



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: May 10, 2018

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 5/17/18 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
  - A. Approval of Minutes – April 19, 2018 Commission Meeting- **ACTION ITEM with attachment**
  - B. Approval of May 2018 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 – April 2018 Administrative Services
    - ii. Keystone Waters, LLC – April 2018 Meeting Materials Distribution Expenses
    - iii. Barr Engineering – April 2018 Engineering Services
    - iv. Triple D Espresso – May 2018 Meeting Refreshments
    - v. Wenck – April 2018 WOMP Monitoring
    - vi. Lawn Chair Gardener – April 2018 Administrative Services
    - vii. Kennedy Graven – March 2018 Legal Services
    - viii. MMKR – 2017 Financial Audit
  - D. Accept Fiscal Year 2017 Financial Audit Report – **ACTION ITEM with attachment (full document online) – The audit of the Commission’s finances for the period February 1, 2017 to January 31, 2018 is complete. The auditor found no deficiencies in internal financial control and no findings based on testing of the Commission’s compliance with laws and regulations. Deputy Treasurer Virnig recommends the Commission accept the audit. Staff will submit the audit to the BWSR (due at the end of May).**
  - E. Approval of 2017 BCWMC Annual Report – **ACTION ITEM with attachment (full document online) – According to Minnesota Rules Chapter 8410, the BCWMC is required to submit an annual report (due at the end of May) to the MN Board of Water and Soil Resources. Staff recommends approval of the attached report and direction to submit the report.**
  - F. Approval of Bassett Creek Park Playground Project – **ACTION ITEM no attachment – The proposed project is located in the Bassett Creek Main Stem subwatershed in Minneapolis and includes playground and picnic table replacement, and walkway and bench installation resulting in 1.03 acres of disturbance (grading) and an increase of 0.21 acres of impervious surface. The proposed project includes work in the floodplain and creates 132.5 cubic yards of floodplain fill at the playground. Compensatory floodplain storage of 135 cubic yards is proposed east of the playground to mitigate the fill, resulting in a net increase in floodplain storage of 2.5 cubic yards. Staff recommends approval.**

- G. Approval of Agreement with Met Council for Citizen Assisted Monitoring Program (CAMP) – ACTION ITEM with attachment – *Each year the Commission has an agreement with the Met Council for the CAMP which uses volunteers to collect water samples and data on various lakes. This year the following lakes will be monitored by volunteers through the program: Sweeney (2 sites), Twin, Lost, Parkers, Medicine (2 sites), Northwood, and Westwood. The Met Council supplies the equipment, training, program coordination, and reporting. The Commission coordinates volunteers and pays for sample analyses. Funding for CAMP is included in your education and outreach budget line. Staff recommends approval.*

## 5. BUSINESS

- A. Consider Approval of Feasibility Study for Westwood Lake Water Quality Improvement Project (WST-2) and Choose Alternative (25 minutes) – ACTION ITEM with attachment – *At your meeting last month, you reviewed the draft feasibility study for this project and had a good discussion about the various options. Two additional options are included in this final report. Staff recommends approval of this final report and recommends choosing option #3 due to water quality improvement, education, cost effectiveness, and aesthetic possibilities.*
- B. Receive Presentation on Schaper Pond Effectiveness Monitoring Results and Consider Next Steps (25 minutes) – ACTION ITEM with attachment – *The Schaper Pond Diversion Project was a BCWMC CIP project constructed in the winter of 2015-2016. It was designed to divert water, via a floating water baffle, within the pond to the northwest part of the pond to allow water to remain in the pond for a longer period of time, resulting in more pollutants settling out before water exits the pond and enters Sweeney Lake. In 2016 the Commission approved the use of some of the remaining CIP funds to study the effectiveness of the pond in 2017. The Commission Engineer will present results of the study and make recommendations for next steps.*
- C. Consider Temporary Variance Request for Minneapolis Impound Lot Facility Improvements (20 minutes) – ACTION ITEM with attachment – *The Commission conditionally approved this impound lot improvement project in Minneapolis in November 2017. After completing final designs, the city is now seeking a variance to temporarily place 467 cubic yards of fill (surcharge) in the floodplain. The proposed temporary fill will result in approximately 0.01 feet of increase in the 1% (base flood elevation, 100-year flood) floodplain. The BCWMC Requirements document indicates that in granting variances, the Commission shall make a finding showing that certain conditions exist. See the attached memo from the Commission Engineer and a memo from the city's consultant responding to the variance conditions.*
- D. Consider Approval of Feasibility Study for DeCola Ponds B & C Improvement Project (BC-2,3,8) and Choose Alternative (25 minutes) – ACTION ITEM with attachment – *At your meeting last month, you reviewed feasibility concepts for this project and had a good discussion about the various options. Staff recommends approval of this final report and recommends choosing option #3 which balances the development of flood mitigation volume with tree preservation.*
- E. Set 2019 Maximum Levy Amount for Collection by Hennepin County (5 Minutes) – ACTION ITEM with attachment – *A maximum 2019 levy amount for collection by Hennepin County on behalf of the Commission must be set at this meeting. The amount is dependent on the alternatives chosen for the Westwood Lake Improvement Project and the DeCola Ponds Improvement Project. Staff recommends a levy of \$1.1M for the DeCola Ponds Project. The table attached assumes implementation of Concept 3 for the Westwood Project but includes other scenarios as well. The Commission can lower the levy request when it submits its final levy amount in September of this year, but it cannot request more.*

- F. Discuss Recommendations from Budget Committee on Proposed 2019 Operating Budget (20 minutes) – **DISCUSSION ITEM with attachment** – *The Budget Committee met on March 23 and April 25 to discuss and develop the attached proposed 2019 operating budget for the Commission. The committee chair, Alt. Commissioner McDonald Black, will give a brief presentation of the proposed budget, seeking feedback from commissioners and TAC members. The final proposed budget should be approved no later than your June meeting and is due to cities by July 1 to receive their input.*
  
- G. Discuss Interest and Possibility of Inviting Commissioners to Participate in Bassett Creek Deep Tunnel Inspection (15 minutes) – **DISCUSSION ITEM no attachment** – *The BCWMC engineer is scheduled to inspect the Bassett Creek deep tunnel this fall. The tunnel entry is near Mill Ruins Park and the Stone Arch Bridge on the Mississippi River. Here, the tunnel is submerged and a good length of the tunnel is underwater. The river pool will be lowered for access and to drain the tunnel for inspection. There is a potential opportunity for Commissioners/TAC members to enter and observe portions of the tunnel during the inspection. Several logistical items regarding legal waivers, planning, safety, confined space entry, equipment, etc. would need to be considered and planned if there is interest in this activity. Staff would like to get input regarding participation and an approximate head count of how many Commissioner/TAC member may be interested.*
  
- H. Receive Update on Watershed Based Funding Pilot Program (15 minutes) – **INFORMATION ITEM no attachment** – *At your meeting in April you appointed me as your representative at the official “convene” meeting on May 16<sup>th</sup> where a final decision will be made on distribution of Clean Water Funds to entities in Hennepin County during this biennium. Alt. Commissioner Monk, Engineer Chandler and I will attend the meeting and will update you on the outcome.*
  
- I. Receive Update on Zebra Mussel Surveys on Medicine Lake (10 minutes) – **INFORMATION ITEM no attachment** – *On Saturday April 28<sup>th</sup>, approximately 18 Plymouth/Medicine Lake residents gathered to learn zebra mussel identification and then inspected docks that were pulled on shore for the winter around the entire lake. No mussels were found. Staff with TRPD are performing a shoreline/shallow water survey around the lake this week. I will update you with the latest findings at the meeting.*

## 6. COMMUNICATIONS

- A. Administrator’s Report - **INFORMATION ITEM with attachment**
  - i. Update on Chloride Limited Liability Legislation
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer
  - i. Report on WOMP Total Suspended Solids Loadings – **INFORMATION ITEM with attachment online**

## 7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notice of Application, Plymouth
- E. West Metro Water Alliance Spring WaterLinks Newsletter
- F. [Article on Northwood Lake Improvement Project in League of MN Cities Magazine](#)

## 8. ADJOURNMENT

### Upcoming Meetings & Events

- Winnetka Pond Dredging Project Public Open House: May 24<sup>th</sup>, 5:30 – 7:00 p.m., Crystal City Hall
- BCWMC Public Hearing and Regular Meeting: June 21<sup>st</sup>, 8:30 a.m., Golden Valley City Hall
- Minnesota Association of Watershed Districts Summer Tour: June 20 – 22, 2018