



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday, August 18, 2016
8:30 – 11:00 a.m.

Council Conference Room, Golden Valley City Hall, Golden Valley, MN

AGENDA

1. CALL TO ORDER and ROLL CALL

2. **CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. Approval of Minutes - July 21, 2016 Commission Meeting
- B. Approval of August 2016 Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – July 2016 Administrator Services
 - ii. Barr Engineering – July 2016 Engineering Services
 - iii. Amy Herbert – July 2016 Secretarial Services
 - iv. ACE Catering – August 2016 Meeting Refreshments
 - v. Wenck – July 2016 WOMP Monitoring
 - vi. Kennedy Graven – June Legal Services
- D. Approval to Reimburse Commissioners for Registration Expenses to Upcoming Conferences
- E. Approval to Set Fall Technical Advisory Committee Meeting
- F. Approval of Resolution Amending the Budget for the Northwood Lake Improvement Project (NL-1)

5. BUSINESS

- A. Consider Assisting with Blake School Watershed 360 Project
- B. Consider Partnership on Four Seasons Redevelopment Project
- C. Receive Draft Response Action Plan for 2017 Main Stem Erosion Repair Project
- D. Consider Applying for Hennepin County Environmental Response Fund Grant for 2017 Main Stem Erosion Repair Project
- E. Review Status of 2016 Operating Budget
- F. Consider Approval of Budget Committee Recommendations for 2017 Operating Budget and Assessments to Cities
 - i. Minutes from August 8th Budget Committee Meeting
 - ii. Resolution from City of Plymouth
 - iii. Proposed 2017 Operating Budget and City Assessments
 - iv. 2017 Budget Detail Document
- G. Resolution of Appreciation for Services of Amy Herbert to the Bassett Creek Watershed Management Commission

6. COMMUNICATIONS

- A. Administrator's Report
 - i. BCWMC Display at Golden Valley Arts and Music Festival
- B. Chair
- C. Commissioners
- D. TAC Members

- E. Committees
 - i. APM/AIS Committee
- F. Legal Counsel
- G. Engineer
 - i. Schaper Pond Diversion Project Update

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. Clean Water Fund Grant Application – Plymouth Creek Restoration Project
- D. Clean Water Fund Grant Application – Harrison Neighborhood Project
- E. Interim Report for MPCA Clean Water Partnership Grant for Northwood Lake Improvement Project
- F. West Metro Water Alliance June Meeting Minutes
- G. Hennepin County Natural Resources Partnership Meeting August 23rd - “Envisioning the future of environmental education for youth” <http://www.hennepin.us/business/work-with-henn-co/envisioning-future-environmental-education>
- H. Clean Water Summit September 22nd, Minnesota Landscape Arboretum, Register at <http://www.arboretum.umn.edu/2016cleanwatersummit.aspx>
- I. Water Resources Conference, October 18 – 19, St. Paul RiverCentre, <http://www.wrc.umn.edu/news-events/waterconf>

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC APM/AIS Committee Meeting: Tuesday August 16th, 8:30 – 10:00 a.m., Medicine Lake Room, Plymouth City Hall
- BCWMC Regular Meeting: Thursday August 18th, 8:30 a.m., Council Conference Room, Golden Valley City Hall
- Clean Water Summit: Thursday September 22nd, 9:00 – 4:30; Minnesota Landscape Arboretum; register at <http://www.arboretum.umn.edu/2016cleanwatersummit.aspx>.
- Water Resources Conference, October 18 – 19, St. Paul RiverCentre, <http://www.wrc.umn.edu/news-events/waterconf>
- BCWMC Public Hearing and Regular Meeting: Thursday September 15, 2016, Council Conference Room, Golden Valley City Hall
- Golden Valley Arts and Music Festival: Saturday September 17, 2016, Golden Valley City Hall

Future Commission Agenda Items list

- Address Organizational Efficiencies
- Finalize Commission policies (fiscal, data practices, records retention, roles and responsibilities, etc.)
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: August 10, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 8/18/16 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 – July 21, 2016 Commission meeting- ACTION ITEM with attachment
 - B. Approval of August 2016 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – I have reviewed the following invoices and recommend approval of payment.
 - i. Keystone Waters, LLC – July 2016 Administrator Services
 - ii. Barr Engineering – July 2016 Engineering Services
 - iii. Amy Herbert – July 2016 Secretarial Services
 - iv. ACE Catering – August 2016 Meeting Refreshments
 - v. Wenck – July 2016 WOMP Monitoring
 - vi. Kennedy Graven – June Legal Services
 - D. Approval to Reimburse Commissioners for Registration Expenses to Upcoming Conferences – ACTION ITEM no attachment – Commissioner Mueller and Alt. Commissioner Scanlan are requesting reimbursement of registration costs to attend the Water Resources Conference for a total of \$415. Additionally, Alt. Commissioner Scanlan is requesting reimbursement of registration costs to attend the Clean Water Summit for a total of \$70. These amounts are within the Commission’s education budget and staff recommends approval of the requests.
 - E. Approval to Set Fall Technical Advisory Committee Meeting – ACTION ITEM no attachment – The TAC should meet in late September or early October to discuss a number of items including establishing a policy for an “request for proposals” process, considering a future shoreline and habitat monitoring program, being updated on the new State buffer requirements, continuing the discussion about MIDS in linear projects, etc. Staff requests approval to schedule a TAC meeting for this fall.
 - F. Approval of Resolution Amending the Budget for the Northwood Lake Improvement Project (NL-1) – ACTION ITEM with attachment – At the meeting in February 2016, the Commission amended the budget for the Northwood Lake Improvement Project and the agreement with the City of New Hope due to higher than expected construction bids and the receipt of another State grant. The Commission’s Deputy Treasurer noted that the financial audit will need a formal resolution amending the project’s budget (rather than the simple action taken in February). The Commission’s Legal Counsel developed and the Deputy Treasurer reviewed the attached resolution. Staff recommends approval of the resolution.
5. **BUSINESS**
 - A. Consider Assisting with Blake School Watershed 360 Project – ACTION ITEM with attachment – The Blake School is requesting assistance from Commission staff and/or city staff in creating a 360-degree view of the watershed with scrollable photographs. The end product could be used in educational materials and linked on the BCWMC website. Staff with the Blake School will present their idea and request at this meeting. Staff requests approval to assist with the project for a limited amount of time.

- B. Consider Partnership on Four Seasons Redevelopment Project – **ACTION ITEM with attachment** – *Please see the attached cover memo from me and proposal from Solution Blue regarding stormwater treatment at the Agora Development (Four Seasons Mall redevelopment project).*
- C. Receive Draft Response Action Plan for 2017 Main Stem Erosion Repair Project – **ACTION ITEM with attachment** - *The Commission Engineer is finalizing a Response Action Plan (RAP) for the Main Stem Erosion Repair Project, working for Hennepin County under their Brownfield grant funding. Preparation of the RAP for the Main Stem Erosion Control project will (i) allow for MPCA Brownfield regulatory review, (ii) position the project for potential Hennepin County Environmental Response Funding (ERF) to assist with soil remediation costs during project construction, and (iii) inform the final design of the project. Hennepin County staff, Minneapolis staff, and I reviewed the draft RAP and provided comments, which were incorporated into the draft attached here. The RAP is due to the MPCA Brownfield program by September 1, 2016 to maintain the schedule for pursuing an ERF grant (see next item). Staff recommends approval of the draft RAP and direction to submit the RAP to the MPCA for their approval.*
- D. Consider Applying for Hennepin County Environmental Response Fund Grant for 2017 Main Stem Erosion Repair Project – **ACTION ITEM with attachment** - *The feasibility study scope of work for the Main Stem Erosion Repair Project and the RAP (see previous item) anticipated there would be approximately \$137,000 in environmental response costs during project construction. The project is strongly positioned to apply for (and receive) a Hennepin County ERF grant to assist with environmental costs, and the next round of grant applications is due November 1, 2016. To position for the grant, the Commission Engineer, Minneapolis staff, and I will begin developing the ERF application and supporting information, which will include seeking a Minneapolis City Council resolution in support of the Project. Staff recommends the Commission apply for the grant and requests direction to prepare and submit the ERF application to the County. The ERF grant application is attached and additional information about the ERF can be found here: <http://www.hennepin.us/business/property/environmental-response-fund>*
- E. Review Status of 2016 Operating Budget - **INFORMATION ITEM no attachment** – *The end of July marked the half way point for the Commission’s fiscal year (Feb 1 – Jan 31). (The August financial report in Item 4B reflects Commission’s financial standing through July.) The Commission’s 2016 operating budget is looking healthy in most areas and staff projects ending the year under budget, overall. Staff will provide a verbal update at this meeting.*
- F. Consider Approval of Budget Committee Recommendations for 2017 Operating Budget and Assessments to Cities – **ACTION ITEM with attachments** – *At the May 2016 meeting, the Commission reviewed the Budget Committee’s initial recommendations on the 2017 Operating Budget, approved sending a proposed budget to cities for comment, and requested input from the TAC on water monitoring projects slated for 2017. The TAC met on June 28th; the Budget Committee met on August 8th to review the TAC’s recommendations, comments from cities (including the attached resolution from the City of Plymouth), and my recommendations. The committee meeting minutes and recommendations are attached, along with the final proposed 2017 budget. The Commission should approve a 2017 budget at this meeting.*
- i. Minutes from August 8th Budget Committee Meeting
 - ii. Resolution from City of Plymouth
 - iii. Proposed 2017 Operating Budget and City Assessments
 - iv. 2017 Budget Detail Document – online only
- G. Resolution of Appreciation for Services of Amy Herbert to the Bassett Creek Watershed Management Commission – **ACTION ITEM with attachment** – *Amy submitted her intent to cancel her contract with the BCWMC effective August 16th. Although Amy won’t be at the meeting, it’s appropriate to approve a resolution of appreciation as the Commission has done with other long-standing staff members. I am meeting with Amy on August 11th to discuss tasks and needs. The Administrative Committee should meet in the coming weeks to discuss options for completing the Recording Secretary’s work.*

6. COMMUNICATIONS

- A. Administrator's Report – **INFORMATION ITEM with attachment**
 - i. BCWMC Display at Golden Valley Arts and Music Festival – *Volunteers are needed to engage residents at the Golden Valley Arts and Music Festival on Saturday September 17th. More details will be available at the meeting.*
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
 - i. APM/AIS Committee – **INFORMATION ITEM no attachment**
- F. Legal Counsel
- G. Engineer
 - i. Schaper Pond Diversion Project Update – **INFORMATION ITEM no attachment**

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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 RiverCentre, <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

Bassett Creek Watershed Management Commission General Account
 General Fund (Administration) Financial Report
 Fiscal Year: February 1, 2016 through January 31, 2017
 MEETING DATE: August 18, 2016

Item 4B.
 BCWMC 8-18-16

(UNAUDITED)

BEGINNING BALANCE	12-Jul-16		623,611.75
ADD:			
General Fund Revenue:			
Interest less Bank Fees		(11.91)	
Permits:			
City of Golden Valley		1,100.00	
Reclass Grant Funds from CIP Fund		19,749.00	
Reimbursed Construction Costs		12,534.00	
		Total Revenue and Transfers In	33,371.09
DEDUCT:			
Checks:			
2879 Barr Engineering	July Engineering	38,173.99	
2880 Kennedy & Graven	June Legal	2,009.90	
2881 Keystone Waters LLC	July Administrator	3,221.59	
2882 Wenck Associates	July Outlet Monitoring	415.70	
2883 D'Amico Catering	Aug Meeting	146.23	
2884 Amy Herbert LLC	July Secretarial	310.00	
		Total Checks	44,277.41
Outstanding from previous month:			
2874 Metro Blooms	Harrison Neighborhood	4,000.00	
2877 Amy Herbert LLC	June Secretarial	341.00	
		Total Expenses	44,277.41
ENDING BALANCE	10-Aug-16		612,705.43

**Bassett Creek Watershed Management Commission General Account
 General Fund (Administration) Financial Report
 Fiscal Year: February 1, 2016 through January 31, 2017
 MEETING DATE: August 18, 2016**

(UNAUDITED)

	2016 / 2017 BUDGET	CURRENT MONTH	YTD 2016 / 2017	BALANCE
<u>OTHER GENERAL FUND REVENUE</u>				
ASSESSMENTS TO CITIES	490,345	0.00	490,344.00	1.00
PROJECT REVIEW FEES	60,000	1,100.00	34,800.00	25,200.00
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
MET COUNCIL REIMBURSEMENTS-LRT PROJECTS	0	19,749.00	19,749.00	(19,749.00)
TRANSFERS FROM LONG TERM FUND & CIP	27,055	0.00	0.00	27,055.00
REVENUE TOTAL	582,400	20,849.00	549,393.00	33,007.00
<u>EXPENDITURES</u>				
ENGINEERING & MONITORING				
TECHNICAL SERVICES	120,000	7,218.38	60,007.60	59,992.40
DEV/PROJECT REVIEWS	65,000	8,149.12	59,113.24	5,886.76
NON-FEE/PRELIM REVIEWS	15,000	1,509.00	23,250.44	(8,250.44)
COMMISSION AND TAC MEETINGS	13,000	556.38	8,178.88	4,821.12
SURVEYS & STUDIES	25,000	801.50	15,348.84	9,651.16
WATER QUALITY/MONITORING	76,000	4,583.98	25,087.29	50,912.71
SHORELAND HABITAT MONITORING	6,000	0.00	1,157.00	4,843.00
WATER QUANTITY	11,500	845.24	4,217.20	7,282.80
WATERSHED INSPECTIONS -EROSION CONTROL	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	0.00	0.00	10,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
WOMP	17,000	1,053.12	8,190.38	8,809.62
ENGINEERING & MONITORING TOTAL	361,500	24,716.72	204,550.87	156,949.13
ADMINISTRATION				
ADMINISTRATOR	62,000	3,221.59	27,823.08	34,176.92
LEGAL COSTS	18,500	2,009.90	6,390.02	12,109.98
AUDIT, INSURANCE & BONDING	15,500	0.00	14,493.00	1,007.00
FINANCIAL MANAGEMENT	3,200	0.00	77.60	3,122.40
DIGITIZE HISTORIC PAPER FILES	5,000	30.00	1,693.00	3,307.00
MEETING EXPENSES	2,200	146.23	1,001.08	1,198.92
ADMINISTRATIVE SERVICES	25,000	361.97	7,446.36	17,553.64
ADMINISTRATION TOTAL	131,400	5,769.69	58,924.14	72,475.86
OUTREACH & EDUCATION				
PUBLICATIONS/ANNUAL REPORT	2,500	0.00	1,246.50	1,253.50
WEBSITE	3,500	1,040.00	2,047.03	1,452.97
PUBLIC COMMUNICATIONS	2,500	0.00	0.00	2,500.00
EDUCATION AND PUBLIC OUTREACH	22,500	0.00	17,406.03	5,093.97
WATERSHED EDUCATION PARTNERSHIPS	15,500	0.00	3,500.00	12,000.00
OUTREACH & EDUCATION TOTAL	46,500	1,040.00	24,199.56	22,300.44
MAINTENANCE FUNDS				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
MAINTENANCE FUNDS TOTAL	50,000	0.00	0.00	50,000.00
TMDL WORK				
TMDL IMPLEMENTATION REPORTING	20,000	217.00	16,327.00	3,673.00
TMDL WORK TOTAL	20,000	217.00	16,327.00	3,673.00
TOTAL EXPENSES	609,400	31,743.41	304,001.57	305,398.43

BCWMC Construction Account
Fiscal Year: February 1, 2015 through January 31, 2016
August 2016 Financial Report

(UNAUDITED)

Cash Balance 7/12/16			
Cash		1,887,233.45	
	Total Cash		1,887,233.45
Ally Bk Midvale Utah C/D (9/25/2017 1.25%)		248,000.00	
Capital One Bk-McLean VA C/D (9/25/2017 1.15%)		248,000.00	
Capital One Bk-Glen Allen VA C/D (9/25/2017 1.15%)		248,000.00	
Key Bk Natl Assn Ohio C/D (10/02/2017 1.15%)		248,000.00	
	Total Investments		992,000.00
	Total Cash & Investments		2,879,233.45
Add:			
Interest Revenue (Bank Charges)		(56.48)	
Grant funds moved to General Fund		(19,749.00)	
	Total Revenue		(19,805.48)
Less:			
CIP Projects Levied - Current Expenses - TABLE A		0.00	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		(3,253.00)	
	Total Current Expenses		(3,253.00)
	Total Cash & Investments On Hand	08/10/16	<u>2,856,174.97</u>
Total Cash & Investments On Hand		2,856,174.97	
CIP Projects Levied - Budget Remaining - TABLE A		(3,359,019.19)	
Closed Projects Remaining Balance		(502,844.22)	
2011 - 2015 Anticipated Tax Levy Revenue - TABLE C		6,710.47	
2016 Anticipated Tax Levy Revenue - TABLE C		601,430.96	
Anticipated Closed Project Balance		<u>105,297.21</u>	
Proposed & Future CIP Project Amount to be Levied - TABLE B		0.00	

TABLE A - CIP PROJECTS LEVIED					
	Approved Budget	Current Expenses	2016 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Lakeview Park Pond (ML-8) (2013)	196,000.00	0.00	0.00	11,589.50	184,410.50
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000.00	0.00	0.00	127,501.84	862,498.16
2014					
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000.00	0.00	213,668.55	303,263.45	308,736.55
Briarwood / Dawnview Nature Area (BC-7)	250,000.00	0.00	230,401.91	250,000.00	0.00
Twin Lake Alum Treatment Project (TW-2)	163,000.00	0.00	66,812.17	91,037.82	71,962.18
2015			0.00	0.00	
Main Stem 10th to Duluth (CR2015)	1,503,000.00	0.00	0.00	105,042.00	1,397,958.00
2016			0.00	0.00	
Honeywell Pond Expansion (BC-4) ¹	810,930.00	0.00	0.00	13,904.48	797,025.52
Northwood Lake Pond (NL-1) ²	822,140.00	0.00	985,769.53	1,085,711.72	(263,571.72)
	<u>5,347,070.00</u>	<u>0.00</u>	<u>1,496,652.16</u>	<u>1,988,050.81</u>	<u>3,359,019.19</u>

Grant Funds Received

275,000.00

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2016 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2017					
Main Stem Cedar Lk Rd to Dupont (2017 CR-M)		958.00	63,376.50	106,048.38	(106,048.38)
Plymouth Creek Restoration (CR-P)		1,687.50	14,916.50	64,328.63	(64,328.63)
2017 Project Totals	0.00	2,645.50	78,293.00	170,377.01	(170,377.01)
2018					
Bassett Creek Park & Winnetka Ponds Dredging (BCP-2)		607.50	607.50	607.50	(607.50)
2018 Project Totals	0.00	607.50	607.50	607.50	(607.50)
2019					
Bryn Mawr Meadows (BC-5)	0.00	0.00	0.00	5,282.80	(5,282.80)
2019 Project Totals	0.00	0.00	0.00	5,282.80	(5,282.80)
Total Proposed & Future CIP Projects to be Levied	0.00	3,253.00	78,900.50	176,267.31	(176,267.31)

BCWMC Construction Account

Fiscal Year: February 1, 2015 through January 31, 2016

(UNAUDITED)

August 2016 Financial Report

TABLE C - TAX LEVY REVENUES

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2016 Tax Levy	1,222,000.00		1,222,000.00	0.00	620,569.04	620,569.04	601,430.96	1,222,000.00
2015 Tax Levy	1,000,000.00	4,784.98	1,004,784.98	0.00	3,042.85	1,001,880.34	2,904.64	1,000,000.00
2014 Tax Levy	895,000.00	(5,147.27)	889,852.73	0.00	118.97	887,820.38	2,032.35	895,000.00
2013 Tax Levy	986,000.00	(8,746.67)	977,253.33	0.00	32.61	976,135.00	1,118.33	986,000.00
2012 Tax Levy	762,010.00	(7,283.60)	754,726.40	0.00	75.30	754,187.05	539.35	762,010.00
2011 Tax Levy	863,268.83	(12,453.26)	850,815.57	0.00	233.54	850,699.77	115.80	862,400.00
				<u>0.00</u>			<u>608,141.43</u>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2016 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
TOTAL TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
Flood Control Long-Term					
Flood Control Long-Term Maintenance	648,373.00	9,281.00	76,702.50	230,478.17	417,894.83
Less: State of MN - DNR Grants			(13,838.00)	(13,838.00)	
	648,373.00	9,281.00	62,864.50	216,640.17	417,894.83
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Annual Water Quality					
Channel Maintenance Fund	325,000.00	0.00	0.00	121,242.95	203,757.05
Total Other Projects	1,608,373.00	9,281.00	62,864.50	445,648.27	1,148,886.73

Cash Balance 7/12/16	1,069,504.68
Add:	
Transfer from GF	0.00
Less:	
Current (Expenses)/Revenue	(9,281.00)
Ending Cash Balance 08/10/16	1,060,223.68
Additional Capital Needed	(88,663)

Bassett Creek Construction Project Details

8/10/2016

CIP Projects Levied

	Total	2013	2013	2014	2014	2014	2015	2016	2016
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
Original Budget Added to Budget	5,347,070	196,000	990,000	612,000	250,000	163,000	1,503,000	810,930	822,140
Expenditures:									
Feb 2004 - Jan 2005	637.50	637.50							
Feb 2005 - Jan 2006									
Feb 2006 - Jan 2007									
Feb 2007 - Jan 2008									
Feb 2008 - Jan 2009									
Feb 2009 - Jan 2010									
Feb 2010 - Jan 2011	602.00		602.00						
Feb 2011 - Jan 2012	49,194.86	1,476.00	8,086.37	39,632.49					
Feb 2012 - Jan 2013	71,301.89	2,964.05	61,940.82	4,572.97	152.80	1,671.25			
Feb 2013 - Jan 2014	78,112.38	6,511.95	31,006.30	19,079.54	6,477.29	13,678.55	1,358.75		
Feb 2014 - Jan 2015	70,123.05			26,309.90	12,968.00	8,443.85	9,820.60	7,461.95	5,118.75
Feb 2015-Jan 2016	221,426.97		25,866.35			432.00	93,862.65	6,442.53	94,823.44
Feb 2016-Jan 2017	1,496,652.16			213,668.55	230,401.91	66,812.17			985,769.53
Total Expenditures:	1,988,050.81	11,589.50	127,501.84	303,263.45	250,000.00	91,037.82	105,042.00	13,904.48	1,085,711.72

Project Balance **3,359,019.19** **184,410.50** **862,498.16** **308,736.55** **71,962.18** **1,397,958.00** **797,025.52** **(263,571.72)**

	Total	2013	2013	2014	2014	2014	2015	2016	2016
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
Project Totals By Vendor									
Barr Engineering	184,734.21	6,338.95	28,670.54	75,251.50	13,089.74	15,712.00	15,825.00	13,108.48	16,738.00
Kennedy & Graven	11,384.60	1,200.55	2,471.95	993.40	1,038.35	1,058.65	2,223.75	796.00	1,601.95
City of Golden Valley	572,875.88			213,668.55	230,401.91	66,812.17	61,993.25		
City of Minneapolis									
City of Plymouth	75,759.35		75,759.35						
City of New Hope	1,067,371.77								1,067,371.77
MPCA									
Blue Water Science	3,900.00					3,900.00			
S E H									
Misc									
2.5% Admin Transfer	72,025.00	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00	25,000.00		
Transfer to General Fund									
Total Expenditures	1,988,050.81	11,589.50	127,501.84	303,263.45	250,000.00	91,037.82	105,042.00	13,904.48	1,085,711.72

	Total	2013	2013	2014	2014	2014	2015	2016	2016
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)
Levy/Grant Details									
2009/2010 Levy									
2010/2011 Levy									
2011/2012 Levy									
2012/2013 Levy	986,000	162,000	824,000						
2013/2014 Levy	895,000			534,000	218,800	142,200			
2014/2015 Levy	1,000,000						1,000,000		
2015-2016 Levy	1,222,000							810,930	411,070
Construction Fund Balance	703,000	34,000	166,000				503,000		
BWSR Grant- BCWMO	400,000								400,000
MPCA Grant-CWPGrant	75,000								75,000
DNR Grants-LT Maint									
Total Levy/Grants	5,281,000	196,000	990,000	534,000	218,800	142,200	1,503,000	810,930	886,070

BWSR Grants Received 200,000
MPCA Grant-CWP (Total \$300,000) 75,000.00

Bassett Creek Construction Project Details

Bassett Creek Construction Project Details

Proposed & Future CIP Projects (to be Levied)

Other Projects

	Total	2017	2017	2018	2019	DNR Grant From GF	Total	TMDL Studies	Flood Control Emergency Maint	Flood Control Long-Term Maint	Channel Maint	Totals - All Projects
	Proposed & Future CIP Projects (to be Levied)	Main Stem-Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)	Bassett Cr Pk & Winnetka Ponds Dredging (2018 BCP-2)	Bryn Mawr Meadows		Other Projects					
Original Budget												
Added to Budget												
Expenditures:												
Feb 2004 - Jan 2005							6,949.19			3,954.44	2,994.75	6,949.19
Feb 2005 - Jan 2006							10,249.09	637.20	9,611.89			10,249.09
Feb 2006 - Jan 2007							23,486.95	23,486.95				23,486.95
Feb 2007 - Jan 2008							70,413.47	31,590.12			38,823.35	70,413.47
Feb 2008 - Jan 2009							31,868.63	31,868.63				31,868.63
Feb 2009 - Jan 2010							15,005.25	15,005.25				15,005.25
Feb 2010 - Jan 2011							168.00	168.00				168.00
Feb 2011 - Jan 2012							21,094.00	3,194.00			17,900.00	21,094.00
Feb 2012 - Jan 2013							6,732.00	1,815.00				6,732.00
Feb 2013 - Jan 2014							59,459.65		4,917.00		34,747.50	59,459.65
Feb 2014 - Jan 2015	5,282.80				5,282.80		137,357.54		24,712.15		26,777.35	137,357.54
Feb 2015-Jan 2016	92,084.01	42,671.88	49,412.13				76,702.50		110,580.19			92,084.01
Feb 2016-Jan 2017	78,900.50	63,376.50	14,916.50	607.50					76,702.50			78,900.50
Total Expenditures:	176,267.31	106,048.38	64,328.63	607.50	5,282.80		459,486.27	107,765.15	230,478.17	121,242.95		2,623,804.39
Project Balance	(175,659.81)	(106,048.38)	(64,328.63)		(5,282.80)		1,162,724.73	27,234.85	500,000.00	431,732.83	203,757.05	4,346,084.11

	Total	2017	2017	2018	2019	DNR Grant From GF	Total	TMDL Studies	Flood Control Emergency Maint	Flood Control Long-Term Maint	Channel Maint	Totals - All Projects
	Proposed & Future CIP Projects (to be Levied)	Main Stem-Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)	Bassett Cr Pk & Winnetka Ponds Dredging (2018 BCP-2)	Bryn Mawr Meadows		Other Projects					
Project Totals By Vendor												
Barr Engineering	175,142.31	104,923.38	64,328.63	607.50	5,282.80		306,675.26	104,888.70		201,786.56		666,551.78
Kennedy & Graven							2,648.25	1,164.30		1,099.35	384.60	14,032.85
City of Golden Valley							55,287.50				55,287.50	628,163.38
City of Minneapolis							26,747.50				26,747.50	26,747.50
City of Plymouth							38,823.35				38,823.35	114,582.70
City of New Hope												1,067,371.77
MPCA	1,125.00	1,125.00										1,125.00
Blue Water Science												3,900.00
S E H							3,992.26		3,992.26			3,992.26
Misc							1,712.15	1,712.15				1,712.15
2.5% Admin Transfer												72,025.00
Transfer to General Fund												23,600.00
Total Expenditures	176,267.31	106,048.38	64,328.63	607.50	5,282.80		459,486.27	107,765.15	230,478.17	121,242.95		2,623,804.39

	Total	2017	2017	2018	2019	DNR Grant	Total	TMDL Studies	Flood Control Emergency Maint	Flood Control Long-Term Maint	Channel Maint	Totals - All Projects
	Proposed & Future CIP Projects (to be Levied)	Main Stem-Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)	Bassett Cr Pk & Winnetka Ponds Dredging (2018 BCP-2)	Bryn Mawr Meadows		Other Projects					
Levy/Grant Details												
2009/2010 Levy												
2010/2011 Levy						2010/2011	60,000.00	10,000		25,000	25,000	60,000
2011/2012 Levy						2011/2012	60,000.00	10,000		25,000	25,000	60,000
2012/2013 Levy						2012/2013	60,000.00	10,000		25,000	25,000	1,046,000
2013/2014 Levy						2013/2014	50,000.00			25,000	25,000	945,000
2014/2015 Levy						2014/2015	50,000.00			25,000	25,000	1,050,000
2015-2016 Levy												
Construction Fund Balance						2015/2016	50,000.00			25,000	25,000	753,000
BWSR Grant- BCWMO												400,000
MPCA Grant-CWPGrant												
DNR Grants-LT Maint							13,838.00			13,838		
Total Levy/Grants							343,838.00	30,000		163,838	150,000	4,314,000

**A RESOLUTION APPROVING AND RATIFYING AN AMENDMENT TO THE
PROJECT BUDGET FOR NORTHWOOD LAKE IMPROVEMENT PROJECT**

Bassett Creek Watershed Management Commission
Resolution #16-____

WHEREAS, the Bassett Creek Watershed Management Commission (“BCWMC”) entered into a cooperative agreement (“Agreement”) with the City of New Hope (“City”) on August 20, 2015 to provide funding for a water quality improvement project described as the Northwood Lake Improvement Project (NL-1) within the City (the “Project”);

WHEREAS, the original estimated cost for the Project was \$1,422,140, but as the Project progressed the estimated cost increased to \$1,710,140;

WHEREAS, in order to respond to the cost increase, and to reflect the fact the BCWMC received for the Project a \$400,000 grant in addition to a previous \$300,000 grant from the from the Minnesota Board of Water and Soil Resources and the Minnesota Pollution Control Agency, respectively, the BCWMC and the City executed a first amendment to the Agreement dated February 18, 2016 to increase the total amount of the potential reimbursement payments from the BCWMC to the City for the Project to \$1,433,740; and

WHEREAS, the BCWMC auditor indicated that in addition to having executed a written amendment to the Agreement to provide for the adjusted reimbursement amount for the Project, the BCWMC Board of Commissioners also needs to act by resolution to formally amend the budget for the Project.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners (“Board”) of the BCWMC as follows:

1. The Board hereby approves and ratifies an amendment to budget for the Project to increase the total not to exceed amount to be reimbursed to the City for the Project to \$1,433,740.
2. The Board authorizes and directs the BCWMC Administrator and the BCWMC Deputy Treasurer to take such additional actions as may be needed to document and account for the amendment to the Project budget as may be needed to respond to the auditor’s recommendations.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 18th day of August, 2016.

Chair

Attest:

Secretary

Resolution No. _____: Offered by Commissioner _____, seconded by
Commissioner _____, adopted by a vote of _____ at the regular
meeting of the Board of Commissioners of Bassett Creek Watershed Management Commission
on August 18, 2016.

Watershed Thinglink Project

Overview

The Blake School Northrop Campus resides in the Bassett Creek Watershed District. The watershed is undergoing many changes in order to improve water quality, and allow better access for people. We have a unique opportunity to build something that will engage the public in water quality issues, and explore the watershed in a new way. We plan to do this by using photography and technology as a link to learning. Using a 360-degree camera, standard digital cameras, and the Thinglink software, we plan to create 360-degree view scrollable photographs. These photographs are geotagged to a specific location of interest in the watershed - and embed in that primary photo additional still images and written narrative that go into greater written detail in order to educate the public. We plan to use the current website framework to attach our interactive images to each specific BCMWC location.

[This is a link to an example](#) that we have made to demonstrate the concept.

<https://www.thinglink.com/video/819754327454253057> (may need to be opened in browser other than Chrome)

Requirements

- Students engage with Bassett Creek Watershed District: Attend public hearing on September 15th, "Erosion Repair Project" . They will also meet with staff, have staff attend all day field excursion to teach students about what makes each location significant, the work the district is conducting at three locations of key interest in the district.
- Research Bassett Creek Watershed website and supplemental resources to understand site specific information and concerns.
- Collaborate with Bassett Creek staff to gain insight and awareness about current challenges and initiatives undertaken by the district.
- Demonstrate understanding of water movement, wildlife systems within, and human impact on watershed.
- Students learn to use Thinglink software and create educational 360-degree images.
- Deliver finished project to Bassett Creek Watershed District. Linked on the BCWMC's website map for each particular region. [For example, imagine a direct link on a page like this.](#)

MEDICINE LAKE



lake

ie center of the watershed, is the largest of the lakes in the of more than 900 acres. It is a major recreational resource for 1 Regional Park, public beaches, and a public boat landing. The for swimming, fishing, boating, birding, and biking or walking



Quick Facts

BCWMC Classification	Priority 1 Deep Lake
Watershed Area (acres)	11,014

- Place information at the physical site to access the Thinglink and 360-degree photo on mobile devices. (The Thinglink can also easily be directly linked via BCWMC's website.)
- Environmental science students will check statistics (website analytics) if possible, or work with Bassett Creek staff.

Benefits to Bassett Creek Watershed Management Commission

Our work will meet several of your mission goals, both directly and indirectly. Here are a few very direct correlations from your mission:

- *Raise awareness of the watershed's existence and the role that the BCWMC plays in protecting water quality and preserving the watershed's health and aesthetics.*
- *Enable the target audiences to have confidence in the BCWMC's expertise and participate in a meaningful way in the planning process and ongoing projects conducted by the BCWMC.*
- *Raise awareness of the impact that individuals, businesses, and organizations have upon water quality and motivate these audiences to change personal/corporate behavior that has a negative impact on water quality and the watershed.*
- *Manage the water resources of the watershed, with input from the public, so that the beneficial uses of wetlands, lakes and streams remain available to the community.*



Item 5B.
BCWMC 8-18-16

Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners
From: Laura Jester, Administrator
Date: August 11, 2016

RE: Four Seasons Redevelopment – Agora Development

At their meeting in September 2013, the BCWMC conditionally approved 90% plans for the [Four Seasons Area Water Quality Project](#) that included restoration of a channel upstream of the mall and creation of a stormwater pond. The project was never built due to residents' concerns with tree loss. The BCWMC CIP budget still includes over \$862,000 for that project. The City of Plymouth has been exploring different options and waiting for the mall site to change ownership.

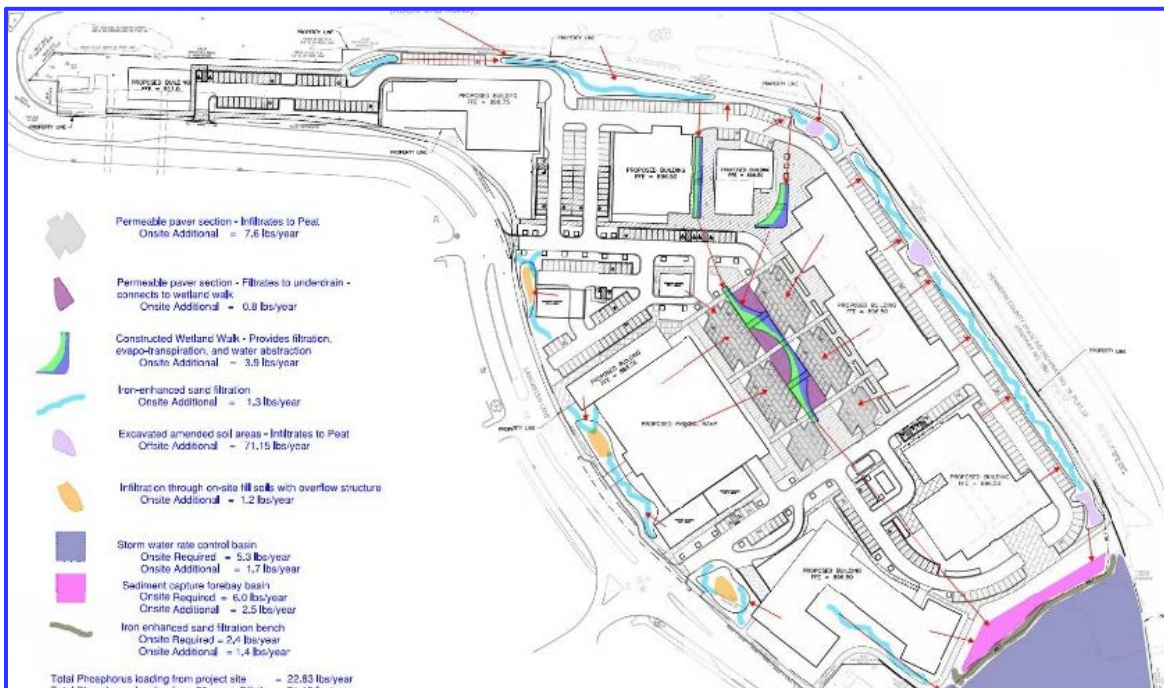
Now the Four Seasons Mall area is slated for redevelopment and preliminary plans indicate the developer, Rock Hill Management (RHM), is able to treat more total phosphorus than is required by BCWMC development standards. RHM hired Solution Blue to design innovative stormwater management features that also help create a community amenity and gathering space. RHM is interested in a partnership with the BCWMC to implement these features by utilizing CIP funds previously slated for the Four Seasons Project.

BCWMC staff is supportive of exploring a potential partnership as it creates a unique opportunity to 1) develop a public-private partnership, 2) obtain the BCWMC goal of reducing pollutant loading to Northwood Lake, and 3) provide education to residents and visitors about surface water management. One cursory way to approach a potential financial contribution to the project is based on dollars per pound of phosphorus removed. The original Four Seasons Project (per [50% design plans](#), August 2013) would have removed an estimated 100 pounds of phosphorus per year at an initial construction cost of \$939,831 or \$9,398/pound. Solution Blue indicates they can remove 77.85 pounds of phosphorus (above the 13.7 pounds required by BCWMC standards) for an initial construction cost of \$1,059,000 or \$13,600/pound (also noting higher construction costs than in 2013).

A better way to compare the projects would be to look at the annualized cost of phosphorus removal over 30 years for each project. That information was not available at the time of this writing, but will be brought to the Commission meeting. Please see the information from Solution Blue in the meeting packet. Staff recommends the Commission approve partnering with RHM and contributing financially to the redevelopment project at an appropriate cost per pound of pollutant removal.

Agora Development

Enhanced Stormwater Treatment Summary



To: Bassett Creek Watershed Management Commission & City of Plymouth

From: Solution Blue, Inc.

Date: 08-10-16



AGORA DEVELOPMENT - ENHANCED STORMWATER TREATMENT SUMMARY, AUGUST 2016

Project Introduction

The Agora project is a redevelopment of the existing Four Seasons shopping mall at Hwy 169 and Rockford Road in Plymouth. Rock Hill Management's vision for the site is to create a vibrant and inspiring community where people can live, work, stay and play. Throughout the site there will be places for area residents to gather, exercise and also relax. The project will include 80,000 sq ft of retail, two hotels, a senior housing apartment with 120 dwelling units and an increase amount of green space.

Currently, the site is almost 100% impervious and covered with a bituminous surface. The proposed development incorporates a wetland pond, walking paths, infiltration basins, native plantings, tree trenches and a central "Wetland-Walk" plaza that can accommodate larger events such as outdoor movies, concerts and farmers' markets.

Per the "Minimal Impact Design Standards (MIDS)" flexible treatment options, the site will be required to achieve rate control to existing conditions, provide non-degradation of suspended solids, removal of 60% Phosphorus, and provide volume abstraction to the extent practicable due to the poor site soil conditions with regard to infiltration. The proposed plan will achieve these regulations by enhancing an existing wetland into a stormwater wetland feature with a forebay that includes an iron-enhanced sand filter bench, infiltration practices at locations where applicable, filtration practices in swales and permeable pavements, and through pollutant uptake and removal via wetland plantings and harvesting. Additionally, the project team would like to explore discussions with Bassett Creek Watershed District to enhance the stormwater Best Management Practices on-site to contribute to phosphorus reductions to adjacent regional systems including Northwood Lake. If a successful public/private partnership can be established, significant nutrient loading reductions to the regional watershed can be achieved.

Stormwater Philosophy

Stormwater and water management stewardship contribute to a healthy community where residents and visitors are encouraged to acknowledge and interact with their surrounding environment. In this development, stormwater management is layered into green spaces where it is displayed as an amenity space and place making, rather than hidden or managed as often-neglected ponds, underground tanks & rain gardens. These layered "green infrastructure" systems range from highly designed hard-edged stormwater features to more natural wetland-style filtration basins. By combining gathering space, walkways, walls and other site features with stormwater systems, the design intends to create managed spaces that celebrate water as an integral component of place making and healthy communities.



AGORA DEVELOPMENT - ENHANCED STORMWATER TREATMENT SUMMARY, AUGUST 2016

As the project team began exploring the opportunities and challenges of redeveloping this complex site, we identified a unique opportunity to celebrate sustainable stormwater management as a key project identifier.

The City of Plymouth and the Bassett Creek Watershed Management Commission (BCWMC) commissioned the development of this Feasibility Study to select an approach for water quality improvements for the North Branch subwatershed south of County Road 9 and west of Northwood Lake. The goal of the project was to evaluate a suite of Best Management Practices (BMPs) and/or capital projects to reduce total suspended solids and phosphorus loading with a target load reduction of 73 pounds of phosphorus per year.

In July of 2012, the Four Seasons Mall Water Quality Improvement Feasibility Report was published and several potential options were identified including:

- A. Regional water quality ponding improvements within basin NB07 including wetland mitigation
- B. Water quality ponding improvements on the City of New Hope's outlot east of Highway 169
- C. Alum treatment, including the possibility of an alum dosing plant, near pond NB07
- D. Wetland restoration and habitat improvement under Minnesota Rule 8420.0420 Subp. 9.
- E. Stream restoration from Lancaster Lane to the west
- F. Flow restriction at the outlet of Pond NB07 to improve the water quality function of the pond
- G. A partnership with the Four Season Mall Property to develop improvements that meet the BCWMC goals and development requirements of the City as well as identify additional areas that may increase pollutant reductions.

The ultimate goal of the project was to develop a project or a suite of projects to reduce 73 pounds/year or more of phosphorus loading to Northwood Lake. From the seven projects that were initially chosen as potential candidates for reaching a goal of 73 lb/year removal of phosphorus from the North Branch subwatershed in Plymouth. This list was refined into two scenarios through field investigations and coordination between the City of Plymouth and other government agencies. The scenarios presented in the Feasibility study are watershed ponding and stream restoration (scenario 1) and stormwater collection and alum injection (scenario 2).

Both scenarios were predicted to be effective at reaching the 73 lb/year phosphorus removal goal. Scenario 1 removes a total of 105 lbs of phosphorus per year and had a total then (2012) construction cost estimate of \$939,831. The 30-year lifecycle cost for scenario 1 is \$1,068,667. Scenario 2 was predicted to remove a total of 89 pounds of phosphorus per year and had a then (2012) cost estimate of \$1,205,826. The 30-year lifecycle cost of scenario 2 was estimated to be \$1,853,345.

It is our understanding that the Capital Improvement project based on Scenario 1 was chosen and initial preparations to proceed with Scenario 1 have been initiated.

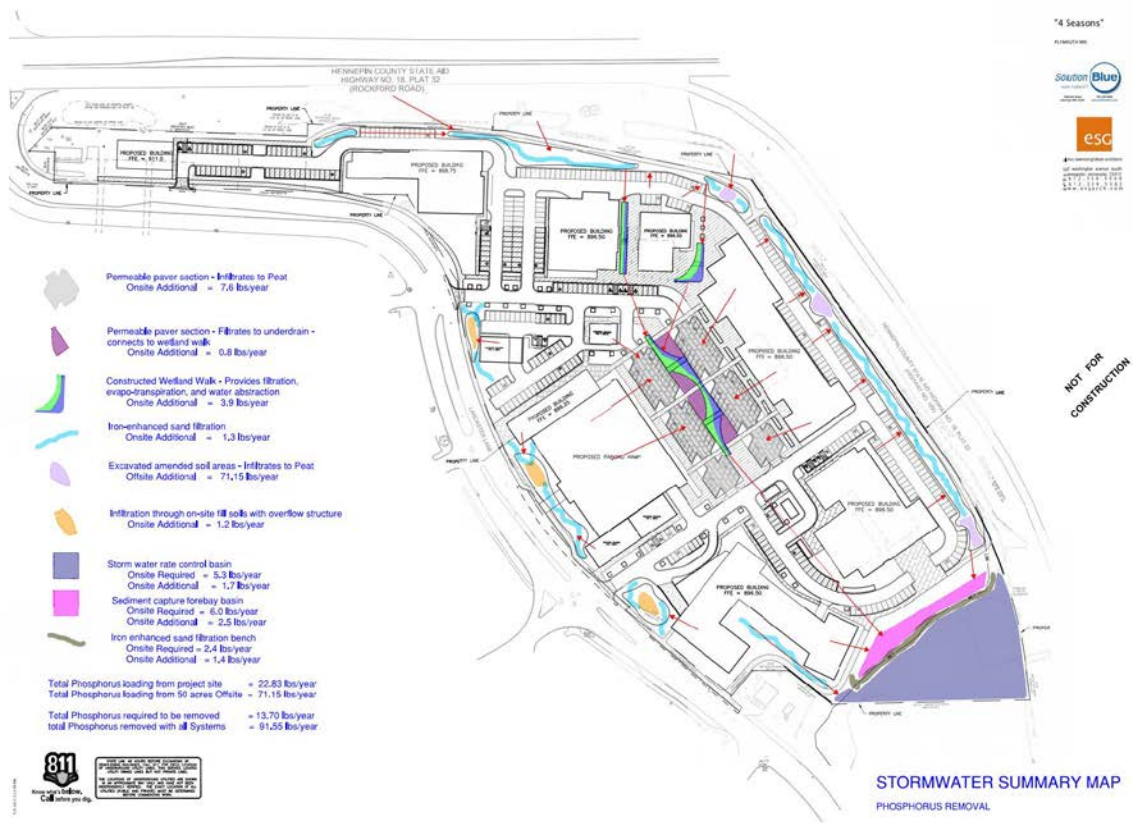
AGORA DEVELOPMENT - ENHANCED STORMWATER TREATMENT SUMMARY, AUGUST 2016

Public/Private Partnership

At this time, Rock Hill Management (RHM) would like to explore a partnership with the Four Seasons Mall Property and City of Plymouth/BCWD to develop improvements that can contribute to the water quality improvement desired by regional stakeholders.

RHM is willing to explore constructing enhanced stormwater features that help meet the objectives of the Four Season Mall Water Quality Feasibility Report. RHM, in partnership with the City of Plymouth, would like to request that a portion of the funding previously allocated to Scenario I be redirected to the enhanced stormwater treatment amenities on the Agora Site.

Treatment Summary



AGORA DEVELOPMENT - ENHANCED STORMWATER TREATMENT SUMMARY, AUGUST 2016

Required Onsite Treatment

The required stormwater regulations for the redevelopment of the Agora project will utilize the Minimal Impact Design Standards (MIDS) flexible treatment options guidance. The project site has several feet of clay/fill soils that have minimal to no infiltration capacity. The site conditions fall to MIDS guidance flexible treatment option 2 that requires the project site to remove 60% of total phosphorus of the developed site and stormwater abstraction to the extent practicable.

The upstream stormwater flow will be conveyed by pipe to the downstream stormwater basin. Prior to discharge to the stormwater basin, the water will receive pretreatment by SAFL baffles and sump manholes. The downstream stormwater control for the site will be a two cell stormwater basin. The initial cell (forebay) is a sedimentation forebay that will allow particulate settlement. The second cell is a larger rate control basin that will also allow sediment settlement. In between the two cells is an iron-enhanced filtration bench. This bench, along with the forebay and large basin, provides the 60% phosphorus removal and controls the rate of release to meet existing conditions.



Total Phosphorus loading of the project site	=	22.83 lbs/year
Phosphorus removal by Forebay	=	6.00
Phosphorus removal by Iron-Enhanced bench	=	2.40
Phosphorus removal by rate control basin	=	5.30
Total Phosphorus removal	=	13.70 lbs/year (60%)

AGORA DEVELOPMENT - ENHANCED STORMWATER TREATMENT SUMMARY, AUGUST 2016

Additional Onsite Treatment

Additional treatment practices that exceeds the requirements needed for the redevelopment of this property may include permeable pavement infiltration with amended soils, wetland walk treatment, vegetation removal, iron-enhanced filtration swales, shallow bio-infiltration basins, and tree trenches. These additional devices will provide further benefit to the on-site stormwater as well as treat and infiltrate a nominal amount of off-site drainage. These practices will increase phosphorus removal, provide substantial stormwater abstraction, and further improve the stormwater rate control.



Total Phosphorus loading of the project site	=	22.83 lbs/year
Phosphorus removal by additional systems	=	14.80 lbs/year (upstream of BMPs Below)
Phosphorus removal by Forebay	=	2.50 lbs/year
Phosphorus removal by Iron-Enhanced bench	=	1.40 lbs/year
Phosphorus removal by rate control basin	=	1.70 lbs/year
Total Phosphorus removal	=	20.40 lbs/year (89%)

AGORA DEVELOPMENT - ENHANCED STORMWATER TREATMENT SUMMARY, AUGUST 2016

Treatment of Offsite water

Additional treatment practices within the proposed project limits may be designed to accept and handle off-site drainage. The additional treatment practices may include a constructed wetland, amended soils to allow infiltration, and a large peat layer that acts as a large storage basin. The additional treatment practices will require amending existing clay/fill soils to an acceptable filtration soil media from finished grade to a buried peat layer that will be accepting of large volumes of water. The constructed wetland can be a feature that will be highly visible and can provide continuous water circulation. The wetland walk will abstract water and phosphorus through plant uptake and fall vegetation removal.



Total Phosphorus loading of the project site	=	22.83 lbs/year
Total Phosphorus loading of offsite drainage	=	71.15 lbs/year
Phosphorus removal by additional systems	=	14.80 lbs/year (upstream of BMPs Below)
Phosphorus removal by Infiltration to Peat	=	71.15 lbs/year
Phosphorus removal by Forebay	=	2.50 lbs/year
Phosphorus removal by Iron-Enhanced bench	=	1.40 lbs/year
Phosphorus removal by rate control basin	=	1.70 lbs/year
Total Phosphorus removal	=	91.55 lbs/year (97%)

AGORA DEVELOPMENT - ENHANCED STORMWATER TREATMENT SUMMARY, AUGUST 2016

Construction Cost Estimates

Required On Site Treatment

<ul style="list-style-type: none"> • SAFL Baffle (2) • Pond w/ Forebay with Iron enhanced Bench 	13.7 lbs/yr Phosphorus Removal
Construction Cost Estimate	\$375,000
Cost/ lbs Phosphorus removal	\$27,370

Additional Treatment of Onsite and Offsite Waters

<ul style="list-style-type: none"> • Permeable Pavers in Plaza w/ Sand Filter • Wetland Walk Vegetation removal • Wetland Walk engineered Soils w/ Recirculation • Infiltration Basins on West side • Bioswales on East Side 	77.85 lbs/yr Phosphorus Removal
Construction Cost Estimate	\$1,059,000
Cost/ lbs Phosphorus removal	\$13,600

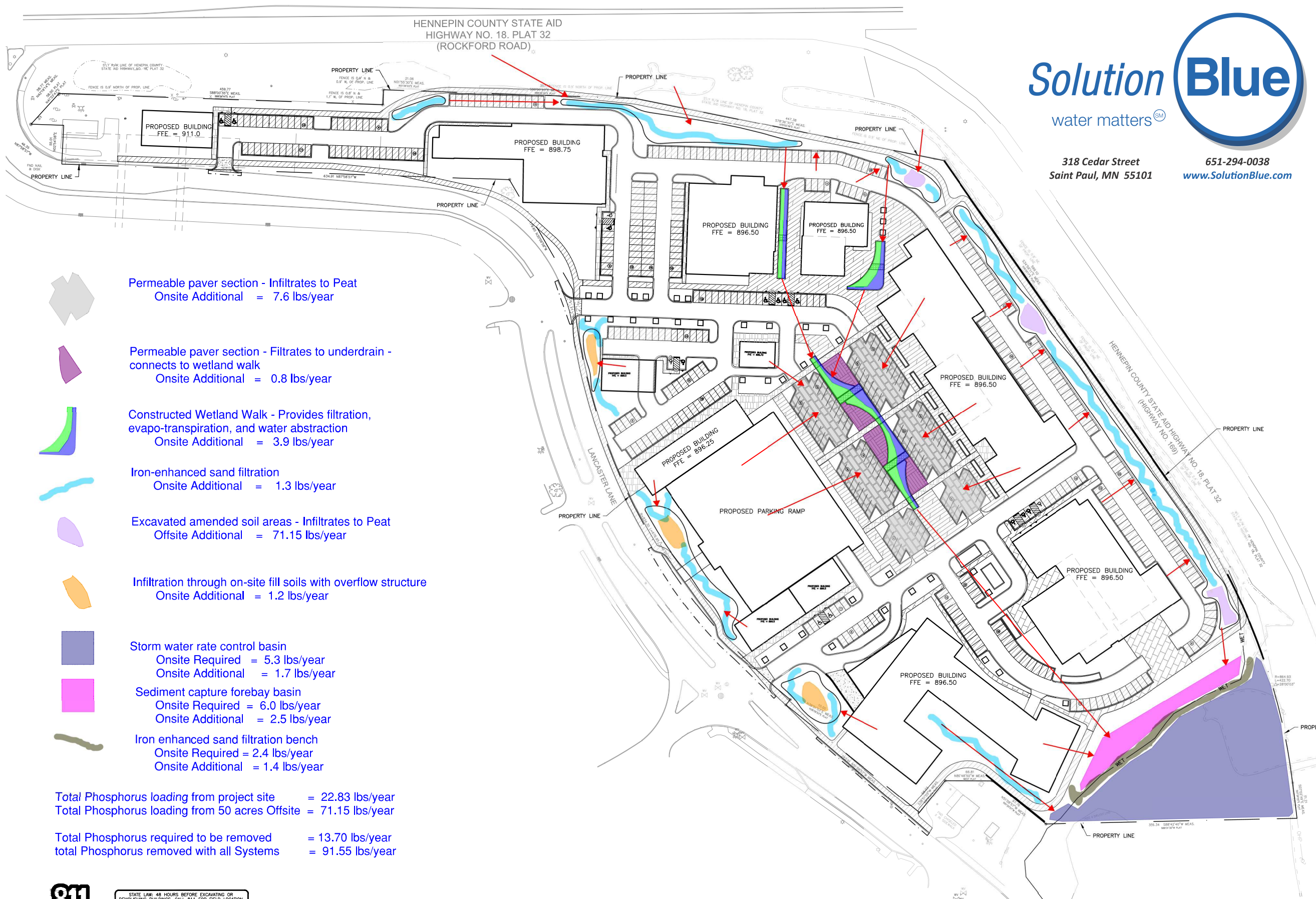


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www.esgarch.com



NOT FOR
CONSTRUCTION

Permeable paver section - Infiltrates to Peat
Onsite Additional = 7.6 lbs/year

Permeable paver section - Filtrates to underdrain -
connects to wetland walk
Onsite Additional = 0.8 lbs/year

Constructed Wetland Walk - Provides filtration,
evapo-transpiration, and water abstraction
Onsite Additional = 3.9 lbs/year

Iron-enhanced sand filtration
Onsite Additional = 1.3 lbs/year

Excavated amended soil areas - Infiltrates to Peat
Offsite Additional = 71.15 lbs/year

Infiltration through on-site fill soils with overflow structure
Onsite Additional = 1.2 lbs/year

Storm water rate control basin
Onsite Required = 5.3 lbs/year
Onsite Additional = 1.7 lbs/year

Sediment capture forebay basin
Onsite Required = 6.0 lbs/year
Onsite Additional = 2.5 lbs/year

Iron enhanced sand filtration bench
Onsite Required = 2.4 lbs/year
Onsite Additional = 1.4 lbs/year

Total Phosphorus loading from project site = 22.83 lbs/year
Total Phosphorus loading from 50 acres Offsite = 71.15 lbs/year

Total Phosphorus required to be removed = 13.70 lbs/year
total Phosphorus removed with all Systems = 91.55 lbs/year



Know what's below.
Call before you dig.

STATE LAW: 48 HOURS BEFORE EXCAVATING OR
DEMOLISHING BUILDINGS, CALL 811 FOR FIELD LOCATION
OF UNDERGROUND UTILITY LINES. THIS SERVICE LOCATES
UTILITY OWNED LINES BUT NOT PRIVATE LINES.
THE LOCATIONS OF UNDERGROUND UTILITIES ARE SHOWN
IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN
INDEPENDENTLY VERIFIED. THE EXACT LOCATION OF ALL
UTILITIES (PUBLIC AND PRIVATE) MUST BE DETERMINED
BEFORE COMMENCING WORK.

STORMWATER SUMMARY MAP

PHOSPHORUS REMOVAL

Item 5C.
BCWMC 8-18-16
Appendices and additional
Figures online

Response Action Plan

Bassett Creek Main Stem Erosion Repair Project, Minneapolis, Minnesota (PB4955/VP33640)

Prepared for
Bassett Creek Watershed Management Commission, the City of
Minneapolis, and Hennepin County Environment and Energy
Department

August 2016

DRAFT



Response Action Plan

Bassett Creek Main Stem Erosion Repair Project, Minneapolis, Minnesota (PB4955/VP33640)

Prepared for

Bassett Creek Watershed Management Commission, the City of Minneapolis, and Hennepin County
Environment and Energy Department August 2016

DRAFT

Response Action Plan
Bassett Creek Main Stem Erosion Repair Project
Minneapolis, Minnesota
PB4955/VP33640

August 2016

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Appendix A	Site Contingency Plan
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DRAFT

Certifications

click here to add certification text

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Name	date
PE #: add PE number	Date

DRAFT

1.0 Introduction

Barr Engineering Co. (Barr) prepared this Response Action Plan (RAP) for the Bassett Creek Main Stem Erosion Repair Project (Project) in Minneapolis, Minnesota (Figure 1). Barr was retained by Hennepin County Environment and Energy Department by application to their Closeout of Assistance program." The Project is expected to be carried out by the Bassett Creek Watershed Management Commission (BCWMC) and the City of Minneapolis (City) in 2017-2018. The BCWMC's 2015 Watershed Management Plan addresses the need to repair and stabilize stream reaches damaged by erosion or affected by sedimentation. Erosion repair and creek bank stabilization within the Project area will provide water quality improvement by 1) repairing actively eroding sites and 2) preventing erosion at other sites by installing preemptive measures to protect stream banks.

The work will be completed within existing or planned easements held by the City and BCWMC, or under access agreements to be established with some property owners. The Project is not expected to result in ownership or land use changes in the Project area. The work will be done at several parcels owned by various entities located along a narrow urban creek corridor, from Cedar Lake Road to Dupont Avenue North and Second Avenue North, and along the Fruen Mill site between Glenwood Avenue North and the Soo Line Railroad Bridge. The Project area includes properties that have known environmental issues related to past land uses adjacent to the Project. The existing environmental issues have been documented through site assessment, reconnaissance and environmental sampling in the Project area and are known to extend well beyond the Project area limits based on the results of investigations at multiple environmental sites adjacent to the Project area (Barr, 2015a). The City and BCWMC enrolled the Project in the Minnesota Pollution Control Agency's (MPCA) voluntary brownfield program in 2015 and assigned numbers PB4955 (petroleum brownfield) and VP33640 (voluntary investigation and cleanup; VIC).

The objective of the Project is to stabilize the creek banks to reduce erosion and sedimentation in the creek. The creek stabilization/improvement Project will include grading and some limited excavation of existing creek bank and creek bed soils and the placement of engineered fill (i.e., rip rap) and bank stabilization features in areas where the creek bank is susceptible to further erosion. This RAP provides an overview of previous investigations and describes the technical approach and response action elements that have been designed to ensure that excavated soils are managed properly.

2.0 Background

The Project area has been divided into 3 reaches as shown on Figure 1: Reach 1 is adjacent to the Fruen Mill site, Reach 2 extends from Cedar Lake Road to Irving Avenue North and Reach 3 extends from Irving Avenue North to the tunnel inlet, plus the overflow section to Second Avenue North.

2.1 Summary of Environmental Information

A Phase I Environmental Site Assessment Report (Barr, 2015a) and a Phase II Environmental Site Investigation Work Plan (Barr, 2015b) for the Project area were submitted to the MPCA. The Phase II Work Plan was approved by the MPCA in January 2016. The Phase II investigation was conducted in February 2016 in accordance with the Work Plan. Results of the Phase II investigation were consistent with data collected during previous investigations (Barr, 2016a). The Phase II Investigation Report is being submitted to the MPCA with this RAP. (Note that the creek Reach numbers were revised following preparation of the Phase I and Phase II reports.)

A review of existing data and analytical results from the 2016 Phase II investigation indicates that soil near the Fruen Mill side of the creek in Reach 1, and along both sides of the creek in Reaches 2 and 3, has debris present and/or has chemical impacts and does not meet MPCA guidelines for unregulated fill, indicating the soil is not suitable for reuse at another site and requires landfill disposal (MPCA, 2012). Soil samples from these areas contained debris, diesel range organics (DROs) and/or concentrations of arsenic, mercury, lead, benzo(a)pyrene equivalents (B(a)P equivalents), volatile organic compounds (VOCs), above MPCA Residential soil reference values (SRV). Samples collected in the park across the creek from the Fruen Mill Area (Reach 1) met MPCA criteria for unregulated fill. Notable soil impacts are shown on Figure 2 (historical investigations) and Figure 3 (2016 Phase II results), and include the following:

- Lead concentrations above the characteristic limit for Resource Conservation Recovery Action (RCRA) Subtitle C (hazardous) waste have been identified in soils immediately adjacent to the creek east of Irving Avenue North, on the Irving Avenue Dump site and on the Minneapolis School District Transportation Center site in Reaches 2 and 3. In the past, lead stabilization of excavated soil has been conducted on several occasions to address the hazardous lead concentrations as part of construction work for the Bassett Creek tunnel and Van White Memorial Boulevard. A restrictive covenant is in place on the NSP/Xcel Energy parcel in Reach 3 to address remaining soil impacts. During the 2016 Phase II Investigation, lead concentrations were identified above the MPCA residential SRV (300 mg/kg) at locations on and near the former Irving Avenue Dump. Subsequent analysis of soil samples using the toxicity characteristic leaching procedure (TCLP) did not indicate the potential for excavated soil on the Project to be a RCRA Subtitle C (hazardous) waste, and so additional stabilization of excavated soil is not anticipated prior to disposal at a local RCRA Subtitle D (non-hazardous waste) landfill. However, due to the history of this area, that assumption may need to be confirmed with further testing of soil excavated as part of the Project, if requested by the landfill accepting the contaminated soil.

- Arsenic concentrations exceeded the MPCA Residential SRV (9 mg/kg) and/or Soil Leaching Value (SLV) (5.8 mg/kg) in all three reaches; however, these results are in the range of background soil concentrations commonly identified in fill soil (Barr, 2016a)
- B(a)P equivalent concentrations were above the MPCA Residential SRV (2.0 mg/kg) and SLV (1.4 mg/kg) in Reach 2, where asphalt pieces were observed.
- Mercury was detected at concentrations above the MPCA Residential SRV (0.5 mg/kg) in Reach 2 and the Industrial SRV (1.5 mg/kg) in Reach 3.
- DRO results were above the MPCA unregulated fill screening criteria of 100 mg/kg in all three reaches. All samples with DRO concentrations above criteria were collected from areas that also had debris or other chemical impacts.
- Remedial excavation was conducted at the Chemical Marketing site (Reach 3) to address chlorinated solvent impacts in the soil and groundwater. VOC concentrations above industrial soil criteria remain at the base of the excavation and were detected in surface soils during the Phase II Investigation.
- Excavations were conducted on the Scrap Metal Processors site (Reach 3) both within the creek overflow channel (alignment for the old tunnel) for a stormwater project work, and adjacent to the channel for remediation purposes. Impacted soil remains in place along the overflow channel.
- Asbestos containing material (ACM) was positively identified on the Irving Avenue Dump site (Reach 3). Additional ACM may be present in dump material or debris on the site.
- Larger debris is periodically present in the creek bed, and debris in fill soil has been observed in nearly all the soil borings completed along the creek, except for the western bank of Reach 1.

2.2 Description of Project Work

A Feasibility Study was prepared for the BCWMC, which evaluated creek erosion repair alternatives and identified preferred stabilization techniques for each targeted creek Site (Barr, 2016b). The recommended stabilization techniques include grading, stabilizing, and vegetating stream banks and installing rip rap, boulder and log vanes, vegetated reinforced slope stabilization, and willow stakes and live fascines. These techniques are shown for each Site on Figures 4 through 6 and are described in greater detail in Section 4.

3.0 Response Action Objectives

The limited response actions for the Project are designed to appropriately manage the existing impacted soils and debris that will be excavated during the creek stabilization/improvement Project. The Project will also establish and improve ground cover at the stabilization areas which will result in minimizing future direct-contact exposure to creek bank soils. This approach has been developed in consideration of the following:

- The creek bank erosion repair and stabilization Project is intended to reduce sediment loading and associated nutrient and contaminant loading to Bassett Creek and prevent future channel erosion by stabilizing the creek banks, which will result in water quality improvements in the creek. The work will target sites in the Project area in need of repair or stabilization. Work will not extend along the entire length of each reach, nor will excavation occur to depths beyond what is needed to complete the repair and stabilization work.
- The pre-existing environmental issues present in the Project area extend well beyond the City easements and Project area. This RAP is focused on managing soils that require excavation in order to conduct the erosion repair work within the Project area.
- Soil investigation results from 2016 indicate the presence of debris at many sites, along with occasional constituents exceeding the requirements of MPCA's Unregulated Fill policy (see Figure 3). Soil exported from the Project will require landfill disposal, except for soil located on Reach 1 parkland, where soil samples meet MPCA requirements for Unregulated Fill. In most cases, the existing soils meet criteria for the land use for each site, industrial or recreational:
 - Soil results in the Project area were all below MPCA Industrial SRVs, except for one mercury result from a sample collected near Site 12. At Site 12 and other sites where excess soil is expected to be generated by the Project, the soil does not meet MPCA Residential SRVs and therefore cannot be reused as unregulated fill off site and will be disposed of at a landfill.
 - Soil samples collected on Reach 1 parkland in Bassett's Creek Park on the west side of the creek meet MPCA Recreational (and Residential) SRVs.
- Land use and ownership will not be changed as a result of Project implementation. Land use adjacent to all three reaches is a mixture of industrial and recreational (parkland). Active or abandoned industrial facilities are present along all three reaches.
- There is limited accessibility to the creek in the Project area, with fencing, dense vegetation, and steep banks restricting access across most of the Project area and limiting direct exposure to the soil on the creek banks. Because of the conditions, the visitors to the creek are typically adults traveling along the creek for short durations, rather than individuals regularly climbing on the steep banks, limiting direct contact exposure concerns for the current land use. Soils along the

portion of the Project area with an accessible walking path adjacent to the creek meet MPCA Recreational soil criteria. Mitigating direct contact exposure to all soils along the creek is not an objective of this RAP, but some of the erosion repair work will provide improved cover along portions of the creek banks.

- Groundwater response actions are not included as part of this RAP, because groundwater will not be managed as part of the Project (i.e., no excavation dewatering) and there are groundwater impacts throughout the neighboring area associated with sources that lie beyond Project area.

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4.0 Response Action Plan

Based on the documented site conditions, most of the soil in the Project area will have impacts such as debris, arsenic, mercury, lead, polycyclic aromatic hydrocarbons (PAHs), and DRO. Because of the impacts, soil exported from the Project will likely be unsuitable to reuse offsite as Unregulated Fill (MPCA, 2012) and exported soil will require landfill disposal. Response actions are developed to manage the soil that will be exported as part of the creek erosion repair and stabilization Project. The following sections provide a description of the planned response actions.

4.1 Response Actions

Creek bank stabilization and erosion repair work is planned at fifteen Sites along the creek as shown on Figures 4 through 6, most of which are expected to require management of contaminated soils and/or debris. The creek bank stabilization options that involve contaminated soil management include stream bank grading and excavation to install rip rap, vegetated reinforced soil stabilization, boulder and log vanes, and plantings along the creek banks.

4.1.1 Environmental Oversight and Sampling

Soil management for excavated materials will include field screening for evidence of environmental impacts. Soil from the excavations will be inspected for visual evidence of contamination (i.e. incidental odor, discoloration, and sheen) and monitored for the presence of volatile organic vapors, in accordance with Barr's standard operating procedures (SOPs). A photoionization detector equipped with a 10.6 eV lamp will be used for headspace screening. Soils will be classified in general accordance with American Standard Testing Methods (ASTM) D2488 by Barr field staff.

Due to extensive documentation of the soil contamination (see Figures 2 and 3) and the establishment of cover over the left-in-place soils, no confirmation or documentation samples will be collected from areas of grading or excavation. Samples will be collected for landfill characterization for off-site disposal, as required by the landfill.

Environmental oversight and field screening will be planned at each site involving excavation of soil, and as needed based on the Project schedule and activities at each Site. At Sites in the vicinity of historical documentation of lead impacts, including Sites 9, 11 and 13, collection of soil samples for TCLP lead analysis may be conducted if used battery casings fragments are observed or if required by the landfill. If hazardous levels of lead are identified based on TCLP results above 5 mg/L, the soil will require stabilization as outlined in the Contingency Plan (Appendix A). Lead contaminated soil will be stabilized through mixing with a stabilization reagent using standard construction equipment.

4.1.2 Excavated Soil Management

Limited soil excavation will be conducted to reduce the creek embankment slopes and facilitate placement of engineered fill and bank stabilization features along the creek banks. This will result in more stable creek banks and minimize sloughing of side slopes into the creek bed. The planned stabilization techniques and areas of soil excavation are shown on Figures 4 through 6. Stabilization techniques

requiring soil management are depicted in cross sections on Figure 7 and are discussed in more detail below.

Due to the presence of contamination and/or debris fill, the excess soils removed from portions of the Project area cannot be reused off-site. It is anticipated that stabilization techniques utilized at the following Sites will result in excess soil: Sites 2, 4, 5, 6, 7, 8, 9, 12 and 13. Excess soil from all Sites except those on the western bank of Reach 1 (Sites 1, 3 and 5) will be disposed of at a permitted landfill facility. Preliminary estimates indicate approximately 1,200 to 1,500 CY of impacted soil is anticipated to be excavated and disposed offsite as part of the stabilization Project.

Creek bed soils/sediment will be removed only to the extent necessary to install the rip rap and boulder/log vanes. Minimal incursions into the bed at the creek bank will be necessary to toe the riprap and vanes into the bank for stability. The excavated creek bed soils, if free of debris, may be redistributed in the work area, within the Site in which they originated. If redistribution is not feasible, the excavated materials will be disposed of at a permitted landfill facility.

The excavation work will also include gathering larger debris that are present in the creek and along the bank (e.g., tires, concrete, woody debris, junk, etc.) The gathered large debris will also be disposed at an off-site landfill.

4.1.3 Soil Stockpiling, Loading and Transport

Debris fill and impacted soil will be direct loaded into haul trucks when feasible. If direct loading is not feasible, soil will be transported by earthwork equipment along the creek for loading at the nearest access out of the creek. Some temporary stockpiling of materials may be necessary at the excavation areas.

All soil materials to be disposed at a landfill facility will be covered during transit, managed under waste manifests provided by the landfill, and quantified with weigh tickets. Reuse of soils at offsite properties is not anticipated.

4.1.4 Creek Improvements

Following the planned excavations for stream bank stabilization, a clean cover will be established over remaining impacted soil and debris in the Project work areas. The Project will reduce direct contact exposure to impacted soil left in place with top soil and erosion control fabrics, improved vegetation, placement of rip rap and other ground cover improvements. As noted previously, Phase II investigation results indicate soils along the creek meet the MPCA criteria for the current land use except near Site 12. Figure 7 shows conceptual cross sections of anticipated areas of soil removal, soil disturbance and future conditions after the placement of stabilization techniques and covers in Project areas.

Excavation, Grading and Fill Removal

Some creek banks will require fill removal to improve the slope of the bank and correct banks undercut by erosion, or to install stabilization measures. Sites where fill removal and subsequent landfill disposal of excess soil is anticipated are shown in cross section on Figure 7.

Boulder and Log Vanes

Boulders or large logs will be buried in the stream bed and extend partially or entirely across the stream to achieve one or more of the following goals: re-direct flows away from banks, encourage sediment deposition in selected areas, control stream bed elevations, and create scour pool habitat features. This technique will be used at Sites 7 and 12 (Figure 7, Section 5). Soil will be removed and replaced during construction to the extent possible.

Vegetation – Live fascines and stakes, vegetated buffer and ground cover

Live cuttings of re-sprouting woody species such as willow and dogwood will be installed in bundles (fascines) or inserted into stream banks (stakes) to stabilize bare soils and increase resistance to fluvial erosion. The fascines and stakes will result in a stand of thick-growing willows along the bank, providing an improved soil cover and reducing access. Additionally, vegetated buffers and ground covers will be established to stabilize bare soils, increase resistance to fluvial erosion, and provide a clean cover over potentially impacted soils or debris left in place. This technique will be used at Sites 2, 9, 13, and 14. Vegetation is not expected to create excess soil that requires offsite disposal.

Rip Rap

Rip rap will be used for creek bank stabilization and toe protection to protect the slope and toe of the bank from erosion, and to prevent undercutting and slumping. The application of rip rap will provide a cover over potentially impacted soil or debris left in place. This technique will be used at Sites 3, 4, 5, 6, 10, 11, and 12. Soil generated from the installation of rip rap will be regraded around the installation site.

Vegetative Reinforced Slope Stabilization (VRSS)

The VRSS includes alternating intervals of engineered fill and geotextile fabric to stabilize the creek bank. The VRSS is composed of soil lifts created with long-lasting but biodegradable fabric, which is vegetated to stabilize steep slopes and encourage establishment of root systems for further stabilization. The VRSS fabric and vegetation will provide an improved cover over the in-place soil. This technique will be used at Sites 5 and 6. The creek banks at Site 6 require significant fill removal to reduce the steep slope prior to installing VRSS, and landfill disposal of the excess soil will be required. Soil at Site 5 is not impacted, so excess soil removed may be reused onsite or off-site.

Topsoil and Vegetation

In top slope areas where debris fill is exposed, a ground cover consisting of a minimum of 6-inches of topsoil will be established and the area will be seeded to establish vegetation. The topsoil cover will be established in a manner consistent with the grades of adjacent areas so that the drainage patterns are preserved. If over-excavation is required to establish a topsoil cover at impacted Sites, the excavated soil/debris will be managed with other soil/debris for off-site disposal.

In areas where the existing topsoil is disturbed during Project implementation, but no excavation or grading is conducted, and visual reconnaissance has not identified debris, vegetative cover will be reestablished via seeding. If the soil disturbance results in exposing debris fill, the shallow debris fill will either be covered or removed to a depth of 6 inches and then covered. Excavated debris fill will be

managed and disposed off-site and the debris cover will involve placement of 6 inches of topsoil cover as described above.

4.1.5 Import Material

The majority of the creek stabilization work involves either import of materials to stabilize the creek banks, which includes some topsoil, boulders, VRSS materials and plantings. Excavation of excess soil will primarily be performed to cut back steep creek banks, so significant volumes of backfill are not expected to be needed. However, some imported topsoil is anticipated to be needed to provide improved soil quality for plantings. Import material quantities and types will be determined during the design for the creek improvement Project.

If topsoil import is needed, the soil will be sampled at the source prior to importing to the site. Import soil samples will be field screened and analyzed for PAHs and RCRA metals, DRO and GRO and compared to criteria for Unregulated Fill (MPCA, 2012). One soil sample will be collected per approximately 1,000 cubic yards of soil imported, up to a maximum of two analytical samples per source. Soil imported to the site will be periodically field screened (visually, olfactory, and soil vapor headspace analysis) by the Environmental Representative.

4.2 Additional Tasks

The following tasks will be conducted to support the implementation of the planned response actions.

4.2.1 Health and Safety

A Project Health and Safety Plan (PHASP) will be prepared for use during the implementation of the response actions. The PHASP will describe the level of required personal protective equipment (PPE) required for oversight of the construction activities, procedures and frequency for air monitoring, and exposure hazards for the COCs. The selected contractor will develop a PHASP, or adopt the Barr PHASP, for use by the contractor's construction crew. The construction crew will be 40-hour HAZWOPER trained.

4.2.2 Contingency Plan

As with all construction projects, it is possible that unexpected environmental conditions may be encountered during the work. In the event that unexpected environmental conditions are encountered, the MPCA will be notified and a course of action consistent with the purposes of the Project, this RAP and the Site Contingency Plan will be presented. A framework describing how unexpected environmental conditions will be handled and discussion of commonly contingency action scenarios is presented in the Site Contingency Plan in Appendix A.

All contingent actions will be documented in the RAP Implementation Report.

4.2.3 Permits

It is anticipated that additional permits and considerations that the Project will require include the following: 1) a Clean Water Act Section 404 Permit from the USCAE, or Letter of Permission under a General permit, and Section 401 certification from the MPCA, 2) compliance with the Minnesota Wetland

Conservation Act, 3) a Construction Stormwater General Permit from the MPCA and a Construction Stormwater Pollution Prevention Plan (SWPPP), 4) a Public Waters Work Permit from the MDNR, 6) an Erosion and Sediment Control Plan approved by the City of Minneapolis, and 7) a Construction Permit for work on Minnesota Park and Recreation Board (MPRB) land. Procurement of these permits, which will occur prior to construction activities, will be documented in the Implementation Report.

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5.0 Reporting and Schedule

The implementation of the response actions described in this RAP will be observed and documented during construction activities by an environmental professional. Documentation will include field reports documenting the contractor activities, soil volumes, engineering controls, discovered unforeseen field conditions, soil observation and screening results, identified problems and corrective actions, plan modifications, changes in Project scope, and photographs.

A RAP Implementation Report (Implementation Report) will be prepared upon completion of the Project and submitted to the VIC staff. The Implementation Report will include documentation of construction activities and figures showing the locations of excavation, soil removal, soil backfilling, and soil cover placement. The Implementation Report will be prepared with sufficient detail to document the work and demonstrate compliance with this RAP. Technical review of the RAP is being sought from the MPCA; other liability assurances are not anticipated to be requested by the City or BCWMC.

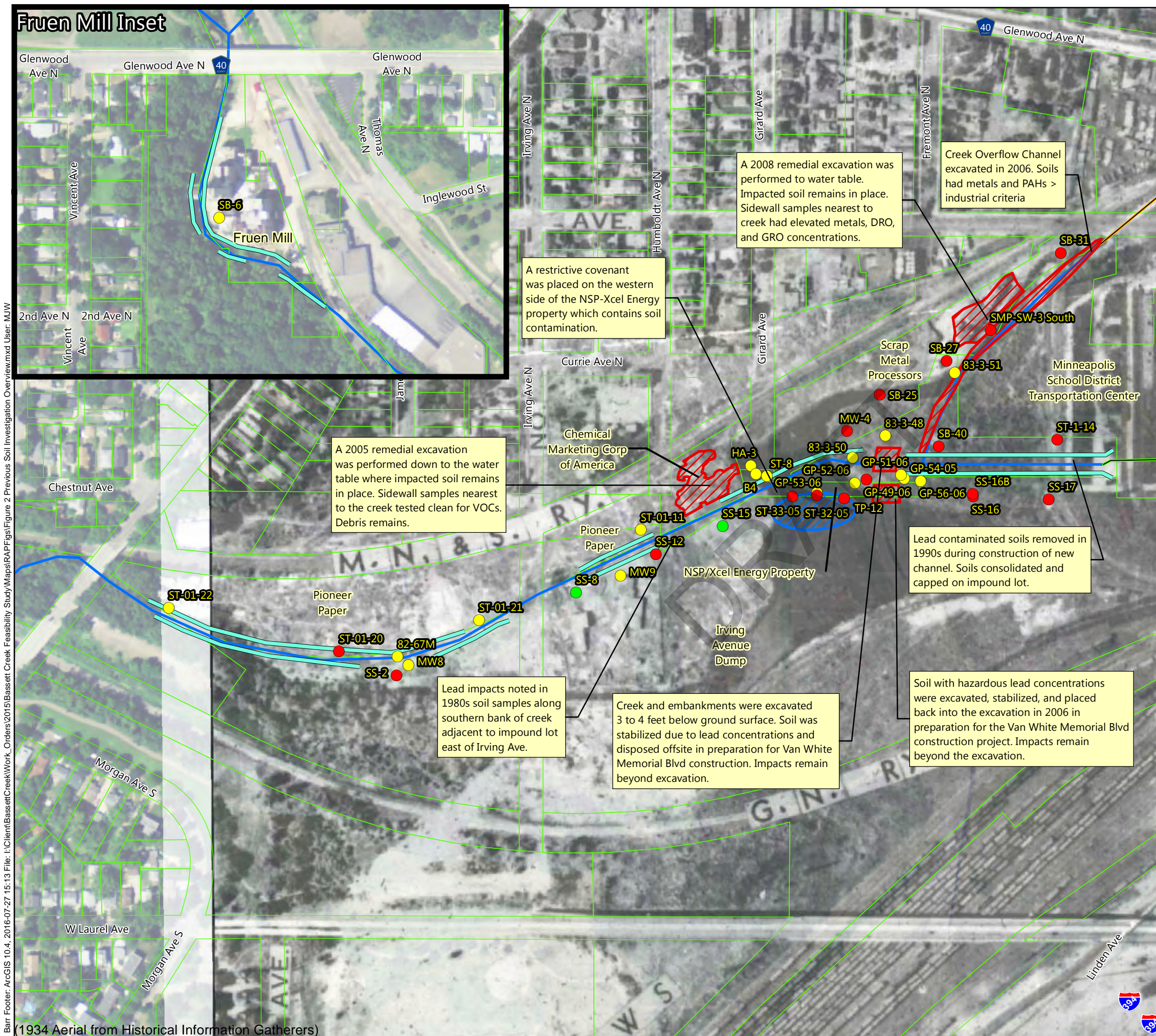
The anticipated Project schedule, including requested MPCA involvement, is provided below:

Task	Approximate Schedule
Submittal of RAP to MPCA	September 1, 2016
MPCA Technical Review and Approval of Updated RAP	September - October 2016
Potentially Seek Brownfield Grant Funding	November 1, 2016
Finalize Design of Creek Restoration Project and Public Bidding	2017
Project Implementation	Winter 2017-2018
RAP Implementation Report Submittal to MPCA	Spring 2018

6.0 References

- Barr, 2015a. Phase I Environmental Site Assessment, Bassett Creek Main Stem Erosion Repair Project. Bassett Creek from Cedar Lake Road to Dupont Avenue N/2nd Avenue N, plus Fruen Mill Site, Minneapolis, Minnesota. December, 2015.
- Barr, 2015b. Phase II Investigation Work Plan, Bassett Creek Main Stem Erosion Repair Project, Minneapolis, Minnesota. December, 2015.
- Barr, 2016a. Phase II Investigation Report, Bassett Creek Main Stem Erosion Repair Project, Minneapolis, Minnesota. April, 2016.
- Barr, 2016b. Feasibility Report for the Bassett Creek Main Stem Erosion Repair Project, Minneapolis Minnesota. April, 2016.
- MPCA, 2012. Best Management Practices for the Off-Site Reuse of Unregulated Fill.

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— Bassett Creek
 — Old Tunnel
 — New Tunnel
 — Creek Bank Repair/Stabilization Target Areas
 □ Parcels
 [Red Hatched] Remedial Excavation Extents
 [Blue Hatched] Asbestos Containing Material Identified

Soil Sample Locations

- Analytical Data Above State Criteria¹
- Analytical Data Below State Criteria¹
- Limited or No Analytical Data Found

Item 5C.
 BCWMC 8-18-16
 Additional figures
 online

Notes:

1. Minnesota soil criteria as of reported date.
2. Table 1 shows analytes tested at each sample location
3. Sample locations below Van White Memorial Blvd. and within remedial excavation extents are not shown
4. Debris encountered in majority of soil borings shown.
5. Soil sample locations within approximately 50 feet of creek are shown.
6. Asbestos containing material may be present throughout dump material. Area shown is where samples were tested.

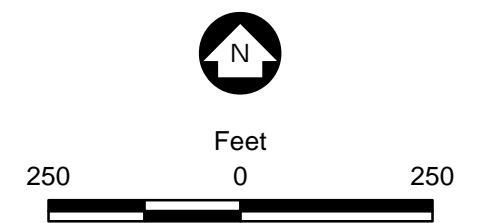


Figure 2

HISTORICAL SOIL INVESTIGATION OVERVIEW
 Bassett Creek Main Stem Erosion Repair Project
 Bassett Creek Watershed
 Management Commission
 Minneapolis, Minnesota

**HENNEPIN COUNTY ENVIRONMENTAL RESPONSE FUND
GRANT APPLICATION**

INSTRUCTIONS

Department of Environmental Services
701 Fourth Avenue South, Suite 700
Minneapolis, MN 55415-1842
Contact: John Evans 612-348-4046

******PLEASE READ THE FOLLOWING NARRATIVE TO BE SURE THAT YOU
UNDERSTAND THE APPLICATION PROCESS******

INTRODUCTION

Pursuant to Minnesota Statutes § 383B.80 and 383B.81 and County Board resolution No. 97-6-410R1, Hennepin County established the collection of a mortgage registry and deed tax for deposit into an Environmental Response Fund (ERF). The authority to collect the tax originally expired on January 1, 2003, but has since been extended to January 1, 2008, by a 2002 amendment to Statute 383B.80 and County Board resolution 02-728. Per the Board approved ERF policy, the ERF is to be used for the assessment and clean up of contaminated sites located within Hennepin County. This short narrative provides a summary of the ERF policy. A copy of the ERF Policy can be obtained upon request.

ERF grant applications will be accepted semi-annually with deadlines for application May 1 and November 1. Applications must be received by the Department of Environmental Services by 4:00 p.m. on that date. In addition to the semi-annual application deadlines, applicants may apply at any time for emergency funding to cover environmental issues, not identified by reasonable due diligence, that could potentially halt otherwise viable projects. A portion of the ERF will be reserved each year for such emergency funding requests.

NOTE: Applicants can apply for more than one site. However, a separate application must be completed for each site. An electronic copy of the application can be obtained by email request to david.jaeger@co.hennepin.mn.us.

Please fill out the entire application. All applications must be complete upon submission in order to qualify for a grant. A resolution of support from the governing body of the municipality in which the site is located must accompany the application. You must submit the **original application** and **one copy**.

PURPOSE/BACKGROUND: In 1997 the Hennepin County Board of Commissioners established the Environmental Response Fund. According to Minnesota Statute § 383B.81 the first priority for the ERF is the NL Industries/Tara Corporation/Golden Auto site in St. Louis Park. A portion of the ERF has been set aside for that site and the

remainder of the ERF will be made available for other sites within Hennepin County. In broad terms the ERF is available for contaminated or potentially contaminated sites where assessment and/or cleanup has been hampered because there is no other source of funds for the work, or where public use is intended. Although any contaminated or potentially contaminated site may be considered for an ERF grant, applications for the following types of projects are particularly encouraged:

- Contaminated, or potentially contaminated, sites where the preferred end use is as publicly owned property (e.g. park space, schools, and municipal buildings).
- Projects where contamination emerges as an obstacle to establishing a mix of affordable and moderately-priced market rate housing.
- Projects where contamination precludes economic development without outside assistance.
- Infill properties or orphan sites that are too small to generate significant tax base increases and are not attractive to large development, but which nevertheless, disrupt the fabric of community life and contribute to blight.
- Inspection and abatement of lead paint, asbestos, and lead contaminated soil at residences where the property owner can show financial need and that a potential hazard exists. This is largely intended as a preventative program, and is not meant for those residences that are eligible for assistance from other programs.

FUNDING AVAILABILITY: The ERF is funded by the mortgage registry and deed tax. Therefore, the amount available in the ERF is subject to fluctuation. The revenue from the mortgage registry and deed tax has been deposited in the ERF since 1997.

ELIGIBLE APPLICANTS: Eligible applicants for this program are municipalities, economic development agencies, housing and redevelopment authorities, non-profit organizations, public companies, and private individuals and companies.

QUALIFYING SITES: A site must meet the following criteria in order to qualify for an ERF grant:

- 1) The site must be in Hennepin County.
- 2) A resolution of support from the governing body of the municipality in which the site is located must accompany the application.
- 3) ERF grants will not be awarded to non-local government responsible parties.
- 4) A site must contain, or be suspected of containing, contaminants, pollutants or hazardous substances as referenced in Minnesota Statute §115B.02 or petroleum related contamination that is not eligible for reimbursement by the Minnesota Petrofund.

ERF grants will not be awarded to sites for tasks that are presently eligible for reimbursement from the Petrofund, U.S. EPA, Minnesota Pollution Control Agency (MPCA) and Minnesota Department of Agriculture (MDA) programs.

REQUIRED SCHEDULE: Assessments funded or partially funded by ERF grants must be completed within one year of the award of the grant. Grants made for site cleanup must be spent within two years of the award of the grant.

ELIGIBLE COSTS: The same format is used for applications for assessments and for clean-ups. If a response action plan (RAP) has not yet been prepared, the cost of RAP implementation can be requested in the application. Potentially eligible costs include, but are not limited to, environmental consulting fees, laboratory fees, site assessment, RAP development, remediation costs, acquisition through purchase or condemnation (if necessary to implement the RAP), demolition (if underlying soil cleanup is required by the MPCA for protection of health and the environment), residential asbestos abatement, and costs associated with the remediation of lead impacted soil at residences. Ineligible costs include, but are not limited to, attorney fees, work performed that is not in compliance with safety codes and applicable statutes and regulations, work completed by unlicensed contractors, costs incurred prior to the execution of the grant contract, and abatement and cleanup work performed without appropriate approval and/or notification.

Your application must include a project schedule detailing the individual tasks and the associated detailed project budget. This information should be provided in Section VI of the application form.

LOCAL MATCH REQUIREMENT: The contribution of local or other funds for the project is strongly encouraged, but is not a requirement for the award of an ERF grant. However, the degree to which ERF money will be leveraged by other contributions to a project will be considered in the site ranking process. When necessary Hennepin County will assist in the application for outside funding.

LAND SALES: Land or property acquired with ERF assistance may be resold at fair market value. However, if the ERF is used for property acquisition, the ERF acquisition assistance must be refunded to the ERF when the property is resold. This stipulation will apply to the first sale of the subject property following cleanup.

THE AWARD PROCESS: There are a large number of eligible contaminated sites in Hennepin County, and it is expected that the requests for assistance from the ERF will typically exceed the available resources. Therefore, a process has been developed by which applications for ERF grants can be evaluated in a fair and objective manner. The criteria list in the next section indicates the maximum point values for each criterion. All assigned scores will be relative to scores awarded to other applicants in each cycle. If insufficient applications of merit are received in any cycle, the total amount of available ERF money may not be distributed.

All awards are subject to approval by the Hennepin County Board. At the County's discretion some applications may not be funded or will only receive partial funding.

GRANT AWARD CRITERIA: Applications for ERF grants will be evaluated and ranked by considering at least the following objective criteria. Accumulation of a fixed number of points from the listed criteria does not guarantee the award of a grant, and other criteria may be considered in each round of applications. Grants will be made in accordance with the statutory authority and stated policy of the County Board. The applications for ERF grants will be evaluated by the following:

1. There is a known threat to human health and/or the environment that would be reduced or eliminated by completion of the response action plan.
2. There is a potential threat to human health and/or the environment that will be quantified by completion of the assessment.
3. The community will derive social value from the proposed clean-up and redevelopment. Social value of a project may be demonstrated by: job creation; tax-base enhancement; proximity to nearby job centers and transit corridors; the efficient use of land and infrastructure; the restoration/replacement of deteriorated or economically obsolete structures; and the development of a community asset.
4. The likelihood that the site will not be investigated and/or cleaned-up without the use of ERF money.
5. There are local or other funds that will be committed to the project.
6. The applicant is a municipality, economic development agency, housing and redevelopment authority, or public non-profit organization.
7. For non-residential and mixed-use projects, the project creates economic development.
8. The project creates/retains/secures affordable housing or moderately priced market rate housing in communities that are substantially meeting their affordable housing goals.
9. The site has previously received an ERF grant for assessment and now needs to implement a RAP or conduct additional assessment.
10. The project requires no funding for acquisition-related costs (projects that do not require acquisition funds will score higher).
11. There is a public end-use planned for the property.
12. The project incorporates sustainable activities and features in the project design, construction and operation, and in the cleanup remedy.

In addition to the above criteria, consideration will be given to the equitable distribution of the ERF between urban, suburban, and rural areas of the county.



Bassett Creek Watershed Management Commission

MINUTES

Budget Committee Meeting

Monday August 8, 2016

12:00 – 2:00 p.m.

Managers Conference Room, Golden Valley City Hall ~ 7800 Golden Valley Rd., Golden Valley MN

Meeting Attendees: Committee Chair McDonald Black, Commission Chair de Lambert, Commission Vice Chair Mueller (partial attendance), Commissioner Black, Administrator Jester, TAC Member Derek Asche (Plymouth)

Committee Chair McDonald Black called the meeting to order at 12:05 p.m. in the Council Conference Room at Golden Valley City Hall.

COMMITTEE RECOMMENDATIONS (see discussion below for further information):

- Approve 2017 Operating Budget totaling \$645,600 and city assessments as presented in “proposed budget” attached.
- Approve using Schaper Pond Diversion Project CIP funds for the Schaper Pond effectiveness monitoring project.
- Approve using Wenck Associates to perform 2017 routine lake monitoring.
- Approve using Barr Engineering for Sweeney Lake aeration study to be funded over two years.
- Approve receiving input and recommendations from the Technical Advisory Committee on a process and/or policy related to when and how to go through a “request for proposals” process.

1. Review Past Activities Regarding 2017 Budget

The committee reviewed past activities regarding the development of the 2017 budget including:

March 31, 2016: Budget Committee met to review and discuss budget items and a draft, proposed budget developed by the Administrator that included an 11.8% increase in assessments. The Committee agreed with most of the proposed budget items but directed the Administrator to gather estimates from firms in the engineering pool for the water monitoring activities.

April 14, 2016: Administrator sends [RFP](#) to firms in the engineering pool to get proposals on three separate proposed water monitoring activities in 2017: routine lake monitoring, Schaper Pond effectiveness monitoring, and Sweeney Lake aeration study.

May 5, 2016: Budget Committee met to review water monitoring proposals from [Barr](#), [WSB](#), and [Wenck](#) along with other new information. The Committee approved a request from the City of Plymouth to include \$35,000 in the budget as a placeholder for aquatic plant management or aquatic invasive species control, and recommended an increase in the budget line for the Administrator. The Committee finalized a recommendation for the Commission.

May 19, 2016 Commission Meeting: The Commission reviewed and discussed the Budget Committee's recommended [2017 operating budget and assessment to cities](#) and [water monitoring budget/consultants](#). The Commission requested input from the TAC on water monitoring activities and directed the Administrator to send the proposed budget totaling \$677,600 to cities for their input.

June 28, 2016: TAC met and discussed the water monitoring projects, budgets, and proposals from engineering firms.

August 1, 2016: Deadline for cities to submit comments, questions, concerns on the proposed 2017 operating budget.

2. Review TAC Recommendations on 2017 Budget for Water Monitoring Projects

The Committee reviewed the TAC's recommendations for budgets and engineering firms for water monitoring activities and compared those recommendations to the Committee's initial recommendation. (See table next page.) They discussed the objectives of the various water monitoring projects and the proposals from different engineering firms. Regarding the Schaper Pond effectiveness monitoring project, there was consensus that CIP funds from the Schaper Pond Diversion Project should be used for the monitoring project. There was discussion about the difference in estimated costs for the project from Barr Engineering (\$44,000) and Wenck (\$31,154), noting the TAC recommended using the Commission Engineer (Barr) for the project. Ultimately, the Committee deferred the decision on which firm to use because they propose to use CIP funding which does not impact the Operating Budget.

The Committee also discussed the TAC's recommendation to consider multi-year contract for routine monitoring to avoid annual RFP process. The Committee agreed that multi-year contracts would be preferable.

Project	5/19/16 Budget Cmte Recommendation	6/28/16 TAC Recommendation
Routine Lake Monitoring Perform routine monitoring of Sweeney, Twin, and Lost Lakes following BCWMC Monitoring Plan .	Wenck \$38,300	Wenck \$38,300
Sweeney Lake Study Originally, this was slated to be a study of the effect of aeration on the water quality of Sweeney Lake. In reviewing proposals, an alternative approach to understanding and addressing internal loading in Sweeney Lake was presented. Further, it was noted that data from the Schaper Pond Effectiveness Monitoring (see below) would be needed to complete analyses in Sweeney Lake. Thus, the total budget is split over two budget years (2017/2018).	Over the course of the next few months, the Commission, its engineers and possibly the TAC should determine what to study on Sweeney Lake. \$21,000 (2017) \$20,000 (2018)	Study effects of aeration. Golden Valley staff recommends using the Commission Engineer. \$21,000 (2017) \$20,000 (2018)
Schaper Pond Effectiveness Monitoring Monitor the effectiveness of the Schaper Pond Diversion Project (CIP Project SL-3). This project will repeat the monitoring performed during the feasibility study for the project including monitoring of two major inlets to Schaper Pond and the pond outlet to analyze changes in treatment capacity since the completion of the pond improvements. The Commission’s legal counsel concurred that this expense is allowed within the CIP budget because “the monitoring project directly relates to the CIP project for which the funds were raised, the costs do not exceed the amount originally raised for the project, and it is intended to test the effectiveness of the project.”	Wenck \$32,000 from CIP funds	Commission Eng. from CIP funds
Chloride Source Assessment The work includes watershed-wide spring snowmelt grab-sampling at stream locations, and analysis of WOMP continuous conductivity monitoring, combined with GIS mapping of potential hotspots for excess road salt application.	Commission Eng. \$5,000	Commission Eng. \$5,000
General Water Quality Tasks Items regarding water quality that arise but which cannot be foreseen at the time of budget development. Staff does their best to anticipate possible issues and the associated work that may arise. Possible work in 2017 includes bacteria source tracking, new water quality standards (e.g. tiered aquatic life use standards, stream nutrient standards, antidegradation rule updates, etc.), and combined surface water quality trend analyses.	Commission Eng. \$10,000	Commission Eng. \$10,000
TOTAL Recommended WQ Monitoring Budget	\$74,300 2017 Budget	\$74,300 2017 Budget

3. Review Comments from Cities on Proposed 2017 Budget and Assessment

The Committee reviewed input on the proposed budget and assessments received from cities by the August 1st deadline. Five cities provided comments:

- Golden Valley: No concerns with proposed budget and assessment.
- Robbinsdale: No concerns with proposed budget and assessment.
- Minneapolis: No concerns with proposed budget and assessment.
- Crystal: Funding infrastructure improvements and maintenance is a crucial role of the BCWMC. The Bassett Creek Watershed is a critical resource in our communities that requires constant maintenance and has significant long term liabilities. We have a responsibility to manage that resource responsibly and financially take the steps needed to do so.
- Plymouth: See attached letter and resolution objecting to the proposed budget and assessment.

Mr. Asche noted his concerns about the increasing budget and indicated the City of Plymouth is advocating for no increase in city assessments until better fiscal policies are in place. He indicated he is a proponent of getting proposals from different firms for distinct projects or programs and noted this practice is beneficial at the City and that he doesn't find the practice to be burdensome to staff. The Committee discussed Mr. Asche's recommendation to develop a distinct process for when and how requests for proposals would be solicited by the BCWMC. The Committee agreed that would be a good policy to develop and should start with a discussion at a TAC meeting. They also agreed there were core activities and operations that should be performed by the Commission Engineer and it was noted that proposals for larger projects (such as CIP projects) would be more likely to result in significant savings to the Commission.

Mr. Asche also noted that invoices and requests for payments should have a written recommendation for payment from the Administrator to ensure they have been reviewed. Administrator Jester noted that she does review each invoice before sending them to the Deputy Treasurer and will include a recommendation for payment in her future agenda memos.

4. Develop Final Recommendation on 2017 Operating Budget for Commission

The Committee reviewed Administrator Jester's recommended revised budget which included TAC recommendations to move funding for Schaper Pond effectiveness monitoring to the CIP budget. Administrator Jester noted the proposed budget results in a 2% increase in assessments to cities. The Committee discussed possible ways to further reduce the budget and assessments to cities, including Mr. Asche's recommendations to reduce the APM/AIS line item and eliminate the chloride source assessment project from the water monitoring activities.

After further discussion, there was consensus among Committee members that the proposed budget and a 2% increase in city assessments is appropriate.

5. Review Existing Commission Fiscal Policies

The Committee briefly discussed the policy related to keeping approximately 50% of annual operating costs in the fund balance. There were no recommendations for changing fiscal policies at this time.

6. Adjourn - The meeting adjourned at approximately 2:00 p.m.

July 22nd 2016

Ms. Laura Jester
Administrator
Bassett Creek Watershed Management Commission
16145 Hillcrest Lane
Eden Prairie, MN 55346

SUBJECT: OBJECTION TO 2017 BUDGET AND MEMBERSHIP ASSESSMENT OF THE BASSETT CREEK WATERSHED MANAGEMENT ORGANIZATION

Dear Ms. Jester,

The City of Plymouth has received the proposed membership assessment for 2017 increasing our assessment by 7% from \$220,195.00 to \$238,901.00. While the Commission requests a 7% membership assessment increase, the Commission must do more work to develop or implement sufficient internal financial controls which would demonstrate to the City of Plymouth the cost effective use of our membership assessment. This letter and attachment(s) shall serve as a formal objection by the City of Plymouth to the 2017 Operating Budget and Membership Assessments proposed by the Commission.

The Commission regularly assigns no-bid work to the Commission's Engineer and the City understands there are times when this is the most practical and reasonable approach. There have been instances, however, where it was prudent for the Commission to put projects out to bid due to the size of expenditure. For example, the XP-SWMM Phase II modeling was approved on April 16, 2016 by the Commission for \$261,000 with no formal proposal and with no RFP process to ensure the Cities are receiving the best value for such a project.

Also, there have been examples where the Commission has realized measureable savings when bidding out work to other qualified engineers in a competitive environment rather than assigning work directly to the Commission's Engineer. Some examples include:

1. 2017 Water Quality Monitoring. The RFP process for this project has noted a potential savings to the Cities of over \$30,000 (\$152,000-Barr to \$113,878-Wenck) should the Commission move forward with the Wenck proposal.
2. 2013 WOMP Monitoring. The RFP process for this project resulted in a modest yet measurable savings to the Cities of \$8,680 (\$19,000-Barr to \$10,320-Wenck).

With proper financial controls and/or policies/procedures, it is likely the Commission would not have to raise its membership assessments in 2017. Prior to any current or future increases in membership assessments, at a minimum, the City of Plymouth requests implementation of additional policies or procedures or best practices such as the following:



1. *Requests for payment of invoices to the Commission shall only be approved upon a written recommendation, such as a staff report, from the Administrator that the invoices have been reviewed and are recommended for payment. Currently, there is no documentation that invoices have been reviewed by the Administrator and that they are ready for payment.*
2. *The Commission shall complete a request for proposals (RFP) process or receive quotes for the following budget line item activities: surveys and studies, water quality/monitoring, water quantity, and the watershed outlet monitoring program.*
3. *Any expenditure over \$25,000 shall go through an RFP or competitive quote process.*

Please feel free to contact me directly at 763-509-5526 or dasche@plymouthmn.gov with any questions.

Sincerely,



Derek Asche
Water Resources Manager

enc: Resolution 2016-228 Objection to 2017 Membership Assessments of the Bassett Creek
Watershed Management Commission

CITY OF PLYMOUTH

RESOLUTION No. 2016-228

RESOLUTION APPROVING OBJECTION TO THE 2017 MEMBERSHIP ASSESSMENT OF THE BASSETT CREEK WATERSHED MANAGEMENT ORGANIZATION

WHEREAS, the City of Plymouth is party to the Amended Joint and Cooperative Agreement for the Establishment of a Bassett Creek Watershed Management Organization to Plan, Control, and Provide for the Development of Bassett Creek; and

WHEREAS, members are required to pay annual membership assessments to a general fund for general administration purposes; and

WHEREAS, the Bassett Creek Watershed Management Organization has proposed a 7% increase in the membership assessment to the City of Plymouth for 2017; and

WHEREAS, any member may object to the proposed budget and membership assessment by August 1 of each year.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the objection to the 2017 membership assessment is hereby approved.

BE IT FURTHER RESOLVED that the City of Plymouth requests implementation of additional policies or procedures or best practices to ensure cost effective use of membership assessments prior to any current or future increases to membership assessments.

APPROVED by the City Council on this 12th day of July, 2016.

**2017 Proposed Operating Budget
Bassett Creek Watershed Management Commission**

Item 5Fiii.
BCWMC 8-18-16
Budget Detail
Document online

Item	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	Proposed Budget	
ENGINEERING & MONITORING							
Technical Services	120,000	109,391	120,000	116,972	120,000	125,000	
Development/Project Reviews (funded by fees)	65,000	52,643	65,000	51,622	65,000	65,000	(A)
Non-fee and Preliminary Reviews			15,000	53,686	15,000	15,000	(B)
Commission and TAC Meetings	16,000	15,984	14,500	11,525	13,000	14,000	(C)
Surveys and Studies	20,000	7,446	20,000	22,109	25,000	20,000	(D)
Water Quality / Monitoring	45,000	74,090	63,000	77,429	76,000	74,300	(E)
Shoreland Habitat Monitoring					6,000	-	
Water Quantity	11,000	12,100	11,500	9,115	11,500	11,500	
Assistance on Erosion Control Inspections	1,000	225	1,000		1,000	1,000	(F)
Annual Flood Control Project Inspections	20,000	17,031	10,000	9,996	10,000	12,000	(G)
Municipal Plan Review	2,000	764	2,000		2,000	8,000	(H)
Watershed Outlet Monitoring Program (WOMP)	17,000	13,917	17,000	15,786	17,000	15,500	(I)
Annual XP-SWMM Model Updates/Reviews						10,000	(J)
APMAIS Work						35,000	(K)
Subtotal Engineering & Monitoring	\$317,000	\$303,591	\$339,000	\$368,240	\$361,500	\$406,300	
PLANNING							
Watershed-wide XP-SWMM Model (I & II)	0	0	-		-	-	
Watershed-wide P8 Water Quality Model	0	0	-		-	-	
Next Generation Plan Development	40,000	55,198	30,000	28,277	-	-	
Subtotal Planning	\$40,000	\$55,198	\$30,000	\$28,277	\$0	\$0	
ADMINISTRATION							
Administrator	60,000	53,917	62,000	59,395	62,000	67,200	(L)
Legal	18,500	22,269	18,500	12,969	18,500	18,500	
Financial Management	3,045	3,045	3,200	3,200	3,200	3,200	
Audit, Insurance & Bond	15,500	12,476	15,500	13,181	15,500	15,500	
Digitize Historic Paper Files/Data Management			2,500	-	5,000	-	
Meeting Catering Expenses	3,000	1,836	2,500	1,564	2,200	2,000	
Admin Services (Rec Sec+Printing+Postage)	35,800	22,763	32,000	29,843	25,000	18,000	(M)
Subtotal Administration	\$135,845	\$116,306	\$136,200	\$120,152	\$131,400	\$124,400	
OUTREACH & EDUCATION							
Publications / Annual Report	2,000	2,272	4,000	1,430	2,500	2,500	
Website	2,000	0	12,000	11,802	3,500	4,400	(N)
Demonstration/Education Grants	0	0	-		-	-	
Watershed Education Partnerships	15,500	11,100	15,500	10,700	15,500	15,500	(O)
Education and Public Outreach	15,000	20,292	17,000	12,830	22,500	20,000	(P)
Public Communications	3,000	1,198	3,000	2,270	2,500	2,500	
Subtotal Outreach & Education	\$37,500	\$34,862	\$51,500	\$39,032	\$46,500	\$44,900	
MAINTENANCE FUNDS							
Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000	25,000	25,000	(Q)
Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000	25,000	25,000	(R)
Subtotal Maintenance Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
TMDL WORK							
TMDL Implementation Reporting	20,000	20,000	20,000	15,881	20,000	20,000	(S)
Subtotal TMDL Work	\$20,000	\$20,000	\$20,000	\$15,881	\$20,000	\$20,000	
GRAND TOTAL	\$600,345	\$579,957	\$626,700	\$621,582	\$609,400	\$645,600	

NOTES - See Budget Detail Document for Further Details					
(A) Majority of costs are covered by review fees					
(B) New line item in 2015 used to cover reviews for which either we do not receive an application fee or it's too early in the process for us to have received an application fee (such as the Blue Line LRT, SWLRT, MnDOT projects, etc.). Through agreements with Met Council, some of these costs are being recovered which are reflected in the income table.					
(C) Engineer attendance at BCWMC meetings and TAC meetings (and Plan Steering Cmte Meetings thru 2015). 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings. 2015 estimate based on 24 meetings. 2016 estimated based on 18 meetings (12 BCWMC and 5 TAC). 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed).					
(D) For Commission-directed surveys and studies - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, etc.					
(E) Several projects including routine monitoring of Sweeney, Twin, and Lost Lakes per BCWMC monitoring plan + first year of two-year study of aeration on Sweeney Lake + general water quality tasks					
(F) After recommendations from the TAC and Budget Committee, the Commission's ended the erosion and sediment control inspection program (Watershed Inspection) in 2014 due to duplication with activities required by the member cities. Some budget remains here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city), and for inspecting projects such as County highway and MnDOT projects.					
(G) 2017, 2016 and 2015 budgets include usual inspection. 2017 budget increased to allow for more follow-up with cities, stemming from Flood Control Project Maintenance and Responsibilities-related effort. 2014 budget included inspection of double box culvert (performed once every 5 years).					
(H) 2017 budget assumes review of updated/revised municipal local water plans/official controls likely to come before Commission in 2017. Assume 4 cities at \$2,000 each. This task also includes review of adjacent WMO plan amendments.					
(I) Reimbursed \$5,000 from Met Council. \$15,500 includes \$11,500 for Wenck or similar contractor + \$4,000 for Barr's data management and analyses					
(J) Make updates to XP-SWMM model, coordinate with P8 model updates, assist cities with model use.					
(K) Placeholder for 2017 work that may result from Aquatic Plant Management/Aquatic Invasive Species Committee in 2016.					
(L) Includes hourly rate increase for Administrator from \$67/hour to \$70/hour and increase from 76 hours per month to 80 hours per month.					
(M) Recording Secretary \$62/hr rate * 24 hours/month (10 hours for meeting packets, 1.5 for Facebook posts, 12.5 for website, meeting notices, memo and other writing, filing, and other tasks as assigned)					
(N) Based on 2016 agreement with HDR for website hosting and maintenance activities.					
(O) Includes CAMP (\$5,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms (\$3,000), Children's Water Festival (\$350), plus \$1,650 unassigned					
(P) Includes funding for West Metro Water Alliance at \$13,000 plus funding for other educational supplies and materials including educational signage, display materials, Commissioner training, etc.					
(Q) Will be transferred to Channel Maintenance Fund					
(R) Will be transferred to Long-Term Maintenance Fund					
(S) Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.					

2016 Financial Information			
Fund Balance as of January 31, 2016 (audited)		\$	355,506
Expected income from assessments in 2016	+	\$	490,345
Expected interest income in 2016	+	\$	-
Expected income from project review fees	+	\$	60,000
Expected income from CIP Administrative Funds	+	\$	17,055
Expected transfer from Long-term Maint Fund for Flood Control	+	\$	10,000
Expected income from WOMP reimbursement	+	\$	5,000
Expected income from reimbursements from 2015/2016 work ¹	+	\$	38,900
Estimated funds available for fiscal year 2016		\$	976,806
Estimated expenditures for fiscal year 2016	-	\$	609,400
Estimated fund balance as of January 31, 2017		\$	367,406

¹ \$31,331 = 2015 work already invoiced; + \$2,600 expected for Southwest LRT; + \$5,000 expected for Blue Line LRT

2017 Revenues			
Expected Income			
Proposed Assessments to cities	+	\$	500,000
Use of fund balance	+	\$	35,528
CIP Administrative Funds (2.0% of requested levy of \$1.303M)	+	\$	26,072
Project review fees	+	\$	60,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspecti	+	\$	12,000
WOMP reimbursement	+	\$	5,000
Expected reimbursement for Blue Line LRT work	+	\$	7,000
Interest income in 2017	+	\$	-
		\$	645,600
Expected Expenses			
Total operating budget		\$	645,600
Fund Balance Details			
Est. Beginning Fund Balance (Jan 31, 2017)		\$	367,406
Use of Fund Balance (see income above)	-	\$	35,528
Est. Remaining Fund Balance (Jan 31, 2017)		\$	331,878

Community	For Taxes Payable in 2016	2016 Percent	Current Area Watershed	Percent	Average	2012 Assessment	2013 Assessment	2014 Assessment	2015 Assessment	2016 Assessment	2017 Proposed Assessment
	Net Tax Capacity	of Valuation	in Acres	of Area	Percent	\$461,045	\$515,016	\$490,345	\$490,345	\$490,345	\$500,000
Crystal	\$7,109,951	5.19	1,264	5.09	5.14	\$24,941	\$27,424	\$25,504	\$25,868	\$25,208	\$25,704
Golden Valley	\$35,429,799	25.88	6,615	26.63	26.25	\$115,080	\$129,126	\$123,033	\$121,964	\$128,735	\$131,270
Medicine Lake	\$853,126	0.62	199	0.80	0.71	\$3,484	\$3,909	\$3,479	\$3,543	\$3,492	\$3,561
Minneapolis	\$9,091,000	6.64	1,690	6.80	6.72	\$32,661	\$35,236	\$32,953	\$33,235	\$32,960	\$33,609
Minnetonka	\$9,335,597	6.82	1,108	4.46	5.64	\$24,920	\$28,464	\$27,402	\$28,121	\$27,654	\$28,199
New Hope	\$7,292,580	5.33	1,252	5.04	5.18	\$25,533	\$27,648	\$26,479	\$25,681	\$25,416	\$25,917
Plymouth	\$58,928,879	43.05	11,618	46.77	44.91	\$209,101	\$235,310	\$224,959	\$225,159	\$220,195	\$224,531
Robbinsdale	\$2,340,788	1.71	345	1.39	1.55	\$8,022	\$8,479	\$7,743	\$7,587	\$7,597	\$7,747
St. Louis Park	\$6,513,847	4.76	752	3.03	3.89	\$17,303	\$19,420	\$18,792	\$19,184	\$19,087	\$19,463
TOTAL	\$136,895,567	100.00	24,843	100.00	100.00	\$461,045	\$515,045	\$490,345	\$490,345	\$490,345	\$500,000



BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

A RESOLUTION OF APPRECIATION FOR SERVICES OF AMY HERBERT
TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the "Commission") is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to Minnesota Statutes, Sections 103B.201-103B.253 (the "Metropolitan Area Surface Water Management Act"); and

WHEREAS, under said Act, and the Commission's joint powers agreement, the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, Amy Herbert served as Recording Administrator to the Commission from 2005 to 2016; and

WHEREAS, Amy served the Commission with excellence in preparing materials for and performing general coordination for Commission meetings and committee meetings, and carrying out the responsibilities of the Commission including preparing correspondence and notifications to member cities and agencies, writing press releases, maintaining the Commission's website, coordinating preparation of annual reports, organizing watershed tours, preparing public meeting and hearing notifications, and recording and preparing accurate meeting minutes; and

WHEREAS, Amy always cooperated in a professional and friendly manner with staff, Commissioners, and member cities and was a valuable asset to the Commission over her 11-year tenure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Bassett Creek Watershed Management Commission, its member cities, and the public hereby express its sincere and grateful appreciation to Amy Herbert for her distinguished service to the Commission.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 18th day of August, 2016.

Chair



Bassett Creek Watershed Management Commission

MEMO

Date: August 10, 2016
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 (more resources at <http://www.bassettcreekwmo.org/projects.>)

2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P) (See Item 7C):

The final feasibility study is now available online at <http://www.bassettcreekwmo.org/index.php?cID=284> and was used to request 2017 levy funds from Hennepin County. BCWMC staff and city staff attended a Hennepin County Committee meeting on July 19th. There were no questions about the project and the County Board approved the 2017 levy request at their meeting on July 28th. At the direction of the Commission, staff submitted a Clean Water Fund grant application for this project (see Item 7C). At In September, the Commission will hold a public hearing on the project, order the project, and enter an agreement with the City of Plymouth to design and construct the project. I will send a public hearing announcement to residents adjacent to the Project.

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (See Items 5C and 5D): The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. A Response Action Plan to address contaminated soils in the project area was completed by Barr Engineering with funding from Hennepin County. Commissioners are asked to approve the RAP at this meeting (see Item 5C). The BCWMC should submit an Environmental Response Fund grant application to Hennepin County (see Item 5D). BCWMC staff and city staff attended a Hennepin County Committee meeting on July 19th. There were no questions about the project and the County Board approved the 2017 levy request at their meeting on July 28th. In September, the Commission will hold a public hearing on the project, order the project, and enter an agreement with the City of Minneapolis to design and construct the project. I will send a public hearing announcement to Harrison and Bryn Mawr neighborhood associations.

2013 Four Season Area Water Quality Project (NL-2) (See Item 5B): Since November 2015, the City of Plymouth has considered 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. Recently, a developer has proposed a redevelopment project for the site that includes several innovative stormwater management features for the site. City staff and I met with the developer and staff with Solution Blue on two occasions to discuss the project. The developer is seeking a partnership with the BCWMC to share in the cost of stormwater management that goes above and beyond the requirements. See Item 5B.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): At this meeting, the Commission Engineer will verbally update the Commission on recent activities at the site, including repair of vandalized parts and retrofits to deter future vandalism. 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. Mobilization began on November 11 and construction began on November 24. On December 10, the baffle was installed and fully deployed, and the contractor demobilized from the site for the season. This spring the contractor will perform final clean-up and any needed site restoration to ensure turf establishment.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): No change since July 2015 report. 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 20, 2015.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): No change since July 2016 report. The restoration 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. The first phase of the project began in November 2015 and is wrapped up last month.

Phase two of the project includes the establishment of native vegetation along the stream, including grasses, wildflowers, shrubs, live stakes and fascines, and cordgrass plugs. Phase 2 work began last month (see photo) with seeding and the installation of an erosion control blanket. Phase two activities will continue over two additional growing seasons to ensure proper establishment.

On April 5, 2016, the Golden Valley City Council awarded the contract to the lowest responsible bidder, Applied Ecological Services for \$152,182.60, which was under the engineers estimate. It is anticipated that the total contract amount for both Phase one and Phase two will be within the Watershed's overall project budget.



2016 Northwood Lake Improvement Project, New Hope (NL-1) (See Item 7E): Construction on this project began this spring. Photos and construction progress are available at: <http://www.ci.new-hope.mn.us/departments/publicworks/2016infrastructure.shtml>

The majority of the construction work is completed for this project. The pond at Jordan Avenue north is completed and the buffer has been stabilized and seeded. The underground storage tank has been buried and site grading continues. Trees are currently being planted. The water main work in Northwood Park is complete.

I recently submitted an interim grant report for the Clean Water Partnership grant, along with an invoice for grant funds (see Item 7E.)

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): No change in project since July 2016 report. At the August 2015 meeting, the Commission entered an agreement with the City of Golden Valley to design and construct the project. At the September 2015 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 were presented and approved at the November Commission meeting. The bid opening for this project (in conjunction with the Douglas Drive Project) was held April 12th. The county will be awarding the contract in a few weeks. The project was within budget and the entire project will be starting in June, including pipe work for the CIP project. Pond expansion will likely occur this winter.

Other Projects

Education Tasks: A contract with Dawn Pape was recently executed, as approved at the July 2016 BCWMC meeting. Dawn has drafted one article for submission to local papers, is developing ideas for new educational displays, and is developing a social media calendar. I continue to participate in the West Metro Water Alliance consortium at their monthly meetings, and to write and coordinate the WMWA “Water Links” newsletter articles (<http://www.hennepin.us/residents/environment/protecting-land-water#water-links>). Recently, WMWA began a large “Pledge to Plant” campaign to encourage homeowners and others landowners to plant native plants and buffers.

Hennepin County Natural Resources Partnership: I attended the meeting of this group met on April 26th on the new buffer law and Hennepin County’s public GIS application. I was unable to attend the June meeting of this group due to a TAC meeting. I plan to attend the meeting on August 23rd. Commissioners are always invited to attend these meetings and may be particularly interested in the meeting on the 23rd (see Item 7G).

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.