



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: January 7, 2026

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: **Background Information for 1/15/26 BCWMC Meeting**

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
  - A. Approval of Minutes – December 18, 2025 Commission Meeting- **ACTION ITEM with attachment**
  - B. Acceptance of Financial Reports - **ACTION ITEM with attachments**
    - i. 2025 Year-End Financial Report
    - ii. January 2026 Financial Report
  - C. Approval of Payment of Invoices - **ACTION ITEM attachments available upon request – I reviewed the following invoices and recommend payment. Chair Cesnik reviewed Keystone Waters invoices.**
    - i. Keystone Waters, LLC – December 2025 Administration
    - ii. Keystone Waters, LLC – December 2025 Administrative Expenses
    - iii. Barr Engineering – December 2025 Engineering Services
    - iv. Triple D Espresso – January Meeting Catering
    - v. City of Plymouth – December 2025 Accounting Services
    - vi. Bolton & Menk – Parkers Lake Chloride Reduction Project
    - vii. Minnesota Watersheds – 2026 Membership Dues
    - viii. ECM Publishers – Public Hearing Notice
    - ix. Finance & Commerce – Public Hearing Notice
  - D. Approval of Resolution 26-01 Transferring Funds from Flood Control Project Long Term Account to Administrative Account – **ACTION ITEM with Attachment – The Commission’s 2025 budget includes reimbursement to the Administrative Account from the Flood Control Project (FCP) Long Term Maintenance Account for expenses related to that year’s FCP inspections. Staff recommends approval of the resolution which was reviewed by Attorney Anderson. This transfer is reflected in the 2025 year-end financial report in Item 4Bi.**
  - E. Approval of Resolution 26-02 to Transfer Funds from CIP Account to Administrative Account - **ACTION ITEM with Attachment – The Commission’s 2025 budget includes a transfer of 2.0% of 2025 levy funds from the CIP account to the Administrative Account to help cover the administrative costs of implementing the CIP program. Staff recommends approval of the resolution which was reviewed by Attorney Anderson. This transfer is reflected in the 2025 year-end financial report in Item 4Bi.**
  - F. Approval of Resolution 26-03 to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund - **ACTION ITEM with Attachment - Per its fiscal policies, each year the Commission budgets for and transfers funds from the Administrative Account into the Channel Maintenance Fund and the Flood Control Project Long Term Maintenance**

*Fund to help fund its channel maintenance program and inspections of the Flood Control Project infrastructure. Staff recommends approval of the resolution which was reviewed by Attorney Anderson. This transfer is reflected in the 2025 year-end financial report in Item 4Bi.*

## 5. BUSINESS

- A. Review Year-End Finances and Consider Resolution 26-04 Transferring Funds from Special Projects Account to Administrative Account (10 min) – ACTION ITEM with attachment – *The Commission’s 2025 budget includes a transfer of \$44,000 from the Special Projects Account to help balance the budget and bring the fund balance closer to the recommended 50% of annual operating expenses. Given the underbudget spending in 2025, the Commission should decide if this use of Special Project funding is warranted. The 2025 year-end financial report in 4Bi does not include this transfer of funds. Please see the attached memo for additional information.*
- B. Consider Revisions to Budgets Related to the Bassett Creek Restoration Project Regent Ave to Golden Valley Road (2024-CRP) (20 min) – ACTION ITEM with attachments – At the December meeting, action on this item was tabled and commissioners requested additional information.
- i. Review Additional Information and Consider Amendment to Engineering Services Budget – ACTION ITEM with attachment – *Please see attached cover memo, budget tables, and original December memo with additional information and details.*
  - ii. Consider Approval of Updated Project Budget – ACTION ITEM with attachment - *Please see the attached memo with updated project budget and funding figures.*
- C. Receive Update from West Metro Water Alliance Conservation Specialist (20 min) – INFORMATION ITEM with attachment – *Grace Barcelow serves in a shared position between Hennepin County and the West Metro Water Alliance (WMWA). WMWA is an education and outreach collaboration among 4 watersheds. The BCWMC helps fund WMWA and I actively participate in WMWA monthly meetings and in the subcommittee working on strategic planning. Ms. Barcelow will give an update on her recent work with WMWA and in the Bassett Creek Watershed. The attached fact sheet provides additional information on her position and work.*
- D. Consider Recommendations from Technical Advisory Committee (15 min) – ACTION ITEM with attachments – *The TAC met on January 7<sup>th</sup> to review the final version of the BCWMC Requirements for Development and Improvement Projects that was updated as part of the new Watershed Management Plan. The TAC recommends that the Commission officially adopt the updated requirements with an effective date of May 1, 2026. Please see the attached memo for additional information.*

## 6. COMMUNICATIONS (15 minutes) – INFORMATION ITEM with attachment

- A. Administrator’s Report
- i. Setting October Meeting Date
  - ii. Governors Proclamation on Winter Salt Week
  - iii. Reminder of Staff Evaluations
  - iv. Update on Draft Plan 90-day Review
  - v. Question on Future “Information Only” Items
- B. Engineer
- C. Legal Counsel
- D. Chair

- E. Minnesota Watersheds
- F. Commissioners
- G. TAC Members
- H. Committees
  - i. Report on Administrative Services Committee Meeting

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

- A. Administrative Calendar
- B. CIP Project Updates [www.bassettcreekwmo.org/projects](http://www.bassettcreekwmo.org/projects)
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notice, Minneapolis
- E. [MNopedia Article on Bassett Creek](#)

**8. ADJOURNMENT**

**Upcoming Meetings & Events**

- BCWMC Administrative Services Committee Meeting: Monday, January 12<sup>th</sup>, 11:00 a.m., Brookview
- Metro Watersheds Quarterly Meeting: Tuesday, January 20<sup>th</sup>, 7:00 p.m., via Zoom
- BCWMC Commission Meeting: Thursday, February 19<sup>th</sup>, 8:30 a.m., Golden Valley City Hall