Bassett Creek Watershed Management Commission

AGENDA MEMO
Date: November 12, 2026
To: BCWMC Commissioners
From: Laura Jester, Administrator
RE: Background Information for 11/18/26 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 – October 22, 2026 Commission Meeting - **ACTION ITEM with attachment**

   B. Acceptance of November Financial Report - **ACTION ITEM with attachment**

   C. Approval of Payment of Invoices - **ACTION ITEM attachments available upon request –** *Commission Treasurer reviewed invoices 1 and 2; I reviewed the remaining invoices; we recommend payment.*
      i. Keystone Waters, LLC – October 2026 Administration
      ii. Keystone Waters, LLC – October 2026 Administrative Expenses
      iii. Barr Engineering – October 2026 Engineering Services
      iv. Triple D Espresso – November Meeting Catering
      v. City of Plymouth – October 2026 Accounting Services
      vi. Kennedy & Graven – September 2026 Legal Services
      vii. Stantec – WOMP Activities
      viii. Kaitlyn Egan – October Communications & Outreach Activities
      ix. Strategic Consulting and Coaching – Organizational Assessment
      x. City of Minneapolis – Reimbursement for Bryn Mawr Water Quality Improvement Project

   D. Approval of Amendment to Reimbursement Agreement with Breck School – **ACTION ITEM with attachment** – *In November 2025, the BCWMC entered a reimbursement agreement with Breck School for pre-application review and discussions regarding an upcoming redevelopment and expansion of their campus in Golden Valley. The not-to-exceed amount in the agreement has been spent and planning, design, and discussions are on-going. Breck has requested an amendment to the agreement to increase the reimbursable amount in order to continue discussions with Commission Engineers. Commission Attorney Anderson drafted the attached amendment which was approved by Breck representatives. Staff recommends approval.*

   E. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers – **ACTION ITEM with attachment** - *In accordance with the Operation and Maintenance Manual for the Bassett Creek Flood Control Project (FCP), an annual inspection of the FCP features was completed by Commission Engineers. Staff recommends approval to submit the inspection report to the appropriate entities. The municipalities are responsible for routine maintenance and repair of the FCP features located within their city and are responsible for submitting the completed FCP Maintenance Record from the previous year's inspection.*

5. **BUSINESS**
   A. Consider Approval of 60% Designs for Phase II Plymouth Creek Restoration Project (25 min) –

ACTION ITEM with attachment – *In 2024 the Commission ordered this CIP project and entered an agreement with the City of Plymouth to design and construct. The city broke the project into two phases; designs for phase I were approved last December and construction of phase I is complete. 60% designs for phase II were developed by Moore Engineering on behalf of the city. The Commission Engineers reviewed the designs; their review memo is included with meeting materials and will be presented at this meeting. The 60% design plans and Moore Engineering's design memo are also included with online meeting materials. Staff recommends conditional approval as outlined in the memo.*

B. Receive Street Sweeping Report from Golden Valley and Consider Reimbursement Request for Cost Share of Street Sweeper (15 min) – **ACTION ITEM with attachment** – *In 2023, the Commission approved an agreement with Golden Valley to cost share the purchase of a high efficiency street sweeper. The sweeper was finally delivered to the city in August 2025. As required in the agreement, the city prepared a report outlining the sweeper use and estimated pollutant removals for the last two sweeping seasons. The report and reimbursement request is included with meeting materials. Staff recommends approval of reimbursement to the City of Golden Valley.*

C. Consider Approval of Scope and Budget for Northwood Lake Subwatershed Assessment (25 min) – **ACTION ITEM with attachment** – *Table 4-5 of the 2026 Bassett Creek Watershed Management Plan includes activities S-1 and S-2: the development of subwatershed assessments (SWAs) for Lost and Northwood Lake, respectively, with a budget of $75,000 each. The attached scope and budget combine these SWAs into one project as both lakes will have Total Maximum Daily Loads (TMDL) finalized next year and the SWAs will identify pollution reduction projects to address the TMDLs. The SWAs will also identify areas for chloride pollution reduction. Staff recommends approval of the scope and budget for this work with funding to come from the Special Projects budget.*

D. Review Results of Hydrologic Model Conversion and Consider TAC Recommendations to Proceed with Remainder of Project (20 min) – **ACTION ITEM with attachment** – *In April 2024 meeting, the Commission approved a project to convert its watershed hydrologic and hydraulic (H&H) model from XP-SWMM to PCSWMM software and then update the model with new information. A FEMA grant application for this work was completed last year but the application status has not changed from "under review" since it was submitted. In May 2026, the Commission approved an updated scope and budget and directed the Commission Engineer to complete Task 1 while waiting for feedback on the grant. Work on Task 1 of the project was completed and presented to the BCWMC TAC last week (technical memo to TAC available with online meeting materials). At that meeting, the TAC recommended that the Commission direct the Commission Engineer to move forward with the remaining model conversion and update project tasks. I concur with this recommendation and suggest that Special Project funding be used. I will bring Special Project fund status to the meeting.*

E. Determine Process for Annual Staff Evaluations (10 min) – **DISCUSSION ITEM no attachment** – *At the end of each year, commissioners and TAC members are asked to evaluate me and Commission Engineers on their performance over the course of the year. The Commission should determine the method of evaluation for this year and determine if other consultants should also be evaluated.*

F. Appoint Delegates and Review Materials for MN Watersheds Annual Meeting (10 min) – **ACTION ITEM with attachments** – *To date, Commissioner Pentel and Alternate Commissioners Kennedy and Leonardson are registered for the MN Watersheds Conference. The Commission should appoint two delegates and one alternate delegate to attend the Region 3 caucus*

meeting and the business meeting to represent BCWMC. Additionally, ANY commissioner or alternate can request appointment to one or more MN Watersheds committees to represent Region 3. Please see the caucus meeting materials for information on committees.

6. COMMUNICATIONS (15 minutes)

A. Administrator's Report – **INFORMATION ITEM with attachment**
   i. Medicine Lake Task Force Update
   ii. Update on WMWA Status
B. Engineer
   i. Update on Sochacki Park Water Quality Improvement Project
C. Legal Counsel
   i. Assistance Organizational Assessment Legal Questions
D. Communications & Outreach Coordinator
E. Chair
F. Minnesota Watersheds
G. Commissioners
   i. Report on Salt Symposium
H. TAC Members
   i. Next Meeting Date – January 6, 2027
I. Committees
   i. Administrative Services Committee
   ii. Education Committee Meeting

7. INFORMATION ONLY (Information online only)

A. Administrative Calendar
B. CIP Project Updates www.bassettcreekwmo.org/projects
C. Grant Tracking Spreadsheet
D. WCA Notice, Golden Valley
E. October Minnesota Watersheds Newsletter

8. ADJOURNMENT

Upcoming Meetings & Events

- Minnesota Watersheds Annual Conference and Meeting: December 2 – 4, Nisswa MN
- BCWMC Administrative Services Committee Meeting: Wednesday, December 9th, 12:00 p.m., Brookview
- BCWMC Regular Meeting: Thursday, December 17th, 8:30 a.m., Golden Valley City Hall
- BCWMC Technical Advisory Committee Meeting: January 6, 2027:, 10:30 a.m., Brookview