



Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting July 21, 2016 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Plymouth	Alt. Commissioner Dave Tobelmann
Golden Valley	Commissioner Stacy Hoschka, Secretary/Treasurer	Robbinsdale	<i>Absent</i>
Medicine Lake	Alt. Commissioner Gary Holter	St. Louis Park	Commissioner Jim de Lambert, Chair
Minneapolis	Alternate Commissioner Lisa Goddard	Administrator	Laura Jester
Minnetonka	Commissioner Mike Fruen	Attorney	Troy Gilchrist, Kennedy & Graven
New Hope	Alternate Commissioner Pat Crough	Engineer	Karen Chandler, Barr Engineering

Technical Advisory Committee (TAC) Members/ Other Attendees Present:

Derek Asche, TAC, City of Plymouth	Bob Paschke, TAC, City of New Hope
Erick Francis, TAC, City of St. Louis Park	Megan Albert, TAC, City of New Hope
Liz Stout, TAC, City of Minneapolis	Jane McDonald Black, Alternate Commissioner, Golden Valley
Mark Ray, TAC, City of Crystal	Dave Tobelmann, Alternate Commissioner, Plymouth
Richard McCoy, TAC, City of Robbinsdale	Becky Rice, Metro Blooms
Tom Dietrich, TAC, City of Minnetonka	Dawn Pape, Lawn Chair Gardener
Chuck Schmidt, Resident, City of New Hope	

1. CALL TO ORDER AND ROLL CALL

On Thursday, July 21, 2016, at 8:35 a.m. in the Council Conference Room at Golden Valley City Hall (7800 Golden Valley Rd.), Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. [The city of Robbinsdale was absent from roll call]. TAC member Bob Paschke, City of New Hope, introduced Megan Albert, the city’s new Storm Water Specialist and Project Coordinator.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

Chuck Schmidt, a resident in the City of New Hope, indicated concern about a significant gully flowing into the pond at Winnetka Village Apartments (Winnetka Pond) and eroding up closer and closer to the railroad bed. He wondered if the railroad authority had been contacted about the gully. Mark Ray, City of Crystal staff, indicated

that he had located the gully after previous comments from Mr. Schmidt, had checked easements and determined the gully is on railroad property. He indicated that he would contact the railroad about the gully.

3. AGENDA

MOTION: Commissioner Hoschka moved to approve the agenda. Alt. Commissioner Goddard seconded the motion. Upon a vote, the motion carried 8-0. [The city of Robbinsdale as absent from the vote.]

4. CONSENT AGENDA

MOTION: Commissioner Mueller moved to approve the consent agenda. Alt. Commissioner Goddard seconded the motion. Upon a vote, the motion carried 8-0. [The city of Robbinsdale was absent from the vote.]

[The following items were approved as part of the consent agenda: the June 16, 2016, Commission Meeting Minutes, the July 2016 Financial Report, the payment of invoices, the reimbursement request from the City of New Hope for the Northwood Lake Improvement Project, and the project at 2860 Evergreen Lane, Plymouth. Additionally, the Commission set a public hearing for September 15, 2016 regarding the 2017 Capital Improvement Program projects.]

The general and construction account balances reported in the July 2016 Financial Report are as follows:

Checking Account Balance	\$623,611.75
TOTAL GENERAL FUND BALANCE	\$623,611.75
TOTAL CASH & INVESTMENTS ON-HAND (7/12/16)	\$2,879,233.45
CIP Projects Levied – Budget Remaining	\$3,359,019.19
Closed Projects Remaining Balance	(\$479,785.74)
2011-2015 Anticipated Tax Levy Revenue	\$6,710.47
2016 Anticipated Tax Levy Revenue	\$601,430.96
Anticipated Closed Project Balance	\$128,355.69

5. BUSINESS

A. Consider Proposal to Develop Feasibility Study for Dredging Bassett Creek Park Pond and Winnetka Pond (2018 CIP Project BCP-2)

Administrator Jester reminded Commissioners that at the May meeting, the Commission directed the Commission Engineer to submit a proposal for development of a feasibility study for dredging Bassett Creek Park Pond with an alternate to include a study of the feasibility of dredging Winnetka Pond. Engineer Chandler showed the location of the ponds on a map, indicating that Winnetka Pond is divided into an east pond and a west pond. She reviewed the proposal and noted that although it's known that Bassett Creek Park Pond has significant sediment

build up, it's unclear if Winnetka Pond has a buildup of sediment. She noted that if it was not found to have sediment worth dredging, they would stop studying the Winnetka Pond and only continue studying Bassett Creek Park Pond. She noted that she expects less interest or concern from the public regarding this potential project and that there was some savings in surveying and reporting both ponds within one study.

Alt. Commissioner Goddard asked if it might be possible to "over-dredge" Bassett Creek Park Pond to gain more pollutant removal efficiency. Engineer Chandler said that depending on the wetland regulations for the pond, it might be possible and would be considered during the study. However, she also noted that because the pond is a DNR public water, over dredging wasn't likely permissible. Mark Ray, City of Crystal staff, indicated support for developing an access point to Bassett Creek Park Pond for more frequent dredging. There was more discussion about the possible depth to which the pond could be dredged. Commissioner Mueller wondered if it would be possible to have a depth deep enough for fish to survive.

There was discussion about the possible source of the sediment in Bassett Creek Park Pond. Engineer Chandler noted that sources include erosion from upstream which has likely lessened after erosion control projects on the North Branch of Bassett Creek. She also noted that cleaning out pre-settlement ponds is a city responsibility and that Winnetka Pond is being considered within this CIP project because it's part of the BCWMC Trunk System.

Mr. Ray noted that the city is hoping to dovetail park improvements at the same time as CIP construction.

MOTION: Alternate Commissioner Goddard moved to approve the proposal and scope of work as presented by the Commission Engineer to prepare a feasibility study for Bassett Creek Park Pond and Winnetka Pond Dredging Project (BCP-2) for a total cost of \$60,000. Alternate Commissioner Tobelmann seconded the motion. Upon a vote the motion carried 8-0. [City of Robbinsdale was absent from the vote.]

B. Consider Metropolitan Council Stormwater Grant Awarded for Northside Neighborhood Engagement & Opportunities in Clean Water Initiatives (Harrison Neighborhood Project)

- i. **Review Draft Project Work Plan from Metro Blooms**
- ii. **Consider Entering Agreement with Metropolitan Council to Implement Project**
- iii. **Consider Directing Staff to Develop and Execute a Sub-grant Agreement with Metro Blooms to Implement Project**

Administrator Jester provided background on the project, reminding the Commission that at the December 2015 meeting, the Commission agreed to submit a grant application to the Met Council on behalf of Metro Blooms for the Harrison Neighborhood Project. She reported that the BCWMC was recently awarded \$100,000 from the Met Council and that before a grant agreement can be approved, a work plan for the project must be approved by Met Council staff. She noted the draft work plan in the meeting materials was developed by Metro Blooms for the Commission's review and consideration. Further, she noted the grant agreement template from the Met Council included in the meeting materials was reviewed by Commission Legal Counsel.

Administrator Jester indicated that Minneapolis staff has comments on the draft work plan and that staff is also seeking comments from Commissioners. She noted that staff is seeking approval to execute a grant agreement with the Met Council once the work plan is revised and approved by Minneapolis staff and is approved by the Met Council. She also indicated that staff is seeking approval to develop and execute a corresponding sub-grant agreement with Metro Blooms to implement the project per the agreement with Met Council.

Ms. Becky Rice with Metro Blooms noted that the project scope has been scaled back from the original proposal due to less than anticipated grant funding. She reported the current work plan includes installing bioswales with alternative turf and native grasses after ash trees are removed from boulevards along Glenwood Ave. She noted that the bioswales will capture runoff from properties and not from streets and

that work in alleyways is no longer part of the project plan unless additional funding becomes available. There was discussion about maintenance of the projects since most residents in the Harrison Neighborhood are not the property owners. Ms. Rice indicated that Metro Blooms will only work with property owners and that not all properties will be residential.

Ms. Stout, City of Minneapolis, reported that city staff has some concerns with the work plan as currently presented and would like the opportunity to provide input. Ms. Rice and Administrator Jester indicated city input would be sought before submitting the work plan to the Met Council.

MOTION: Alternate Commissioner Goddard moved to approve the draft work plan with input from Minneapolis city staff and to bring a revised work plan to the Commission if it's significantly different from the current draft; to execute an agreement with the Metropolitan Council for the stormwater grant; and to develop and execute a sub-grant agreement with Metro Blooms to carry out the Metropolitan Council grant agreement. Commissioner Mueller seconded the motion. Upon a vote the motion carried 8-0. [City of Robbinsdale was absent from the vote.]

C. Review Draft Clean Water Fund Grant Application for Harrison Neighborhood Project

Administrator Jester noted that at the June meeting, the Commission directed staff to work with Metro Blooms to develop a Clean Water Fund grant application for the Harrison Neighborhood Project. She noted that the attached draft application requests \$150,000 in grant funds from the "Community Partners" portion of the Clean Water Fund which is separate from the Projects and Practices funds being sought for the Plymouth Creek Restoration Project. She indicated that staff is seeking comments on the draft application and approval to submit the application on behalf of Metro Blooms by the deadline of August 8th.

Ms. Rice with Metro Blooms reported that the project proposed in this grant application is an extension of the Harrison Neighborhood Project discussed previously in Item 5B. She noted that this project would work with businesses, organizations, and other larger property owners and would focus on Glenwood Avenue with the Glenwood Revitalization Team. She noted the funding would be used to fund 6-8 larger projects at up to \$25,000 each. She reported that Metro Blooms is also submitting a grant application for Hennepin County's Opportunity Grant Fund and that property owners would also be required to provide some match. There was discussion about how the Minneapolis Stormwater Credit program could be used to further incentivize businesses. Ms. Stout noted that receiving a stormwater credit can be more rigorous than expected and indicated that stormwater management features should be privately owned and maintained. There were further comments from Commissioners on various aspects of the application. Ms. Rice said she open to all comments and would like Minneapolis city staff to review the application and provide comments.

MOTION: Alternate Commissioner Goddard moved to direct staff to work with Metro Blooms to finalize the Clean Water Fund grant application with input from the city of Minneapolis and others and to submit the grant application to the Board of Water and Soil Resources. Alternate Commissioner Holter seconded the motion. Upon a vote the motion carried 8-0. [City of Robbinsdale was absent from the vote.]

D. Review Draft Clean Water Fund Grant Application for Plymouth Creek Restoration Project

Administrator Jester noted that at the June meeting, the Commission directed staff to discuss the two 2017 stream restoration projects with BWSR staff, determine which project has a better chance of receiving grant funds, and draft a grant application for the appropriate project. She reported that after discussions with BWSR, staff began drafting a grant application for the Plymouth Creek Restoration Project due to its impact on Medicine Lake and the Medicine Lake TMDL. She noted that the application in the meeting materials is a working document that still needs some additions and refinement. She indicated that staff is seeking comments on the draft application. There was discussion about the amount of grant funding to request. Commission Engineer Chandler cautioned against requesting the 75% of total project cost allowed in the

application in order to allow for flexibility during project implementation. Administrator Jester recommended requesting \$400,000.

MOTION: Commissioner Mueller moved to direct staff to finalize and submit the Clean Water Fund grant application for the Plymouth Creek Restoration Project for \$400,000. Seconded by Commissioner Hoschka. Upon a vote the motion carried 8-0. [City of Robbinsdale was absent from the vote.]

E. Consider Approval of Recommendations from Technical Advisory Committee on Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features

Commission Engineer Chandler noted that at the May meeting, the Commission discussed the TAC recommendations on the “Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features.” She noted that of the eight recommendations in the May memo, the Commission accepted recommendations 2 – 6 but requested that the TAC come back to the Commission with more information and/or revised language for recommendations 1, 7, and 8. She reported that the TAC met on June 28th, discussed these items, and developed revised recommendations for the Commission’s consideration.

Engineer Chandler reviewed recommendation #1 indicating that there had been a question about the expense of additional tunnel inspections. She reported that over the course of 20 years, the annual average increase of inspection costs would be \$2,750/year and that the TAC recommended that the Commission continue to fully fund inspections even with the additional cost. There was some discussion about the likely need to increase the amount of funding set aside each year from the Commission’s Operating Budget to the Long Term Maintenance Fund. The group decided that was a discussion for a different meeting or committee. There was consensus to accept the TAC’s recommendation for #1.

Engineer Chandler reviewed recommendation #7 indicating that the TAC still agreed cities are responsible for maintenance of Flood Control Project structures at road crossings and they recommended deleting one confusing sentence from the original recommendation. There was consensus to accept the TAC’s recommendation for #7.

Engineer Chandler reviewed recommendation #8 indicating Commissioners sought more information on the potential costs of future major rehabilitation. Engineer Chandler reviewed a table showing possible projected costs of significant rehabilitation and replacement of Flood Control Project features. She indicated the TAC’s original recommendation remained the same with the additional note that cities are expected to inform the Commission in advance of their request for reimbursement of large scale projects so the Commission can financially prepare. There was discussion about the fact that Hennepin County owns the structure at the Medicine Lake outlet and about different sources of funding (such as the U.S. Army Corps of Engineers, bonding by the County, etc.) for large scale rehabilitation or replacement projects. It was reiterated that inspection and reporting on maintenance will be a key to receiving future funding and will extend the life of the structures. There was also a discussion about the need to share this information with Hennepin County. It was noted that the new proposed funding mechanism (using CIP funds) may require an amendment to the Watershed Management Plan which would give the County and others a chance to comment. Administrator Jester also noted that early and often communication with the County and the Army Corps of Engineers is warranted.

MOTION: Alternate Commissioner Goddard moved to approve the recommendations of the Technical Advisory Committee on the Responsibilities and Funding Mechanisms for Rehabilitation and Replacement of Flood Control Project Features. Seconded by Alternate Commissioner Crough. Upon a vote the motion carried 8-0. [City of Robbinsdale was absent from the vote.]

F. Consider Education Committee Recommendation to Approve Contract with Lawn Chair Gardner for BCWMC Educational Display Upgrades and Monthly Article Writing

Administrator Jester reported that at the Education Committee meeting on July 12th, she and Commissioner Black (the only committee member in attendance) discussed outreach ideas with Dawn Pape, an independent contractor doing business as the Lawn Chair Gardener. She reported that she and Commissioner Black recommended contracting with Ms. Pape for the development of three new educational displays and for writing five articles for local news outlets and city newsletters. Administrator Jester noted that Ms. Pape is a local author and graphic designer with a Masters in Environmental Education, and that she founded the Blue Thumb-Planting for Clean Water program and has experience with many watershed organizations. There was some discussion about the need for displays that are useful outside in windy conditions and about where displays could be used. There was consensus that the Commission displays need upgrades and that articles written for local news outlets or city newsletters would reach a wide audience.

Administrator Jester also reported that Recording Secretary Amy Herbert had resigned her position with the Commission and gave a 35 day notice to terminate her contract which would end on August 16. She noted that one of Ms. Herbert's functions was to write posts for the Commission's Facebook page. Administrator Jester noted that social media is one of Ms. Pape's specialties and distributed a proposal from Ms. Pape to create a social media calendar, work on growing the social media audience through various campaigns, post weekly social media posts, and review analytics to determine campaign performance. Administrator Jester requested that the contract with Ms. Pape in the meeting materials be revised to include these social media activities for an amount not to exceed \$3,360 through January 1, 2017. She indicated there is plenty of funding remaining in the Recording Secretary's budget line to cover these costs.

Ms. Pape introduced herself, provided information on her background and expertise, and spoke about the importance of a complete social media campaign, including developing a plan and analyzing data.

There was further discussion about the Commission's displays and future maintenance. Administrator Jester indicated that maintenance is certainly something to consider.

MOTION: Commissioner Mueller moved to approve a contract with Ms. Dawn Pape for development of updated educational displays, writing 5 articles for local news outlets, and developing and implementing a social media campaign for a cost not to exceed \$10,360 through January 31, 2017. Seconded by Alternate Commissioner Holter. Upon a vote the motion carried 8-0. [City of Robbinsdale was absent from the vote.]

G. Receive Update on XP-SWMM Phase II Project

Commission Engineer Chandler walked through the memo in the meeting materials with an update on the XP-SWMM Phase II modeling project. She reported that the Plymouth Creek and Medicine Lake direct modeling was completed in FY2015 along with flow monitoring on the North Branch of Bassett Creek. She reported that modeling is underway for the North Branch and Main Stem Bassett Creek and that data from the City of Minneapolis' detailed modeling project is being incorporated into this project. Further, Engineer Chandler indicated that city staff have been very cooperative in supplying the information needed to perform the modeling. Alt. Commissioner Goddard noted that surveys from the Blue Line LRT project could be used along the Main Stem corridor.

[Commissioner Hoschka departs the meeting. Alt. Commissioner McDonald Black assumes Golden Valley representation.]

6. COMMUNICATIONS

A. Administrator's Report

Administrator Jester noted that besides her written report, she wanted to direct Commissioner's attention to informational item #7C regarding the Four Seasons Mall redevelopment project. She noted that the developer is prepared to go above and beyond requirements for pollutant removals and will likely seek a partnership with the Commission. She indicated that more information will be forthcoming at a future meeting.

B. Chair

Chair de Lambert noted that he, Minneapolis city staff, Commission Engineer Jeff Weiss, and the Administrator attended the Hennepin County Board of Commissioners committee meeting earlier in the week. He noted there were no questions posed to the Commission regarding the levy request for 2017 projects and the motion to approve the maximum levy request was approved by the committee.

C. Commissioners

Commissioner Fruen reported that he had witnessed the flood damage from recent storms in northern Wisconsin and indicated the work of the Commission to alleviate flooding is very important.

D. TAC Members

TAC member Bob Paschke, City of New Hope, reported that the Northwood Lake Improvement Project continues to be constructed and is on time and on budget.

TAC member Mark Ray, City of Crystal, indicated that the Three Rivers Park District trail project will be completed this fall.

E. Committees

- i. **APM/AIS Committee** – Administrator Jester reported the first meeting of the APM/AIS Committee was well attended and that Meg Rattei with Barr Engineering gave a very informative presentation that is now posted online on the "meeting materials" webpage. She indicated the next committee meeting is scheduled for August 16th.

Administrator Jester noted that the Budget Committee will meet on August 8th at noon at the Golden Valley City Hall.

F. Legal Counsel

Legal Counsel Troy Gilchrist indicated his appreciation to attend the Watershed Tour in order to see the projects he's writing contracts about and that are being discussed in meetings.

G. Engineer

Commission Engineer Chandler reported that the project plans for the North Branch Bassett Creek Channel Maintenance Project are complete. She also reported that the floating baffle on Schaper Pond had been vandalized and that crews will be reattaching the baffle and will find a way to deter future vandals. Finally, Engineer Chandler reported that the Department of Natural Resources recently developed an index of biological integrity (IBI) for fish and that DNR's data indicate Medicine Lake would not meet the standard based on preliminary work. She noted it's unclear whether that would result in an additional "impaired waters" listing. She noted an aquatic plant IBI is also in development.

7. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/document/meeting-materials-minu/meeting-materials/july-21-2016>)

- H. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- I. Grant Tracking Summary and Spreadsheet
- J. [Four Seasons Mall Redevelopment Letter of Support and Preliminary Project Plans](#)
- K. [West Metro Water Alliance “Water Links” Summer Newsletter](#)
<https://content.govdelivery.com/accounts/MNHENNE/bulletins/1523191>
- L. [MWMO’s “Water Wednesdays” Workshop Series \(June 8, July 13, Aug 10\):](#)
<http://mwmo.org/blog/introducing-water-wednesdays-new-summer-workshop-series/>
- M. [Clean Water Summit September 22nd, Minnesota Landscape Arboretum, Register at](#)
<http://www.arboretum.umn.edu/2016cleanwatersummit.aspx>
- N. [Water Resources Conference, October 18 – 19, St. Paul River Centre, <http://www.wrc.umn.edu/news-events/waterconf>](#)
- O. [WCA Notice of Decision, Plymouth Commons, Plymouth](#)
- P. WCA Notice of Decision - Vrieze Property, Plymouth
- Q. WCA Notice of Decision - St. Barnabas Lutheran Church, Plymouth
- R. WCA Notice of Application and Delineation Report – South Shore Drive, Medicine Lake
- S. [Channel 12 News Story on Golden Valley Residents Improving Creekside Habitat:](#)
<http://twelve.tv/news/newsitem.aspx?newsid=324&newsitemid=30907>

8. ADJOURNMENT - Chair de Lambert adjourned the meeting at 10:52 a.m.

Signature/Title

Date

Signature/Title

Date