



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: January 11, 2024

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 1/18/24 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 – December 21, 2023 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of January 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 – December 2023 Administration
 - ii. Keystone Waters, LLC – December 2023 Administrative Expenses
 - iii. Barr Engineering – December 2023 Engineering Services
 - iv. Redpath – December 2023 Accounting Services
 - v. Triple D Espresso – Meeting Catering
 - vi. CNA Surety – 2024 Bond Insurance
 - D. Approval of Resolution of Appreciation for Commissioner Anderson – **ACTION ITEM with attachment** – *Commissioner Anderson is stepping down at the end of his term January 31st. He has served the Commission for more than five years and served on the Budget Committee during his entire tenure. Staff recommends approval of the attached resolution of appreciation.*
 - E. Approval of Resolution 24-01 to Transfer Funds from CIP Account to Administrative Account - **ACTION ITEM with attachment** – *Per its fiscal policies, each year the Commission transfers up to 2.5% of the taxes levied for CIP projects to the Commission’s administrative account (annual operating funds) to offset the administrative costs of managing the CIP projects. In 2023, the Commission levied \$2,207,000 through Hennepin County. Staff recommends approving the resolution to transfer 2.0% of the levy amount or \$44,140 from the CIP account to the administrative account.*
 - F. Approval of Resolution 24-02 Transferring Funds from Next Generation Plan Development and Flood Control Project Long Term Accounts to Administrative Fund - **ACTION ITEM with attachment** – *The Commission’s 2023 budget includes reimbursement to the Administrative Fund from the Flood Control Project (FCP) Long Term Maintenance Account for expenses related to this fiscal year’s FCP inspections (\$20,200). Additionally, the 2023 budget includes the use of \$9,000 from the Next Generation Plan Development long term account to offset Plan development activities this year. Staff recommends approval of the resolution.*
 - G. Approval of Resolution 24-03 to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund - **ACTION ITEM with attachment** – *Per its fiscal policies, each*

year the Commission transfers funds from the administrative account into the Channel Maintenance Fund and the Flood Control Project Long Term Maintenance Fund to help fund its channel maintenance program and inspections of the Flood Control Project infrastructure. Staff recommends approval of the attached resolution to transfer the funds, as budgeted.

- H. Approval of Resolution 24-04 Designating Depositories - ACTION ITEM with attachment – The Commission must annually designate official depositories for its funds. Although this action is usually taken at the February meeting, the Commission’s new accounting staff at the city of Plymouth recommend adopting this resolution now as we transition accounts from Redpath to Plymouth. They also recommend moving the Commission’s checking account from Wells Fargo to U.S. Bank as the City of Plymouth uses U.S. Bank and it is logistically easier and likely to have fewer banking fees.
- I. Approval of Golden Valley 2024 Pavement Management Program Project - ACTION ITEM with attachment – This project includes street reconstruction including paving, concrete curb and gutter installation, concrete sidewalks installation, water main replacements, storm sewer improvements, and sanitary sewer repairs and replacements. The project reduces impervious surface by 0.46 acres, does not impact floodplain or wetlands, and meets all BCWMC requirements for linear projects. Staff recommends approval.

5. BUSINESS

- A. Consider Directing Commission Attorney to Update Joint Powers Agreement (15 min) – ACTION ITEM with attachment – The BCWMC Joint Powers Agreement (JPA) – an agreement among all nine member cities – expires January 1, 2025. Although no substantive changes are recommended, as those would need to come from the Commission, the Commission Attorney recommends streamlining and reorganizing the document. Staff recommends directing Attorney Anderson to update the JPA as outlined in the attached memo.
- B. Consider Approval of AIS Prevention Grant Application for Sweeney Lake (10 min) – ACTION ITEM with attachment – Hennepin County is accepting applications for grant funding for aquatic invasive species (AIS) prevention projects. Late last summer, Eurasian watermilfoil (EWM) was discovered in Sweeney Lake during a routine plant survey. The Commission’s AIS Rapid Response Plan was used and the EWM plants were treated with herbicide 5 days after discovery. However, another small bed of EWM was found in October – too late for another herbicide treatment. Because of the newness of the infestation and the relatively small area it covers, eradication from the lake is still possible. The Commission Engineer developed a plan for plant surveys and EWM treatment in 2024. If awarded, the grant would aid considerably in implementing the plan. The local match of \$7,100 could be covered by Commission funding or could be partially or wholly covered by other partners. Since the grant was due January 11th, it has already been submitted but can be pulled from consideration if the Commission wishes.
- C. Review Results of Staff Evaluations (10 min) – DISCUSSION ITEM no attachment - Alternate Commissioner Harwell will review the results of the performance evaluations for Barr Engineering and me that were submitted by commissioners, alternate commissioners, and TAC members late last year. The information is considered non-public data and therefore is not included with public meeting materials.

6. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report – see attachment

- i. Election of Officers & Committee Appointment Reminders
- ii. Discover Plymouth Event
- B. Engineer
 - i. Update on Schaper Pond 2023 Monitoring
- C. Legal Counsel
- D. Chair
- E. Commissioners
 - i. Report on MN Watersheds Conference and Business Meeting
- F. TAC Members
 - i. Next meeting Feb 7th
- 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. Wetland Conservation Act (WCA) Notice, Plymouth

8. 2025 WATERSHED PLAN DEVELOPMENT WORKSHOP (90 Min) – DISCUSSION ITEM with attachment - *This meeting will include a whole-Commission workshop to review recommendations from the Plan Steering Committee on some of the draft issue statements and goals for the 2025 Watershed Management Plan. Please see the attached document containing background information; previously approved issues and their priority; and draft issue statements, desired future conditions, and 10-year goals.*

- A. Plan Development Overview and Background
- B. Small Group Breakout Discussions
- C. Whole Group Feedback

9. ADJOURNMENT

Upcoming Meetings & Events

- Metro Watersheds Quarterly Meeting: Tuesday, January 16th, 7:00 p.m. via Zoom
- BCWMC Plan Steering Committee Meeting: Wednesday, February 7th, 8:30 a.m, Wirth Lake Room, Brookview
- BCWMC Technical Advisory Committee Meeting: Wednesday, February 7th, 10:30 a.m, Wirth Lake Room, Brookview
- BCWMC Regular Meeting: Thursday February 15th, 8:30 a.m., Golden Valley City Hall
- MN Watersheds Legislative Days: March 6 – 7, 2024: St. Paul www.mnwatersheds.com/legislative-event
- Discover Plymouth Event: March 23, 9:00 a.m. – 2:00 p.m.: Plymouth Community Center Fieldhouse