



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: May 11, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 5/19/16 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 – April 21, 2016 Commission meeting- ACTION ITEM with attachment
 - B. Approval of May 2016 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online)
 - i. Keystone Waters, LLC – April 2016 Administrator Services
 - ii. Barr Engineering – April 2016 Engineering Services
 - iii. Amy Herbert – April 2016 Secretarial Services
 - iv. ACE Catering – May 2016 Meeting Refreshments
 - v. Wenck – April 2016 WOMP Monitoring
 - vi. Schmitt & Sons Transportation – 2016 Watershed Tour Charter Bus
 - vii. Kennedy Graven – March Legal Services
 - viii. HDR – April Website Hosting and Assistance
 - ix. MMKR – Financial Audit
 - D. Approval of Agreement with Metropolitan Council for Participation in Citizen Assisted Monitoring Program – ACTION ITEM with attachment – *Each year the Commission supports volunteers who collect water samples on lakes through the CAMP. Program coordination, training, and sample collection is provided by the Met Council. The Commission must pay for some equipment and the cost of lab analysis of the samples (up to \$550/lake). This year seven lakes are being monitored through CAMP in the BCWMC including Medicine (2 sites), Northwood, Sweeney, Twin, Westwood, Parkers, and Lost. Staff recommends approving the agreement with Met Council.*
 - E. Accept and Authorize Distribution of Fiscal Year 2015 Financial Audit – ACTION ITEM with attachment (full document online) - *The audit of the Commission’s finances for the period February 1, 2015 to January 31, 2016 is complete. Deputy Treasurer Virnig recommends the Commission accept the audit. The Commission should also authorize distribution of the audit to the BWSR (due at the end of May).*
 - F. Set Summer Technical Advisory Committee Meeting - ACTION ITEM no attachment – *The TAC should meet in the next few months to continue discussing the use of MIDS requirements in linear projects, begin discussing a possible shoreland and habitat monitoring program , and learn about the latest developments with the State’s new buffer initiative. A poll is currently routing to determine a TAC meeting date for late June or early August.*
5. **BUSINESS**
 - A. Consider Approval of Recommendations from Technical Advisory Committee on Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features – ACTION ITEM with attachments – *At their meeting in May 2015, the Commission directed staff and the TAC to develop recommendations on the responsibilities for major rehabilitation and replacement of the Flood Control Project (FCP) features and the establishment of associated funding mechanisms. The TAC discussed these items during four meetings in late 2015 and early 2016. Attachments include background information on the FCP, a map of FCP features, and a memo with the TAC’s recommendations. The*

Commission should discuss and consider approval of the recommended policies.

- B. Consider Allowing Major Maintenance of Ponds Along Trunk System to be Included in Capital Improvement Program (Winnetka Pond on North Branch as Example) - **ACTION ITEM with attachments** – *At a Commission meeting last summer and again last month, you heard from a Crystal resident concerned about sedimentation in Winnetka Pond. Staff is requesting direction from the Commission on the Commission’s role in dredging ponds along the BCWMC trunk system, including Winnetka Pond, which could be considered as an additional task within the 2018 CIP Project to dredge Bassett Creek Park Pond (BCP-2). Please see the memo attached for more background.*
- C. Set Maximum Levy Amount for 2017 Capital Improvement Projects – **ACTION ITEM with attachment** – *The Commission is due to submit its maximum levy amount for 2017 to Hennepin County. Staff recommends setting a maximum of \$1,303,600 as shown in the recently approved 5-year CIP list (attached). In September the Commission will set its final levy amount, which may be lower than the maximum being set now, but cannot be higher. (It’s possible the final amount will be less than the amount recommended here once Closed Project Account funds and total project costs are calculated.)*
- D. Consider Recommendations from Budget Committee - **DISCUSSION/ACTION ITEM with attachments** - *The proposed operating budget must be forwarded to cities by July 1st. The Commission should discuss the Budget Committee’s recommendation and approve a 2017 proposed budget either at this meeting or the June meeting.*
- i. 2017 Proposed Operating Budget and City Assessments - *The Budget Committee recommends the attached budget and city assessments which constitute a 2% increase over 2016 assessments.*
- ii. 2017 Proposed Water Monitoring Activities and Consultants – *The Budget Committee reviewed proposals from three firms for water monitoring activities in 2017 and have the attached recommendations for the Commission’s consideration. For those interested, the complete proposals are available with meeting materials online.*
- E. Consider Acceptance of Restoration Plan for Unpermitted Wetland Fill at 1143 South Shore Drive, Medicine Lake – **ACTION ITEM with attachments** - *The BCWMC is the Local Government Unit (LGU) responsible for administration of the Minnesota Wetland Conservation Act (WCA) for projects within the watershed in the cities of Robbinsdale, Medicine Lake, and St. Louis Park. On April 14, 2016, multiple officials, including the Commission Engineer, met in the City of Medicine Lake in response to potential wetland violation. After inspecting the site and discussions with the property owner, all parties agreed to a course of action presented in the attached memo. Staff recommends conditional acceptance of the proposed restoration plan.*
- F. Receive Update on Plans for Watershed Tour – **INFORMATION ITEM no attachment** – *The BCWMC Watershed Tour is scheduled for Tuesday June 21st; 1:00 – 4:30 p.m. Staff will update the Commission on plans for the tour at this meeting.*

6. COMMUNICATIONS

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
- B. Chair
- C. Commissioners
- D. TAC Members
- i. Report on May 5th TAC Meeting – **INFORMATION ITEM no attachment**
- E. Committees
- F. Legal Counsel

G. Engineer - **INFORMATION ITEMS no attachments**

- i. Update on Blue Line LRT
- ii. Update on Culvert Replacement Project in City of Medicine Lake

7. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. Grant Application to Metropolitan Council for Metro Bloom's Harrison Neighborhood Project
- D. WCA Notice of Decision, Plymouth
- E. Mississippi River Forum: Environmental Justice in MN
<https://www.nps.gov/miss/learn/nature/riverforum.htm>

8. ADJOURNMENT

Upcoming Meetings & Events

- Mississippi River Forum: Environmental Justice in MN: Friday June 10, 8:00 – 9:30 a.m., McKnight Foundation, 710 S. 2nd St., Minneapolis MN (RSVP @ lark_weller@nps.gov)
- BCWMC Regular Meeting: Thursday June 16th, 8:30 a.m., Council Conference Room, Golden Valley City Hall
- BCWMC Watershed Tour: Tuesday June 21st, 1:30 – 4:00 p.m., Location TBD