



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: January 7, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 1/15/15 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – December 18, 2014 Commission meeting- ACTION ITEM with attachment
 - B. Approval of Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – December 2014 Administrator Services
 - ii. Barr Engineering – December 2014 Engineering Services
 - iii. Amy Herbert – December 2014 Secretarial Services
 - iv. ACE Catering – January 2015 Meeting Refreshments
 - v. Wenck – December 2014 WOMP Monitoring
 - vi. Metropolitan Council – 2014 CAMP Program
 - vii. Plymouth Home Expo – 2015 Registration Fee
 - viii. Finance and Commerce – Official Publication Notice
 - ix. State Register – Official Publication Notice
 - D. Approval of Resolution 15-01 Approving Reimbursement to the BCWMC 2.5% of the Tax Levy Request to Hennepin County for Collection in 2014 for Administrative Expenses of the CIP Projects and Approving the Transfer of Those Funds to the BCWMC’s FY2014-2015 Administrative Account – ACTION ITEM with attachment – Each year the Commission transfers 2.5% of the taxes levied for CIP projects to the Commission’s administrative account (or annual operating funds) to offset the administrative costs of managing the CIP projects. In 2014, the Commission levied \$895,000 through Hennepin County. With approval of this resolution \$22,375 will be transferred from the CIP account to the administrative account.
 - E. Approval of Resolution 15-02 Approving the Transfer of 2014 BCWMC Funds from its Administrative Account to its Erosion/Sediment Account (Channel Maintenance Fund) and Long-term Maintenance Account– ACTION ITEM with attachment – Each year the Commission transfers \$25,000 from the administrative account into the channel maintenance fund and another \$25,000 from the administrative account into the long term maintenance account. The channel maintenance fund is used for creek and stream bank erosion repair and sediment removal projects that are not funded as a project through the BCWMC’s Capital Improvement Program. The long term maintenance fund is used to repair and maintain structures associated with the BCWMC Flood Control Project.
 - F. Approval of Proposal from MMKR to Perform the FY2014-2015 Financial Audit– ACTION ITEM with attachment – Staff (including the Commission’s Deputy Treasurer) recommends accepting the attached proposal from MMKR to perform the FY2014 – 2015 financial audit.
 - G. Set Public Hearing on Major Plan Amendment for March 19, 2015 Commission Meeting– ACTION ITEM with no attachment – At the beginning of December 2014, the Commission submitted a proposed major plan amendment for 60-day review until the end of this month. (The plan amendment

would add the Northwood Lake and Honeywell Pond projects into the Commission's CIP.) In February the Commission will consider responses to any comments that are received during the review period. The Commission must hold a public hearing on the proposed plan amendment and must provide member cities with a 45-day notice of the hearing. Staff recommends setting the public hearing for March 19, 2015 and directing staff to officially notice the hearing with cities and in official publications. (Information on the proposed plan amendment is located here: <http://www.bassettcreekwmo.org/PlanAmendments/PlanAmendmentHome.htm>)

- H. Approval of Amended Contract with Keystone Waters, LLC (Administrator) – ACTION ITEM with attachment – At their meeting on December 8, 2015, the Administrative Services Committee approved amendments to my contract and recommends these amendments to the Commission including a change in the hourly rate from \$65/hour to \$67/hour and the ability to charge for travel time while on Commission business. Counsel LeFevere provided the proposed changes in the attached amended contract which shows changes as tracked.
- I. Approval of Annual Flood Control Project Inspection Report and Direction to Submit Report to Appropriate Entities– ACTION ITEM with attachment (full report with photos online) - In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project, an annual inspection is required to review the condition of the flood control features to identify and address erosion, settlement, sedimentation, and structural issues. The Commission Engineer performed the annual flood control project inspection on November 24–25, 2014. Staff recommends approving the report and directing staff to submit it to cities, MDNR and Army Corps of Engineers.
- J. Approval of Project Plans for I-494 General Purpose Lane (SP 2785-330) – ACTION ITEM with attachment - The proposed road reconstruction of I-494 includes site grading and reconstruction with an added general purpose lane. There will be an increase in impervious surface of approximately 9.17 acres within the BCWMC. Proposed BMPs include wet ponds and filtration basins. Staff recommends conditional approval with comments provided in the attached memo.

5. BUSINESS

- A. Receive Presentation on Master Water Stewards Program from Freshwater Society – INFORMATION ITEM with attachment – Peggy Knapp with the Freshwater Society (FWS) will present information on the Master Water Steward Program which trains, certifies and supports community leaders who install pollution prevention projects on residential and commercial properties that educate community members and reduce stormwater pollution. The program is modeled after the Master Gardener program and has been successful in the Minnehaha Creek Watershed for 2 years. The FWS is expanding the program to other watersheds. Dave Stack (Friends of Bassett Creek) will also be present to share his experiences with the program.
- B. Consider Draft Request for Proposals for Website Redesign – ACTION ITEM with attachment – The Commission's 2015 budget includes up to \$12,000 for a complete redesign of the BCWMC website. Attached is a draft request for proposals (RFP). Staff is seeking input on the RFP and recommendations for an existing or ad hoc BCWMC committee to help guide the project over the next several months.
- C. Discuss Template for Final Reports on CIP Projects – DISCUSSION ITEM with attachment – At the December 2014 meeting, the Commission received a final report on the 2012 Main Stem Restoration Project from Golden Valley Staff (link to final report here: <http://www.bassettcreekwmo.org/ChannelRestoration/BassettMainStem/1-MainStem2011CR-FinalReport.pdf>). At the meeting Commissioners requested a future agenda item to discuss the report format and components to be included in future final reports. The report template used for the above mentioned report is attached. Staff is seeking recommendations on how to improve this report format.

- D. Discuss Process for Review of Letters of Interest Proposals – **DISCUSSION ITEM no attachment** –
At the December meeting, the Commission directed staff to solicit “letters of interest proposals” by January 30th for legal, engineering, and technical consulting services in order to comply with state requirements. Staff is seeking direction on the process for distributing and reviewing any proposals received.
- E. Receive Update on Schaper Pond Diversion Project – **INFORMATION ITEM no attachment** -
The Commission and Golden Valley recently received correspondence from the MPCA indicating that the project would be accepted by the MPCA Stormwater Program as a reduction in the wasteload of the Sweeney Lake TMDL. Additionally, a preliminary review by the MDNR indicates the current project construction and mitigation plans are likely to receive approval from the MDNR when a formal permit application is submitted. 90% plans for the project are expected at the February or March Commission meeting.
- F. Receive Update on Draft Watershed Management Plan – **INFORMATION ITEM with attachment**
– No comments have been received from review agencies or others on the draft watershed management plan as of yet. (Comments are due by the end of the month.) As directed at the December Commission meeting, I recently sent an email (attached) about the Plan’s open comment period to residents who participated in the Watershed Summit in June 2013 and groups such as Friends of Bassett Creek, Friends of Northwood Lake, AMLAC, and Sweeney Lake/Hidden Lakes Homeowners Associations.

6. COMMUNICATIONS

- A. Administrator’s Report – *Report attached with new CIP flow chart*
- B. Chair
- C. Commissioners – *Verbal updates to be provided*
- i. Report on Metro Blue Line Open House
 - ii. Report on 2015 Main Stem Restoration Project Open House
- D. TAC Members
- E. Committees
- i. Administrative Services Committee – *Reminder to complete evaluations of staff by 1-15-15*
- F. Legal Counsel
- G. Engineer

7. INFORMATION ONLY (Information online only)

- A. WCA Notice, Plymouth
- B. Grant Tracking Summary and Spreadsheet

8. ADJOURNMENT

Upcoming Meetings

- TAC Meeting, TBD Monday February 9th at 1:30 p.m. **OR** Tuesday February 10th at 1:30 p.m.
- February Commission Meeting, Thursday February 19th, 8:30 a.m., Golden Valley City Hall