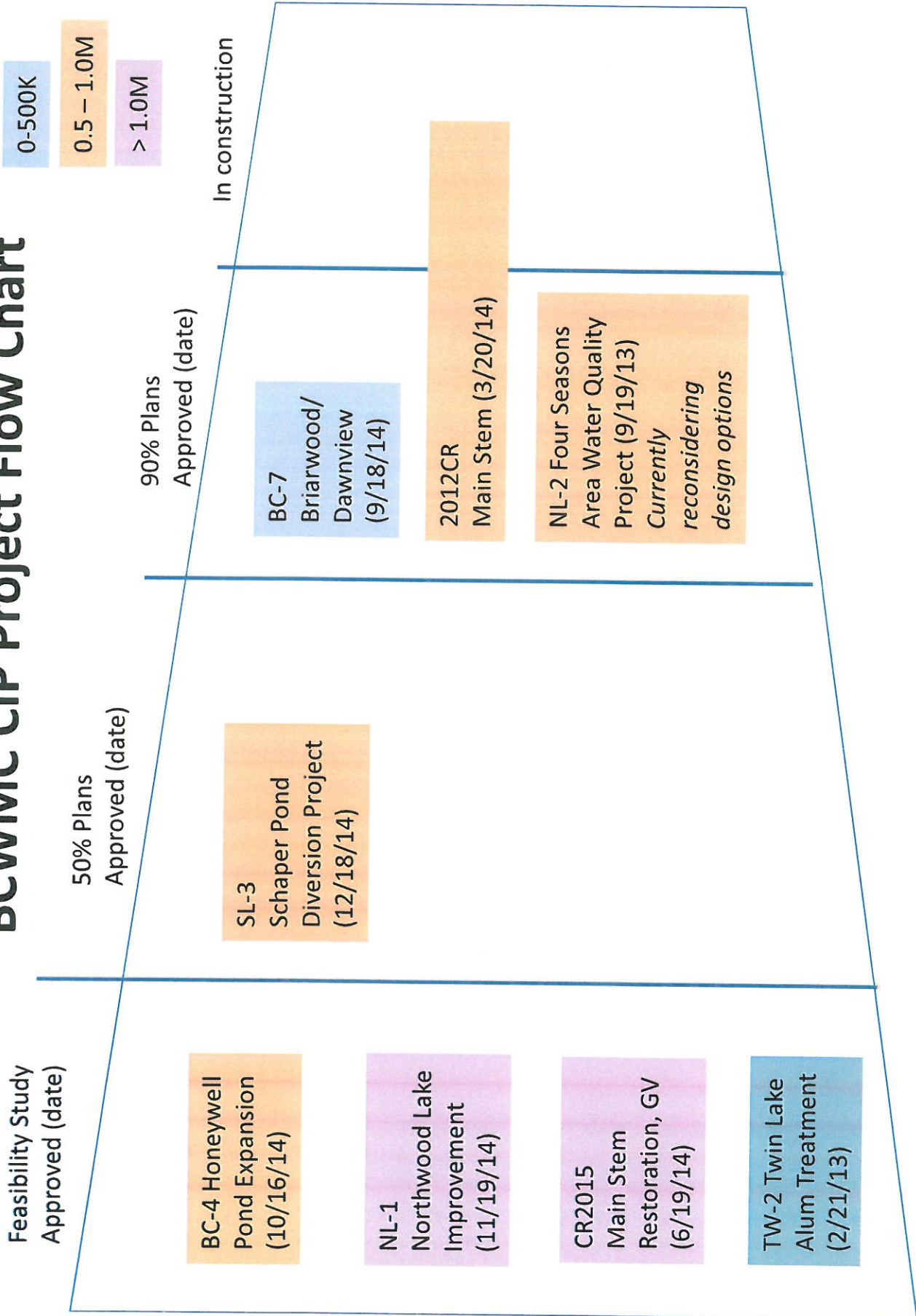
MPRB Ecological System Plan: A third meeting of this group that was scheduled for October 21st was cancelled. A future meeting has not yet been scheduled.

Next Generation Watershed Management Plan: The draft Watershed Management Plan was submitted for its 60-day review at the end of November. The review period ends January 30, 2015. As directed at the December Commission meeting, agenda item 5F for this meeting includes an email I sent on January 6th to residents who participated in the Watershed Summit in June 2013 and groups such as Friends of Bassett Creek, Friends of Northwood Lake, AMLAC, and Sweeney Lake/Hidden Lakes Homeowners Associations.

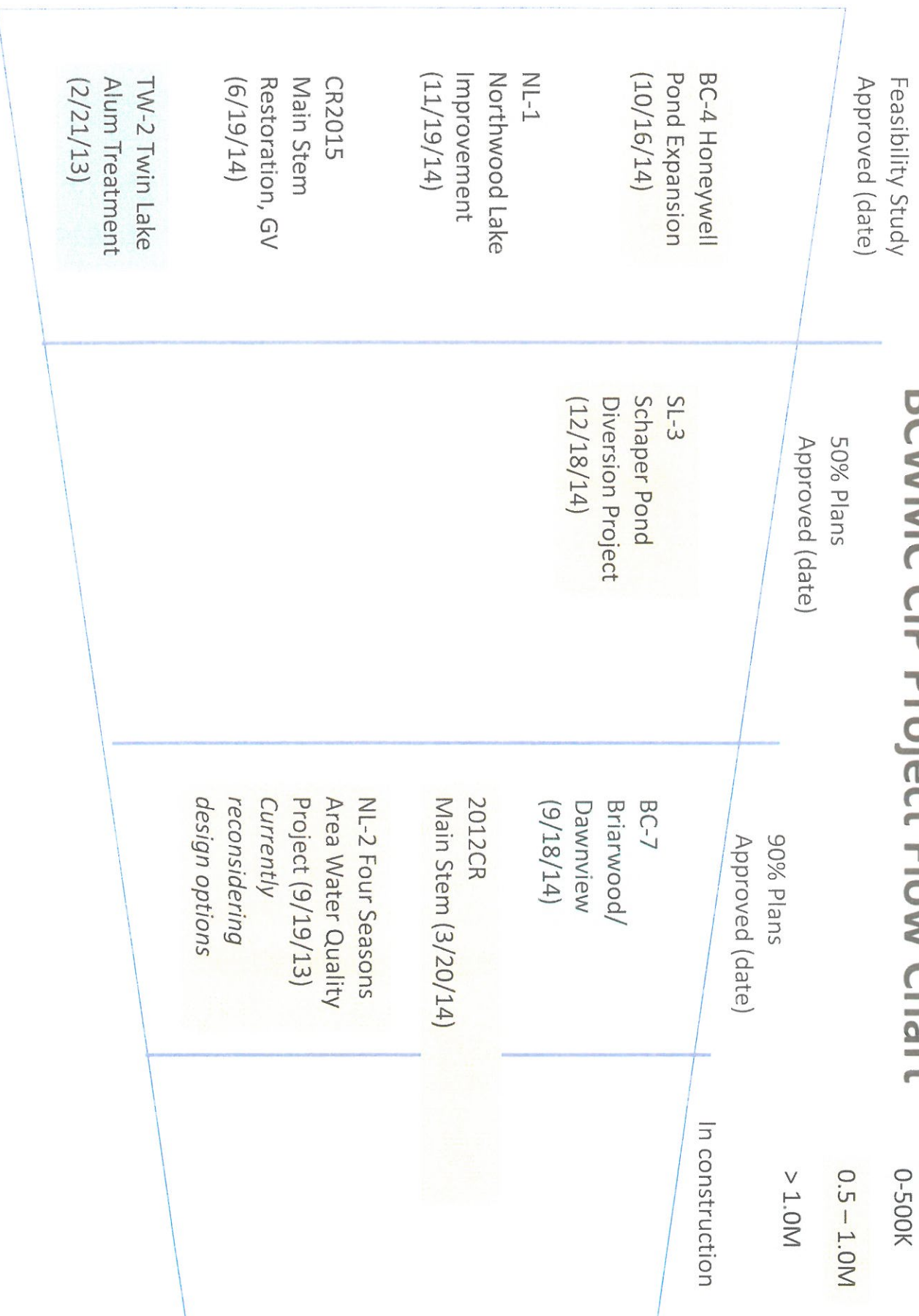
Administrative Services Committee: This committee met on October 30th and December 8th. As a result of these meetings and meetings earlier in the year, I have several administrative items to complete in the near future including:

- Develop “New Commissioner” materials – to be posted online by end of this month
- Records Retention Schedule and Data Practices Policies – a draft was reviewed by the committee; staff will meet and refine these items before bringing them back early next year
- Fiscal Policies – Some revisions to fiscal policies were approved at the December Commission meeting and were incorporated in the Commission’s Policy Document.
- Performance Review of Consultants – Commissioners and TAC members were asked via email to evaluate staff with responses due by January 15th.

BCWMC CIP Project Flow Chart



BCWMC CIP Project Flow Chart



Feasibility Study
Approved (date)

50% Plans
Approved (date)

90% Plans
Approved (date)

In construction

0-500K

0.5 – 1.0M

> 1.0M