

MEETING DATE: March 10, 2016

TITLE: Authorization to contract with Wenck Associates for Comprehensive Plan support

RESOLUTION NUMBER: 16-019

PREPARED BY: Becky Christopher

E-MAIL: bchristopher@minnehahacreek.org

TELEPHONE: 952-641-4512

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): <u>Requesting approval at workshop</u>	

PURPOSE or ACTION REQUESTED:

Authorization to contract with Wenck Associates, Inc. for Comprehensive Plan support

Authorization to execute a contract with Wenck Associates, Inc. for an amount not to exceed \$68,840 for technical support for the development of the 2017 Comprehensive Plan.

PROJECT/PROGRAM LOCATION: N/A

PROJECT TIMELINE: March 2016-December 2016

PROJECT/PROGRAM COST:

Fund name and number: Planning and Projects, 2002
2016 budget for Plan update: \$100,000
Expenditures to date: \$0
Requested amount of funding: \$68,840

PAST BOARD ACTIONS:

July 31, 2014, RBA 14-059, Adoption of a framework for the 2017 Comprehensive Plan update

SUMMARY:

On July 31, 2014, the Board approved a framework for updating its Comprehensive Water Resources Management Plan (Plan). Under this framework, the primary focus for the Plan update is on improving the District's implementation model following the direction established in the Board's *Balanced Urban Ecology Policy* which aims to integrate the District's work with the built environment using the guiding principles of partnership, focus, and flexibility. The framework acknowledged that the 2007 Plan provides a strong

foundation of technical data, and that the technical work associated with the 2017 Plan would involve updating the issues and goals based on any new data or studies and framing it in the context of the District's new E-grade program.

The District's Comprehensive Plan will be comprised of three volumes (Attachment 1). The first volume will act as an executive summary of the Plan, outlining the motivations behind the District's new mission and a high-level framework of how the District will achieve that mission. The second volume will contain a synthesis of all pertinent data to be used in identifying specific issues that the District will address to achieve its mission. The third volume will define measurable goals for implementation and expound upon the District's implementation framework. This framework will outline, in each subwatershed, how the District will execute the Two-Track approach and pair project and program opportunities with optimal management strategies.

Development of the 2017 Plan consists of the three primary areas of work: (1) the internal strategic planning and program evaluation process, (2) working with the advisory committees to develop an implementation framework that supports the District's new approach, and (3) updating the technical data and resource inventory. Work under areas 1 and 2 are underway, and staff has coordinated with Wenck Associates, Inc. (Wenck) to develop a scope of work for area 3. Attached is an outline for the Plan structure noting the sections that Wenck would be involved in drafting (Attachment 2). Also attached is a scope of work from Wenck Associates (Attachment 3), which includes the following tasks:

1. Draft the water resources portion of each subwatershed plan
2. Review water quality and quantity trend analyses
3. Draft the Data volume of the Plan
4. Review and provide comment for portions of the Implementation Plan volume
5. Assist in quantifying land use change and progress toward 2007 goals through the permitting program
6. Prepare technical report on District's model

The cost for the proposed scope of work is \$68,840, which is within budget. Wenck is uniquely qualified for this project based on its history of work for the District, including the development of the 2007 Plan, Upper Watershed TMDL, and the E-grade program and its deep knowledge of the District's programs and data.

Staff recommends executing a contract with Wenck Associates, Inc. for this scope of work for an amount not to exceed \$68,840.

Attachments:

1. Attachment 1 – Plan Volume Graphic
2. Attachment 2 – Plan Volume/Structure Outline
3. Attachment 3 – Wenck Proposal/Scope of Work

RESOLUTION

RESOLUTION NUMBER: 16-019

TITLE: **Authorization to contract with Wenck Associates for Comprehensive Plan support**

WHEREAS, the District is in the process of updating its Comprehensive Water Resources Management Plan (Plan); and

WHEREAS, on July 31, 2014, the Board approved a framework for updating the Plan that identified the primary focus of improving the District's implementation model following the direction established in the Board policy, *In Pursuit of a Balanced Urban Ecology in the Minnehaha Creek Watershed*; and

WHEREAS, the framework acknowledged that the 2007 Plan provides a strong foundation of technical data, and that the technical work associated with the 2017 Plan would primarily involve updating the issues and goals based on any new data or studies and framing it in the context of the District's new E-grade program; and

WHEREAS, staff has developed a scope of work to obtain technical support for the development of the Plan; and

WHEREAS, Wenck Associates, Inc. is uniquely qualified for this project based on its history of work for the District, including the development of the 2007 Plan, Upper Watershed TMDL, and the E-grade program and its deep knowledge of the District's programs and data;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract with Wenck Associates, Inc. for technical support for the Comprehensive Plan update for an amount not to exceed \$68,840.

Resolution Number 16-019 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary

Date: _____

MCWD 4th Generation Plan

Draft Structure

Volume I: Executive Summary

A concise summary for policymakers, technicians, and the public that provides a high level framework for how the District intends to achieve its mission.

What?

Integrate MCWD's mission of broadly defined water quality with other public/private partners in ways that enhance the natural and built environment, helping to build strong watershed economies and sustainable livable communities founded on ecological health.

Why?

Changes in the landscape affect natural systems, and the natural systems can underpin local identity, generate social and economic value, and enhance sustainable livable communities. Since no single entity has the authority or resources to address all of these issues, the District must collaborate through effective and creative partnerships to integrate expertise, authority and investment so that its work also contributes to sustainable livable communities and builds community capital.

How?

Guiding Principles

Partnership framework

Volume II: Data & Issues Identification

A synthesis of all pertinent data that will be used to identify specific issues that need to be addressed in order to achieve MCWD's broad definition of water quality.

Data:

Physical Environment:

- Topography and drainage
- Geography and soils
- Unique and scenic areas

Biological Environment:

- Vegetation
- Biological integrity

Human Environment:

- Present land-use
- 2020 and 2030 land use
- Aquatic recreation

Hydrologic Systems:

- Historic precipitation
- Drainage system
- (Sub)watershed boundaries
- Wetlands (FAW)
- Waterbodies/Lakes
- Conveyances/Stream assessment
- Floodplains
- Surface WQ information
- Groundwater/baseflow

Issues Identification:

- Water quality/quantity
- Ecological integrity

Volume III: Goals & Implementation Framework (CIP and Subwatershed Plans)

+ An outline of measurable goals for issues such as water quality or ecological integrity

- Quantifiable TP
- Measurable increases in biodiversity of fish

+ A list of strategies to achieve the goals

- Improve stormwater management
- Promote sustainable development
- Increase stream channel diversity
- Preserve existing open spaces

+ A framework of implementation actions that promote the strategies outlined to meet the goals, that will ultimately solve the issues

- Strategically build capital projects
- Market and sell incentive programs
- Strategically acquire land
- Regulate to promote sustainable practices

MCWD Comprehensive Plan Structure Outline - DRAFT

1. Executive Summary (high level, reader-friendly summary)
 - a. Mission, vision, goals, principles
 - b. Organizational framework & program overviews
 - c. Implementation model:
 - i. 2-track approach
 1. Priorities and major actions
 - ii. Partnership framework
 1. Responsibilities of LGUs
2. Data/Inventory (**WENCK drafting**)
 - a. Topography
 - b. Soil
 - c. Geology
 - d. Precipitation
 - e. Surface water resources
 - f. Water quality and quantity and trends
 - g. Groundwater resources
 - h. Stormwater/drainage systems
 - i. Regulated pollutant sources
 - j. Habitat and rare/endangered species
 - k. Recreation areas
 - l. Existing and proposed land use
 - m. Priority areas for wetland preservation/restoration
3. Implementation Plan (**WENCK review, as needed**)
 - a. Mission, vision, principles, goals
 - b. Organizational framework & program overviews
 - i. Strategic planning framework – goals, strategies and metrics
 - c. Implementation model:
 - i. 2-track approach
 1. Priorities and major actions
 - ii. Partnership framework
 1. Responsibilities of LGUs
 - d. Processes:
 - i. Public processes for CIP, land acquisition, cost share
 - ii. Evaluation of local plans
 - iii. Plan amendments – process and any anticipated
 - iv. Evaluation and reporting
 - e. Implementation tables
 - f. 11 subwatershed plans:
 - i. Water resources, issues, stressors, goals, and strategies (**WENCK drafting**)
 - ii. Local goals, priorities, plans
 - iii. Partnership opportunities
 - iv. Funding sources and cap
4. Appendices
 - a. Public process
 - i. Input received under 8410.0045 and assessment process
 - b. Self assessment



Responsive partner.
Exceptional outcomes.

February 29, 2016

Becky Christopher

Lead Planner/Project Manager
Minnehaha Creek Watershed District
15320 Minnetonka Blvd
Minnetonka, MN 55345

Dear Ms. Christopher:

On behalf of Wenck Associates, Inc., thank you for the opportunity to support the Minnehaha Creek Watershed District (MCWD or the District) in parts of the Comprehensive Watershed Management Plan Update.

PROJECT UNDERSTANDING

Based on your Plan Structure Outline and Scope outline, it is our understanding that MCWD staff will take the lead in the development of the Comprehensive Plan, including preparation of the Executive Summary volume and most of the Implementation Plan volume, and that the District requests assistance in 1) preparing the Data/Inventory volume; 2) the water resources, issues, stressors, goals and strategies sections of the 11 subwatershed plans incorporated into the Implementation Plan volume; and 3) general assistance as necessary to review and comment on certain aspects of the Plan. At our scoping meeting on February 24, 2016, we also discussed providing some additional assistance to help the District quantify the load reductions and other benefits deriving from the permitting program, and evaluating and making recommendations on the District's H & H models.

SCOPE OF SERVICES

Following is a scope of services based on our understanding of the project.

Task 1. Draft the water resources section of each subwatershed plan.

Wenck will separately work with District staff as part of the Six Mile Subwatershed planning to develop a subwatershed plan format and framework and prepare the water resources subsection for that subwatershed.

Wenck will work with District staff to set up the subwatershed report framework, and will complete the water resources section for the remaining ten subwatersheds. This will include preparing the description of each subwatershed and its resources, including an estimated 8-10 GIS figures each; a summary of available data from TMDLs, water quality trend analysis, stream inventory and assessments, AIS data, FAW, etc.; and identification of stressors and issues. Wenck will work with staff to identify preliminary goals and strategies, which staff will then take to District partners for discussion. Staff will prepare the local goals and priorities, partnership opportunities, and funding strategies sections for each subwatershed plan.

Deliverable: Ten (10) draft and final subwatershed plans (eleventh- Six Mile Creek - completed separately); GIS layers/geodatabases and other data created in the development of the subwatershed plans

Completion date: Drafts by May-June 2016 (delivered in District's priority order), with final subwatershed plans by October 2016

Task 2. Review water quality and quantity trend analysis.

District staff will complete and coordinate this trend analysis work. Wenck staff will be available to provide advice and support as requested, and will undertake QAQC of the resulting work.

Deliverable: Written comments and recommendations

Completion date: Assuming provided by June 2016, review completed by August 2016

Task 3. Draft the data volume of the Plan.

Wenck will work with District staff to develop an outline and layout of Volume 2 of the Plan, the watershed Data Inventory. Minnesota Rules 8410.0060 sets forth the minimum information to be included in the Inventory; additional watershed-wide data can be included as desired by the District. This task assumes an estimated 20 GIS figures and associated data tables and interpretive text meeting MR 8410 requirements.

Deliverable: Draft and final volume; GIS layers/geodatabases and other data created in the development of the Data Inventory

Completion date: Draft submitted by August 2016, with final volume in October 2016

Task 4. Review and provide comment for portions of the Implementation Plan volume.

District staff will complete the bulk of the Implementation Plan volume, which will discuss the District's mission, vision, principles and goals, the organizational framework, and program overviews, implementation model, and the processes by which the District intends to move forward in the coming ten years. Wenck will provide review and comment as requested, as an additional reviewer and to assure consistency with MR 8410.

Deliverable: Written comments and recommendations.

Completion date: Assuming provided by August 2016, review completed by October 2016

Task 5. Assist in quantifying land use change and progress toward 2007 goals through the permitting program.

The 2007 Plan included measurable goals for many parameters, including reducing nutrient loading and runoff volume, preservation of wetland acres and functions and values, preservation of floodplain volume, etc. For example, an essential part of the "three legged stool" of nutrient management for each lake management plan was optimizing the amount of load reduction that could be accomplished by regulation at the time of land use change.

Wenck will work with District staff to quantify the benefits achieved through regulation since 2007. District staff will review permits issued since 2007 and record essential data using a template developed by Wenck in consultation with staff. Some examples of the type of data to

be compiled include: development category, subwatershed/lakeshed, phosphorus reduction, volume reduction, change in impervious cover, wetland impacts, shoreline impacts/improvements, and floodplain storage change. Wenck will incorporate into the tool a simple spreadsheet model to estimate phosphorus and volume reduction where that information is not available.

Wenck will be available to advise District staff as they review permits and compile data. When the data is available, Wenck will analyze it and provide findings in a technical memo.

Deliverable: Technical memo detailing findings.

Completion date: Template by April 2016, analysis by September 2016

Task 6. Prepare technical report on District’s model.

Wenck will prepare a technical memo documenting the record of updates to the District’s XP-SWMM H&H model. We will also evaluate the strengths and weaknesses of the model, and make recommendations for the future.

Deliverable: Technical memo.

Completion date: Draft by August 2016, final by October 2016

BUDGET

Table 1 below outlines Wenck’s proposed costs to complete the proposed scope of services.

Table 1. Proposed tasks and budgets.

Task	Description	Hours	Labor	Direct¹	Total
1	Subwatershed plan sections	231	\$33,140	\$200	\$33,340
2	QAQC trend analysis	20	\$2,800	\$0	\$2,800
3	Draft data volume	102	\$12,820	\$280	\$13,000
4	Review and comment on Implementation Plan	12	\$2,160	\$0	\$2,160
5	Quantify progress toward 2007 goals	104	\$14,360	\$0	\$14,360
6	Technical report on District H & H model	21	\$3,180	\$0	\$3,180
TOTAL					\$68,840

¹Mileage and software charges.

We look forward to working with the Minnehaha Creek Watershed District As always, please feel free to contact me with any questions or concerns at 763-252-6880 or dspector@wenck.com.

Sincerely,

Wenck Associates, Inc.



Diane Spector
Senior Water Resources Planner/Principal



Chris Meehan
Principal/District Engineer