



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: October 12, 2023

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 10/19/23 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**

4. **CONSENT AGENDA**
 - A. Approval of Minutes – September 21, 2023 Commission Meeting- **ACTION ITEM with attachment**

 - B. Acceptance of October Financial Report - **ACTION ITEM with attachment**

 - C. Approval of Payment of Invoices - **ACTION ITEM with attachments (online)** – *I reviewed the following invoices and recommend payment.*
 - i. Keystone Waters, LLC – September 2023 Administration
 - ii. Keystone Waters, LLC – September 2023 Administrative Expenses
 - iii. Barr Engineering – September 2023 Engineering Services
 - iv. Kennedy & Graven – August 2023 Legal Services
 - v. Redpath – September 2023 Accounting Services
 - vi. Triple D Espresso – Meeting Catering
 - vii. Three Rivers Park District – Medicine Lake AIS Management
 - viii. Finance and Commerce – Public Hearing Notification

 - D. Approval of Settlement Agreement with Lagoon Dredging Project Contractor – **ACTION ITEM with attachment** - *During a closed session at their meeting last month the Commission directed the Commission Attorney to negotiate a final settlement with the Main Stem Lagoon Dredging contractor. The attached settlement agreement was prepared by the Commission Attorney and was verbally approved by the contractor (written approval is expected by the time of this meeting). The agreement is within the financial parameters and provisions approved by the Commission. Staff recommends approval of the settlement agreement and closure of the project.*

5. **BUSINESS**
 - A. Consider Approving Letter of Support for Bassett Creek Valley Community Works Program (15 min) – **ACTION ITEM with attachment** – *Hennepin County Chair Fernando recently convened a second meeting of Bassett Creek Valley stakeholders. Commissioner Welch, Alternate Commissioner Polzin, and I attended. At the meeting the group received a presentation on the county’s Community Works Program and discussed how a program established for the Bassett Creek Valley could help develop a large, regional floodplain and stormwater management project through a multi-jurisdictional partnership. Stakeholders were told they could request the formation of a Community Works Program through correspondence to the county. The attached draft letter is correspondence to Chair Fernando stating the Commission’s recommendation on this item.*

- B. Consider Approving Recommendations from Technical Advisory Committee (20 min) – ACTION ITEM with attachment - *The BCWMC Technical Advisory Committee met on October 4th and discussed a variety of topics. Please see the attached memo with their recommendations to the Commission.*
- i. Process to Consider Next Steps for Lagoon Dredging Project
 - ii. Protocol for Monitoring and Analysis of Potential Blue Green Algae Blooms
 - iii. Targeting Outreach Through Low Salt, No Salt Minnesota Campaign
- C. Receive Updates from Plan Steering Committee (20 min) – ACTION & INFORMATION ITEM with attachment – *The BCWMC Plan Steering Committee met on October 4th to continue developing goals, review the calendar of work, receive an update on the plan budget, and consider scoping an assessment of the Medicine Lake Total Maximum Daily Load status. Please see the attached memo with their recommendations and updates.*
- i. Receive Update on Plan Development Budget
 - ii. Consider Approving Recommendation to Develop Scope of Work for Medicine Lake TMDL Assessment
 - iii. Receive Update on Committee Progress and Calendar of Work
- D. Consider Approving Scope and Budget for Development of Feasibility Study for Plymouth Creek Restoration Project Dunkirk Lane to Plym Ice Center (20 min) – ACTION ITEM with attachment – *It was recently determined that the CIP project slated for 2025 (the 3rd project in the Medicine Lake Rd & Winnetka Ave Long Term Flood Mitigation Plan in Golden Valley) is not ready for feasibility study development now nor implementation in 2025. Rather than having a gap in the capital improvement program, I recommend moving the 2026 project to 2025: Plymouth Creek Restoration, Dunkirk Lane to 38th Avenue North behind Plymouth Ice Center (2026 CR-P). I requested that the Commission Engineers work with Plymouth staff to develop a scope and budget for development of a feasibility study for this project. Staff recommend approval of the attached scope and direction to the Commission Engineers to begin the study. Funding for this study would come from CIP funds that would be “backfilled” with 2025 levy funds for this project assuming it is officially ordered in the future.*
- E. Consider Amending the Cooperative Agreement for the Bryn Mawr Meadows Water Quality Improvement Project (10 min) – ACTION ITEM with attachment – *Please see the attached memo with a recommendation from me and Commission Attorney Anderson to amend this project’s agreement with the City of Minneapolis and the Minneapolis Park and Rec Board so that grant funding can be received.*
- F. Receive Update on Status of 2023 Operating Budget (10 min) – INFORMATION ITEM see Item 4B – *We are 2/3 of the way through the fiscal year which is a good time to check the status of the annual operating budget. Aside from the Watershed Plan Budget (discussed in Item 5C above), the budget is fairly on track. We are running slightly over budget on a few items such as legal tasks and audit/insurance, but running slightly under budget in engineering and administration. I plan to reconvene the Budget Committee soon to continue developing plans for use of investment fund income.*
- G. Consider Approving Administrator and Commissioner Attendance at Minnesota Watershed Conference (10 min) – ACTION ITEM with attachment – *The [Minnesota Watersheds Annual Conference and Meeting](#) is scheduled for November 28 – December 1 in Alexandria, MN. I would like to attend the Minnesota Association of Watershed Administrators meeting on Nov 28 and I am scheduled to give a presentation on the Low Salt, No Salt MN campaign on Nov 30. I may attend all or part of a workshop on Nov 29. I am requesting attendance to the full conference with a registration*

cost of \$258 (including a speaker discount) plus 3 nights lodging and mileage for a total estimated cost of \$794, plus my time to attend. This amount would come from the Administrator's budget line. Commissioners and alternates are encouraged to attend as well. Registration rates vary depending on the number of days you attend. Lodging is \$109/night plus tax. The tentative conference schedule is attached. At this meeting you could consider appointing two delegates and one alternate delegate to attend at least the regional caucuses on Nov 30 and the business meeting on Dec 1. (Or, this action could wait until the November meeting.) Commissioners may also be interested in workshops scheduled for Nov 28 and education sessions (concurrent sessions) on Nov 29.

6. COMMUNICATIONS (10 minutes)

- A. Administrator's Report – **see attachment**
 - i. Reminder of **Wednesday** November Meeting
 - ii. Report on Post Treatment Survey in Sweeney Lake
 - iii. Update on Outreach in Minneapolis Neighborhoods
- B. Engineer
 - i. Update on Atlas 15 – **see attachment**
- C. Legal Counsel
- D. Chair
- E. Commissioners
 - i. Report on Watershed Tour – **see handout in Item 7D**
- F. TAC Members
- G. Committees

7. INFORMATION ONLY (Information online only)

- A. BCWMC Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. Bassett Creek Watershed Tour Handout
- E. [Ĥaĥa Wakpadaŋ Pronunciation Video](#)
- F. [Article on Ĥaĥa Wakpadaŋ Water Ceremony](#)
- G. WCA Notices Plymouth, New Hope

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Education Committee Meeting: Monday October 16th, 4:00 p.m., Sweeney Lake Rm, Brookview
- Metro Watersheds Quarterly Meeting: Tuesday October 17th, 7:00 p.m., Capitol Region Watershed District, St. Paul
- BCWMC Plan Steering Committee Meeting: Wednesday, November 1st, 8:30 a.m.
- BCWMC Regular Meeting: WEDNESDAY November 15, 8:30 a.m., Golden Valley City Hall
- BCWMC Plan Steering Committee Meeting: Wednesday, December 6th, 8:30 a.m.
- BCWMC Technical Advisory Committee Meeting: Wednesday, December 6th, 10:30 a.m, Wirth Lake Room, Brookview