



# Bassett Creek Watershed Management Commission

Regular Meeting  
Thursday February 18, 2021  
8:30 – 11:00 a.m.

Via Zoom – Click [HERE](#) to join the meeting.  
Or join by phone +1-312-626-6799; Meeting number 872 0190 67 39

## AGENDA

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS** – *Members of the public 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 (5 minutes)**
  - A. Approval of Minutes – January 21, 2021 Commission Meeting
  - B. Acceptance of Financial Reports
    - i. Fiscal Year 2020 Year End Financial Report
    - ii. February 2021 Financial Report
  - C. Approval of Payment of Invoices
    - i. Keystone Waters, LLC – January 2021 Administrative Services
    - ii. Keystone Waters, LLC – January 2021 Printing Expenses
    - iii. Barr Engineering – January 2021 Engineering Services
    - iv. Wenck – January 2021 WOMP Monitoring
    - v. Lawn Chair Gardener – January 2021 Administrative and Education Services
    - vi. Kennedy Graven – December 2020 & January 2021 Legal Services
    - vii. CNA Surety – 2021 Bond Insurance
  - D. Approval of Resolution 21-03 Designating Depositories for BCWMC Funds
  - E. Approval of Resolution 21-04 Transferring Funds from Flood Control Project Long Term Account to Administrative Fund
  - F. Approval to Designate *Finance and Commerce* as the Official News Publication of the BCWMC
  - G. Approval to Adopt Data Practices Policy
5. **ORGANIZATIONAL MEETING (30 minutes)**
  - A. Elect Officers
  - B. Review 2021 Commission Calendar and Areas of Work
  - C. Appoint Committee Members
    - i. Administrative Services Committee
    - ii. Budget Committee
    - iii. Education Committee
    - iv. Technical Advisory Committee Liaison
  - D. Review Open Meeting Law
  - E. Review Year End Financial Report (Feb 1, 2020 - Jan 31, 2021)

## 6. BUSINESS

- A. Review Report on Sweeney Lake/Schaper Pond Carp Removal Project (30 min)
- B. Consider Approval of Agreement with Redpath & Company for Accounting Services (10 min)
- C. Consider Approval of Revision to Requirements for Improvements and Development Proposals (BCWMC Requirements Document) (10 min)
- D. Consider Staff/TAC Request to Explore BCWMC Cost Share Program for Private Development Projects (15 min)
- E. Review Letters of Interest Proposals from Legal and Engineering Firms (10 min)

## 7. COMMUNICATIONS (10 minutes)

- A. Administrator's Report
  - i. Reminder to Submit Conflict of Interest Statements
  - ii. Update on Bassett Creek Flood Risk Review Meeting
  - iii. Update on Hennepin County Opportunity Grant – Lagoon Dredging Project
  - iv. Update on BWSR Performance Review and Assistance Program
- B. Chair
- C. Commissioners
- D. TAC Members
  - i. Report on February 4<sup>th</sup> Meeting
  - ii. Next Meeting: March 5<sup>th</sup>, 1:00 p.m.
- 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. WCA Notices of Decision, Plymouth
- D. [Hennepin Co. Draft Climate Action Plan and Input Opportunities](#)
- E. [2021 Online Salt Symposium Save the Date – August 3 & 4](#)

## 9. ADJOURNMENT

### Upcoming Meetings & Events

- BCWMC Technical Advisory Committee Meeting: Friday March 5<sup>th</sup>, 1:00 p.m. via Zoom
- MAWD Virtual Legislative Event: March 17, 2021 – Save the date, more info to come
- Bassett Creek Watershed Mgmt Commission Meeting: Thursday March 18<sup>th</sup>, 8:30 a.m., via Zoom
- Metro MAWD Meeting: April 20, 2021; 7:00 – 9:00 p.m., Virtual



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: February 11, 2021

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 2/18/21 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 21, 2021 Commission Meeting- ACTION ITEM with attachment
  - B. Acceptance of Financial Reports - ACTION ITEM with attachment
    - i. Fiscal Year 2020 Year End Financial Report
    - ii. February 2021 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 2021 Administrative Services
    - ii. Keystone Waters, LLC – January 2021 Printing Expenses
    - iii. Barr Engineering – January 2021 Engineering Services
    - iv. Wenck – January 2021 WOMP Monitoring
    - v. Lawn Chair Gardener – January 2021 Administrative and Education Services
    - vi. Kennedy Graven – December 2020 & January 2021 Legal Services
    - vii. CNA Surety – 2021 Bond Insurance
  - D. Approval of Resolution 21-03 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 21-04 Transferring Funds from Flood Control Project Long Term Account to Administrative Fund – ACTION ITEM with attachment – The Commission budget includes reimbursement to the Administrative Fund from the Flood Control Project (FCP) Long Term Maintenance Account for expenses related to that fiscal year’s FCP inspections including the annual inspections, double box culvert inspections, and deep tunnel inspections. Staff recommends approval of the resolution.
  - 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 Data Practices Policy – ACTION ITEM with attachment online – Commission Legal Counsel Anderson recommends annually adopting this policy. There were no changes to the policy that was adopted in May 2020.

## 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 and positions can only be held by commissioners. The Secretary and Treasurer can be combined into one position. 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 2021 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 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. Please mark your calendars with Commission meeting dates.*
- 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. TAC members and other 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, 2020 - Jan 31, 2021) – **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 revenue. (Total revenue = 793,833; Total expenses = 744,427) I will walk through the year-end report at the meeting.*

## 6. BUSINESS

- A. Review Report on Sweeney Lake/Schaper Pond Carp Removal Project (30 min) – **DISCUSSION ITEM with attachment** – *Carp populations and movements were tracked and evaluated in Sweeney Lake and Schaper Pond, and removal of carp was completed through the Sweeney Lake Water Quality Improvement Project in 2020. The Commission Engineer prepared the attached report with project results and long-term control options and will give a presentation at this meeting.*
- B. Consider Approval of Agreement with Redpath & Company for Accounting Services (10 min) – **ACTION ITEM with attachment** – *At the meeting last month, the Commission approved moving forward with contracting for accounting services with Redpath and Company. Commission Attorney Anderson drafted the attached agreement, which has since been signed by Redpath. Staff recommends approval.*
- C. Consider Approval of Revision to Requirements for Improvements and Development Proposals (BCWMC Requirements Document) (10 min) – **ACTION ITEM with attachment (full document online)** – *At the meeting last month, Commissioners reviewed staff recommendations for revisions to the Requirements Document regarding what types of projects need approval at a Commission meeting. Commissioners had suggestions for adding clarity to the proposed revisions and the item was tabled. The Commission*

*Engineers and Attorney reworded the section with recommendations from commissioners. Staff recommends approval of the updated revisions Section 3.1, in addition to minor grammatical changes in other parts of the document.*

- D. Consider Staff/TAC Request to Explore BCWMC Cost Share Program for Private Development Projects (15 min) – DISCUSSION ITEM with attachment – *At their meeting February 4<sup>th</sup>, it was noted by some TAC members that they expect a significant amount of redevelopment to occur over the next ten years in their cities. They mentioned that a cost share program (similar to the one in Shingle Creek WMO, see attached) could incentivize some developers to go “above and beyond” with pollutant reduction measures during redevelopment. The Commission could consider directing staff and the TAC to further explore the idea and bring recommendations back to the Commission or a committee.*
- E. Review Letters of Interest Proposals from Legal and Engineering Firms (10 min) – DISCUSSION ITEM attachments are non-public data; will be sent to commissioners - *The Commission recently submitted a solicitation for “letter of interest” proposals for legal and technical engineering services to comply with State Law. The Commission received two proposals for legal services and three proposals for engineering services. The proposals themselves are not public documents and cannot be included with meeting materials - I will send them to Commissioners separately. I recommend the Commission continue to use Kennedy & Graven and Barr Engineering as their legal and engineering consultants, respectively.*

## 7. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
  - i. Reminder to Submit Conflict of Interest Statements – **see attachment**
  - ii. Update on Bassett Creek Flood Risk Review Meeting
  - iii. Update on Hennepin County Opportunity Grant – Lagoon Dredging Project
  - iv. Update on BWSR Performance Review and Assistance Program
- B. Chair
- C. Commissioners
- D. TAC Members
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## Bassett Creek Watershed Management Commission

**DRAFT Minutes of Regular Meeting**  
**Thursday, January 21, 2021**  
**8:30 a.m.**

**Via video conference due to the COVID-19 global pandemic**

**1. CALL TO ORDER and ROLL CALL**

On Thursday, January 21, 2021 at 8:32 a.m. via video conference. Commissioner Cesnik was appointed to act as the interim chair and she called the meeting of the Bassett Creek Watershed Management Commission (BCWMC) to order.

**Commissioners and city staff present:**

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Dave Anderson	<i>Vacant Position</i>	Mark Ray
Golden Valley	Stacy Harwell	<i>Absent</i>	Jeff Oliver
Medicine Lake	Clint Carlson	Gary Holter	<i>Absent</i>
Minneapolis	<i>Absent</i>	<i>Vacant Position</i>	Liz Stout
Minnetonka	Mike Fruen	<i>Vacant Position</i>	<i>Absent</i>
New Hope	<i>Absent</i>	Patrick Crough	Megan Hedstrom
Plymouth	Catherine Cesnik (voted interim Chair)	James Prom	Ben Scharenbroich
Robbinsdale	Wayne Sicora	<i>Vacant Position</i>	Marta Roser and Richard McCoy
St. Louis Park	<i>Absent</i>	Patrick Noon	Erick Francis
<b>Administrator</b>	Laura Jester, Keystone Waters		
<b>Engineer</b>	Karen Chandler, Barr Engineering		
<b>Recorder</b>	Dawn Pape, Lawn Chair Gardener		
<b>Legal Counsel</b>	Dave Anderson, Kennedy & Graven		
<b>Presenters/ Guests/Public</b>	Suzanne Jiwani, MnDNR		

**2. PUBLIC FORUM ON NON-AGENDA ITEMS**

No members of the public were present.

**3. APPROVAL OF AGENDA**

**MOTION:** Alternate Commissioner Noon moved to approve the agenda. Commissioner Carlson seconded the motion. Upon a roll call vote, the motion carried 8-0, with the City of Minneapolis absent from the vote.

**4. CONSENT AGENDA**

The following items were approved as part of the consent agenda:

- Minutes of the December 17, 2020 Commission meeting
- January 2021 financial report
- Payment of invoices
- Resolution 21-01 to transfer funds from CIP Account to administrative account
- Resolution 21-02 to transfer funds from administrative account to Channel Maintenance Fund, Long-Term Maintenance Fund, and Next Generation Plan Development Savings Account
- Watershed-Based Implementation Funding Grant Agreement for Main Stem Lagoon Dredging Project
- Contract for 2021 Administrative and Education and Outreach Services
- Residential Shoreline Restoration Project, Golden Valley
- Direction to Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers
- Acceptance of the Bassett Creek 3rd Avenue and 2nd Street Tunnel (Deep Tunnel) Inspection Report

The general and construction account balances reported in the January 2021 Financial Report are as follows:  
 Checking Account Balance \$ 430,545.43

TOTAL GENERAL FUND BALANCE	\$430,545.43
TOTAL CASH & INVESTMENTS ON-HAND (1/12/2021)	\$ 3,418,824.14
CIP Projects Levied – Budget Remaining	( \$3,806,836.46)
Closed Projects Remaining Balance	\$ 948,311.10
2015-2018 Anticipated Tax Levy Revenue	\$1,429.11
2019 Anticipated Tax Levy Revenue	\$4,499.30
Anticipated Closed Project Balance	\$ 954,239.51

Before the consent agenda was approved, Interim Chair Cesnik asked Commission Engineer Chandler how the recommendations from the deep tunnel inspection report were going to be carried out. The short answer was to do the repairs at the same time as the next inspection. Engineer Chandler explained that she could come back with a list and cost estimates for the recommendations at a future meeting.



**MOTION:** Alternate Commissioner Crough moved to approve the consent agenda. Commissioner Harwell seconded the motion. Upon a roll call vote, the motion carried 8-0, with the City of Minneapolis absent from the vote.

**5. BUSINESS**

**A. Consider Proposal for Bassett Creek Lagoon Dredging Project Engineering Services**

At the November meeting the Commission approved a timeline for project implementation and to receive a scope of work from the Commission Engineer to design the project and provide engineering services. Commission Engineer Chandler provided an overview of the proposed scope and budget including services over two years for an estimated \$238,000. She noted the construction is scheduled to happen two years from now at an estimated cost of \$2.7 million which will be funded over several years of levy. She noted that implementation of this project is different than usual because the Commission is designing and constructing the project, which will include bidding and contracting.

Commission Engineer Chandler also pointed out the project will be relatively easy to design because of its simplicity and much of it was already done with the feasibility study. She noted permitting will be a larger cost than design since there are so many different requirements and entities to coordinate with. She noted that there is a lot of material to be dredged that will all need to be landfilled, which is expensive. But, unlike the project at Winnetka Pond, we already know the material needs to be landfilled before the project begins. She acknowledged that one consideration is that if some dredged material appears to be contaminated with unexpected materials, there may need to be additional soil testing to ensure safe disposal of contaminated soils at a landfill. The estimated cost includes a “contingency environmental soil testing” task to cover such additional testing.

Commission Engineer Chandler reviewed the various tasks laid out in the scope including meetings, public engagement, permitting with several entities, design and contract documents, bidding services and construction services. She reviewed the budget and schedule.

Attorney Anderson mentioned that the contracts and bidding will be subject to the lowest responsible bidder. Administrator Jester brought up that Commissioner Welch had previously noted that BCWMC will need land use rights and release from liability.

Commissioner Harwell wondered about the amount budgeted for permitting and observation. Engineer Chandler replied that those tasks are included in the budget and there is also a contingency for additional testing, if needed. Engineer Chandler noted the proposal does not include budget for addressing cultural resources, if discovered.

**MOTION:** Commissioner Harwell moved to approve the proposal for Bassett Creek Lagoon Dredging Project Engineering Services for the amount not to exceed \$238,000. Commissioner Carlson seconded the motion. Upon a roll call vote, the motion carried 8-0, with the City of Minneapolis absent from the vote.

**B. Review Proposals for Accounting Services**

At the December meeting, the Commission approved a request for proposals (RFP) for accounting services and directed the administrator to distribute to various firms. Three proposals were received and reviewed by Administrator Jester, the BCWMC Deputy Treasurer, Commissioner Prom, and Alt. Commissioner McDonald Black. Administrator Jester explained that one proposal’s budget was double the other two proposals and was dismissed immediately from consideration. She noted the proposals from Redpath and Smith-Shafer were similar in price and services. She noted that the Smith-Shafer proposal didn’t follow two RFP requirements and they were too slow in responding to questions. Commissioner Harwell suggested removing Smith-Shafer from consideration due to the concerns noted.

Administrator Jester also noted that she checked Redpath’s references and they were very positive. She further noted that BCWMC only paid the city of Golden Valley about \$4,000 a year for accounting services and since this change in accounting services was not anticipated, this increase is not included in the 2021 budget. The additional approximately \$8,000 will need to be taken from other areas to fill in the budget gap.

Commissioner Harwell asked if using Redpath will save her time. Administrator Jester replied that there might be a little time savings once Redpath is on board.

Commissioner Carlson asked who does the audit now. Jester replied that MMKR currently does the auditing and that she assumes that wouldn't need to change. She also noted that Redpath also provides auditing services, but the attorney advises using a separate firm.

Attorney Anderson reminded the Commission that the proposals submitted for consideration are private data and not to be shared until there is a signed contract.

**MOTION:** Commissioner Harwell moved to approve development of an agreement with Redpath and Company for accounting services and to continue using MMKR for auditing for a minimum of one year. Commissioner Carlson seconded the motion. Upon a roll call vote, the motion carried 8-0, with the City of Minneapolis the absent from the vote.

#### **C. Consider Approval to Submit Hennepin County AIS Prevention Grant Application**

Administrator Jester reported that grant applications for the Hennepin County AIS Prevention Grant were due January 14th. She reported that after receiving support from member cities, TRPD, MPRB, and county staff, she decided to submit a grant application to develop new and updated AIS signage at fishing piers, boat launches, and carry-in sites throughout the watershed. She noted there is no cash match required and the project is in line with recommendations of the Commission's APM/AIS Committee. Administrator Jester apologized for bringing this grant application to the Commission "after the fact" and assured the Commission that the application can be pulled from consideration if requested.

Commissioner Harwell thanked Administrator Jester finding the opportunity and taking initiative. Commissioner Cesnik also applauded her efforts.

Education consultant Dawn Pape expressed interest in helping with the messaging since she is currently working with a state-wide AIS group on developing key messaging.

**MOTION:** Commissioner Carlson moved to approve submitting the AIS Prevention Grant Application to Hennepin County. Commissioner Anderson seconded the motion. Upon a roll call vote, the motion carried 8-0, with the City of Minneapolis absent from the vote.

#### **D. Receive Update on FEMA Modeling and Mapping Project**

Commission Engineer Chandler provided the following background on the project and noted the Commission Engineers recently submitted all modeling and mapping data to the MnDNR. Background: In February 2018, the Commission approved a grant agreement with the MnDNR to perform updated modeling and mapping in a collaborative effort to improve flood risk identification within the watershed (FEMA maps). As the MnDNR staff member working on this project, Commissioner Harwell and her colleague, Suzanne Jiwani, provided an update on project status and next steps. Ms. Harwell is working with the entire metro area in partnership with watersheds, MnDNR, and FEMA to accomplish this mapping project.

Ms. Harwell provided a project update and reviewed maps from 1980, compared with 2015 and explained that we have better topographic data now. She also explained the difference between Zone AE and Zone A in the maps, noting that AE has more detail, and LiDAR data is collected from detailed images obtained by planes flying over, etc.

Ms. Harwell noted that there will be a BCWMC TAC meeting on February 4<sup>th</sup> that will include a discussion of floodways and management of other (upstream) storage areas that are tributaries to floodways. She also reported there is a Bassett Creek Flood Risk Review meeting for decision makers on February 24<sup>th</sup> to comment on and finalize maps. Ms. Harwell said they are working with individual cities to find out how each city manages upstream storage areas. Ms. Jiwani stressed that input from cities is very important and that because the mapping process is still in the review stage, it does not involve the public yet. Residents won't need flood insurance until map panels are finalized in a few years. However, she noted the information can be presented to residents prior to FEMA map production.

TAC member Ben Scharenbroich noted that cities have a process to deal with inaccuracies and changes that need to happen in regards to these maps. Commissioner Carlson asked questions and Scharenbroich clarified the difference between floodplains and the Wetland Conservation Act.

**E. Consider Approval of Revision to Requirements for Improvements and Development Proposals**

Background: The Commission Engineer has noticed a recent increase in applications for single-family home shoreline improvement projects that currently require review by the Commission Engineer and action at a Commission meeting. These projects are typically very straightforward and involve fairly quick and simple review by the Commission Engineer. However, the need for action at a Commission meeting results in approval occurring 3-6 weeks after the project is submitted for review. Commission Engineer Chandler recommended revising Section 3.1.3 of the BCWMC Requirements Document to allow single-family home shoreline and streambank improvement projects to be reviewed administratively, rather than requiring action at a Commission meeting. Other minor edits and verbiage clarifications are included as part of this recommended update to the document.

Commission Engineer Chandler clarified that these types of projects would still be reviewed, but through a more streamlined process for residents. There was discussion about making the revised language clearer to indicate that the project indeed requires review, just not approval at a Commission meeting. It was decided that Administrator Jester, Engineer Chandler, and Attorney Anderson will further revise the language and bring it to the next Commission meeting. Administrator Jester asked members to email comments to her.

**6. COMMUNICATIONS**

**A. Administrator's Report**

Administrator Jester noted her written report was included with the meeting materials and provided the following reminders and updates.

- i. Reminder: February Meeting of Election of Officers and Committee Assignments – Administrator Jester will send a description of committees and asked commissioners to seriously considered official positions or committee work
- ii. Reminder: State Campaign Finance Forms and Auditor Conflict of Interest Forms - Commissioners shared tips on filling out the forms. Administrator Jester announced that she would send a conflict of interest form soon.
- iii. Update on Bryn Mawr Meadows Water Quality Improvement Project – Administrator Jester noted that a draft agreement was prepared and presented to MPRB and Minneapolis staff who are currently reviewing it.

**B. Chair**

Nothing to report

**C. Commissioners**

- i. Report on Dougherty Family College Environmental Justice Panel Session— Administrator Jester was on the panel and learned a lot. Commissioner Cesnik asked about handouts and follow up materials, but Administrator Jester did not know of any.

**D. TAC Members**

- i. Upcoming Meeting February 4th
- ii. TAC member Liz Stout updated the commission that the Main Stem Erosion Repair Project has been completed and that Administrator Jester has a good summary in the report.

**E. Committees**

None

**F. Education Consultant**

Dawn Pape stated she is excited to continue working with BCWMC and asked people to continue sharing the educational videos.

Commissioner Harwell asked about getting a summary of what's going on statewide concerning AIS. Administrator Jester replied that if we get the Hennepin County grant, the consultant will be asked to gather that information from the statewide forum and share it with the committee.

G. Legal Counsel  
Nothing to report

H. Engineer  
Nothing to report

**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. Met Council Water Resources 2021 Update
- E. Bassett Creek Chloride Data 2001 – 2013 (chloride pollution seems to leveling off)
- F. [Bassett Creek Coloring Book](#), designed by an artist that was funded by Freshwater.
- G. WCA Notice of Decision, Plymouth
- H. WCA Notice of Application, Plymouth

**8. ADJOURNMENT**

Meeting adjourned at 10:50 a.m.

**Upcoming Meetings & Events**

- BCWMC Technical Advisory Committee Meeting: Thursday February 4, 10:30 a.m.
- Bassett Creek Watershed Management Commission Regular Meeting: Thurs February 18, 8:30 a.m.

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Signature/Title                  Date

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Signature/Title                  Date

Bassett Creek Watershed Commission  
 General Fund (Administration) Financial Report  
 Fiscal Year: February 1, 2020 through January 31, 2021  
 MEETING DATE: February 18, 2021

Item 4Bi.  
 BCWMC 2-18-21  
 Full Document  
 Online

(UNAUDITED)

<b>BEGINNING CASH BALANCE</b>	<b>12-Jan-2021</b>	193,934.17	
	<b>Total Cash Balance</b>		<b>193,934.17</b>
<b>BEGINNING INVESTMENT BALANCE</b>		233,111.26	
Interest Earnings - 4M Funds		8.11	
	<b>Total Investment Balance</b>		<b>233,119.37</b>
<b>Total Cash and Investments</b>			<b>427,053.54</b>
<b>ADD:</b>			
<b>Assessments:</b>			
<b>2021 - Assessments:</b>			
Crystal	1/15/2021	29,898.00	
New Hope	1/15/2021	29,464.00	
Medicine Lake	1/19/2021	3,928.00	
St Louis Park	1/28/2021	21,618.00	
Plymouth	1/28/2021	247,860.00	
Robbinsdale	1/28/2021	9,299.00	
<b>Other:</b>			
Transfer from CIP	Flood Control Inspections	69,149.00	
Reimbursed Construction Costs		31,109.75	
	<b>Total Revenue and Transfers In</b>		<b>442,325.75</b>
<b>DEDUCT:</b>			
<b>Checks:</b>			
3375 Barr Engineering	January Services	77,933.30	
3376 Kennedy & Graven	Dec/Jan Legal	4,815.80	
3377 Keystone Waters LLC	December Services/Admin Chgs	6,698.08	
3378 Lawn Chair Gardener	December Services	893.14	
3379 Wenck	WOMP	1,394.66	
	<b>Total Checks/Deductions</b>		<b>(91,734.98)</b>
<b>Outstanding from previous month:</b>			
3364 Kennedy & Graven	October Legal	1,094.50	
3366 Lawn Chair Gardener	November Services	1,246.77	
3368 City of Golden Valley	Financial Services	3,500.00	
3369 HDR Engineering Inc	Website Services	539.10	
3370 Metro Blooms	Harrison/Pub Outreach	36,763.62	
3371 Dept of Admin/PMD-Minnesota	State Register	69.00	
3374 Catherine Cesnik	Training Reimbursement	160.00	
<b>ENDING BALANCE</b>	<b>31-Jan-2021</b>		<b>777,644.31</b>

Bassett Creek Watershed Commission  
 General Fund (Administration) Financial Report  
 Fiscal Year: February 1, 2020 through January 31, 2021  
 MEETING DATE: February 18, 2021

(UNAUDITED)

	2020/2021 BUDGET	CURRENT MONTH	YTD 2020/2021	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS TO CITIES	550,450	0.00	550,451.00	(1.00)
PROJECT REVIEW FEES	50,000	0.00	63,000.00	(13,000.00)
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
TRANSFERS FROM LONG TERM FUND & CIP				
CIP ADMINISTRATIVE CHARGE	30,000	0.00	30,000.00	0.00
LONG TERM MAINT-FLOOD CONTROL PROJ	12,000	69,149.00	69,149.00	(57,149.00)
USE OF FUND BALANCE	15,000	0.00	0.00	15,000.00
THREE RIVERS PARK DISTRICT - CURLY LEAF POND		0.00	1,127.85	
STATE OF MN-LAWNS TO LEGUMES GRANT-BWSR		0.00	22,033.77	
CITY OF MINNEAPOLIS-BASSETT CREEK STUDY			53,571.89	
<b>REVENUE TOTAL</b>	<b>662,450</b>	<b>69,149.00</b>	<b>793,833.51</b>	<b>(54,650.00)</b>
<b>EXPENDITURES</b>				
<b>ENGINEERING &amp; MONITORING</b>				
TECHNICAL SERVICES	130,000	8,805.50	143,080.64	(13,080.64)
DEV/PROJECT REVIEWS	75,000	1,993.50	94,266.75	(19,266.75)
NON-FEE/PRELIM REVIEWS	20,000	2,004.00	16,850.50	3,149.50
COMMISSION AND TAC MEETINGS	12,000	481.00	10,478.20	1,521.80
SURVEYS & STUDIES	10,000	1,568.91	3,744.59	6,255.41
WATER QUALITY/MONITORING	102,600	21,533.89	119,397.01	(16,797.01)
WATER QUANTITY	6,500	536.75	6,229.19	270.81
ANNUAL FLOOD CONTROL INSPECTIONS	12,000	9,570.00	69,149.14	(57,149.14)
REVIEW MUNICIPAL PLANS	2,000	0.00	1,548.00	452.00
WOMP	20,500	1,462.16	20,836.85	(336.85)
APM / AIS WORK	30,000	0.00	11,634.42	18,365.58
<b>ENGINEERING &amp; MONITORING TOTAL</b>	<b>420,600</b>	<b>47,955.71</b>	<b>497,215.29</b>	<b>(76,615.29)</b>
<b>PLANNING</b>				
NEXT GENERATION PLAN DEVELOPMENT	18,000	0.00	18,000.00	0.00
TRANSFER				
<b>MAINTENANCE FUNDS TOTAL</b>	<b>18,000</b>	<b>0.00</b>	<b>18,000.00</b>	<b>0.00</b>
<b>ADMINISTRATION</b>				
ADMINISTRATOR	69,200	6,408.00	64,764.00	4,436.00
MN ASSOC WATERSHED DIST DUES	500	0.00	500.00	0.00
LEGAL COSTS	15,000	4,815.80	20,996.03	(5,996.03)
AUDIT, INSURANCE & BONDING	18,000	0.00	18,684.00	(684.00)
FINANCIAL MANAGEMENT	3,500	0.00	3,500.00	0.00
MEETING EXPENSES	1,500	0.00	316.74	1,183.26
ADMINISTRATIVE SERVICES	15,000	1,183.22	11,887.02	3,112.98
<b>ADMINISTRATION TOTAL</b>	<b>122,700</b>	<b>12,407.02</b>	<b>120,647.79</b>	<b>2,052.21</b>
<b>OUTREACH &amp; EDUCATION</b>				
PUBLICATIONS/ANNUAL REPORT	1,300	0.00	1,069.00	231.00
WEBSITE	1,000	0.00	1,264.00	(264.00)
PUBLIC COMMUNICATIONS	1,000	0.00	1,112.59	(112.59)
EDUCATION AND PUBLIC OUTREACH	22,000	0.00	38,321.17	(16,321.17)
WATERSHED EDUCATION PARTNERSHIPS	15,850	0.00	16,535.00	(685.00)
<b>OUTREACH &amp; EDUCATION TOTAL</b>	<b>41,150</b>	<b>0.00</b>	<b>58,301.76</b>	<b>(17,151.76)</b>
<b>MAINTENANCE FUNDS</b>				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	25,000.00	0.00
TRANSFER				
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	25,000.00	0.00
TRANSFER				
<b>MAINTENANCE FUNDS TOTAL</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>
<b>TMDL WORK</b>				
TMDL IMPLEMENTATION REPORTING	10,000	262.50	262.50	9,737.50
<b>TMDL WORK TOTAL</b>	<b>10,000</b>	<b>262.50</b>	<b>262.50</b>	<b>9,737.50</b>
<b>TOTAL EXPENSES</b>	<b>662,450</b>	<b>60,625.23</b>	<b>744,427.34</b>	<b>(81,977.34)</b>

BCWMC Construction Account  
 Fiscal Year: February 1, 2020 through January 31, 2021  
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(UNAUDITED)

Cash Balance 1/12/2021			
<b>Cash</b>			
	Total Cash	(1,332,189.13)	(1,332,189.13)
<b>Investments:</b>			
Minnesota Municipal Money Market (4M Fund)		4,751,013.27	
Dividends-Current		165.34	
	Total Investments	<u>4,751,178.61</u>	
	<b>Total Cash &amp; Investments</b>		3,418,989.48
<b>Add:</b>			
Interest Revenue (Bank Charges)		0.00	
Hennepin County Property Tax - Final		<u>12,276.69</u>	
	<b>Total Revenue</b>		12,276.69
<b>Less:</b>			
CIP Projects Levied - Current Expenses - TABLE A		(2,377.50)	
Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B		<u>(23,983.75)</u>	
	<b>Total Current Expenses</b>		(26,361.25)
	<b>Total Cash &amp; Investments On Hand</b>	<b>2/10/2021</b>	<b><u>3,404,904.92</u></b>
Total Cash & Investments On Hand		3,404,904.92	
Current Anticipated Levy -2020 (July 20/Dec 20/Jan 21)		26,757.54	
CIP Projects Levied - Budget Remaining - <b>TABLE A</b>		(3,804,458.96)	
Secured Grant Funds (CIP Projects Levied)-Not yet received		679,485.88	
2021 Expected Levy for 2020/2021 Projects		630,080.00	
<b>Closed Projects Remaining Balance</b>		<b>936,769.38</b>	
2015 - 2018 Anticipated Tax Levy Revenue - <b>TABLE C</b>		1,429.11	
2019 Anticipated Tax Levy Revenue - TABLE C		4,499.30	
<b>Anticipated Closed Project Balance</b>		<b><u>942,697.79</u></b>	
Proposed & Future CIP Project Amount to be Levied - <b>TABLE B</b>		<b>4,003,700.00</b>	

**TABLE A - CIP PROJECTS LEVIED**

	Approved Budget	Current Expenses	2020/21 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget	Grant Funds Received- included in Cash Balances	Secured Grant Funds	2021 Expected Levy for 2020/2021 Projects
<b>Projects Completed-to be removed at year end</b>								
Northwood Lake Pond (NL-1) - <b>FINALLED</b>	1,433,740							
Close Project - Use Closed Project Funds	13,403	1,447,143	0.00	0.00	1,447,143.38	0.00	700,000	
Plymouth Creek Restoration (2017 CR-P) - <b>FINALLED</b>	863,573	627,329	0.00	0.00	627,329.10	0.00	435,468	
Close Project - funds to Closed Project Fund	(236,244)							
<b>Current Projects</b>								
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000	0.00	10,205.00	185,236.56	804,763.44			
<b>2014</b>								
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000	0.00	3,146.00	431,508.45	180,491.55			
Twin Lake Alum Treatment Project (TW-2)	163,000	0.00	0.00	91,037.82	71,962.18			
<b>2017</b>								
Main Stem Cedar Lk Rd-Dupont (2017CR-M)	2017 Levy 400,000	1,064,472	0.00	132,029.25	932,442.75			
	2018 Levy 664,472						150,300	
<b>2018</b>								
Bassett Creek Park & Winnetka Ponds Dredging (BCP-2)	1,000,000							
Mar-19 Budget Adj	114,301							
Mar-19 From Channel Maint	9,050	0.00	3,500.00	1,066,648.32	56,702.68			
<b>2019</b>								
Decola Ponds B&C Improvement(BC-2,BC-3,BC-8)	1,600,000	0.00	1,401,387.75	1,507,985.31	92,014.69	34,287	34,287	
Westwood Lake Water Quality Improvement Project(Feasibility)	404,500	0.00	174,486.76	223,640.96	180,859.04			
<b>2020</b>								
Bryn Mawr Meadows (BC-5)	912,000	155.00	4,444.00	102,131.03	809,868.97	200,000	200,000	412,000
Jevne Park Stormwater Mgmt Feasibility (ML-21)	500,000	0.00	10,000.00	56,390.75	443,609.25			
Crane Lake Improvement Proj (CL-3)	380,000	0.00	375,599.15	387,600.00	(7,600.00)			
Sweeney Lake WQ Improvement Project (SL-8)	568,080	2,222.50	327,585.59	328,735.59	239,344.41	40,345	294,899	218,080
	<u>10,391,875</u>	<u>2,377.50</u>	<u>2,310,354.25</u>	<u>6,587,416.52</u>	<u>3,804,458.96</u>	<u>274,632</u>	<u>679,485.88</u>	<u>630,080.00</u>

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED						
	Approved Budget - To Be Levied	Current Expenses	2020/21 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget	
<b>2021</b>						
Main Stem Dredging Project (BC-7)	3,259,000	74.00	38,690.50	80,885.22	3,178,114.78	125,000.00
Mt Olivet Stream Restoration (ML-20)	178,100	0.00	14,410.50	35,993.92	142,106.08	
Parkers Lake Stream Restoration (PL-7)	485,000	0.00	24,564.90	57,547.12	427,452.88	
Purchase High Efficiency Street Sweeper (ML-23)	81,600	0.00	0.00	0.00	81,600.00	
2021 Project Totals	4,003,700	74.00	77,665.90	174,426.26	3,829,273.74	
<b>2022</b>						
DeCola Ponds/Wildwood Park/SEA School Flood Control (BC-2,3,8,10)	0	13,170.00	36,752.89	36,752.89	(36,752.89)	
Medley Park Stormwater Treatment Feasibility (ML-12)	0	10,739.75	57,027.61	57,027.61	(57,027.61)	
2022 Project Totals	0	23,909.75	93,780.50	93,780.50	(93,780.50)	
Total Proposed & Future CIP Projects to be Levied	4,003,700	23,983.75	171,446.40	268,206.76	3,735,493.24	

BCWMC Construction Account  
Fiscal Year: February 1, 2020 through January 31, 2021  
January 2021 Financial Report

(UNAUDITED)

TABLE C - TAX LEVY REVENUES								
	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception To Date Rec'd	Balance to be Collected	BCWMO Levy
2020 Tax Levy	1,500,000.00	1,239.74	1,501,239.74	12,284.47	1,474,482.20	1,474,482.20	26,757.54	1,500,000.00
2019 Tax Levy	1,436,000.00	(4,500.13)	1,431,499.87	(118.18)	1,952.86	1,427,000.57	4,499.30	1,436,000.00
2018 Tax Levy	1,346,815.00	(8,893.33)	1,337,921.67	58.01	(125.40)	1,335,639.00	2,282.67	947,115.00
2017 Tax Levy	1,303,600.00	(16,571.62)	1,287,028.38	23.15	344.03	1,288,055.03	(1,026.65)	1,303,600.00
2016 Tax Levy	1,222,000.00	(11,662.58)	1,210,337.42	0.41	171.60	1,210,242.31	95.11	1,222,000.00
2015 Tax Levy	1,000,000.00	(103.70)	999,896.30	28.83	461.81	999,818.32	77.98	1,000,000.00
				12,276.69			32,685.95	

**OTHER PROJECTS:**

	Approved Budget	Current Expenses / (Revenue)	2020/21 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
<b>TMDL Studies</b>					
TMDL Studies	135,000	0.00	85.00	107,850.15	27,149.85
TOTAL TMDL Studies	135,000	0.00	85.00	107,850.15	27,149.85
<b>Flood Control Long-Term</b>					
Flood Control Long-Term Maintenance	674,980	4,748.50	91,049.50	480,626.41	
Transfer to GF - Flood Control Proj Inspections		69,149.00			
Transfer from General Fund	25,000				
Less: State of MN - DNR Grants		0.00	(3,231.50)	(145,078.40)	
TOTAL Flood Control Long-Term	699,980	73,897.50	87,818.00	335,548.01	364,431.99
<b>Annual Flood Control Projects:</b>					
Flood Control Emergency Maintenance	500,000	0.00	0.00	0.00	500,000.00
<b>Annual Water Quality</b>					
Channel Maintenance Fund	415,950		11,453.70	267,073.30	
Transfer from General Fund	25,000				
TOTAL Channel Maintenance	440,950	0.00	11,453.70	267,073.30	173,876.70
<b>Next Generation Plan Development Savings Account</b>					
Next Generation Plan-setup in 2019	12,000	0.00	0.00	0.00	
Transfer from General Fund	18,000				
TOTAL Next Generation Plan Development	30,000	0.00	0.00	0.00	30,000.00
<b>Metro Blooms Harrison Neighborhood CWF Grant Project</b>					
BWSR Grant	134,595	0.00	48,608.11	136,501.00	(1,906.00)
		0.00	(53,838.00)	(121,136.00)	(121,136.00)
	134,595	0.00	(5,229.89)	15,365.00	
Total Other Projects	1,885,525	73,897.50	94,126.81	604,700.46	942,416.54



Bassett Creek Watershed Commission  
 General Fund (Administration) Financial Report  
 Fiscal Year: February 1, 2021 through January 31, 2022  
 MEETING DATE: February 18, 2021

Item 4Bii.  
 BCWMC 2-18-21 (AUDITED)

<b>BEGINNING CASH BALANCE</b>	<b>31-Jan-2021</b>	544,524.94	
	<b>Total Cash Balance</b>		<b>544,524.94</b>
<b>BEGINNING INVESTMENT BALANCE</b>		233,119.37	
	<b>Total Investment Balance</b>		<b>233,119.37</b>
<b>Total Cash and Investments</b>			<b>777,644.31</b>

**Assessments:**

**2021-2022 Assessments:**

12/14/2020 Minnetonka	29,622.00		
1/15/2021 Crystal	29,898.00		
1/15/2021 New Hope	29,464.00		
1/19/2021 Medicine Lake	3,928.00		
1/29/2021 St Louis Park	21,618.00		
1/29/2021 Plymouth	247,860.00		
1/29/2021 Robbinsdale	9,299.00		
2/4/2020 Minneapolis	37,983.00	37,983.00	
	<u>409,672.00</u>		

**Permits:**

Wenck Associates	2021-01	1,500.00	
City of Plymouth		1,500.00	
Reimbursed Construction Costs		0.00	
	<b>Total Revenue and Transfers In</b>		<b>40,983.00</b>

**DEDUCT:**

**Checks:**

3380 CNA Surety		100.00	
	<b>Total Checks/Deductions</b>		<b>(100.00)</b>

Outstanding from previous month:

3364 Kennedy & Graven	October Legal	1,094.50	
3366 Lawn Chair Gardener	November Services	1,246.77	
3368 City of Golden Valley	Financial Services	3,500.00	
3369 HDR Engineering Inc	Website Services	539.10	
3370 Metro Blooms	Harrison/Pub Outreach	36,763.62	
3371 Dept of Admin/PMD-Minnesota	State Register	69.00	
3374 Catherine Cesnik	Training Reimbursement	160.00	
3375 Barr Engineering	January Services	77,933.30	
3376 Kennedy & Graven	Dec/Jan Legal	4,815.80	
3377 Keystone Waters LLC	December Services/Admin Chgs	6,698.08	
3378 Lawn Chair Gardener	December Services	893.14	
3379 Wenck	WOMP	1,394.66	

<b>ENDING BALANCE</b>	<b>10-Feb-2021</b>		<b>818,527.31</b>
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**Bassett Creek Watershed Commission**  
**General Fund (Administration) Financial Report**  
**Fiscal Year: February 1, 2021 through January 31, 2022**  
**MEETING DATE: February 18, 2021**

**(UNAUDITED)**

	2021/2022 BUDGET	CURRENT MONTH	YTD 2021/2022	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
ASSESSMENTS TO CITIES	554,900	409,672.00	409,672.00	145,228.00
PROJECT REVIEW FEES	62,000	3,000.00	3,000.00	59,000.00
WOMP REIMBURSEMENT	5,000	0.00	0.00	5,000.00
TRANSFERS FROM LONG TERM FUND & CIP				
CIP ADMINISTRATIVE CHARGE	30,000	0.00	0.00	30,000.00
LONG TERM MAINT-FLOOD CONTROL PROJ	12,000	0.00	0.00	12,000.00
USE OF FUND BALANCE	5,000	0.00	0.00	5,000.00
<b>REVENUE TOTAL</b>	<b>668,900</b>	<b>412,672.00</b>	<b>412,672.00</b>	<b>256,228.00</b>
<b>EXPENDITURES</b>				
<b>ENGINEERING &amp; MONITORING</b>				
TECHNICAL SERVICES	134,000	0.00	0.00	134,000.00
DEV/PROJECT REVIEWS	68,000	0.00	0.00	68,000.00
NON-FEE/PRELIM REVIEWS	24,000	0.00	0.00	24,000.00
COMMISSION AND TAC MEETINGS	12,000	0.00	0.00	12,000.00
SURVEYS & STUDIES	9,000	0.00	0.00	9,000.00
WATER QUALITY/MONITORING	129,000	0.00	0.00	129,000.00
WATER QUANTITY	7,000	0.00	0.00	7,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	12,000	0.00	0.00	12,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
WOMP	23,000	0.00	0.00	23,000.00
APM / AIS WORK	14,000	0.00	0.00	14,000.00
<b>ENGINEERING &amp; MONITORING TOTAL</b>	<b>434,000</b>	<b>0.00</b>	<b>0.00</b>	<b>434,000.00</b>
<b>PLANNING</b>				
NEXT GENERATION PLAN DEVELOPMENT	18,000	0.00	0.00	18,000.00
TRANSFER				
<b>MAINTENANCE FUNDS TOTAL</b>	<b>18,000</b>	<b>0.00</b>	<b>0.00</b>	<b>18,000.00</b>
<b>ADMINISTRATION</b>				
ADMINISTRATOR	67,400	0.00	0.00	67,400.00
MN ASSOC WATERSHED DIST DUES	3,750	0.00	0.00	3,750.00
LEGAL COSTS	15,000	0.00	0.00	15,000.00
AUDIT, INSURANCE & BONDING	18,000	100.00	100.00	17,900.00
FINANCIAL MANAGEMENT	4,000	0.00	0.00	4,000.00
MEETING EXPENSES	1,300	0.00	0.00	1,300.00
ADMINISTRATIVE SERVICES	8,000	0.00	0.00	8,000.00
<b>ADMINISTRATION TOTAL</b>	<b>117,450</b>	<b>100.00</b>	<b>100.00</b>	<b>117,350.00</b>
<b>OUTREACH &amp; EDUCATION</b>				
PUBLICATIONS/ANNUAL REPORT	1,300	0.00	0.00	1,300.00
WEBSITE	1,800	0.00	0.00	1,800.00
PUBLIC COMMUNICATIONS	1,000	0.00	0.00	1,000.00
EDUCATION AND PUBLIC OUTREACH	26,000	0.00	0.00	26,000.00
WATERSHED EDUCATION PARTNERSHIPS	17,350	0.00	0.00	17,350.00
<b>OUTREACH &amp; EDUCATION TOTAL</b>	<b>47,450</b>	<b>0.00</b>	<b>0.00</b>	<b>47,450.00</b>
<b>MAINTENANCE FUNDS</b>				
EROSION/SEDIMENT (CHANNEL MAINT)	20,000	0.00	0.00	20,000.00
TRANSFER				
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
TRANSFER				
<b>MAINTENANCE FUNDS TOTAL</b>	<b>45,000</b>	<b>0.00</b>	<b>0.00</b>	<b>45,000.00</b>
<b>TMDL WORK</b>				
TMDL IMPLEMENTATION REPORTING	7,000	0.00	0.00	7,000.00
<b>TMDL WORK TOTAL</b>	<b>7,000</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>
<b>TOTAL EXPENSES</b>	<b>668,900</b>	<b>100.00</b>	<b>100.00</b>	<b>668,800.00</b>





## Bassett Creek Watershed Management Commission

RESOLUTION NO. 21-04

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING THE TRANSFER OF BASSETT CREEK  
WATERSHED MANAGEMENT COMMISSION FUNDS FROM THE FLOOD  
CONTROL LONG-TERM MAINTENANCE ACCOUNT TO THE  
ADMINISTRATIVE ACCOUNT

BE IT RESOLVED by the Bassett Creek Watershed Management Commission  
that:

1. \$69,149 will be transferred from the Bassett Creek Watershed Management Commission's Flood Control Long-Term Maintenance account to the Administrative Account to cover the costs of the 2020 BCWMC Flood Control Project (FCP) inspections including annual FCP inspections, 5-year double box culvert inspections, and 10-year deep tunnel inspections.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

The motion for adoption of the foregoing resolution was seconded by Member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_ and the following voted against the same \_\_\_\_\_ whereupon said resolution was declared duly passed and adopted.

**BCWMC FY2021 Administrative Calendar  
(Not a complete list of meeting items)**

<b>FEBRUARY 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</b>	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, Technical Advisory Committee liaisons (see committee descriptions below)
	Designate official depositories
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Review year-end financial report
	Review of open meeting law
	Commissioners complete conflict of interest forms for auditor
	Adopt Data Practices Policy
	Review Letters of Interest Proposals for Legal and Engineering Services
	Approve Proposal with Redpath for Accounting Services
<b>MARCH 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</b>	Consider TAC recommendations on 5-year CIP
	Set public hearing for minor plan amendment, if needed
	Review 2020 Water Monitoring Results
<b>APRIL 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</b>	Approve agreements for CLP control
	Review Education Committee Recommendations
	Approve CAMP agreement with Met Council
<b>MAY 20<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</b>	Approve annual report
	Approve not to waive monetary limits on municipal tort liability
	Hold public hearing on minor watershed plan amendment, if needed
	Review draft feasibility studies for Medley Park Stormwater Treatment Facility and SEA School-Wildwood Park Flood Reduction Project
	Accept FY2019 financial audit
	Review 2021 draft operating budget
<b>JUNE 17<sup>th</sup></b> <b>8:30 a.m.</b>	Approve feasibility studies and choose option(s) to implement for Medley Park Stormwater Treatment Facility and SEA School-Wildwood Park Flood Reduction Project
	Approve maximum 2022 levy request for Hennepin County

<b>JULY 15<sup>th</sup></b> <b>8:30 a.m.</b>	Set Public Hearing on 2022 CIP projects
	Authorize preparation of feasibility studies for 2023 CIP Projects
	Review 50% Plans for Main Stem Lagoon Dredging Project
	Consider Resolutions for MN Association of Watershed Districts
<b>AUGUST 19<sup>th</sup></b> <b>8:30 a.m.</b>	Approve final 2022 operating budget
	Review 2021 budget status
	Adopt Minor Plan Amendment, if needed
	Consider submitting resolutions for MAWD Legislative Platform
	Authorize preparation of feasibility studies for 2023 CIP Projects
<b>PUBLIC HEARING</b> <b>SEPTEMBER 16<sup>th</sup></b>	Public Hearing on 2022 CIP Projects
	Approve Resolution ordering 2022 CIP Projects
	Approve agreements for 2022 CIP Projects
	Certify 2022 levy costs to Hennepin County
<b>OCTOBER 21<sup>st</sup></b> <b>8:30 a.m.</b>	
<b>WEDNESDAY</b> <b>NOVEMBER 17<sup>th</sup></b> <b>8:30 a.m.</b>	Appoint MAWD delegates and consider requests to attend MAWD Conference
	Consider TAC recommendations and/or begin 5-year CIP development process; assign committee and/or set date for TAC-Commission workshop- see approved process <a href="#">here</a> .
<b>DECEMBER 16<sup>th</sup></b> <b>8:30 a.m.</b>	Receive update on MAWD Annual Meeting
	Review results of staff evaluation
<b>January 20, 2022</b> <b>8:30 a.m.</b>	Approval of Resolution to Transfer Funds from CIP Account to Administrative Account
	Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund, Long-Term Maintenance Fund, Next Generation Plan Development Fund
	Approval of contracts for 2021 work
	Approval of FCP inspection reports

<b>CONTRACTORS</b>	Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Wenck Associates – WOMP monitoring HDR – Website maintenance and hosting Hennepin County – River Watch Program Keystone Waters – Administrator Lawn Chair Gardener – Administrative and Educational Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services
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<b>BCWMC Committees</b>	
<b>Budget Committee</b>  Meetings: March and April Additional as needed	<b>KEY ROLE:</b> Develop annual Operating Budget & City Assessments <ul style="list-style-type: none"> <li>• Review ideas and staff recommendations for 2022 programs/budget items</li> <li>• Develop and recommend 2022 operating budget and city assessments</li> <li>• Timeline:               <ul style="list-style-type: none"> <li>○ March and April committee develops recommendation on 2022 budget</li> <li>○ May Commission meeting: submit draft recommendations</li> <li>○ June Commission meeting: approval of proposed 2022 budget/assessments</li> <li>○ July 1 – August 1: Cites review proposed budget/assessments and provide comments</li> <li>○ August Commission meeting: final approval of 2022 budget/assessments</li> </ul> </li> </ul>
<b>Education Committee</b>  Meetings: Late February or early March Others as needed	<b>KEY ROLE:</b> Develop annual Education and Outreach Plan, assist with outreach and education events <ul style="list-style-type: none"> <li>• Discuss options for education programs, trainings, and partnerships</li> <li>• Develop 2021 education and outreach plan and present at March or April Commission meeting               <ul style="list-style-type: none"> <li>○ Assist with implementation of plan, as needed</li> <li>○ Assist with outreach at education events</li> </ul> </li> <li>• Recommend further improvements to BCWMC website</li> <li>• Represent Commission on West Metro Water Alliance</li> </ul>
<b>Administrative Services Committee</b> Meetings: Oct or Nov for staff evaluation Additional meetings as needed	<b>KEY ROLE:</b> Guide development of policy and overall processes of Commission; evaluate staff
<b>Technical Advisory Committee</b> Includes Commission liaison Meetings: Typically 4 – 6 meetings per year as needed	<b>KEY ROLE:</b> Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities. <ul style="list-style-type: none"> <li>• Recommend projects and assist with development of 2023 - 2027 Capital Improvement Program</li> <li>• Review results of special projects or studies as requested by Commission</li> </ul>







## Bassett Creek Watershed Management Commission

### General Provisions of Open Meeting Law

- I. What is the open meeting law and why is it important?
  - a. Section 13D of Minnesota State Law  
<https://www.revisor.mn.gov/statutes/?id=13D>
  - b. Ensures that meetings of governing bodies are conducted in public where public has access to decision making process
  - c. Prohibits actions or discussions from taking place in secret where it's impossible for the public to be fully informed about decisions or to detect improper influences
  - d. Protects government officials from accusations that business was conducted improperly
  
- II. What groups must abide by the open meeting law?
  - a. Best answer = all governing bodies and committees
  - b. Examples = city councils, county boards, soil and water conservation district boards, watershed district boards, watershed management organization boards, town boards, governing boards of school districts
  - c. Also applies to committees of governing bodies
  
- III. When does the open meeting law apply?
  - a. Safe answer = always
  - b. Quorums of any governing bodies or committee of the governing body
    - i. Quorum = minimum number of members required to be present to legally conduct business, usually a majority
  - c. Any time a quorum gathers to discuss, decide, or receive information about the official business or work of the governing body
  - d. Even when formal action is not being taken
  - e. Does NOT apply if group is getting together socially and NOT discussing official business
  
- IV. What are the key requirements of the open meeting law?
  - a. Meeting notices are required for regular, special, emergency, and closed meetings
  - b. Meetings must be open to public, in a public space
  - c. Meetings must be within borders of governing body's jurisdiction
  - d. Meeting materials must be available to public at the meeting
  - e. Meeting notes including voting record must be maintained and available to the public (usually in the form of meeting minutes)

- V. How does the open meeting law apply to the use of telecommunication technology?
- a. Officials cannot “attend” meeting by phoning in
  - b. Can use interactive video (such as Skype) only if:
    - i. All officials can see and hear each other
    - ii. Members of the public at the meeting can see and hear all officials
    - iii. Off-site officials are located in a place accessible to the public
    - iv. At least one official is at the regular meeting location
    - v. Proper notice was given regarding the location of off-site officials
  - c. Use of telecommunication technology tends to disrupt the meeting
  - d. An exception to these general rules exists which allows for meetings to be conducted by telephone or through other electronic means during a health pandemic or a state or local emergency if in-person meetings are not otherwise practical or prudent
- VI. How is the open meeting law most often broken?
- a. Not often
  - b. Email use or texting among officials can be problematic
    - i. Serial emails from one official to another and another, essentially discussing an issue
    - ii. Using “reply all” on an email to all officials of a governing body (avoid this problem by using “blind copy” on emails to group of officials)
  - c. Failure to properly notice a meeting
  - d. Officials wanting to call into a meeting
  - e. Officials gathering for social functions and discussing official business (this tends to naturally happen)
- VII. What are the exceptions to the open meeting law?
- a. There are seven exceptions that allow a governing body to go into a closed session: (1) labor negotiations; (2) performance evaluations; (3) attorney-client privilege; (4) discuss the purchase or sale of property; (5) discuss security reports; (6) discuss misconduct allegations; and (7) discuss certain not-public data
  - b. Each exception above has specific rules and procedures and so before closing a meeting pursuant to an exception, the governing body should consult with legal counsel
- VIII. Violations can lead to personal liability, including fines, other costs, and forfeiture of office

For further reading:

Information Brief from MN House of Representatives on MN Open Meeting Law  
<http://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf>

MN Statutes Chapter 13D. Open Meeting Law  
<https://www.revisor.mn.gov/statutes/?id=13D>



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 6A: Final Results of Carp Removal and Long-Term Control Options for Schaper Pond and Sweeney Lake  
BCWMC February 18, 2021 Meeting Agenda  
**Date:** February 9, 2021

### Recommendations:

1. Direct Commission Engineer, Administrator and Attorney to work with City of Golden Valley to evaluate feasibility, maintenance, liability and long-term efficacy/costs of carp control options for Sweeney Lake and Schaper Pond system. Summarize carp control options and develop recommendations for consideration at a future Commission meeting.

### Summary of Results:

1. Sweeney Lake: 452 carp removed, representing an estimated 43.5% reduction in population; reduction in biomass from 122 kg/ha (kilograms per hectare) to 68 kg/ha [ $> 100$  kg/ha = threshold for impacts to water quality]
2. Schaper Pond: 152 carp removed representing an estimated 76% reduction in population; reduction in biomass from 321 kg/ha to 75 kg/ha
3. Analysis of carp movements indicate significant movement between Sweeney Lake and Schaper Pond, and the possibility that carp from Sweeney Lake could easily re-populate Schaper Pond and use it as a nursery, which would compromise stormwater treatment in the pond.

## 1.0 Project Purpose

Several investigations in 2017 and 2018 identified problems with stormwater treatment in Schaper Pond and found carp populations exceeding the 100 kg/ha threshold associated with impacts on water quality (Bajer et al., 2009). In 2019, the Commission was awarded grant funding for the Sweeney Lake Water Quality Improvement Project, which included a goal to reduce carp biomass in Sweeney Lake and Schaper Pond during the spring and summer of 2020. In addition, this project intended to track carp movement to 1) assess the likelihood that carp from Sweeney Lake could re-populate Schaper Pond, and 2) assess the need to prevent movement of juvenile and adult carp from Schaper Pond to Sweeney Lake. The Commission Engineer hired Carp Solutions, LLC as its subconsultant on this investigation (and all previous investigations) to analyze carp impacts in the Sweeney Lake-Schaper Pond system.

## 2.0 Summary of Previous Studies

Nearly 90 percent of the Sweeney Lake watershed drains through Schaper Pond. Modification of the pond to improve stormwater treatment was identified as the best method by the TMDL implementation plan to reduce phosphorus levels in Sweeney Lake so that it would meet water quality standards (BCWMC and

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MPCA, 2011). The Sweeney Lake Total Phosphorus TMDL (BCWMC and MPCA, 2011) requires a reduction of 99 pounds of total phosphorus from external sources.

Schaper Pond, a Minnesota Department of Natural Resources' public water wetland, is located south of Sweeney Lake and north of Highway 55 in Golden Valley. The pond receives about 90% of its flow from the Sweeney Branch of Bassett Creek from the south (under Highway 55), and 10% of its flow from a stormwater inlet (called the Railroad inlet) in the northwest lobe of the pond. The pond outlets directly to Sweeney Lake from its northeast lobe (Figure 1).

The BCWMC selected the Schaper Pond Diversion Project alternative from the Schaper Pond Improvement Project [feasibility study](#) (Barr, 2012). The City of Golden Valley constructed this BCWMC CIP project in 2015, which was designed to divert water, via a floating water baffle, within the pond to direct more of the water flows to the northwest part of the pond so that more settling could occur. Based on the 2011 monitoring data and modeling, it was believed that the diversion would reduce the amount of phosphorus reaching Sweeney Lake by an estimated 81 – 156 pounds.

After the floating barrier was secured and working properly, the Commission approved a program to monitor the effectiveness of the diversion project in 2017. Figure 1 shows the water quality grab sample locations in 2011 and 2017 (using identical equipment and methods). When comparing the water quality in the pond and upstream of the pond between 2011 and 2017, it was determined that Schaper Pond was not removing suspended solids or total phosphorus as well as it did in 2011, and during most of the monitored events, the pollutant concentrations were higher at the pond outlet than the combined inflows. (In other words, after the diversion project was completed, more total phosphorus and total suspended solids were leaving the pond than entering the pond.) In addition, a single monitoring event, with multiple samples taken from upstream to downstream, appeared to provide a better understanding about where within the pond system the treatment effectiveness was compromised.

The 2017 monitoring indicated that there were unexpected factors contributing to the results, which had not previously been assessed (e.g., carp) or might require updated information (such as the pond's bathymetry). Consequently, the Commission Engineer performed additional monitoring during the summer of 2018 to identify the gaps in the available data and distinguish the source(s) or factors that were limiting the treatment capacity of the pond. The 2018 monitoring included performing additional water quality monitoring and surveys of the carp and pond's bathymetry. Results of the 2018 monitoring and surveys indicated the following:

- The bathymetric survey indicated that some sedimentation occurred in discrete areas of the pond, but that it is unlikely that those changes greatly altered the settling or treatment capacity in the northwest corner of the pond.





● Grab Sample Locations  
  
 Feet  
 150 0 150  


Figure 1

**MONITORING & BAFFLE  
 LOCATIONS**  
 Schaper Pond Effectiveness  
 Monitoring  
 Bassett Creek Watershed  
 Management Commission



- The water quality monitoring confirmed that pollutant concentrations were higher as the flow moves through the pond. One out of the four monitoring events showed that sediment phosphorus release could have contributed to higher phosphorus levels at the outlet, compared to the upstream sites. Otherwise, it does not appear that anoxic sediment phosphorus release was a significant source of the phosphorus that reaches the outlet when higher flows (above summer baseflow levels) are conveyed through the pond.
- The first carp survey (performed by Carp Solutions) estimated the carp population in the pond that day to be 227 individuals, with an average mass between 4 and 5 pounds. The carp biomass for the pond at that time was calculated to be about 368 kilograms/hectare. Carp biomass over 100 kg/ha can contribute to poor water quality (Bajer et al., 2009); when carp biomass is above this threshold, carp management measures are recommended. The carp biomass in Schaper Pond was nearly four times this recommended threshold for carp management. The second survey resulted in the capture of 37 carp in one hour of electrofishing. Most of the carp were captured in the deeper-water portion of the northwest lobe. Six of the 37 carp were young of year (YOY), meaning it was very likely that successful recruitment (i.e., fish surviving to enter the fishery or a mature life stage) occurred that year, and likely within Schaper Pond (i.e., these fish likely hatched, and continue to survive, in the pond).

Since initial carp surveys confirmed that large numbers of carp inhabit the northwest lobe of Schaper Pond, additional carp monitoring was conducted during the fall of 2018 and spring of 2019 to gather the kind of data needed to make future carp management decisions, including information about carp recruitment and mobility throughout the Sweeney Branch system.

PIT (passive integrated transponder) tags were attached to nearly all of the carp that were caught during the October 2018 carp survey and antenna stations were installed at the Hwy 55 inlet and the Schaper Pond outlet to Sweeney Lake. PIT tags are attached to carp and used in conjunction with stationary antenna (to trip a signal) and recorders, to track the movement of each fish. PIT tags provide a means to obtain representative data on the whole carp population (including YOY carp), including the upstream and downstream movement of the carp from the pond over time.

Carp Solutions conducted three boat electrofishing surveys in October 2018: two in Sweeney Lake and one in Schaper Pond. A total of 206 carp were captured (70 in Schaper Pond and 136 in Sweeney Lake). Of the 70 carp tagged in Schaper Pond, 50 were YOY and 20 were adults. Based on the average electrofishing catch of carp per hour, the carp biomass in the Schaper Pond and Sweeney Lake systems was estimated to be 420 and 1,030 kg/ha, respectively, well over the carp management threshold of 100 kg/ha.

PIT antennas showed that very little movement occurred in the fall of 2018. Nevertheless, there were two tagged YOY carp, both of which were tagged in Schaper Pond, which moved downstream to Sweeney Lake on November 25, 2018. No detections were recorded over the winter, but more movement occurred

in April 2019. Between April 8 and June 27, 2019, there were 31 unique carp that crossed at least one of the two antennas. All of these carp were tagged as adults and there were no detections of YOY carp at either antenna. The migration of juvenile carp is often delayed until the 2nd or 3rd year of life (Lechelt et al., 2017). Of the 31 carp detected, 7 were originally tagged in Schaper Pond (35% of tagged adults) and the other 24 were from Sweeney Lake. The antenna at the southern end of Schaper Pond (pump house) detected a total of 21 unique tags (7 from Schaper Pond and 14 from Sweeney Lake).

The results of the previous investigations confirmed that high numbers of carp were compromising stormwater treatment in Schaper Pond, and populations exceeding 100 kg/ha meant that reductions in carp biomass in Sweeney Lake and Schaper Pond should be pursued. As a result, carp removal and monitoring efforts were recommended for 2020, to assess the likelihood that carp from Sweeney Lake could re-populate Schaper Pond and the need to prevent movement of juvenile and adult carp from Schaper Pond to Sweeney Lake.

### **3.0 Results of 2020 carp removal efforts**

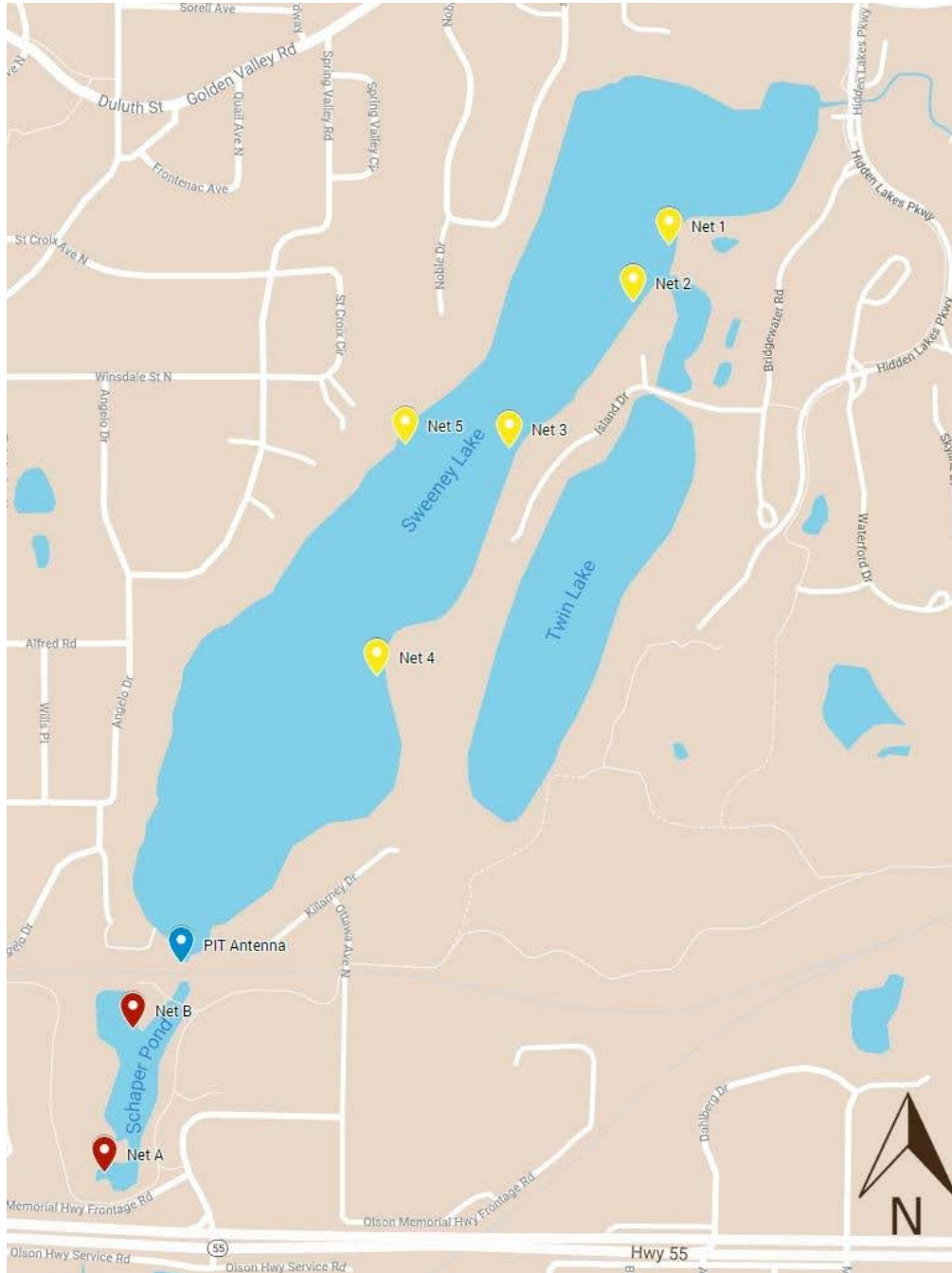
We expect that carp removal will restore the water quality treatment capacity of the Schaper Pond diversion project, which should result in a 100-pound reduction of total phosphorus delivered to Sweeney Lake (Barr, 2012). Since electrofishing surveys suggest that carp biomass in both Schaper Pond and Sweeney Lake was 5 to 10 times above the 100 kg/ha threshold associated with impacts on water quality (Bajer et al., 2009), the 319 grant funded project for the Sweeney Lake Water Quality Improvement Project included carp biomass reduction work in Sweeney Lake and Schaper Pond during the spring and summer of 2020. Carp removal work was followed by the first phase of the Sweeney Lake alum treatment in the fall of 2020.

There were two main objectives of carp management work in 2020. Objective 1 focused on carp removal with box-nets and use of the mark-recapture method to estimate carp abundance and removal efficiency in Sweeney Lake and Schaper Pond. To complete this objective, two rounds of boat electrofishing surveys were conducted in Sweeney Lake and one survey on Schaper Pond to mark carp before removal. Box nets were installed in both water bodies in late June. Carp captured in the nets were removed in July and August. Objective 2 focused on documenting carp movement between Sweeney Lake and Schaper Pond to determine if spring removals via an electric guidance system would be feasible.

#### **3.1 Sweeney Lake carp removal**

Following preliminary electrofishing, Carp Solutions conducted two rounds of carp removal with baited box nets. They installed five box nets of varying sizes in the lake to conduct carp removal. Figure 2 shows the location of the nets. In addition, Carp Solutions installed an antenna around the bait in net 3; the antenna continuously scanned for the presence of PIT tagged carp at the bait and reported that data to a remotely monitored computer. Carp Solutions used the resulting information to determine the best time

to lift the nets (i.e. time when most carp were present at the bait), which was usually between 4 am and 6 am. All carp captured in box nets were euthanized and examined for fin clips from the spring surveys to estimate carp population in the lake and determine the percent of the population removed.



**Figure 2: The location and ID numbers of nets in Schaper Pond (red) and Sweeney Lake (yellow) along with the PIT Antenna in between Schaper and Sweeney (blue).**



The first round of box netting occurred on three separate days between June 18, 2020 and July 1, 2020. In the first round, 334 carp were removed (mean length 629 mm, mean weight 3.2 kg). Among those fish were 20 of the 69 carp that were marked and released in the spring of 2020. The second round of removal occurred on July 21, 2020 and resulted in the capture and removal of 118 carp (mean length 631 mm, mean weight 3.3 kg), among which were 10 carp marked in the spring. Captured carp were also scanned for PIT tags implanted during the 2018 survey work in Sweeney Lake.

Overall, 452 carp were captured and removed, including 30 individuals marked in June 2020. Carp Solutions used the recapture numbers to estimate that the pre-removal carp population was 1,022 and 43.5% of the carp population was removed. The carp biomass was reduced from 122 kg/ha (pre-removal) to 68 kg/ha (based on 2020 estimates).

### **3.2 Schaper Pond carp removal**

Overall, 152 carp were captured and removed from Schaper Pond, including 9 of the 12 marked individuals. Additionally, 6 carp with left side pelvic fin clips, originally marked in Sweeney Lake in Spring 2020, were caught in Schaper Pond during electrofishing on September 30, 2020. These 6 carp were not included in the population estimate. Carp Solutions estimated that the pond was inhabited by 198 carp prior to removal; the 152 carp removed corresponds to a 76% removal rate. Of the carp removed, the mean length was 522 mm and mean weight was 1.93 kg. Pre-removal biomass in this small pond (1.2 ha) was 321 kg/ha; carp removal efforts reduced the biomass to 75 kg/ha.

### **3.3 Documenting carp movement between Sweeney Lake and Schaper Pond**

To accomplish Objective 2, Carp Solutions installed a PIT system on May 8, 2020 at the southernmost end of Sweeney Lake inside of the culvert to track carp movement between Sweeney Lake and Schaper Pond. The location of the PIT system can be seen in the map on Figure 2. This PIT system was used to monitor the movement of carp that were tagged in 2018. Carp Solutions PIT tagged 69 carp in Schaper Pond on October 1, 2018 (50 of those were young-of-year and the rest were adults) and 100 carp in Sweeney Lake on October 2, 2018 (those were all adults). A total of 34 unique PIT tags were detected at the antenna in 2020, with 31 of the PIT tags corresponding with carp tagged in Sweeney Lake in 2018. Nineteen of the 34 carp detected at the antenna (55.9%) were captured in box nets throughout the summer. This removal likely contributed to a decline in carp activity at the antenna later in the summer, as individuals regularly visiting the antenna were captured and removed from the lake. Since 19 of the 34 PIT tags captured in box nets (51.4%) were detected at the PIT antenna between Schaper Pond and Sweeney Lake, this indicates that there is significant movement of carp in the system.

None of the 50 carp that Carp Solutions tagged as young-of-year in Schaper Pond in 2018 were detected by the PIT antennas in 2020. This suggests that the 2018-year class spawned in Schaper Pond has not yet recruited (i.e., become a source of juveniles) to the carp population in Sweeney.

## 4.0 Long-Term Control Options and Recommendations

Overall, the current data suggest that carp biomass in both Sweeney Lake and Schaper Pond is currently below 100 kg/ha, with no signs of carp recruitment detected in either water body in 2020. However, based on the PIT antenna data and that 6 carp tagged in Sweeney Lake in the spring of 2020 were later captured in Schaper Pond in the summer and fall of 2020 suggests that carp from Sweeney Lake could easily re-populate Schaper Pond and use it as a nursery, which would compromise stormwater treatment in the pond.

Physical and non-physical migration barriers, along with future carp removals and carp population/migration surveys (as needed), should be considered for long-term control of carp in the Sweeney Lake and Schaper Pond system to minimize the potential for future impacts to water quality. Such a barrier should also be designed to prevent movement of juvenile and adult carp from Schaper Pond to Sweeney Lake. The following carp control options should be considered (possibly in combination) and further evaluated:

- Carp removal through winter seining
- Carp removal through box netting and/or electrofishing
- Construction of a low-voltage electric barrier between Sweeney Lake and Schaper Pond
- Construction of a physical barrier(s) between Sweeney Lake and Schaper Pond
- Introduction of toxins with bait

The Commission would need to enter into an agreement with the City of Golden Valley for the construction and maintenance of an electric or physical barrier. Therefore, we recommend that the Commission work with the City of Golden Valley to evaluate the feasibility, maintenance, liability and long-term efficacy and costs of carp control options for the Sweeney Lake and Schaper Pond system. The results can be summarized, and carp control recommendations can be considered at a future Commission meeting.

## References

Bajer, P. G., Sullivan, G., & Sorensen, P. W. 2009. Effects of a rapidly increasing population of common carp on vegetative cover and waterfowl in a recently restored Midwestern shallow lake. *Hydrobiologia*, 632(1), 235-245.

Barr Engineering Company. 2012. Feasibility Report for the Schaper Pond Improvement Project. Golden Valley, Minnesota. Prepared by the Bassett Creek Watershed Management Commission.

Lechelt, J. D., Kocian, M. J., & Bajer, P. G. 2017. Low downstream dispersal of young-of-year common carp from marshes into lakes in the Upper Mississippi River region and its implications for integrated pest management strategies. *Management*, 8(4), 485-495.

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this “Agreement”) is effective on the 1<sup>st</sup> day of March, 2021 (the “Effective Date”) by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the “Commission”), and Redpath and Company, Ltd., a Minnesota business corporation (the “Contractor”).

**I. SERVICES TO BE PROVIDED.** The Contractor will perform for the Commission monthly bookkeeping services and annual financial audit assistance services as detailed and further specified in the Contractor’s engagement letter proposal, attached hereto as Exhibit A and incorporated into this Agreement as if fully set forth herein (the “Proposal”). If any terms contained in the Proposal conflict with any terms in this written Agreement, the terms in the Agreement shall prevail. All professional services provided by the Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

**II. COST OF SERVICES.** For monthly bookkeeping services, the Commission shall pay the Contractor a one-time initial set-up fee of \$500 and, from April 1, 2021 through January 31, 2022, a flat monthly fee of \$1,000. For annual financial audit assistance services, which are expected to occur during February and March of 2022 and shall not exceed 10 hours without the Commission’s prior written approval, the Commission shall pay the Contractor an hourly fee of \$150. No additional commissions, fees, or reimbursement shall otherwise be due under this Agreement, and unless otherwise expressly agreed to by the Commission in writing, the total compensation paid to the Contractor under this Agreement shall not exceed \$12,000. Likewise, the Commission shall not be responsible for payment for any work performed by the Contractor that is not expressly listed on the Proposal unless otherwise expressly agreed to by the Commission in writing. The Contractor shall submit invoices for the services it provides to the Commission on a monthly basis. The itemized invoices shall identify all work completed, and once approved, invoices submitted will be processed and paid in the same manner as other claims made to the Commission, and in accordance with Minnesota Statutes, section 471.425.

**III. TERM; TERMINATION.** The term of this Agreement shall begin on the Effective Date and end on March 31, 2022. Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) the Contractor may terminate this Agreement in the event of a material breach of the Agreement by the Commission, upon providing 30 days’ written notice to the Commission, if the Commission fails to cure said breach within those 30 days; and (3) the Commission may terminate this Agreement at any time at its option, for any reason or no reason at all, upon providing 30 days’ written notice to the Contractor.

**IV. INDEPENDENT CONTRACTOR.** All services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the Commission for any purpose. Any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the Commission. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the Commission.

**V. INDEMNIFICATION.** The Contractor, and any and all officers, employees, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the Commission and its officials, employees, contractors and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by the Contractor, its officers, employees, and agents, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement. In no event shall the Commission be liable to the Contractor for consequential, incidental, indirect, special, or punitive damages. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the Commission is entitled under Minnesota Statutes, Chapter 466 or otherwise.

**VI. INSURANCE.** The Contractor agrees that before any of the services can be performed hereunder, the Contractor shall procure at a minimum: worker's compensation Insurance as required by Minnesota state law; professional liability in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate; and commercial general liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage. To meet the commercial general liability requirements, the Contractor may use a combination of excess and umbrella coverage. The Contractor shall provide the Commission with a current certificate of insurance listing the Commission as an additional insured with respect to the commercial general liability and umbrella or excess liability. Such certificate of liability insurance shall contain a statement that such policies shall not be canceled or amended unless 30 days' written notice is provided to the Commission, 10 days' written notice in the case of non-payment.

**VII. CONFLICT OF INTEREST.** The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety.

**VIII. THIRD PARTY RIGHTS.** The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

**IX. NOTICES.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Contractor: Redpath and Company, Ltd.  
55 Fifth Street East, Suite 1400  
St. Paul, MN 55101  
Attn: \_\_\_\_\_

Commission: Bassett Creek Watershed Management Commission  
Attention: Laura Jester  
16145 Hillcrest Lane  
Eden Prairie, MN 55346

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

**X. MISCELLANEOUS PROVISIONS.**

**A. Entire Agreement.** This Agreement shall constitute the entire agreement between the Commission and the Contractor, and supersedes any other written or oral agreements between the Commission and the Contractor. This Agreement can only be modified in writing signed by the Commission and the Contractor.

**B. Data Practices Act Compliance.** Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will immediately report to the Commission any requests from third parties for information relating to this Agreement. The Contractor agrees to promptly respond to inquiries from the Commission concerning data requests.

**C. Audit.** The Contractor must allow the Commission, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the Contractor's books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.

**D. Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

**E. No Assignment.** This Agreement may not be assigned by either party without the written consent of the other party.

**F. No Discrimination.** The Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.

**G. Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

**H. Waiver.** Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

**I. Compliance with Laws.** The Contractor shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date the Contractor agrees to provide the services contemplated herein.

**J. Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

[remainder of page left intentionally blank]

**IN WITNESS WHEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement which shall take effect on the date first written above.

**THE COMMISSION:**

By: \_\_\_\_\_  
Its: Chair

By: \_\_\_\_\_  
Its: Secretary

**CONTRACTOR:**

By: Mark Ales  
Its: Contractor

**EXHIBIT A**  
The Proposal



January 28, 2021

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

Dear Commissioners:

This letter defines the agreement with respect to the terms and objectives of our engagement and the nature and limitations of the services Redpath and Company, Ltd. will provide for Bassett Creek Watershed Management Commission.

**SERVICES**

**Bookkeeping Services**

Redpath and Company, Ltd. will enter invoices and receipts into Sage accounting system, generates monthly financial statements, including:

- Customized check register.
- Financial Reports.
- Administrative and program budget report.
- Statement of revenue, expenditures and changes in fund balance.
- Income statement/balance sheet.
- Budget to actual comparisons for all funds.
- Schedules of each fund.

Included in services:

- Preparing monthly checks and financial statements, including administrative and program/project budget reports.
- Depositing review fee checks.
- Posting receipts from grant funding to appropriate accounts.
- Monitoring and managing investment funds.
- Submitting all reporting requirements to the Office of the State Auditor.

We will not perform any procedures to verify or corroborate the information supplied to us by Commission nor will we audit the information. The management of Commission, not our firm, is responsible for the accuracy of the information we use to update your general ledger.

55 5th Street East, Suite 1400, St. Paul, MN, 55101 651.426.7000 [www.redpathcpas.com](http://www.redpathcpas.com)

As part of performing bookkeeping services, we may propose standard, adjusting, or correcting journal entries to your general ledger. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on your accounting records. You are responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these services.

## **INFORMATION REQUIREMENTS**

We will provide you with an information request, which outlines the information needed to complete our services.

The terms of this engagement, including timing and estimated cost, is directly dependent on the quality and timeliness of the information and data you provide. A lack of information may also cause delays in the timely completion of the engagement. In the event that information cannot be provided, you may incur additional costs if we attempted to generate such information, or we may even be unable to continue the engagement in the absence of such information. It is in your best interest to provide accurate and timely information.

## **FEEES**

Our fees are generally based on time expended and out-of-pocket expenses. However, fees may also include other relevant factors, such as:

- the difficulty of the questions and the skill required to perform the accounting, tax, or other services properly
- time limitations imposed either by you or the circumstances
- the nature and length of the professional relationship between us
- the experience, reputation and ability of the accountant or accountants assigned to the engagement

We bill our fees monthly as work progresses and expect payment within thirty (30) days. Each invoice includes a detailed description of the services provided. Amounts over thirty (30) days will be considered delinquent. We reserve the right to assess a 1.5% per month service charge on any balance older than thirty (30) days. In the event it becomes necessary to refer this account to an attorney for collection (whether or not suit is commenced), you will be responsible for payment of all reasonable costs of such collections, including reasonable attorney fees. Our policy is to suspend work if your account becomes overdue by sixty (60) days or more, and work will not be resumed until your account is paid in full. Should we elect to discontinue services, you will be responsible for all time and expenses incurred through the date of termination regardless of whether we have issued a report or other final product.



Our fees will be as follows:

Monthly Accounting Services	\$1,000/month
Annual Financial Audit Assistance	\$150/hr
Initial Set Up Fee	\$500

You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc.

The above fees are based on the anticipated scope of services, anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered. Bassett Creek Watershed Management Commission acknowledges that the following circumstances may result in a change in scope of services and an increase in fees:

- New accounting standards or tax law changes,
- Failure by the Commission to complete the accounting services preparation work by the applicable due dates,
- Inaccurate records,
- Turnover in your staff,
- Significant unanticipated or undisclosed transactions, issues, or other such unforeseeable circumstances,
- Delays by the Commission causing scheduling changes or disruption of previously scheduled timing of work (fieldwork),
- Circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the accounting services, and
- Issues with the prior accounting department, prior year account balances, or disclosures that impact the current year adjustments.

Services requested by you that are not included in this engagement letter will be billed at our hourly rates or a previously agreed to project fee and will be subject to all the terms of this letter.

Our fees and rates are adjusted annually for general economic factors.

If we are requested or required to provide documents or testimony to support litigation proceedings as a professional service on your behalf (that is, litigation in which we are not a party as a result of our engagement.), you will be billed for our time at the current standard rates and all out-of-pocket expenditures, including copying costs and legal fees.

**DELIVERABLES**

All financial statements prepared by Redpath will be delivered to you electronically.

All tax filings prepared by Redpath will be delivered to you electronically, however, we will provide a paper filing copy of any tax return that can't be filed electronically with the taxing authority. Electronic delivery is secure and simplifies the client authorization process for the electronic filing of tax returns.

## **RECORD KEEPING RESPONSIBILITIES**

The AICPA Code of Professional Conduct requires Redpath to maintain our independence with regard to certain attestation services provided to Bassett Creek Watershed Management Commission. These rules require Bassett Creek Watershed Management Commission to take responsibility for all nonattest services. Redpath cannot serve as custodian for your data in such a way that your data is incomplete and accessible only through Redpath or the Redpath portal. As such, any tax return, financial report, reconciliation, document, and/or calculation (depreciation schedules, various tax calculations and journal entry support, etc) that we prepare or update on your behalf will be sent to you at the completion of each attest or nonattest service. You are responsible for downloading and maintaining these records as well as all supporting documentation generated in the normal course of business operations until the retention period expires.

Our responsibility is to maintain client records for the minimum required time period in compliance with federal and state laws and regulations (generally three to six years). Our firm's records retention policy will differ considerably from yours. Every business (or individual) has different record keeping requirements, because regulations vary by industry, entity structure, the state(s) of operation, and most importantly, the needs to the specific business (or individual). Retention policies are determined by taking into consideration legal, fiscal, operational, and historical values of any given type of record.

## **CONFIDENTIALITY**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

## **PRIVACY**

We have established policies and procedures to ensure that client's non-public, personal information is private and secure at all times. We maintain physical, electronic and procedural controls to comply with standards in safeguarding your information from loss, misuse, alteration or destruction (unless the destruction is according to our records retention schedule). We do not sell information to third parties. We do not disclose non-public information except as necessary to provide our services (see Confidentiality above) and as required by law. We do not disclose non-public information we receive to our affiliates unless authorized.

## **DISPUTE RESOLUTION**

In the event of a dispute over fees for our engagement, you, the Commission and our firm mutually agree to try in good faith to resolve the dispute through mediation by selecting a third-party to help reach an agreement, in accordance with the following paragraph (Mediation). If we are unable to resolve the fee dispute through mediation, then, with the consent of both parties, such disputes may be settled by binding arbitration. **We both acknowledge that should a dispute over fees arise that cannot be resolved through mediation, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury. Instead, we are accepting the use of arbitration for resolution.**

We believe that most disagreements can be resolved to mutual satisfaction in a friendly, non-threatening environment. While we do not expect there to be any problems whatsoever with our relationship, misunderstandings can occur. Therefore, we agree that any dispute arising under this agreement (including the scope, nature and quality of services to be performed by us, our fees or other terms of the engagement) shall be submitted to mediation. A competent and impartial third-party, acceptable to both parties, shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceeding shall be commenced under this agreement until at least sixty (60) days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith.

## **OTHER MATTERS**

### **Non-Solicitation of Employees**

In recognition of the importance of our employees it is hereby agreed that Bassett Creek Watershed Management Commission will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Redpath and Company for a period of twelve months following the date of the conclusion of this engagement. If Bassett Creek Watershed Management Commission violates this non solicitation clause, Bassett Creek Watershed Management Commission agrees to pay Redpath and Company

a fee equal to 25% of the hired person's last annual salary at Redpath and Company at the time of violation so as to reimburse Redpath and Company for the costs of hiring and training a replacement.

This letter supersedes all prior communications, understandings, and agreements, whether oral or written, in connection with this engagement. Amendments to this agreement must be in writing and signed by both parties. This letter covers our current year of service and each year thereafter until amended. If you do not understand any of the terms of this agreement, please call me and I will be happy to review them with you.

Melissa Orth has been assigned as the client manager and primary contact for all of your services. Please feel free to contact Melissa directly at 651.407.5876.

Bassett Creek Watershed Management Commission  
January 28, 2021  
Page 7

Thank you for the opportunity to be of service. We look forward to a long and mutually beneficial relationship.

Sincerely,

REDPATH AND COMPANY, LTD.



Mark C. Gibbs, CPA

MCG/wed

**Response**

This letter correctly sets forth the understanding of the following services for Bassett Creek Watershed Management Commission.

If you agree to the terms of this engagement, please designate below the individual who will be overseeing our services, sign this letter and return it to us via DocuSign. If a designated individual is not assigned below, it will be assumed that the individual who signs the engagement letter will oversee our services.

\_\_\_\_\_  
Designated individual responsible for  
overseeing our services

\_\_\_\_\_  
Management signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# Bassett Creek Watershed Management Commission (BCWMC)

## Requirements for Improvements and Development Proposals

Revised ~~October 2019~~ February 2021



# Requirements for Improvements and Development Proposals

Revised ~~October 2019~~ February 2021

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## 3.0 Review Process

As outlined in Section 2.0, all persons, municipalities, public agencies, or other agencies proposing improvements or developments within the Bassett Creek watershed shall submit sufficient information to the **BCWMC** to determine the effect that their proposed project may have on the water resources of the watershed. The **BCWMC** Engineer will review all applications for compliance with the **BCWMC** policies. Some applications will require ~~board approval~~action by the at a BCWMC at a Commission meeting; as outlined in Section 3.1.3. All other applications may be processed through administrative review by the **BCWMC** Engineer. The process the **BCWMC** will follow in reviewing projects submitted for review and the information that must be submitted by applicants is summarized below.

### 3.1 Procedure for BCWMC Review

1. The **BCWMC** will review the applicant's submittal only after the project has received preliminary review by the municipality indicating general compliance with existing local watershed management plans prepared pursuant to 103B.235. Questions about the **BCWMC** requirements must first be directed to the municipality in which the project is located. The municipality may choose to direct the applicant to contact the **BCWMC** administrator or engineer.
2. The **BCWMC** engineer has 15 days to determine if an application is complete from the date that the signed application and proposed project documentation is received by the **BCWMC** engineer. The **BCWMC** engineer has 60 days to determine if an application is approved or send a letter with comments to the municipality and to the applicant.
3. Some proposed projects require ~~BCWMC board~~ approval at a **BCWMC** meeting. Except as noted, All submittals impacting floodplains (as defined in Section 2.1), lakes, streams, or wetlands, or involving the Bassett Creek trunk system, appropriations, variances, linear construction or reconstruction projects disturbing over 5 acres or more, or alternative BMPs not included in the most current version of the Minnesota Stormwater Manual require board approval at a BCWMC meeting. Work limited to single-family home shoreline restoration and/or streambank stabilization projects do not require board approval at a BCWMC meeting, but do require administrative approval by the BCWMC engineer.
4. The **BCWMC board** meetings are generally held the third Thursday of each month. For a proposed project to be included on the BCWMC board meeting agenda, application materials must be submitted to the **BCWMC** engineer by the last Friday of the month prior to the meeting date. **Complex projects** may require additional review time. However, not all proposed projects are presented at the **BCWMC** meeting for review and board approval; as outlined in Section 3.1.3.
5. Upon receipt of a submittal, the **BCWMC** engineer will review the submittal and prepare recommendations to the **BCWMC board** or municipality.

- a. For projects requiring ~~board approval~~action at a **BCWMC** meeting, a memorandum describing each proposed project and the engineer's recommendations will be sent to the **BCWMC** board of commissioners approximately one week before the meeting.
  - b. For projects not requiring ~~board approval~~action at a **BCWMC** meeting, the **BCWMC** engineer will send a letter with comments directly to the municipality and to the applicant.
6. If requiring board approval at a **BCWMC** meeting, the ~~BCWMC board of commissioners~~ will approve, conditionally approve, table, or reject the submittal. The BCWMC engineer will then send Aa letter with comments, including a list of deficiencies or required modifications, ~~will be sent~~ to the municipality and to the applicant. ~~This step is not necessary for proposed projects approved by the BCWMC engineer rather than at a BCWMC meeting.~~
  7. The applicant must provide a revised submittal addressing each deficiency, required modification, or comment. The BCWMC engineer will send Aa letter of approval ~~will be sent~~ to the municipality and to the applicant after comments have been satisfactorily addressed.
  8. Application approvals expire two years from the date of approval. Approved proposed projects that do not begin construction within two years will require a new application and approval. Active applications expire two years from the date of the most recent **BCWMC** comments letter. If a response to **BCWMC** comments or final approval is not received for a proposed project within two years, a new application and approval will be required.
  9. Emergency work performed or approved by cities (utility repair, emergency traffic issues, health and safety issues, etc.) is exempt from initial **BCWMC** review. Cities shall inform the **BCWMC** regarding emergency work, as soon as practical, in cases that would have required an application under non-emergency conditions. To document the work, the appropriate application materials shall be provided to the **BCWMC** after construction and a return to non-emergency conditions.

### 3.2 Required Exhibits

The applicant shall submit an application form and required exhibits. The application form must be signed by City staff. The required exhibits are listed on the application form and further discussed as follows:

1. Completed *Application for Development Proposals* signed by applicant and City staff.
2. Project review fee: submit project review fee in accordance with the fee schedule.
3. Project plans: submit one full size (paper), one 11 x 17-inch (paper) and an electronic (PDF), including at least:
  - a. A scale drawing of the site showing property lines and delineation of lands under ownership of the applicant

## Partnership Cost-Share Program

### Overview

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The Shingle Creek Watershed Management Commission Partnership Cost-Share Program offers financial & technical assistance to private property owners to protect and improve water and natural resources within our watershed.

### What types of projects are considered for the program?

---

The Cost-Share Program may be used by private landowners for voluntary projects to protect and restore clean water and native habitat. The Cost-Share Program may not be used to fund stormwater management BMPs that are required by a state, local, or watershed requirement.

- Raingardens/bioinfiltration/filtration features that take hard surface runoff
- Pervious asphalt, concrete, and pavers
- Volume reduction practices (infiltration basins & trenches, cisterns, green roofs)
- Conversion of impervious surface or turf grass to native plants
- “Upsizing” BMPs to treat or infiltrate more runoff than is required



Photo: North Carolina State University

### Who can apply?

---

Businesses and corporations, groups of residents, not-for-profit and religious organizations, public and private schools within the SCWMC. Visit our website ([shinglecreek.org](http://shinglecreek.org)) to determine if you are within the watershed boundaries.

### Where do I get an application?

---

You must apply through your local City Engineer or their designee.

### Available funds

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The SCWMC will accept applications year round until funds are gone. Applicants are encouraged to apply early in the year. The minimum grant is \$10,000; the maximum is \$50,000.

### Do I have to do anything after approval?

---

You must obtain all permits necessary for the work. You must enter into an operations and maintenance agreement with the local city prior to receiving any funds, and are fully responsible for all ongoing maintenance of funded projects.

February 2017





## Bassett Creek Watershed Management

# MEMO

Date: February 10, 2021  
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.>)

**2019 Medicine Lake Road and Winnetka Avenue Area Long Term Flood Mitigation Plan Implementation Phase I: DeCola Ponds B & C Improvement Project (BC-2, BC-3 & BC-8) Golden Valley:** A feasibility study for this project was completed in May 2018 after months of study, development of concepts and input from residents at two public open houses. At the May 2018 meeting, the Commission approved Concept 3 and set a maximum 2019 levy. Also in May 2018, the Minnesota Legislature passed the bonding bill and the MDNR has since committed \$2.3M for the project. The Hennepin County Board approved a maximum 2019 levy request at their meeting in July 2018. A BCWMC public hearing on this project was held on August 16, 2018 with no comments being received. Also at that meeting the Commission officially ordered the project and entered an agreement with the City of Golden Valley to design and construct the project. In September 2018, the City of Golden Valley approved the agreement with the BCWMC. The [Sun Post](#) ran an article on this project October 2018. Another public open house and presentation of 50% designs was held February 6, 2019. An EAW report was completed and available for public review and comment December 17 – January 16, 2019. At their meeting in February 2019, the Commission approved the 50% design plans. Another public open house was held April 10<sup>th</sup> and a public hearing on the water level drawdown was held April 16<sup>th</sup>. 90% Design Plans were approved at the April Commission meeting. It was determined a Phase 1 investigation of the site is not required. The City awarded a contract to Dahn Construction for the first phase of the project, which involves earthwork, utilities, and trail paving and extends through June 2020. Dewatering began late summer 2019. Tree removal was completed in early winter; excavation was ongoing through the winter. As of early June 2020, earth work and infrastructure work by Dahn Construction is nearly complete and trail paving is complete. Vegetative restoration by AES is underway including soil prep and seeding. Plants, shrubs, and trees will begin soon along with placement to goose protection fencing to help ensure successful restoration. The construction phase of this project was completed in June with minor punch list items completed in September. The restoration and planting phase is complete except for minor punch list items and monitoring and establishment of vegetation over three growing seasons. A final grant report for BWSR's Watershed Based Implementation Funding was submitted at the end of January. Project website: <http://www.bassettcreekwmo.org/index.php?cID=433> .

**2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis:** A feasibility study by the Commission Engineer began last fall and included wetland delineations, soil borings, public open houses held in conjunction with MPRB's Bryn Mawr Meadows Park improvement project, and input from MPRB's staff and design consultants. At their meeting in April, the Commission approved a TAC and staff recommendation to move this project from implementation in 2019 to design in 2020 and construction in 2021 to better coincide with the MPRB's planning and implementation of significant improvements and redevelopment Bryn Mawr Meadows Park where the project will be located. The final feasibility study was approved at the January 2019 Commission meeting. Staff discussed the maintenance of Penn Pond with MnDOT and received written confirmation that pond maintenance will occur prior to the park's reconstruction project with coordination among the BCWMC, MPRB, and MnDOT. A public

hearing for this project was held September 19, 2019. The project was officially ordered at that meeting. An agreement with the MPRB and the city of Minneapolis will be considered at a future meeting. In January 2020 this project was awarded a \$400,000 Clean Water Fund grant from BWSR; a grant work plan was completed and the grant with BWSR was fully executed in early May. The project and the grant award was the subject of an article in the Southwest Journal in February: <https://www.southwestjournal.com/voices/green-digest/2020/02/state-awards-grant-to-bryn-mawr-runoff-project/>. In early September, Minneapolis and MPRB staff met to review the implementation agreement and maintenance roles. BCWMC developed options for contracting and implementation which were presented at the November meeting. At that meeting staff was directed to develop a memorandum of understanding or agreement among BCWMC, MPRB, and city of Minneapolis to more formally recognize and assign roles and responsibilities for implementation. The draft agreement was sent to MPLS and MPRB staff earlier this week in advance of a meeting with them about the project scheduled for January 14<sup>th</sup>. The agreement is being reviewed by MPLS and MPRB. The Commission Engineer plans to bring a proposal for project design to the March Commission meeting. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project>

**2020 Jevne Park Stormwater Improvement Project (ML-21) Medicine Lake (No change since Oct 2019):** At their meeting in July 2018, the Commission approved a proposal from the Commission Engineer to prepare a feasibility study for this project. The study got underway last fall and the city's project team met on multiple occasions with the Administrator and Commission Engineer. The Administrator and Engineer also presented the draft feasibility study to the Medicine Lake City Council on February 4, 2019 and a public open house was held on February 28<sup>th</sup>. The feasibility study was approved at the April Commission meeting with intent to move forward with option 1. The city's project team is continuing to assess the project and understand its implications on city finances, infrastructure, and future management. The city received proposals from 3 engineering firms for project design and construction. At their meeting on August 5<sup>th</sup>, the Medicine Lake City Council voted to continue moving forward with the project and negotiating the terms of the agreement with BCWMC. Staff was directed to continue negotiations on the agreement and plan to order the project pending a public hearing at this meeting. Staff continues to correspond with the city's project team and city consultants regarding language in the agreement. The BCWMC held a public hearing on this project on September 19, 2019 and received comments from residents both in favor and opposed to the project. The project was officially ordered on September 19, 2019. On October 4, 2019, the Medicine Lake City Council took action not to move forward with the project. At their meeting on October 17<sup>th</sup>, the Commission moved to table discussion on the project. The project remains on the 2020 CIP list. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=467>.

**2019 Westwood Lake Water Quality Improvement Project (WST-2) St. Louis Park (No change since October 2020):** At their meeting in September 2017, the Commission approved a proposal from the Commission Engineer to complete a feasibility study for this project. The project will be completed in conjunction with the Westwood Hills Nature Center reconstruction project. After months of study, several meetings with city consultants and nature center staff, and a public open house, the Commission approved Concept 3 (linear water feature) and set a maximum 2019 levy at their May meeting. 50% designs were approved at the July meeting and 90% design plans were approved at the August meeting. The Hennepin County Board approved a maximum 2019 levy request at their meeting in July. A BCWMC public hearing on this project was held on August 16<sup>th</sup> with no comments being received. At that meeting the Commission officially ordered the project and entered an agreement with the City of St. Louis Park to design and construct the project and directed the Education Committee to assist with development of a BCWMC educational sign for inside the nature center. The draft sign was presented at the October 2017 meeting and was finalized over the winter. The Sun Sailor printed [an article](#) on the project in October 2018. The project is largely complete and a ribbon cutting by the city was held September 13<sup>th</sup>. The building and site are open to the public and being used to educate students. There are still punch list items which must be addressed by the contractor to finalize the work. The system is capturing stormwater runoff from roof and paving, and the runoff is being stored underground and pumped via solar or hand pumps into the engineered creek. None of the captured water is flowing over land into Westwood Lake. The educational sign indoors is installed. (See photo.)



Project website: <http://www.bassettcreekwmo.org/projects/all-projects/westwood-lake-water-quality-improvement-project> .

**2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M):** 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 and was reviewed and approved by the MPCA. The Commission was awarded an Environmental Response Fund grant from Hennepin County for \$150,300 and a grant agreement is in the process of being signed by the county. A subgrant agreement with the City will be developed. The City hired Barr Engineering to design and construct the project. Fifty-percent and 90% designs were approved at the August and October Commission meetings, respectively. In September 2017, design plans were presented by Commission and city staff to the Harrison Neighborhood Association's Glenwood Revitalization Team committee and through a public open house on the project. Construction was to begin summer of 2018 but was delayed until due to the unanticipated need for a field based cultural and historical survey of the project area required by the Army Corps of Engineers and ongoing negotiations with Pioneer Paper.

Construction began in November 2020 with clearing and grubbing to have access to the creek and to remove trees from the work area. In the Fruen Mill Reach work was completed per design plans on the south side of the creek, including stabilizing the existing MPRB trail, installing riprap toe protection and grading the bank. In the Cedar Lake Road to Irving Avenue Reach, the City was unable to come to an agreement with Pioneer Paper to get the amount of access needed to install the VRSS on the north side of the creek. The property owner allowed access to the streambank but instead of installing VRSS through this reach the City installed riprap toe protection, removed debris, completed bank grading and live staking and seeding, and installed the in-stream rock vanes to divert flows away from the steep banks. In Irving Avenue to the tunnel reach, the work was completed according to design plans with the installation of live staking, rock vanes within the stream channel, removal of brush and invasive species, and the installation of live stakes and fascines to encourage native plant growth and minimize bank erosion. Construction was completed in December 2020. An ERF grant report and RAP report are currently being developed. Vegetation will be established this spring. Project Website: [www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-erosion-repair-project-cedar-lake-ro](http://www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-erosion-repair-project-cedar-lake-ro)

**2014 Schaper Pond Diversion Project, Golden Valley (SL-3) (No change since Oct 2019):** Repairs to the baffle structure were made in 2017 after anchor weights pulled away from the bottom of the pond and some vandalism occurred in 2016. The city continues to monitor the baffle and check the anchors, as needed. Vegetation around the pond was planted in 2016 and a final inspection of the vegetation was completed last fall. Once final vegetation has been completed, erosion control will be pulled and the contract will be closed. The Commission Engineer began the Schaper Pond Effectiveness Monitoring Project last summer and presented results and recommendations at the May 2018 meeting. Additional effectiveness monitoring is being performed this summer. At the July meeting the Commission Engineer reported that over 200 carp were discovered in the pond during a recent carp survey. At the September meeting the Commission approved the Engineer's recommendation to perform a more in-depth survey of carp including transmitters to learn where and when carp are moving through the system. A Federal 319 grant for management of carp in relation to Schaper Pond and Sweeney Lake was recently approved by the MPCA and the grant agreement may be available by the December Commission meeting. At the October 17<sup>th</sup> meeting, the Commission received a report on the carp surveys and recommendations for carp removal and management. Project webpage: <http://www.bassettcreekwmo.org/index.php?cid=277>.

**Sweeney Lake Water Quality Improvement Project, Golden Valley (SL-8) (See Item 6A):** This project was added to the 2020 CIP list after receiving a federal 319 grant from the MPCA. It is partially a result of the carp surveys completed through the Schaper Pond Diversion Project and a study of the year-round aeration on Sweeney Lake. This project will

treat curly-leaf pondweed in spring 2020, will remove carp in summer 2020, and will perform an alum treatment on Sweeney Lake in late summer 2020. The project was officially ordered by the Commission after a public hearing in September 2019. A public open house on this project was held via Webex on April 8<sup>th</sup> with approximately 20 people joining. The open house presentation and a question and answer document are available online. The curly-leaf pondweed herbicide treatment was completed in May. Carp Solutions performed carp tracking and setting nets in early June. The first round of netting resulted in 334 carp removed from Sweeney Lake (mean length 620 mm, mean weight 3.1 kg), representing an estimated 29% of the total population. From Schaper Pond 82 carp removed which likely represents about 17% of the initial population. After another round of carp removals in late July, 118 additional carp were netted from Sweeney. Based on preliminary estimates, approximately 40% of the carp population was removed from Sweeney this summer. The carp biomass was reduced from approximately 129 kg/ha to 79 kg/ha, which is below the threshold where adverse impacts on water quality are expected. The first round of alum treatment was completed in late October. A grant report and payment request were submitted at the end of January. A report on the results of the carp removals and recommendations for future management will be presented at this meeting. The project website: [Sweeney Lake Water Quality Improvement Project, SL-8](#)).

**2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): (No change since June 2018)** 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 20<sup>th</sup>. There were no complaints or comments from residents during or since the treatment. Water monitoring continues to determine if and when a second alum treatment is necessary. Lake monitoring results from 2017 were presented at the June 2018 meeting. Commissioners agreed with staff recommendations to keep the CIP funding remaining for this project as a 2<sup>nd</sup> treatment may be needed in the future. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=278>.

**2013 Four Seasons Area Water Quality Project/Agora Development (NL-2) (No change since Oct 2020):** At their meeting in December 2016, the Commission took action to contribute up to \$830,000 of Four Seasons CIP funds for stormwater management at the Agora development on the old Four Seasons Mall location. At their February 2017 meeting the Commission approved an agreement with Rock Hill Management (RHM) and an agreement with the City of Plymouth allowing the developer access to a city-owned parcel to construct a wetland restoration project and to ensure ongoing maintenance of the CIP project components. At the August 2017 meeting, the Commission approved the 90% design plans for the CIP portion of the project. At the April 2018 meeting, Commissioner Prom notified the Commission that RHM recently disbanded its efforts to purchase the property for redevelopment. In 2019, a new potential buyer/developer (Dominium) began preparing plans for redevelopment at the site. City staff, the Commission Engineer and I have met on numerous occasions with the developer and their consulting engineers to discuss stormwater management and opportunities with “above and beyond” pollutant reductions. Concurrently, the Commission attorney has been working to draft an agreement to transfer BCWMC CIP funds for the above and beyond treatment. At their meeting in December, Dominium shared preliminary project plans and the Commission discussed the redevelopment and potential “above and beyond” stormwater management techniques. At the April 2020 meeting, the Commission conditionally approved the 90% project plans. The agreements with Dominium and the city of Plymouth to construct the project were approved May 2020 and project designers coordinated with Commission Engineers to finalize plans per conditions. The redevelopment project is scheduled to be before the Plymouth City Council again on November 24<sup>th</sup> for approval of various items including final plat, the stormwater grant agreement, and site improvement performance agreement. If approved, Dominium is scheduled to close on the property in the first half of 2021 and potentially begin construction later next year. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=282>.

**2021 Parkers Lake Drainage Improvement Project (PL-7) (No change since January):** The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to design and construct the project. The city hired WSB for project design which is currently underway. [www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project](http://www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project)

**2021 Parkers Lake Chloride Reduction Project (PL-7):** The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to implement the project in coordination with commission staff. City staff and I have had an initial conversation about this project. The city plans to collect additional chloride data this winter in order to better pinpoint the source of high chlorides loads within the subwatershed. Partners involved in the Hennepin County Chloride Initiative (HCCI) are interested in collaborating on this project. City staff are developing a proposal for the HCCI at their next meeting in early March. Additional information on project implementation will be available in the coming weeks.  
[www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project](http://www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project)

**2021 Mt. Olivet Stream Restoration Project (ML-20) (No change since January):** The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to design and construct the project. The city hired WSB for project design which is currently underway. [www.bassettcreekwmo.org/projects/all-projects/mt-olivet-stream-restoration-project](http://www.bassettcreekwmo.org/projects/all-projects/mt-olivet-stream-restoration-project)

**2021 Main Stem Lagoon Dredging Project (BC-7):** The feasibility study for this project was approved in May 2020 with Alternative 2-all (dredge all three lagoons to 6-foot depth) being approved. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020. Rather than entering an agreement with a separate entity to design and construct this project, the Commission will implement the project in close coordination with the MPRB. At their meeting in November, the Commission approved a timeline for implementation and the Commission Engineer was directed to prepare a scope of work for project design and engineering. That scope is presented in 5C at this meeting. Design and permitting should get underway in summer 2021. Dredging of all three lagoons is planned for winter 2022/2023. A grant agreement for the \$250,000 Watershed Based Implementation Funding grant was approved at the January meeting. The agreement and work plan have been submitted to BWSR. Unfortunately, we were not successful at receiving a Hennepin County ERF this round. However, we'll receive almost \$75,000 from the Hennepin County Opportunity grant (pending County Board approval in March). Project website: [www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-lagoon-dredging-project](http://www.bassettcreekwmo.org/projects/all-projects/bassett-creek-main-stem-lagoon-dredging-project)

**2021 Cost-share Purchase of High Efficiency Sweeper (ML-23) (No change since Dec):** Because the Commission had not entertained a project like this in the past (to cost share equipment purchase), this proposed project was discussed by the Commission in February and April, 2020 after being recommended for approval by the TAC. The Commission approved a [policy](#) regarding the use of CIP funds for equipment purchases at their April 2020 meeting. The project was added to the CIP through a Watershed Plan Amendment adopted in August 2020 and was officially ordered by the Commission on September 17, 2020 after a public hearing. The Commission entered an agreement with the city of Plymouth which includes reporting requirements for street sweeper use and effectiveness. The first report is expected spring 2021.

**2022 Medley Park Stormwater Treatment Facility (ML-12):** The feasibility study for this project is underway after the Commission Engineer's scope of work was approved last August. City staff, Commission Engineers and I collaborated on developing materials for public engagement over the fall/early winter. A project kick-off meeting was held in September, an internal public engagement planning meeting was held in October, and a Technical Stakeholder meeting with state agencies was held in November. A [story map of the project](#) was created and a survey to gather input from residents closed in December. Commission Engineers reviewed concepts with city staff and me in January. A draft feasibility report is expected in early spring 2021. Another public engagement session will be held later this winter to showcase and receive feedback on concept designs. [www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility](http://www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility)

**2022 SEA School-Wildwood Park Flood Reduction Project (BC-2, 3, 8, 10):** The feasibility study for this project is underway after the Commission Engineer's scope of work was approved last August. A project kick-off meeting with city staff was held in late November. Meetings with city staff, Robbinsdale Area School representatives, and technical stakeholders were held in December, along with a public input planning meeting. A storyboard is being developed for the public, likely

available in early March and a virtual open house will be held in March or April. A draft feasibility study report is expected in early spring 2021. [www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project](http://www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project).

## **Other Work**

### **CIP Project Work and Technical Assistance**

- Participated in meetings and correspondence on FEMA modeling and mapping project with DNR and Commission Engineers
- Discussed Parkers Lake Chloride Reduction Project with city staff and participated in Hennepin County Chloride Initiative meeting
- Participated in meeting with Golden Valley staff re: sustainability and stormwater management with future city campus
- Drafted and submitted grant reports and invoices/payment requests for FEMA Modeling Project (DNR), Sweeney Lake Improvement Project (MPCA), DeCola Ponds B & C Improvement Project (final report to BWSR)
- Developed work plan for Main Stem Lagoon Dredging Project for Watershed Based Implementation Funding grant
- Reviewed CIP project ideas from TAC members including fact sheets, matrix scores, etc.
- Reviewed/commented on Sweeney Lake Carp Removal Report
- Gathered information for Plymouth on Starry Stonewort in Medicine Lake

### **Administration and Education**

- Updated Channel Maintenance Fund memo with current figures and funds available
- Met with Dawn Pape to discuss 2021 education activities and budgets
- Assisted with ideas for walking tour of Bassett Creek project sites with Minnesota Stormwater Committee
- Participated in Blue Thumb's Environmental Justice Hub meeting and sub-committee meeting
- Participated in meetings with Metro watershed administrators and MAWD/BWSR re: Watershed Based Implementation Funding Program review
- Reviewed/commented on updated revisions to BCWMC Requirements Document
- Reviewed/commented on agreement for accounting services; corresponded with consultant
- Met with U of M graduate student re: pollinator programs and their intersection with watershed work and work in environmental justice communities
- Participated in MAWD's Handbook Committee meeting and drafted/sent email to MAWD Handbook Committee members and MAWD Executive Director
- Drafted resolutions for February Commission meeting, reviewed invoices and financial report
- Participated in WMWA meeting
- Arranged, prepared agenda and materials; prepped for and hosted BCWMC TAC meeting

TO: ADMINSTRATORS AND BOARD MEMBERS – Bassett Creek WMC  
FROM: Malloy, Montague, Karnowski, Radosevich & Co., P.A.  
5353 Wayzata Boulevard, Suite 410  
Minneapolis, MN 55416  
DATE: December 31, 2020  
SUBJECT: Auditors Compliance, M.S. 471.87 – Public Officers’ Interest in Contracts

Per Minnesota Statute § 471.87, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest, *directly or through a family member including his or her partner*, in that sale, lease, contract, or personally benefit financially therefrom.

To document compliance with this statute, we request that you complete the following:

Name	_____
Principal place of business	_____
Partner’s name	_____
Partner’s principal place of business	_____
Family member(s)	_____
Family member’s place of business	_____

I hereby certify that during the 2020 fiscal year (February 1, 2020 – January 31, 2021), I **have not** had a financial interest in the sale, lease, or contract of the BCWMC nor have I personally benefited from any such transaction.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If you, *directly or through a family member or partner*, **have** had a financial interest in the sale, lease, or contract with the BCWMC, please describe below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_