



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 12, 2018

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/20/18 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 – November 14, 2018 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of December 2018 Financial Report - **ACTION ITEM with attachment**
 - C. Approval of Payment of Invoices - **ACTION ITEM with attachments (online) – I reviewed the following invoices and recommend approval of payment.**
 - i. Keystone Waters, LLC – November 2018 Administrative Services
 - ii. Keystone Waters, LLC – November 2018 Printing Expenses
 - iii. Barr Engineering – November 2018 Engineering Services
 - iv. Triple D Espresso – December 2018 Meeting Refreshments
 - v. Wenck – November 2018 WOMP Monitoring
 - vi. Lawn Chair Gardener – November 2018 Administrative and Education Services
 - vii. Kennedy Graven – October 2018 Legal Services
 - viii. Three Rivers Park District – Decontamination Unit Cover
 - D. Approval to Reimburse City of Crystal for Winnetka Pond Dredging Project (CIP BCP-2)– **ACTION ITEM with attachment (full documentation available upon request) – The City of Crystal is requesting reimbursement for expenditures related to design of the Winnetka Pond Dredging Project. This is the first reimbursement request for this project. I reviewed all materials and documentation submitted by the city and recommend approval to reimburse.**
 - E. Approval to Amend Agreement with Metropolitan Council for Work on SWLRT – **ACTION ITEM with attachment – Staff (including the Commission’s legal counsel) recommends approval of this amendment to extend the term (deadline) of the agreement with Met Council regarding work on the SWLRT as design work will continue into early next year.**
 - F. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U. S. Army Corps of Engineers – **ACTION ITEM with attachment online - In accordance with the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection of the flood control features was recently performed by the Commission Engineer to assess and document conditions. The report (online) includes conditions of each structure and a list of recommended actions. The report should be forwarded to member cities, the MN Department of Natural Resources and the U.S. Army Corps of Engineers.**
5. **BUSINESS**
 - A. Consider Administrative Services Committee Recommendations for Soliciting Technical and Legal Services (15 minutes) - **ACTION ITEM no attachment – This item was tabled at the November meeting. By State Law, once every two years the Commission must solicit proposals for professional services including technical/engineering and legal. The Commission last solicited proposals in December 2016.**

The Administrative Services Committee recommends that the Commission solicit “letters of interest” proposals from interested firms rather than complete proposals as the Commission is not seeking to change its current engineering and legal firms.

- B. Receive Update on Decision by MAWD Regarding Watershed Management Organization Membership and Consider Options (20 min) – **DISCUSSION ITEM with attachment** – *On November 30th, the MN Association of Watershed Districts (MAWD) approved a bylaws change that would allow WMOs (like the BCWMC) to join MAWD with full membership rights. The memo, updated bylaws, and other information attached should give commissioners a general sense of what MAWD membership (and member with corresponding groups) would entail. The Commission should discuss whether or not to become a MAWD member in 2019 and whether or not to participate in corresponding groups).*
- C. Consider Ideas for Aquatic Invasive Species Prevention Grant Application (20 min) – **ACTION ITEM with attachment** – *The Hennepin County Aquatic Invasive Species (AIS) pass-through grant applications are due January 14th. I have checked briefly with a few partners and gathered some ideas for activities that could be included in an application. Although there are still conversations to have with city staff, TRPD, MPRB, and lake groups regarding ideas for programs, projects, and collaboration for AIS prevention, I am requesting approval to submit a grant application on behalf of the BCWMC for up to \$20,740. Please see the attached memo for more information.*
- D. Consider Approval of Resolution Approving Crystal Surface Water Management Plan (10 min) – **ACTION ITEM with attachment** – (Commission comments and actual plan available online) - *The Commission Engineer reviewed the Crystal Surface Water Management Plan and provided comments to the city on November 21st. The city revised the plan according to the Commission’s comments and the plan is consistent with the Bassett Creek Watershed Management Plan and requirements. Staff recommends approval of the attached resolution approving Crystal’s Local Surface Water Management Plan with the caveat that if additional changes are made to the plan to satisfy other watershed requirements, the provisions applicable to the BCWMC remain unchanged.*
- E. Consider Approval of Resolution Approving Minnetonka Water Resources Management Plan (10 min) – **ACTION ITEM with attachment** - (Response to comments available online. Actual plan available upon request.) - *I reviewed the Minnetonka Water Resources Management Plan on behalf of the Commission and provided comments to the city on October 29th. The city revised the plan according to the Commission’s comments and the plan is consistent with the Bassett Creek Watershed Management Plan and requirements. Staff recommends approval of the attached resolution approving Minnetonka’s Water Resources Management Plan.*

6. COMMUNICATIONS (20 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - i. MAWD Annual Meeting
 - ii. AMLAC Meeting
 - iii. Developing Scope for Further Study in Bassett Creek Valley
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
 - i. CIP Prioritization Committee
- F. Legal Counsel
- G. Engineer
 - i. Tunnel Inspection Update

- ii. Jevne Park CIP Project Update
- iii. FEMA Modeling Project Update

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 Decision, Plymouth
- E. WCA Notice of Decision, Golden Valley
- F. WCA Notice of Decision, Jevne Park CIP Project

8. ADJOURNMENT

Upcoming Meetings & Events

- Salt Solutions Workshop for Places of Worship and Non-profits: Tuesday January 8th, 6:30 – 8:30 p.m., Nine Mile Creek Discovery Center
- BCWMC CIP Prioritization Committee Meeting: Wednesday January 9, 2018, Golden Valley City Hall
- Bassett Creek Watershed Management Commission Meeting: Thursday January 17th, 8:30 a.m., Golden Valley City Hall