



Bassett Creek Watershed Management Commission

MEMO

Date: November 10, 2015
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 CIP Project Update Chart in "Information Only Items" of this month's agenda)

2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P): The feasibility study for this project is underway by the Commission. ([Feasibility study proposal](#) was approved at the September meeting.) A first draft of the study will be reviewed by the City of Plymouth in December. A technical stakeholder meeting was held on 10/26/15 at the project site and included me, the Commission Engineer, Commissioner Black, City of Plymouth staff (including Parks and Recreation and Public Works staff), Army Corps of Engineers, and the MDNR. The group walked the entire length of the project site and had a good discussion about options for restoration. A public meeting was held the evening of 10/26/15 and was attended by me, the Commission Engineer, Mr. Asche, Commissioner Black, and Alt. Commissioner Crough. Eleven residents attended from 8 different properties adjacent to the project area. No residents raised major concerns about the project – they were in support of restoration here even if some trees are removed in the process. A second public input meeting will be held in January to get feedback on the draft feasibility study before it goes to the Commission. A webpage for the project was established at: <http://www.bassettcreekwmo.org/CIP-Information/CIP-Projects/Plymouth/PlymouthCreek-Plymouth-2017/PlymouthCreek-CIP-Project2017-Plymouth.htm>.

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (See Item 5G): The feasibility study for this project is underway by the Commission. ([Feasibility study proposal](#) was approved at the October meeting.) The Commission Engineer is beginning the technical portions of the study. Additionally, I developed a public stakeholder engagement plan (with input from the Minneapolis Commissioners and city staff) to inform and engage the residents and businesses in the Bryn Mawr and Harrison Neighborhoods. (See the plan in Item 5G of this agenda.) A letter to all households in both neighborhoods is slated to be mailed the week of November 16th. A webpage for the project was established at: <http://www.bassettcreekwmo.org/CIP-Information/CIP-Projects/Minneapolis/MainStem-Minneapolis-2017/MainStem-CIP-Project2017-Minneapolis.htm>

2012 Main Stem Restoration Project, Golden Valley Rd. to Irving Ave. N., Minneapolis and Golden Valley (mostly in Wirth Park) (2012CR) (See Items 5A and 5B): This project was completed this fall. A final report is presented by the City of Minneapolis in Item 5A and a final reimbursement request is presented in Item 5B. The Minneapolis Park and Rec Board (MPRB) is managed the project and provided a presentation of the project at the September 2015 Commission meeting. A Clean Water Fund grant was awarded to the Commission for this project in 2012. The Commission Engineer will prepare a final grant report and reimbursement request by the end of January 2016.

2013 Four Season Area Water Quality Project (NL-2): The City of Plymouth has been looking at different options for this area including the original stream restoration, using only rock to stabilize the channel, and a flocculation facility. The City received comments on these options at a public meeting in January. Currently, the City is

waiting for the Four Seasons Mall property to redevelop with hopes of building treatment into a redevelopment project.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): The Commission approved 90% plans at their February 2015 meeting. The City's consultant (Barr Engineering) completed contract documents for the project May 21st, the bid advertisement publication date. The city council awarded the contract on July 7th to Sunram Construction. The pre-construction meeting was held July 30th. Construction is now expected to begin in mid-November 2015. Sunram expects that construction will take approximately two weeks to complete.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): There are no updates to this project since the report in July. However, the volunteer collecting water samples reports the clarity has been over 4 meters all summer. From July: At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. City staff reports no complaints or comments from residents since the treatment and also reports consistently clear water since the last actual reading on May 20th.

2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7): NewLook Contracting, the contractor for this project, completed the final punch list and other work including temporary stabilization of the disturbed areas and the utility work. City staff are working to process the final payment and close out the project. The native vegetation is coming in nicely and will remain the responsibility of the contractor for two years following the final completion date.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The 90% design plans were approved by the Commission at their June 2015 meeting. The project is being constructed in two phases, each under separate contract. Phase one includes stream bank shaping, placement of field stone rock and 12-inch bio-logs, and repair of storm sewer outlets. Phase two includes the establishment of native vegetation along the stream which will commence immediately after phase one is completed and continue over two additional growing seasons to ensure proper establishment. Bids for the first phase of the project were opened on September 16, 2015. The five bids ranged from \$765,736 to over \$1M. The Golden Valley City Council awarded the contract to Rachel Contracting on October 20th in the amount of \$765,736.20. Rachel will begin work during the week of November 16, 2015. The bid package for native vegetation establishment will go out in early 2016. It is anticipated that the total contract amounts for phase one and phase two work will be within the project budget.

2016 Northwood Lake Improvement Project, New Hope (NL-1) (See Item 5C): At the August meeting, the Commission entered an agreement with the City of New Hope to design and construct the project and a sub-grantee agreement to carry out the majority of tasks in the Clean Water Partnership (CWP) grant work plan. At the September meeting, the Commission granted conditional approval of the 50% design plans for the project and authorized the City to proceed with final plans and contract documents. 90% design plans are presented in Item 5C at this meeting.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): (See Item 5D) At the August meeting, the Commission entered an agreement with the City of Golden Valley to design and construct the project. At the September meeting, the Commission granted conditional approval of the 50% design plans for the project and authorized the City to proceed with final plans and contract documents. 90% design plans are presented in Item 5D at this meeting. The project will be let with the Douglas Drive project in February of 2016. Construction of the pond will likely occur in 2017.

Other Projects

Hennepin County Natural Resources Partnership: I attended a meeting on September 22nd where Minnehaha Creek Watershed District staff presented results of stream restoration and rehabilitation projects in cooperation with businesses and industries along the corridor. They also highlighted a new project completed with the City of Hopkins that was recently featured in the news (<http://www.kare11.com/story/news/outdoors/2015/09/30/hopkins-celebrates-new-park-transformed-neighborhood/73099196/>). Staff with the Freshwater Society also presented information about their outreach and policy related work. The next meeting of the Partnership is scheduled for December 1st to discuss the Emerald Ash Borer. I forwarded meeting information to TAC members as this may be a good meeting for city foresters to attend.

MPRB Ecological System Plan: This project is now on hold until approximately late winter to allow the MPRB staff to concentrate on a different major comprehensive planning effort.

Non-Point Education for Municipal Officials (NEMO) Workshops (See Item 7D) As recommended by the Education Committee and approved at the March Commission meeting, I am assisting with the development of 3 NEMO workshops for appointed and elected officials in the west Metro. A workshop-on-the-water was held on Lake Minnetonka on July 23rd. A workshop on *Chlorides and Winter Road Management* was held on October 7th. A third workshop will not happen by the end of the year. Summary results of these workshops are presented in Item 7D. The NEMO planning team is assessing educational needs of local officials and will plan a 3rd workshop accordingly.

Website Redesign Project: Our consultant, Kelly Spitzley with HDR, has been working on the layout, content map, and designs for the new site through an iterative process with review and comment from Amy and I. The Education Committee met on June 30th to review and provide comments on the site layout, content map, and design options. Kelly is now completing the structure of the site and populating it with existing information. I met with Kelly to review the progress on October 8th and have since been in close contact with her. She is working to move all content (including all meeting materials) from the old site to the new site. The Commission Engineer, Commission Recording Secretary, and I have been gathering data and content for the site. We hope the Commission is able to preview the new site at their December meeting.

New Commissioner Materials: Posting of materials to the website were completed earlier this year and are available at: <http://www.bassettcreekwmo.org/CommissionOrientation/CommissionOrientationHomepage.htm>.

Records Retention/Management and Data Practices: At the direction of the Administrative Services Committee, I updated the Commission's Records Retention Schedule and asked legal counsel to review and recommend any changes needed. Additionally, a Data Practices Procedure was drafted for the Commission by our legal counsel. The Commission will review these documents at a future meeting. Also, I continue to work on records management including locating all official records, determining what records should be disposed of or sent to the State Archives, how paper records can be digitized, and how and where to store our electronic records. I will be researching and gathering input on different options for records management and storage over the course of the year.

Organizational Efficiencies: At the direction of the Administrative Services Committee I will be drafting an organizational chart and have been discussing practices and procedures with TAC members, Commission staff, and Commissioners to ensure the proper and efficient use of staff's time and to streamline communications where needed.