



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: February 12, 2020

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 2/20/20 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 – January 16, 2020 Commission Meeting- **ACTION ITEM with attachment**
  - B. Acceptance of Financial Reports - **ACTION ITEM with attachment**
    - i. Fiscal Year 2019 Year End Financial Report
    - ii. February 2020 Financial Report
  - 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 – January 2020 Administrative Services
    - ii. Keystone Waters, LLC – January 2020 Printing Expenses
    - iii. Barr Engineering – January 2020 Engineering Services
    - iv. Triple D Espresso – February 2020 Meeting Refreshments
    - v. Wenck – January 2020 WOMP Monitoring
    - vi. Lawn Chair Gardener – January 2020 Administrative and Education Services
    - vii. Kennedy Graven – December 2019 & January 2020 Legal Services
    - viii. City of Golden Valley – 2019 Accounting Services
    - ix. Shingle Creek WMC – West Metro Water Alliance 2020 Contribution
    - x. Minnesota Assoc. of Watershed Districts – 2020 Member Dues
  - D. Approval of Resolution 20-03 Designating Depositories for BCWMC Funds – **ACTION ITEM with attachment**  
*– The Commission annually designates official depositories for its funds. Staff (including the Deputy Treasurer) recommends approval of the attached resolution.*
  - E. Approval of Resolution 20-04 Transferring Funds from Administrative Fund to Long Term Funds for Next Generation Plan Development – **ACTION ITEM with attachment**  
*– The 2019 BCWMC Operating Budget included \$12,000 to be set aside as savings toward development of the next generation watershed management plan. The attached resolution authorizes the transfer of those funds to a long-term account.*
  - F. Approval to Designate Finance and Commerce as the Official News Publication of the BCWMC – **ACTION ITEM no attachment**  
*– Staff recommends continuing to designate Finance and Commerce as the only BCWMC official publication as it covers the entire watershed, and to continue the practice of sending notices to local news outlets (such as the Sun Post) and neighborhood newsletters when appropriate.*
  - G. Approval to Adopt Updated Data Practices Policy – **ACTION ITEM with attachment (full policy online) –**  
*Commission Legal Counsel Anderson reviewed and updated the BCWMC Data Practices Policy. He recommends annually adopting the policy.*

- H. Approval of Contract with HDR, Inc. for Website Hosting and Maintenance – **ACTION ITEM with attachment** – *The Commission has been contracting with HDR for website hosting and minor maintenance (based on need) since they developed the new website in 2016. Staff recommends approval of this 3-year contract to continue hosting and maintenance.*
- I. Approval of Contract with Lawn Chair Gardener for 2020 Administrative Services – **ACTION ITEM with attachment** – *Staff recommends approval of a renewed contract with Dawn Pape (DBA Lawn Chair Gardener) to continue writing educational press releases, posting social media content, and drafting monthly meeting minutes. While the hourly rate for her work increased slightly, this expense fits within the Administrative Services budget. This contract is separate from her Educational Services contract.*
- J. Approval of 2020 Plymouth Street Reconstruction Project – **ACTION ITEM with attachment** – *The proposed linear project is in the City of Plymouth at various locations within different BCWMC subwatersheds. The proposed project includes reconstruction of Plymouth streets and utility improvements resulting in 20.7 acres of grading (disturbance). The proposed linear project creates 13.76 acres of fully reconstructed impervious surfaces and an increase of 0.96 acres of impervious surfaces. Water quality requirements do not apply; other requirements are being met. Staff recommends conditional approval based on comments in the attached memo.*
- K. Approval of Golden Valley 2020 Pavement Management Program (PMP) Project – **ACTION ITEM with attachment** – *The proposed linear project is in the City of Golden Valley at various locations within the Medicine Lake Direct and Bassett Creek Main Stem Subwatersheds. The proposed project includes reconstruction of Golden Valley streets and utility improvements resulting in 7.90 acres of grading (disturbance). The proposed linear project creates 4.32 acres of fully reconstructed impervious surfaces and a decrease of 0.24 acres of impervious surfaces. Water quality requirements do not apply; other requirements are being met. Staff recommends conditional approval based on comments in the attached memo.*

**5. ORGANIZATIONAL MEETING (30 minutes)**

- A. Elect Officers – **ACTION ITEM no attachment** - *The Commission should elect a Chair, Vice Chair, Secretary and Treasurer. Officers hold one-year terms. The Secretary and Treasurer can be combined into one position. Current officers = Chair Prom, Vice Chair Welch, Secretary de Lambert, and Treasurer Harwell. More information on the duties of the officers can be found in the bylaws here: <http://www.bassettcreekwmo.org/application/files/1314/4424/7360/BCWMC-Bylaws.pdf>.*
- B. Review 2020 Commission Calendar and Areas of Work - **INFORMATION ITEM with attachment** *February 1<sup>st</sup> marks the beginning of the Commission’s business and fiscal year. The attached document is an informational piece that shows items the Commission considers annually and/or will consider over the next 12 months. The document also lists the various Commission committees, the approximate timing of committee meetings, and work areas for the committees this year.*
- C. Appoint Committee Members - **ACTION ITEM see attachment 5B** - *Committees are an important part of the Commission. Commissioners and alternate Commissioners should consider participating on at least one committee. Non-commissioners can also sit on Commission committees. See the document in 5B for a description of committees and their work slated for this year. Current committee members are listed here: <http://www.bassettcreekwmo.org/about/our-members>.*
  - i. Administrative Services Committee
  - ii. Budget Committee
  - iii. Education Committee
  - iv. Technical Advisory Committee Liaison

- D. Review Open Meeting Law - **INFORMATION ITEM with attachment** - *The attached document is included simply to remind Commissioners about key provisions of the open meeting law, ways in which the law can be easily broken, and links to further information. The document was updated this year by Legal Counsel Anderson.*
- E. Review Year End Financial Report (Feb 1, 2019 - Jan 31, 2020) – **INFORMATION ITEM see attachment 4Bi** - *Overall, the Commission is in good financial standing and ended the year in the black when expenses are adjusted with reimbursement revenue. I will walk through the year-end report at the meeting.*

## 6. BUSINESS

- A. Review 2019 Northwood and Cavanaugh Lake Monitoring Reports – **INFORMATION ITEM with attachments** – *In 2019 the BCWMC monitored the water quality, vegetation, zooplankton, and phytoplankton of Northwood Lake in New Hope and Cavanaugh Lake (Sunset Pond) in Plymouth. The monitoring reports are attached. The Commission Engineer will present the results at the meeting.*
- B. Consider Approval of Technical Advisory Committee Recommendations – **ACTION ITEMS with attachments**
  - i. Water Monitoring Program – *At the August 2019 meeting, the Commission asked the TAC to review the BCWMC water monitoring program to determine if changes are needed, and to help inform the annual budgeting process. At their meetings in October and November 2019 and January 2020, the TAC reviewed and discussed the Commission’s water monitoring program in detail. Their recommendations are included in the attached memo.*
  - ii. 5-year Capital Improvement Program – *At their meeting in January 2020, the TAC reviewed and considered possible projects for the 2022 – 2026 CIP list. They recommend two projects for 2026, one addition to the 2021 list, and budget changes to some existing CIP projects. The attached table includes their recommendations with changes and additions shown with underline and strikeout as compared to the previously approved 5-year CIP. The second page shows how the projects scored on the new CIP scoring matrix (with the 3 new projects at the bottom). Fact sheets for the 3 new projects are also included. Staff recommends approval of the TAC recommendations.*
- C. Set Public Hearing for Minor Plan Amendment – **ACTION ITEM with attachment** – *The three new CIP projects recommended by the TAC in item 6Bii require a minor plan amendment which should be initiated as soon as possible. Additionally, staff is recommending updates to the wetland management policies in the plan. Please see the attached memo for further information.*
- D. Review 2017 Plymouth Creek Restoration Project Final Report – **ACTION ITEM with attachment** – *At the December 2019 meeting, the Commission approved the final reimbursement request for this project. Final grant reports for this project were recently submitted to BWSR and Hennepin County. Staff recommends approving this final BCWMC report. Financially, the project will be officially closed at a future meeting when all grant funds are received.*
- E. Review 2019 Staff Evaluations – **DISCUSSION ITEM no attachment** – *Chair Prom will present and discuss the results of the 2019 evaluations for me and Engineer Chandler. The evaluations are non-public data and thus are not included with meeting materials.*

## 7. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
  - i. Clean Water Fund Grant Updates
  - ii. Update on MTDS Discussion with MPCA Chair

- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees
- F. Education Consultant
- G. Legal Counsel
- H. Engineer

**8. INFORMATION ONLY (Information online only)**

- A. CIP Project Updates <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. [Local News Story on Sweeney Lake Water Quality Improvement Project](#)
- D. 2019 River Watch Report
- E. WCA Notice of Application, Plymouth
- F. MAWD Summer Tour
- G. [Southwest Journal Article on Bryn Mawr Meadows Water Quality Improvement Project](#)

**9. ADJOURNMENT**

**Upcoming Meetings & Events**

- Parkers Lake and Mt. Olivet Drainage Improvement Projects Public Open House: Wednesday February 12<sup>th</sup>, 5:00 – 6:30 p.m., Plymouth City Hall
- Bassett Creek Lagoon Dredging Project Public Open House: Thursday, February 27<sup>th</sup>, 6:00 – 7:30 p.m., U of M UROC, Minneapolis
- Smart Salting Level 1: Parking Lots and Sidewalks MPCA Certification Course: Friday March 6<sup>th</sup>, 9:00 – 2:30, Plymouth City Hall
- [MAWD Legislative Event](#): March 18 – 19, State Capitol, St. Paul
- Bassett Creek Watershed Mgmt Commission Meeting: Thursday March 19<sup>th</sup>, 8:30 a.m., Golden Valley City Hall
- Sweeney Lake Water Quality Improvement Project Public Open House: Wednesday April 8<sup>th</sup>, 5:30 – 7:30 p.m., Brookview Golden Valley
- Metro MAWD Meeting: April 21; 7:00 – 9:00 p.m., Capitol Region Watershed District, St. Paul