



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: October 11, 2024

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 10/17/24 BCWMC Meeting and Public Hearing

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 19, 2024 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 2024 Administration
 - ii. Keystone Waters, LLC – September 2024 Administrative Expenses
 - iii. Barr Engineering – September 2024 Engineering Services
 - iv. Triple D Espresso – Meeting Catering
 - v. City of Plymouth – September Accounting Services
 - vi. Kennedy and Graven – Legal Services
 - vii. Stantec – Watershed Outlet Monitoring Program (WOMP) Services
 - viii. Finance and Commerce – Public Hearing Notice Publication
 - ix. U.S. Bank – Final Transfer from Wells Fargo Account
 - x. Indigenous Education Design – Watershed Map Content Development
 - xi. HDR, Inc. – Website Service

 - D. Approval of Spring Valley Rd. Landscape Project, Golden Valley – **ACTION ITEM with attachment – The proposed project on Sweeney Lake includes removal of an existing boulder wall and construction of a new boulder wall, sand beach, and patio, resulting creation of 315 square feet of new impervious surfaces. The project will result in a net gain of approximately 18 cubic yards of floodplain storage. Commission Engineers recommend approval.**

 - E. Approval of Reimbursement to City of Golden Valley for Medley Park Water Quality Improvement Project (ML-12) – **ACITON ITEM with attachment; full documentation online – At its meeting in September 2021, the Commission approved an agreement with the City of Golden Valley for the design, construction, and maintenance of this project. The project is largely complete except for ongoing vegetation establishment and maintenance. The city is requesting reimbursement for design and construction expenses. I reviewed the reimbursement request and all documentation, and I recommend approval. (See photo of completed project in my administrator’s report in 6A or on [project webpage.](#))**

5. BUSINESS

- A. Consider Approval of 60% Design for Ponderosa Woods Stream Restoration Project (ML-22) (30 min) – **ACTION ITEM with attachments; full documentation online** - *At its meeting in September 2023, the Commission approved an agreement with the City of Plymouth for the design, construction, and maintenance of this project. The city hired Midwest Wetland Improvements to design the project. Their 60% designs are presented here along with the Commission Engineer's review memo. Staff recommends approval of the 60% designs and direction to the city to continue to 90% designs which will be presented for approval at a future meeting. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/ponderosa-woods-stream-restoration-project>.*
- B. Consider Approval of Plan Steering Committee Recommendation for Street Sweeping Prioritization Study (20 min) – **ACTION ITEM with attachment** – *At the August meeting, the Commission received a presentation on a TAC-recommended street sweeping prioritization study. Subsequently, the Plan Steering Committee (PSC) reviewed the proposed study at their meeting on October 2nd and discussed how the study could result in enhanced sweeping programs that work toward goals in the 2025 watershed plan including water quality improvements in Medicine Lake, Lost Lake, and Northwood Lake. The PSC, TAC, and staff recommend approval of the proposed study which would be funded by the Commission's special projects fund (comprised of investment income).*
- C. Consider Updating Monthly Financial Reporting Method (15 min) – **DISCUSSION ITEM no attachment** – *The Commission's Deputy Treasurer recommends that the Commission follow the League of Minnesota Cities' advice not to post invoices from vendors on the website due to concerns for potential fraud and to hide payment terms in contracts posted within meeting materials. At this meeting we'll discuss options for providing monthly financial information to commissioners.*
- D. Consider Administrator and Commissioner Attendance at MN Watersheds Conference (10 min) – **DISCUSSION ITEM with attachment** – *The Minnesota Watershed's annual meeting and conference will be held December 3 – 6 at the Grand View Lodge in Nisswa, MN. The tentative conference schedule is included here. Registration for the entire conference is \$375/person (including fees) + lodging (approx. \$160/night/person). Mileage may also be reimbursed. Expenses would come the Education and Outreach budget line under commissioner training. Commissioners or alternates should consider attendance. I am requesting to attend the whole conference plus the MN Assoc. of Watershed Administrator's (MAWA) meeting. My lodging, registration, and MAWA meeting attendance would total up to \$892 (plus my time and mileage) which would come from the Administrator budget line.*
- E. Review Plan Process Tracker (5 min) – **INFORMATION ITEM with attachment** – *The November 20th Commission meeting will include a Plan Development Workshop to review and discuss issue statements and goals in the Education and Organizational Effectiveness categories. See the attached plan progress tracker for updates on plan development and Plan Steering Committee discussions.*

6. COMMUNICATIONS (15 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachment**
- i. Reminder of WEDNESDAY November 20th BCWMC Meeting
 - ii. Reminder of Low Salt, No Salt Minnesota Campaign
- B. Engineer
- C. Legal Counsel
- D. Chair

- E. Commissioners
 - i. Report on Ĥaĥá Wakpádaŋ Water Blessing
- F. TAC Members
 - i. Updates on JPA Approval Processes
- G. Committees

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notice, Minneapolis

8. ADJOURNMENT

Upcoming Meetings & Events

- Ĥaĥá Wakpádaŋ Water Blessing: Monday, October 14, 10:00 a.m., Bassett Creek Park, Crystal
- Ĥaĥá Wakpádaŋ 5K Fun Run and Loopet Loppet: Saturday, October 19, Theodore Wirth Park
<https://www.loppet.org/events/loopet/>
- Metro Watersheds Quarterly Meeting: Tuesday, October 22, 7:00 p.m., Capitol Region Watershed District
- Ponderosa Woods Stream Restoration Project Public Open House: Wednesday, October 23, 4:30 – 6:30 p.m., Aspen Room at Plymouth Community Center
- Bryn Mawr Meadows Park Improvements Project Grand Opening: Thursday, October 24, 4:00 p.m., Bryn Mawr Meadows Park
- BWCMC Plan Steering Committee Meeting: Wednesday, November 6, 8:30 a.m., Wirth Lake Room, Brookview
- BCWMC Education Committee Meeting: Tuesday, November 12, 4:00 p.m., Rice Lake Room, Brookview
- BCWMC Commission Meeting and Plan Development Workshop: WEDNESDAY, November 20, 8:30 a.m., Golden Valley City Hall