



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday, February 20, 2025
8:30 a.m.

Council Conference Room
Golden Valley City Hall @ 7800 Golden Valley Rd.

Listen via Zoom:

<https://plymouthmn.gov.zoom.us/meeting/register/tZcodOCvrj8rHtZJzxg6hib82UqHHvF4Ift3#/registration>

MEETING 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, except for 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 (10 minutes)

- A. Approval of Minutes – January 16, 2025 Commission Meeting
- B. Acceptance of February Financial Report
 - i. FY24 Year End
 - ii. FY25 February Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – January 2025 Administration
 - ii. Keystone Waters, LLC – January 2025 Administrative Expenses
 - iii. Barr Engineering – January 2025 Engineering Services
 - iv. Triple D Espresso – February Meeting Catering
 - v. City of Plymouth – January 2025 Accounting Services
 - vi. Kennedy & Graven – Legal Services
 - vii. Stantec – WOMP Services
 - viii. Metro WaterShed Partners – 2025 Member Contribution
 - ix. INCase LLC – Watershed Map Development and Printing
 - x. Minnesota Watersheds – 2025 Member Dues
- D. Acceptance of Bassett Creek Tunnel Double Box Culvert Inspection Report
- E. Approval of 36th Avenue Rehabilitation Project, Plymouth
- F. Approval of Plymouth Ice Center and 38th Avenue Culvert Extension Project, Plymouth
- G. Conditional Approval of Station 73 Transit and Regional Improvement Program, Plymouth
- H. Approval to Designate *Finance and Commerce* as the Official News Publication of the BCWMC
- I. Approval to Adopt Data Practices Policy
- J. Approval of Resolution 25-04 Approving Electronic Fund Transfers
- K. Approval of Resolution 25-05 Designating Depositories
- L. Approval of TAC Recommendation on Use of Channel Maintenance Funds
- M. Approval of Agreement for FY24 Financial Audit

5. ORGANIZATIONAL MEETING

- A. Elect Officers
- B. Review Roles and Responsibilities Document and Bylaws
- C. Review 2025 Commission Calendar and Areas of Work
- D. Appoint Committee Members
 - i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Education Committee
 - iv. Plan Steering Committee
 - v. Technical Advisory Committee Liaison
- E. Review Open Meeting Law

6. BUSINESS

- A. Appoint Delegates for Special Meeting of the Minnesota Watersheds (5 min)
- B. Review Results of Performance Evaluations for Administrator and Engineers (15 min)
- C. Review Letter of Interest Proposals from Engineering Companies and Legal Firms (10 min)
- D. Consider Approval of Updated Contracts (15 min)
 - i. Keystone Waters, LLC - Administrator Jester
 - ii. Kennedy & Graven, Chartered
- E. THIS ITEM MOVED TO MARCH MEETING
- F. Consider Approval of Scope and Budget for Feasibility Study for CIP Project: Double Box Culvert Repair Project (FCP-1) (20 min)
- G. Consider Recommendation from Budget Committee for 2025 Budget Amendment (15 min)
- H. Consider Approval of Resolution 25-06 to Adopt the Hennepin County All-Hazard Mitigation Plan (15 min)
- I. Review Plan Progress Tracker (5 min)

7. COMMUNICATIONS (15 minutes)

- A. Administrator's Report
 - i. Update on use of Watershed Based Implementation Funding
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Commissioners
- F. TAC Members
 - i. Appoint Liaison to March 5th TAC Meeting
- G. Committees
 - i. Report on Education Committee Meeting
 - ii. Upcoming Budget Committee Meeting, Feb 26

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates www.bassettcreekwmo.org/projects
- B. Grant Tracking Summary and Spreadsheet
- C. Hennepin County Natural Resources Partnership Coalition Public Survey
- D. Recording of January AIS Webinar

9. ADJOURNMENT

Upcoming Meetings & Events

- Minnesota Watersheds Legislative Briefing Event: Wednesday, February 19th, 3:00 – 7:00 p.m., St. Paul
- BCWMC Budget Committee Meeting: Wednesday, February 26th, 1:00 p.m., Plymouth City Hall
- Plan Steering Committee Meeting: Wednesday, March 5th, 8:30 a.m., Brookview
- BCWMC Technical Advisory Committee Meeting: Wednesday, March 5th, 10:30 a.m., Brookview
- BCWMC Regular Meeting: Thursday, March 20th, 8:30 a.m., Golden Valley City Hall
- **Tentative: Minnesota Watersheds Special Meeting**: Friday, March 21st, Waite Park MN



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 13, 2025

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 2/20/25 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 – January 16, 2025 Commission Meeting- ACTION ITEM with attachment**
 - B. **Acceptance of Financial Reports - ACTION ITEMS with attachments**
 - i. January (2024 Fiscal Year End)
 - ii. February 2025
 - C. **Approval of Payment of Invoices - ACTION ITEM attachments available upon request – I reviewed the following invoices and recommend payment.**
 - i. Keystone Waters, LLC – January 2025 Administration
 - ii. Keystone Waters, LLC – January 2025 Administrative Expenses
 - iii. Barr Engineering – January 2025 Engineering Services
 - iv. Triple D Espresso – February Meeting Catering
 - v. City of Plymouth – January 2025 Accounting Services
 - vi. Kennedy & Graven – Legal Services
 - vii. Stantec – WOMP Services
 - viii. Metro WaterShed Partners – 2025 Member Contribution
 - ix. INCase LLC – Watershed Map Development and Printing
 - x. Minnesota Watersheds – 2025 Member Dues
 - D. **Acceptance of Bassett Creek Tunnel Double Box Culvert Inspection Report – ACTION ITEM with attachment** – *The Commission Engineer inspected the Double Box Culvert in 2024 and prepared a report with findings (attached). The structure was found to be in fair condition. The Commission Engineer recommends repairs be made through an upcoming CIP project. See Item 6F for a feasibility scope for that project.*
 - E. **Approval of 36th Avenue Rehabilitation Project, Plymouth – ACTION ITEM with attachment** – *The proposed linear project is in the City of Plymouth, in the Medicine and Northwood Lake subwatersheds. The proposed project includes street reconstruction, trail improvements, and utility improvements resulting in 11.3 acres of grading. The proposed project creates 8.2 acres of new and fully reconstructed impervious surfaces and an increase of 0.50 acres of impervious surfaces. Because the project does not create an acre or more of new impervious surface, water quality and rate control requirements are not triggered. The project meets erosion and sediment control requirements. Staff recommends approval.*
 - F. **Approval of Plymouth Ice Center and 38th Avenue Culvert Extension Project, Plymouth – ACTION ITEM with attachment** – *The proposed project is located at the Plymouth Ice Center, along 38th Avenue,*

and a trail east of Plymouth Creek. The proposed project includes parking lot rehabilitation, trail improvements, utility improvements, and ADA improvements, resulting in 3.4 acres of grading. The proposed project creates 0.8 acres of new and fully reconstructed impervious surfaces and an increase of 0.1 acres of impervious surfaces. The project involves work in the floodplain, and as proposed, meets floodplain impact mitigation requirements. Because the project does not create an acre or more of new impervious surface, water quality and rate control requirements are not triggered. The project meets erosion and sediment control requirements. Staff recommends approval.

- G. Conditional Approval of Station 73 Transit and Regional Improvement Program, Plymouth – **ACTION ITEM with attachment** – *The proposed linear project is located near the intersection of County Rd 73 and Hwy 55 in the Medicine Lake and Bassett Creek Main Stem subwatersheds in Plymouth. The proposed project involves realignment of County Rd 73, and includes road reconstruction, mill and overlay, trail and sidewalk improvements, storm sewer network improvements, and stormwater management, resulting in 29.23 acres of proposed site grading. The proposed project creates 16.82 acres of new and fully reconstructed impervious surfaces, and results in an increase of 4.43 acres of new impervious surfaces. The attached memo outlines proposed practices designed to meet rate control and water quality requirements (needed due to creation of more than an acre of new impervious surface). Staff recommends approval with the conditions outlined in the memo.*
- H. 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 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.*
- I. Approval to Adopt Data Practices Policy – **ACTION ITEM with attachment online only** – *Commission Attorney Anderson recommends annually adopting this policy. There have been no changes to the from the version adopted in May 2020.*
- J. Approval of Resolution 25-04 Approving Electronic Fund Transfers – **ACTION ITEM with attachment** – *This is a new resolution recommended to be annually adopted by the Commission’s Deputy Treasurer. It was drafted by Attorney Anderson and reviewed by the Deputy Treasurer and the auditor. Policy language is included in the resolution itself this year but may be incorporated into the BCWMC Policy Manual later this year. Staff recommends approval.*
- K. Approval of Resolution 25-05 Designating Depositories – **ACTION ITEM with attachment** – *The Commission must annually designate official depositories for its funds. The Deputy Treasurer reviewed this resolution. Staff recommends approval.*
- L. Approval of TAC Recommendation on Use of Channel Maintenance Funds – **ACTION ITEM with attachment** – *The Commission has a long-term account for “Channel Maintenance Funds” that can be utilized by member city for smaller channel repairs or to help fund larger projects. The TAC recently reviewed a request from the City of Golden Valley to use their portion of the funds. Please see further information and the TAC recommendation in the attached memo.*
- M. Approval of Agreement with LB Carlson for FY24 Financial Audit – **ACTION ITEM with attachment** (full document online) – *Staff recommends approving the agreement with and engagement letter from LB Carlson to perform the FY2024 financial audit. Plymouth staff and I will assist with providing auditors*

with necessary information.

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. Current officers are Chair Cesnik, Vice Chair Pentel, and Secretary/Treasurer Sicora.*

- B. Review Roles and Responsibilities Document and Bylaws – **INFORMATIONAL ITEM with attachment** - *The annual organizational meeting is a good time to review the roles and responsibilities of commissioners and alternates, staff, and TAC members. A description of roles and responsibilities was developed and adopted in 2013 and was updated in August 2023. The organization’s bylaws should also be reviewed at this time. They are available with policy documents online at: <https://www.bassettcreekwmo.org/document/policy-documents>*

- C. Review 2025 Commission Calendar and Areas of Work - **DISCUSSION ITEM with attachment** - *February 1st 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.*

- D. Appoint Committee Members - **ACTION ITEM see Item 5C** - *Committees are an important part of the Commission. Commissioners and Alternate Commissioners should consider participating on at least one committee. Committee meetings will be held in person, the timing of which will depend on availability of members. TAC members and members of the public can also sit on Commission committees. See the document in 5C 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. Plan Steering Committee
 - v. Technical Advisory Committee Liaison

- E. Review Open Meeting Law - **INFORMATION ITEM with attachment** - *The attached document is included 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.*

6. BUSINESS

- A. Appoint Delegates for Special Meeting of the Minnesota Watersheds (5 min) – **ACTION ITEM with attachment** – *MN Watersheds is developing a new process for resolutions and legislative priorities to allow for resolutions to be developed and voted on by the membership earlier in the year. The MN Watersheds Board of Directors will discuss this at their February meeting and is likely to set a special meeting of the membership to consider the proposed process changes. Members are asked to mark their calendars for a special meeting of the MN Watersheds membership on Friday, March 21 in Waite Park, MN. The Commission should appoint official delegates for this potential meeting.*
- B. Review Results of Performance Evaluations for Administrator and Engineers (15 min) – **INFORMATION ITEM no attachment** - *Commissioner Pentel will present results of the staff evaluations at this meeting.*
- C. Review Letter of Interest Proposals from Engineering Companies and Legal Firms (5 min) – **INFORMATION ITEM no public attachments** – *An official notice soliciting letters of interest proposals for engineering and legal services was published in the State Register on December 23rd. One proposal for legal services (from Kennedy and Graven) and two engineering proposals (from Barr Engineering and MNL Corporation) were received. These are considered non-public data and will be sent only to commissioners/alternates via email. The Commission could discuss the proposals at this meeting, if needed.*
- D. Consider Approval of Updated Contracts (15 min) – **ACTION ITEMS with attachments** – *Pending results of the evaluations and proposals above, it is prudent for the Commission to consider approving updated contracts with consultants. Contracts with Administrator Jester and Attorney Anderson are included here. Attorney Anderson reviewed the Administrator contract and vice versa. The engineering contract is still under review and will be presented at a future meeting. The existing contract with Barr Engineering does not expire until May 1st.*
- i. Keystone Waters, LLC - Administrator Jester – *Please note this contract assumes an hourly rate increase from \$75/hour to \$78/hour, in line with the 2025 budget but still negotiable.*
 - ii. Kennedy & Graven, Chartered - *Please note the agreement and rates will not take effect until the current agreement expires on May 1.*
- E. THIS ITEM MOVED TO MARCH MEETING
- F. Consider Approval of Scope and Budget for Feasibility Study for CIP Project: Double Box Culvert Repair Project (FCP-1) (20 min) – **ACTION ITEM with attachment** – *The BCWMC 5-year CIP includes a project to repair a critical portion of the Bassett Creek Tunnel: the Double Box Culvert. Although it was originally slated as a 2027 project, staff recommends shifting this project to 2026 because other projects once slated for 2026 are not ready to proceed at this time. In order to set a maximum levy for the project in 2026, a feasibility study must be completed by this June. Please see the attached feasibility study proposal from the Commission Engineer. Staff recommends approval.*
- G. Consider Recommendation from Budget Committee for 2025 Budget Amendment (15 min) – **ACTION ITEM with attachment** – *At the January meeting, the Commission received a report on the 2024 budget status including a significant budget shortfall. The Commission directed the Budget Committee to review the issues and recommend action, if needed. The committee met on February 4th and developed the recommendation for a 2025 budget amendment as outlined in the attached memo.*

- H. Consider Approval of Resolution 25-06 to Adopt the Hennepin County All-Hazard Mitigation Plan (15 min) – **ACTION ITEM with attachment** – *Last year the Commission approved moving forward with a large project to update the BCWMC hydrologic and hydraulic model and to seek grant funding, including FEMA funding. We recently learned that in order to be eligible for FEMA grant funding we need to adopt the Hennepin County All-Hazard Mitigation Plan. This plan was already approved by all nine member cities. Due to its length, Commission Engineer and Attorney Anderson each reviewed the plan at a high level. From their review, it's clear that the plan serves as a guide/policy document intended to identify the major hazards in the county, assess vulnerability, and reduce risk of various public hazards using data, best practices, etc. to implement mitigation goals. The plan identifies goals, objectives, and recommended actions by reviewing and identifying various initiatives throughout the county. Attorney Anderson notes the plan is not an agreement or legally binding document. Rather, it provides guidance for coordinating mitigation efforts prior to or following a major disaster. The volumes of the plan are found online:*
Volume 1: Background and County Profile [2024 HCHMP VOL 1 - Background and County Profile](#)
Volume 2: Hazard Inventory [2024 HCHMP VOL 2 - Hazard Inventory](#)
Volume 3: Community Mitigation Strategies [2024 HCHMP VOL 3 - Mitigation Action Plan](#)
Staff recommends approval of the resolution and to continue seeking FEMA funding.
- I. Review Plan Progress Tracker (5 min) – **INFORMATION ITEM with attachment** – *The Plan Steering Committee continues its work. Please see the plan progress tracker attached.*

7. COMMUNICATIONS (15 minutes)

- A. Administrator's Report
 - i. Update on use of Watershed Based Implementation Funding
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Commissioners
- F. TAC Members
 - i. Appoint Liaison to March 5th TAC Meeting
- G. Committees
 - i. Report on Education Committee Meeting
 - ii. Upcoming Budget Committee Meeting, Feb 26

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates www.bassettcreekwmo.org/projects
- B. Grant Tracking Summary and Spreadsheet
- C. Hennepin County Natural Resources Partnership Coalition Public Survey
- D. Recording of January AIS Webinar

9. ADJOURNMENT - Upcoming Meetings & Events

- Minnesota Watersheds Legislative Briefing Event: Wednesday, February 19th, 3:00 – 7:00 p.m., St. Paul
- BCWMC Budget Committee Meeting: Wednesday, February 26th, 1:00 p.m., Plymouth City Hall
- Plan Steering Committee Meeting: Wednesday, March 5th, 8:30 a.m., Brookview
- BCWMC Technical Advisory Committee Meeting: Wednesday, March 5th, 10:30 a.m., Brookview
- BCWMC Regular Meeting: Thursday, March 20th, 8:30 a.m., Golden Valley City Hall
- **Tentative:** Minnesota Watersheds Special Meeting: Friday, March 21st, Waite Park MN



Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting
Thursday, January 16, 2025
8:30 a.m.
7800 Golden Valley Rd., Golden Valley MN

1. CALL TO ORDER and ROLL CALL

On January 16 at 8:30 a.m. Chair Cesnik called the Bassett Creek Watershed Management Commission (Commission) to order.

Commissioners, city staff, and others present

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Joan Hauer	Terri Schultz	<i>Absent</i>
Golden Valley	Paula Pentel	<i>Vacant</i>	Eric Eckman
Medicine Lake	Clint Carlson	<i>Absent</i>	<i>Absent</i>
Minneapolis	Jodi Polzin	<i>Vacant</i>	<i>Absent</i>
Minnetonka	Maryna Chowhan	<i>Absent</i>	Leslie Yetka
New Hope	Jere Gwin-Lenth	Jen Leonardson	Nick Macklem
Plymouth	Catherine Cesnik	Monika Vadali	Ben Scharenbroich
Robbinsdale	Wayne Sicora	<i>Absent</i>	Jenna Wolf
St. Louis Park	<i>Absent</i>	David Johnston	Erick Francis
Administrator	Laura Jester, Keystone Waters, LLC		
Engineers	Stephanie Johnson, Greg Wilson – Barr Engineering Co.		
Recording Secretary	<i>Vacant Position</i>		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Guests/Public	None		

2. PUBLIC FORUM ON NON-AGENDA ITEMS

None.

3. APPROVAL OF AGENDA

MOTION: Commissioner Pentel moved to approve the agenda. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 7-0 with the cities of Minnetonka and Robbinsdale absent from the vote.

4. CONSENT AGENDA

Items 4A, 4F, 4G, and 4H were removed from the consent agenda.

MOTION: Commissioner Gwin-Lenth moved to approve the consent agenda as amended. Commissioner Hauer seconded the motion. Upon a vote the motion carried 7-0 with the cities of Minnetonka and Robbinsdale absent from the vote.

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

- Acceptance of January Financial Report
- Approval of Payment of Invoices
 - Keystone Waters, LLC - December 2024 Administration
 - Keystone Waters, LLC - December 2024 Administrative Expenses
 - Barr Engineering - December 2024 Engineering Services
 - Triple D Espresso - January Meeting Catering
 - City of Plymouth - December Accounting Services
 - Met Council - 2024 CAMP Services
 - CNA Surety - Insurance Bond Payment
 - State Register - Official Publication for Proposal Solicitation
- Approval of Three Rivers Park District Agreement for Medicine Lake Activities
- Approval of MnDOT Pond Maintenance Project (Sites #10, #14, #15)
- Approval for Commissioner and Administrator Attendance and Registration Costs at Minnesota Watersheds Legislative Event

[Commissioner Sicora arrives.]

Item 4A: Approval of Minutes – December 19, 2024 Commission Meeting

Commissioner Pentel commented that the minutes did a good job of reflecting a tough discussion at the December meeting and that she appreciated the passion in that discussion.

MOTION: Commissioner Pentel moved to approve the December meeting minutes. Commissioner Polzin seconded the motion. Upon a vote, the motion carried 8-0 with the city of Minnetonka absent from the vote.

5. BUSINESS

A. Receive Sweeney Lake Carp Update and Consider Approval of Schaper Pond Monitoring

Commission Engineer Wilson provided background on the Sweeney Lake Total Maximum Daily Load study (TMDL) and the original Schaper Pond Diversion Project and effectiveness monitoring. He reminded commissioners about the activities and outcomes of the Sweeney Lake Water Quality Improvement Project which included carp management and an alum treatment resulting in removing the lake from the impaired waters list (delisting). He noted that because Schaper Pond is directly upstream from the lake, the pond's water quality significantly influences the lake.

[Commissioner Chowhan and TAC member Yetka arrive.]

Engineer Wilson reviewed data from previous carp population surveys and carp removal efforts in the lake and pond, including the latest activities in 2024. He reported that Carp Solutions completed carp population surveys of Sweeney Lake on two occasions and in Schaper Pond once. He noted that carp biomass in Sweeney Lake exceeded the 100 kg/ha threshold for water quality impacts which was a significant increase over the past two assessments. He reported that carp biomass in Schaper Pond was approximately the same as the past two assessments and well below the 100 kg/ha threshold for water quality impacts. He reported that due to the high carp biomass in Sweeney Lake, another round of carp removal was performed in Sweeney Lake.

Commission Engineer Wilson reviewed his recommendations for approval of a budget of up to \$42,000 from the remaining Schaper Pond Diversion Project CIP funds for 2025 effectiveness monitoring in Schaper Pond; and approval of

a budget of \$12,000 from the remaining Schaper Pond Diversion Project CIP funds for carp biomass surveys in Sweeney Lake and Schaper Pond in 2026 including reporting results and recommendations for carp management.

[Commissioner Hauer leaves the meeting; Alternate Commissioner Schlutz becomes voting member for Crystal.]

There were questions about the effective life of the Schaper Pond diversion curtain, potential impacts to wildlife, and how inspections are done. There was also a question about the cost benefit of carp management. Engineer Wilson noted that carp management is considered a maintenance activity and that no cost benefit analysis has been completed. He noted the original diversion project was shown to be very cost effective if it functioned as designed. It was noted that now that other factors, such as carp, have been removed, additional effectiveness monitoring should indicate whether or not the original diversion project is as effective as anticipated at reducing total phosphorus from entering Sweeney Lake. TAC member Eckmann noted that City of Golden Valley staff do not perform any regular maintenance activities associated with the curtain.

Commissioner Polzin pointed out that it was good to hear the full history of the original project and that it seems that the ongoing work is more a function of maintenance. She indicated that the next report should include information on a plan for long-term maintenance recommendations. Administrator Jester reminded the group that the Commission is likely to seek maintenance levy funds from the county starting in 2026. Commissioner Sicora noted the possible need for a maintenance schedule with adaptive management built in and funding sources identified.

MOTION: Commissioner Polzin moved to approve the Commission Engineer's recommendations for additional monitoring and carp surveys with up to \$54,000 in funding from the Schaper Pond Diversion Project budget. Commissioner Chowhan seconded the motion. Upon a vote, the motion carried 9-0.

4H. Approval of Resolution of Appreciation for Maryna Chowhan

Chair Cesnik read the resolution of appreciation for Commissioner Chowhan who is resigning her role when her appointment term ends at the end of the month. Chair Cesnik noted her appreciation for Commissioner Chowhan's contributions to the Commission and particularly on the development of the new watershed map. Commission Chowhan indicated that she learned a lot and that serving on the board was a great experience.

MOTION: Commissioner Gwin-Lenth moved to approve the resolution of appreciation for Maryna Chowhan. Commissioner Carlson seconded the motion. Upon a vote, the motion carried 9-0.

B. Receive Update on Plan Development and Commission Operating Budget Status

4F. Approval of Resolution 25-01 Transferring Funds from Next Generation Plan Development and Flood Control Project Long Term Accounts to Administrative Fund

4G. Approval of Resolution 25-02 to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund

The agenda items listed above were combined into the discussion below.

Administrator Jester reported that at their last meeting the Plan Steering Committee (PSC) received an update on the plan development budget and directed staff to bring the information to the Commission. She reported that plan development expenses are significantly overbudget for 2024 and would also be over the budgeted amount for 2025. She relayed the factors for the additional expenses including a slower than expected pace of progress, longer discussions at PSC meetings, discussions on plan structure and terminology, development of vision and mission, etc. She noted that with the slower pace of progress, it resulted in additional Plan Steering Committee meetings. The participation of three commission engineers at the PSC meetings and bi-weekly check in meetings was also a factor, although behind the scenes, commission engineers divide tasks to ensure little or no duplication of efforts.

Administrator Jester noted that some of the other line items in the Commission's 2024 operating budget were also over budget, although other areas of the budget were under budget. She reminded commissioners that the 2024 operating budget was expected to have a \$106,700 deficit. She noted that the deficit is now expected to be around \$141,000.

Administrator Jester showed graphics created by Commissioner Polzin showing the commissions budget categories

(operating/general/administration vs. CIP) and she reviewed Resolutions 25-01, 25-02, and 25-03 which would transfer funds between accounts. She noted these are routine, annual transfers that are part of the 2024 budget. She indicated that one way to increase income by \$11,000 for 2024 is to transfer 2.5% rather than the typical 2.0% of the CIP levy to the administrative fund.

Commissioners voiced their appreciation for the budget graphics and there was discussion about the budget situation. Staff apologized for not bringing the budget information to the PSC and Commission earlier and acknowledged that there were lessons learned. Staff committed to bringing progress and budget information to the Commission earlier and will make sure to voice when a task is out of scope. Commission Engineer Johnson noted that future PSC discussions are expected to be more routine in nature. Commissioner Sicora indicated that the Commission should consider building up a plan development fund over a longer period of time. Commissioner Polzin noted that the Budget Committee could meet to discuss how to address the 2024 budget shortfall and potential adjustments to the 2025 budget. She also noted that there wasn't a reason to hold off on approving the resolutions at this meeting.

MOTION: Commissioner Polzin moved to approve Resolution 25-01 Transferring Funds from Next Generation Plan Development and Flood Control Project Long Term Accounts to Administrative Fund as presented. Commissioner Carlson seconded the motion. Upon a vote the motion carried 9-0.

MOTION: Commissioner Polzin moved to approve Resolution 25-02 Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund as presented. Commissioner Sicora seconded the motion. Upon a vote the motion carried 9-0.

C. Consider Resolution 25-03 to Transfer Funds from CIP Account to Administrative Account

MOTION: Commissioner Polzin moved to approve Resolution 25-03 to transfer 2.5% of the 2024 levied CIP funds to the administrative account. Commissioner Sicora seconded the motion. Upon a vote the motion carried 9-0.

D. Review Plan Progress Tracker

Administrator Jester reviewed the plan progress tracker and gave a brief overview of the Plan Steering Committee's latest work. She also noted the Plan TAC, which includes member cities and review agencies, will meet via Zoom on February 7th.

6. COMMUNICATIONS

A. Administrator's Report

- i. Winter Salt Week www.wintersaltweek.org/ Administrator Jester reminded commissioners about the opportunity to register for free webinars during winter salt week. TAC member Scharenbroich invited commissioners to the City of Plymouth's Winter Maintenance Open House on January 30th.
- ii. Reminder of February Officer Elections and Committee Appointments – Administrator Jester reminded commissioners about officer elections and committee appointments at the February meeting. Commissioner Polzin indicated that Minneapolis recently appointed her as commissioner and are now searching for an alternate commissioner.

B. Engineer – Commission Engineer Johnson reported that Crane Lake monitoring equipment was installed and that MnDOT will delay dredging one of their ponds that houses equipment until after monitoring is complete. She also reported that the Commission Engineer was asked to provide a scope of work to update the Bassett Creek Valley Floodplain and Stormwater Management Report. There was a question about who would pay for the study update. Administrator Jester noted that details had not been worked out but it would likely be a cost share agreement between the city and the BCWMC.

C. Legal Counsel – Attorney Anderson reported that he continues to work on developing an agreement with Minneapolis for inspection, repair, maintenance activities in the Bassett Creek Tunnel. He noted discussions with the city have stalled with no response from the city attorney for months, despite numerous efforts to engage. He recommended the Commission consider sending a letter from the Commission Chair expressing eagerness to get an agreement in place. There was discussion about a potential timeline or schedule to be included in the letter. There was consensus that if after one more attempt by the Commission Attorney to move forward the city attorney still does not respond, the Commission Chair should send a letter asking for a response and continued negotiations.

- D. Chair – Chair Cesnik reminded commissioners about completing the campaign finance forms from the state and the staff evaluation forms.
- E. Commissioners
 - i. Staff Evaluation Reminder
- F. TAC Members
 - i. Ponderosa Woods Stream Restoration Project Update – TAC Chair Scharenbroich reported that the city has multiple projects in various stages including construction of the Ponderosa Woods Stream Restoration Project, potential beginning of construction on Four Seasons Area Water Quality Project, and pond dredging activities. He noted that construction bids have been lower than expected.
 - ii. Appoint Liaison to Feb 5th TAC Meeting – Commissioner Polzin volunteered to be the liaison at the next TAC meeting.
- G. Committees
 - i. Education Committee Meeting – The committee will meet on February 3rd at 4:00 p.m. at Brookview.

2. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. Clean Water Council [Story Map](#)
- E. Preserving Minnesota's Waters: Virtual Lecture Series

7. **ADJOURNMENT** – The meeting adjourned at 10:10 a.m.

Bassett Creek Watershed Management Commission			
Statement of Financial Position as of 01/31/2025			
Unaudited		400	100
		Capital Improvement Projects	General Fund
			TOTAL
ASSETS			
Current Assets			
Checking/Savings			
·	101 · Wells Fargo Checking	0.00	0.00
·	102 · 4MP Fund Investment	3,501,986.62	445,396.31
·	103 · 4M Fund Investment	4,203,907.69	1,191,239.54
	104 · US Bank Checking	0.00	0.00
Total Checking/Savings		7,705,894.31	1,636,635.85
Accounts Receivable			
·	111 · Accounts Receivable	0.00	0.00
·	112 · Due from Other Governments	0.00	0.00
·	113 · Delinquent Taxes Receivable	22,306.08	0.00
Total Accounts Receivable		22,306.08	0.00
Other Current Assets			
·	114 · Prepays	0.00	3,294.00
·	116 · Undeposited Funds	0.00	0.00
Total Other Current Assets		0.00	3,294.00
Total Current Assets		7,728,200.39	1,639,929.85
TOTAL ASSETS		7,728,200.39	1,639,929.85
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
·	211 · Accounts Payable	8,154.40	128,789.80
Total Accounts Payable		8,154.40	128,789.80
Other Current Liabilities			
·	212 · Unearned Revenue	150,000.00	480,880.00
·	251 · Unavailable Rev - property tax	22,306.08	0.00
Total Other Current Liabilities		172,306.08	480,880.00
Total Current Liabilities		180,460.48	609,669.80
Total Liabilities		180,460.48	609,669.80
Equity			
·	311 · Nonspendable prepays	0.00	3,294.00
·	312 · Restricted for improvements	4,562,582.00	0.00
·	314 · Res for following year budget	0.00	149,700.00
·	315 · Unassigned Funds	0.00	256,519.07
·	32000 · Retained Earnings	2,191,053.30	467,695.43
Net Income		794,104.61	153,051.55
Total Equity		7,547,739.91	1,030,260.05
TOTAL LIABILITIES & EQUITY		7,728,200.39	1,639,929.85

Bassett Creek Watershed Management Commission						
Statement of Revenues, Expenditures, and changes in Fund Balance - General Fund						
1/31/2025						
Unaudited						
	Annual Budget	January	February 25	Year to Date	Budget Balance	
Ordinary Income/Expense						
Income						
410 · Special Projects Fund	0.00	0.00	0.00	0.00	0.00	0.00
411 · Assessments to Cities	622,500.00	0.00	0.00	622,500.00	0.00	
412 · Project Review Fees	77,000.00	12,000.00	0.00	61,226.13	15,773.87	
413 · WOMP Reimbursement	5,000.00	1,000.00	0.00	5,500.00	-500.00	
414 · State of MN Grants	0.00	0.00	0.00	778.37	-778.37	
415 · Investment earnings	0.00	33,487.55	0.00	387,369.13	-387,369.13	
416 · TRPD Reimbursement	5,000.00	0.00	0.00	0.00	5,000.00	
417 · Transfer from LT & CIP	227,840.00	134,950.00	0.00	134,950.00	92,890.00	
418 · Property Taxes	0.00	0.00	0.00	0.00	0.00	
419 · Insurance Dividend	0.00	355.00	0.00	355.00	-355.00	
420 · Hennepin County Grant Funds	0.00	0.00	0.00	11,530.00	-11,530.00	
Total Income	937,340.00	181,792.55	0.00	1,224,208.63	-286,868.63	
Expense						
1000 · Engineering						
1010 · Technical Services	145,000.00	17,466.50	13,865.50	155,692.10	-10,692.10	
1020 · Development/Project Review	90,000.00	2,168.50	10,661.50	64,000.00	26,000.00	
1030 · Non-fee and Preliminary Rev	30,000.00	1,300.00	6,266.00	42,710.50	-12,710.50	
1040 · Commission and TAC Meetin	15,000.00	1,869.50	627.46	15,481.35	-481.35	
1050 · Surveys and Studies	15,000.00	0.00	0.00	0.00	15,000.00	
1060 · Water Quality / Monitoring	186,900.00	12,236.85	40,465.50	183,903.16	2,996.84	
1070 · Water Quantity	9,000.00	121.00	690.00	7,266.00	1,734.00	
1080 · Annual Flood Control Inspect	85,000.00	6,428.50	10,404.00	60,972.58	24,027.42	
1090 · Municipal Plan Review	2,000.00	0.00	0.00	0.00	2,000.00	
1100 · Watershed Monitoring Progr	26,500.00	0.00	1,677.20	25,768.32	731.68	
1110 · Annual XP-SWMM Model Up	3,000.00	665.00	860.00	1,715.00	1,285.00	
1120 · TMDL Implementation Repor	0.00	0.00	0.00	0.00	0.00	
1130 · APM/AIS Work	40,000.00	0.00	0.00	56,206.81	-16,206.81	
1140 · Erosion Control Inspections	0.00	0.00	0.00	0.00	0.00	
1000 · Engineering - Other	0.00	0.00	0.00	0.00	0.00	
Total 1000 · Engineering	647,400.00	42,255.85	85,517.16	613,715.82	33,684.18	
2000 · Plan Development						
2010 · Next Gen Plan Development	47,650.00	14,147.50	19,101.50	145,355.50	-97,705.50	
2000 · Plan Development - Other	0.00	0.00	0.00	0.00	0.00	
Total 2000 · Plan Development	47,650.00	14,147.50	19,101.50	145,355.50	-97,705.50	
3000 · Administration						
3010 · Administrator	78,750.00	4,425.00	4,481.25	58,856.25	19,893.75	
3020 · MAWD Dues	7,500.00	0.00	0.00	0.00	7,500.00	
3030 · Legal	26,520.00	0.00	1,081.64	22,810.47	3,709.53	
3040 · Financial Management	17,000.00	1,375.74	1,334.00	16,610.12	389.88	
3050 · Audit, Insurance & Bond	18,700.00	0.00	0.00	27,133.00	-8,433.00	
3060 · Meeting Catering	2,400.00	197.53	0.00	2,329.58	70.42	
3070 · Administrative Services	2,570.00	109.37	248.25	4,215.31	-1,645.31	
3000 · Administration - Other	0.00	0.00	0.00	0.00	0.00	
Total 3000 · Administration	153,440.00	6,107.64	7,145.14	131,954.73	21,485.27	
4000 · Education						
4010 · Publications / Annual Report	1,200.00	0.00	0.00	1,008.50	191.50	
4020 · Website	1,600.00	0.00	0.00	1,606.50	-6.50	
4030 · Watershed Education Partne	18,350.00	4,560.00	0.00	12,410.00	5,940.00	
4040 · Education and Public Outrea	28,000.00	175.54	5,080.00	23,632.49	4,367.51	
4050 · Public Communications	1,000.00	69.00	0.00	342.44	657.56	
4000 · Education - Other	0.00	0.00	0.00	0.00	0.00	
Total 4000 · Education	50,150.00	4,804.54	5,080.00	38,999.93	11,150.07	
5000 · Maintenance						
5010 · Channel Maintenance Fund	25,000.00	25,000.00	0.00	25,000.00	0.00	
5020 · Flood Control Project Long-	35,000.00	35,000.00	0.00	35,000.00	0.00	
5000 · Maintenance - Other	0.00	0.00	0.00	0.00	0.00	
Total 5000 · Maintenance	60,000.00	60,000.00	0.00	60,000.00	0.00	
6000 · Special Projects						
6010 · Medicine Lake TMDL Assess	85,400.00	1,741.50	5,993.50	49,825.10	35,574.90	
6020 · Street Sweeping Prioritizati	0.00	4,153.50	5,952.50	12,306.00	-12,306.00	
Total 6000 · Special Projects	85,400.00	5,895.00	11,946.00	62,131.10	23,268.90	
Total Expense	1,044,040.00	133,210.53	128,789.80	1,052,157.08	-31,385.98	

Bassett Creek Watershed Management Commission									
Statement of Revenues, Expenditures, and changes in Fund Balance - Con add additional Feb column									
1/31/2025									
Unaudited									
	Project Budget	January	February 25	Year to Date	Inception to Date Expense	Remaining Budget			
Ordinary Income/Expense									
Expense									
• 1000 · Engineering	0.00	0.00	0.00	0.00	0.00	0.00			0.00
• 2024CR-M · CIP-BS Main Stem Restore	1,941,000.00	0.00	10,850.00	12,684.00	98,179.39	1,842,820.61			
• 2026CR-P · Plymouth Creek Restor Dunk 38th	0.00	0.00	0.00	65,807.71	108,261.58	-108,261.58			
• BC-12 · CIP-CostShare Pur High Eff St S	150,000.00	0.00	2,500.00	2,500.00	2,500.00	147,500.00			
• BC-14 · CIP-Sochacki Pk Wter Quality Im	600,000.00	0.00	7,500.00	7,500.00	7,500.00	592,500.00			
• BC-238 · CIP-DeCola Ponds B&C	1,600,000.00	0.00	0.00	0.00	1,507,985.31	92,014.69			
• BC-2381 · CIP-DeCola Ponds/Wildwood Pk	1,300,000.00	0.00	6,300.00	6,300.00	84,049.39	1,215,950.61			
• BC-5 · CIP-Bryn Mawr Meadows	1,835,000.00	0.00	0.00	9,217.58	755,689.56	1,079,310.44			
• BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00	0.00	0.00	197.50	1,589,533.34	1,169,466.66			
• BCP-2 · CIP-Basset Cr Pk & Winnetka	1,123,351.00	0.00	0.00	0.00	1,075,698.32	47,652.68			
• ML-12 · CIP-Medley Park Stormwater	1,500,000.00	0.00	20,000.00	1,141,028.11	1,239,246.72	260,753.28			
• ML-20 · CIP-Mount Olive Stream Restore	178,100.00	0.00	0.00	0.00	178,100.00	0.00			
• ML-21 · CIP-Jevne Park Stormwater Mgmt	500,000.00	0.00	0.00	0.00	56,390.75	443,609.25			
• ML-22 · CIP-Ponderosa Wood Strm Restora	352,000.00	427.00	8,800.00	28,867.50	72,657.31	279,342.69			
• NL-2 · CIP-Four Seasons Mall	990,000.00	0.00	0.00	5,465.50	209,680.56	780,319.44			
• PL-7 · CIP-Parkers Lake Stream Restore	485,000.00	0.00	0.00	3,313.50	237,566.62	247,433.38			
• SL-3 · CIP-Schaper Pond	612,000.00	292.50	5,305.50	50,388.00	538,529.96	73,470.04			
• SL-8 · CIP-Sweeney Lake WQ Improvement	568,080.00	0.00	0.00	0.00	568,064.13	15.87			
• TW-2 · CIP-Twin Lake Alum Treatment	163,000.00	0.00	0.00	0.00	91,037.82	71,962.18			
• CL-4 · CIP-Crane Lake Chloride Reduction Project	0.00	8,193.22	2,848.90	51,770.44	51,770.44	-51,770.44			
Total Expense	16,656,531.00	8,912.72	64,104.40	1,385,039.84	8,472,441.20	8,184,089.80			

Bassett Creek Watershed Management Commission						
Statement of Financial Position as of 01/31/2025						
Unaudited				400	100	
				Capital Improvement Projects	General Fund	TOTAL
ASSETS						
Current Assets						
	·	102 · 4MP Fund Investment	3,501,986.62	445,396.31	3,947,382.93	
	·	103 · 4M Fund Investment	4,203,907.69	1,191,239.54	5,395,147.23	
		104 · US Bank Checking	0.00	0.00	0.00	
		Total Checking/Savings	7,705,894.31	1,636,635.85	9,342,530.16	
Accounts Receivable						
	·	111 · Accounts Receivable	0.00	0.00	0.00	
	·	112 · Due from Other Governments	0.00	0.00	0.00	
	·	113 · Delinquent Taxes Receivable	22,306.08	0.00	22,306.08	
		Total Accounts Receivable	22,306.08	0.00	22,306.08	
Other Current Assets						
	·	114 · Prepays	0.00	3,294.00	3,294.00	
	·	116 · Undeposited Funds	0.00	0.00	0.00	
		Total Other Current Assets	0.00	3,294.00	3,294.00	
		Total Current Assets	7,728,200.39	1,639,929.85	9,368,130.24	
TOTAL ASSETS				7,728,200.39	1,639,929.85	9,368,130.24
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
	·	211 · Accounts Payable	0.00	11,305.92	11,305.92	
		Total Accounts Payable	0.00	11,305.92	11,305.92	
Other Current Liabilities						
	·	212 · Unearned Revenue	150,000.00	0.00	150,000.00	
	·	251 · Unavailable Rev - property tax	22,306.08	0.00	22,306.08	
		Total Other Current Liabilities	172,306.08	0.00	172,306.08	
		Total Current Liabilities	172,306.08	11,305.92	183,612.00	
		Total Liabilities	172,306.08	11,305.92	183,612.00	
Equity						
	·	311 · Nonspendable prepaids	0.00	3,294.00	3,294.00	
	·	312 · Restricted for improvements	4,562,582.00	0.00	4,562,582.00	
	·	314 · Res for following year budget	0.00	149,700.00	149,700.00	
	·	315 · Unassigned Funds	0.00	256,519.07	256,519.07	
	·	32000 · Retained Earnings	2,191,053.30	467,695.43	2,658,748.73	
		Net Income	0.00	469,574.08	469,574.08	
		Total Equity	6,753,635.30	1,346,782.58	8,100,417.88	
TOTAL LIABILITIES & EQUITY				6,925,941.38	1,358,088.50	8,284,029.88

Bassett Creek Watershed Management Commission					
Statement of Revenues, Expenditures, and changes in Fund Balance - General Fund					
1/31/2025					
Unaudited					
		Annual Budget	February	Year to Date	Budget Balance
Ordinary Income/Expense					
Income					
	411 · Assessments to Cities	662,888.00	480,880.00	480,880.00	182,008.00
	412 · Project Review Fees	70,600.00		0.00	70,600.00
	413 · WOMP Reimbursement	5,000.00		0.00	5,000.00
	414 · Grants	0.00		0.00	0.00
	415 · Investment earnings	0.00		0.00	0.00
	416 · Transfer from CIP and LT Accounts	50,570.00		0.00	50,570.00
	Total Income	789,058.00	480,880.00	480,880.00	308,178.00
Expense					
	1000 · Engineering				
	1010 · Technical Services	133,000.00	0.00	0.00	133,000.00
	1020 · Development/Project Reviews	82,500.00	0.00	0.00	82,500.00
	1030 · Non-fee and Preliminary Reviews	23,000.00	0.00	0.00	23,000.00
	1040 · Commission and TAC Meetings	10,700.00	0.00	0.00	10,700.00
	1050 · Surveys and Studies	7,000.00	0.00	0.00	7,000.00
	1060 · Water Quality / Monitoring	133,500.00	0.00	0.00	133,500.00
	1070 · Water Quantity	8,250.00	0.00	0.00	8,250.00
	1080 · Annual Flood Control Inspection	45,000.00	0.00	0.00	45,000.00
	1090 · Municipal Plan Review	2,000.00	0.00	0.00	2,000.00
	1100 · Watershed Outlet Monitoring Program	29,300.00	0.00	0.00	29,300.00
	1110 · Annual XP-SWMM Model Updates	0.00	0.00	0.00	0.00
	1120 · APM/AIS Work	40,000.00	0.00	0.00	40,000.00
	Total 1000 · Engineering	514,250.00	0.00	0.00	514,250.00
	2000 · Plan Development				
	2010 · Next Gen Plan Development	32,600.00	0.00	0.00	32,600.00
	Total 2000 · Plan Development	32,600.00	0.00	0.00	32,600.00
	3000 · Administration				
	3010 · Administrator	75,088.00	0.00	0.00	75,088.00
	3015 · Additional Staff	10,000.00			
	3020 · MAWD Dues	7,500.00	7,500.00	7,500.00	0.00
	3030 · Legal	24,300.00	0.00	0.00	24,300.00
	3040 · Financial Management	18,150.00	0.00	0.00	18,150.00
	3050 · Audit, Insurance & Bond	22,000.00	0.00	0.00	22,000.00
	3060 · Meeting Catering	2,200.00	197.53	197.53	2,002.47
	3070 · Administrative Services	4,015.00	0.00	0.00	4,015.00
	Total 3000 · Administration	163,253.00	7,697.53	7,697.53	145,555.47
	4000 · Education				
	4010 · Publications / Annual Report	1,300.00	0.00	0.00	1,300.00
	4020 · Website	12,000.00	0.00	0.00	12,000.00
	4030 · Watershed Education Partnership	14,850.00	3,500.00	3,500.00	11,350.00
	4040 · Education and Public Outreach	27,000.00	108.39	108.39	26,891.61
	4050 · Public Communications	1,200.00	0.00	0.00	1,200.00
	Total 4000 · Education	56,350.00	3,608.39	3,608.39	52,741.61
	5000 · Maintenance				
	5010 · Channel Maintenance Fund	25,000.00	0.00	0.00	25,000.00
	5020 · Flood Control Project Long-Term Maintenance	35,000.00	0.00	0.00	35,000.00
	Total 5000 · Maintenance	60,000.00	0.00	0.00	60,000.00
	6000 · Special Projects				
	6010 · Medicine Lake TMDL Assess	31,033.00	0.00	0.00	31,033.00
	6020 · Street Sweeping Prioritization Project	48,494.00	0.00	0.00	48,494.00
	Total 6000 · Special Projects	79,527.00	0.00	0.00	79,527.00
	Total Expense	905,980.00	11,305.92	11,305.92	805,147.08

Bassett Creek Watershed Management Commission						
Statement of Revenues, Expenditures, and changes in Fund Balance - Construction Fund						
1/31/2025						
Unaudited						
	Project Budget	February	Year to Date	Date Expense	Remaining Budget	
Ordinary Income/Expense						
Expense						
• 1000 · Engineering	0.00	0.00	0.00	0.00	0.00	0.00
• 2024CR-M · CIP-BS Main Stem Restore	1,941,000.00	0.00	0.00	98,179.39	1,842,820.61	
• 2026CR-P · Plymouth Creek Restor Dunk 38th	0.00	0.00	0.00	108,261.58	-108,261.58	
• BC-12 · CIP-CostShare Pur High Eff St S	150,000.00	0.00	0.00	2,500.00	147,500.00	
• BC-14 · CIP-Sochacki Pk Wter Quality Im	600,000.00	0.00	0.00	7,500.00	592,500.00	
• BC-238 · CIP-DeCola Ponds B&C	1,600,000.00	0.00	0.00	1,507,985.31	92,014.69	
• BC-2381 · CIP-DeCola Ponds/Wildwood Pk	1,300,000.00	0.00	0.00	84,049.39	1,215,950.61	
• BC-5 · CIP-Bryn Mawr Meadows	1,835,000.00	0.00	0.00	755,689.56	1,079,310.44	
• BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00	0.00	0.00	1,589,533.34	1,169,466.66	
• BCP-2 · CIP-Basset Cr Pk & Winnetka	1,123,351.00	0.00	0.00	1,075,698.32	47,652.68	
• ML-12 · CIP-Medley Park Stormwater	1,500,000.00	0.00	0.00	1,239,246.72	260,753.28	
• ML-20 · CIP-Mount Olive Stream Restore	178,100.00	0.00	0.00	178,100.00	0.00	
• ML-21 · CIP-Jevne Park Stormwater Mgmt	500,000.00	0.00	0.00	56,390.75	443,609.25	
• ML-22 · CIP-Ponderosa Wood Strm Restora	352,000.00	0.00	0.00	72,657.31	279,342.69	
• NL-2 · CIP-Four Seasons Mall	990,000.00	0.00	0.00	209,680.56	780,319.44	
• PL-7 · CIP-Parkers Lake Stream Restore	485,000.00	0.00	0.00	237,566.62	247,433.38	
• SL-3 · CIP-Schaper Pond	612,000.00	0.00	0.00	538,529.96	73,470.04	
• SL-8 · CIP-Sweeney Lake WQ Improvement	568,080.00	0.00	0.00	568,064.13	15.87	
• TW-2 · CIP-Twin Lake Alum Treatment	163,000.00	0.00	0.00	91,037.82	71,962.18	
• CL-4 · CIP-Crane Lake Chloride Reduction Pro	0.00	0.00	0.00	51,770.44	-51,770.44	
Total Expense	16,656,531.00	0.00	0.00	8,472,441.20	8,184,089.80	



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners
From: Administrator Jester
Date: February 11, 2025

RE: Invoices for February 20th BCWMC Meeting

I have reviewed the invoices listed below and attached here and I recommend payment by the Bassett Creek Watershed Management Commission at the February 20, 2025 regular meeting:

Vendor	Service	Amount
Keystone Waters, LLC	January 2025 Administration	\$6,843.75
Keystone Waters, LLC	January 2025 Administrative Expenses	\$356.64
Barr Engineering	January 2025 Engineering Services	\$120,946.96
Triple D Espresso	February Meeting Catering	\$197.53
City of Plymouth	January Accounting Services	\$1,334.00
Kennedy & Graven	Legal Services	\$1,081.64
Stantec	WOMP Services	\$1,409.60
Metro WaterShed Partners	2025 Member Contribution	\$3,500.00
INCase LLC	Watershed Map Development and Printing	\$5,080.00
Minnesota Watersheds	2025 Member Dues	\$7,500.00

Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co.: Josh Phillips, P.E., Jim Herbert, P.E., Joe Welna, P.E.
Subject: Item 4D: Bassett Creek Box Culvert Inspection Report: Inspection Date: November 2024 -
BCWMC February 20, 2025 Meeting Agenda
Date: February 13, 2025
Project: 23270051.65 1080 002

The Bassett Creek Watershed Management Commission (BCWMC) retained Barr Engineering Co. (Barr) to conduct an inspection of the structural and operational conditions of the Bassett Creek Box Culvert in 2024. The purpose of the inspection was to compare the current box culvert conditions to past inspections, identify changes in conditions over time, and provide recommendations to BCWMC regarding future monitoring and repair. A detailed summary of the Bassett Creek tunnel system, previous inspections, the 2024 inspection summary and findings, and recommendations for future inspections and repairs are provided in the enclosed report.



Bassett Creek Double Box Culvert Inspection Report

Prepared for
Bassett Creek Watershed Management Commission

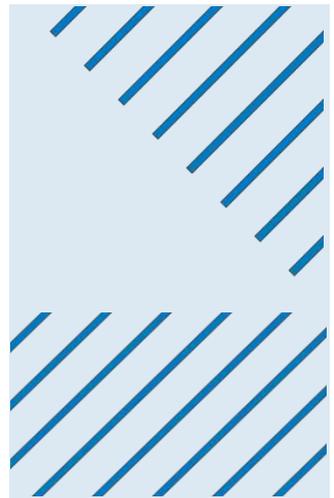


Prepared by
Barr Engineering Co.

Inspection Date: November 2024

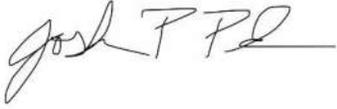
4300 MarketPointe Drive, Suite 200
Minneapolis, MN 55435
952.832.2600

barr.com



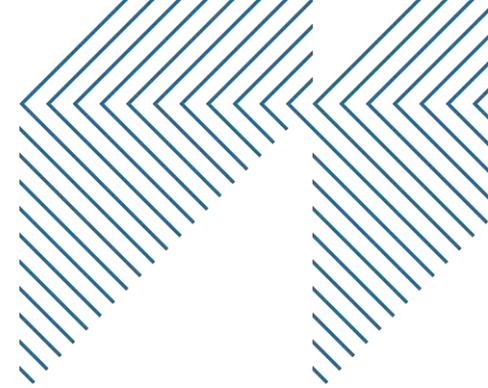
Certification

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

A handwritten signature in black ink, appearing to read "Josh P. Phillips".

Joshua P. Phillips
PE #: 58685

February 13, 2025
Date



Bassett Creek Double Box Culvert Inspection Report

Inspection Date: November 2024



Contents

- 1 Executive Summary 1
 - 1.1 Recommendations 1
 - 1.1.1 Inspection Recommendations..... 1
 - 1.1.2 Repair Recommendations 1
 - 1.1.3 Capital Improvement Program 2
- 2 Background 4
 - 2.1 Tunnel System Construction Phases 4
 - 2.1.1 Phase 1: I-94/2nd Street Tunnel 4
 - 2.1.2 Phase 2: 3rd Avenue Tunnel 4
 - 2.1.3 Phase 3: Box Culvert 4
 - 2.2 Inspection History 5
- 3 2024 Inspection Summary 7
 - 3.1 Inspection Approach 7
 - 3.2 Access Considerations and Logistics 7
 - 3.2.1 Trash Rack Cleaning 7
 - 3.2.2 Primary Access and Egress Location 8
 - 3.2.3 Secondary Access and Emergency Egress Location 8
 - 3.3 Schedule and Inspection Summary 9
- 4 NASSCO Rating System Definitions..... 10
 - 4.1 Structural Defects..... 10
 - 4.1.1 Cracks 10
 - 4.1.2 Fractures 11
 - 4.1.3 B – Broken 11
 - 4.1.4 Holes 12
 - 4.1.5 Joints 12
 - 4.1.6 Surface Damage 12
 - 4.1.7 Lining Features 12

4.1.8	Point Repair	12
4.1.9	Brickwork.....	13
4.2	Operations and Maintenance Defects.....	13
4.2.1	Infiltration.....	13
4.2.2	Deposits	14
4.2.3	Roots	14
4.2.4	Obstacles/Obstructions.....	14
4.2.5	Vermin.....	15
4.3	Construction Features	15
4.3.1	Taps	15
4.3.2	Intruding Sealing Material	16
4.3.3	Lines.....	16
4.3.4	Access Points.....	16
4.4	Miscellaneous Features	16
4.4.1	Dimension/Diameter/Shape Change	17
4.4.2	General Observation.....	17
4.4.3	Survey Abandoned	17
4.4.4	Water Level.....	17
4.5	PACP Grades.....	17
4.6	PACP Condition Grading System	17
4.6.1	OPR Value	17
4.6.2	PRI Value	18
4.6.3	Grading of Continuous Defects.....	18
5	Inspection Findings	19
5.1	Qualitative Evaluation	19
5.2	Quantitative Analysis.....	19
5.2.1	Pipe Rating Index.....	19
5.2.2	Overall Pipe Rating	20
5.3	Grade 3 Defects	21
5.4	Grade 4 Defects	21
5.5	Grade 5 Defects	22
5.6	Comparison with Previous Inspections	22
5.6.1	Shrinkage Cracks.....	22
5.6.2	Cracking and Concrete Deterioration at Shear Keys.....	22
5.7	Monitoring.....	23
6	Recommendations	24
6.1	Inspection Recommendations.....	24
6.1.1	Inspection Frequency.....	24

6.1.2	Shear Keys – Structural	24
6.1.3	Infiltration.....	24
6.2	Repair Recommendations.....	24
6.3	Capital Improvement Program	25
7	References.....	26

Tables

Table 2-1	Flood Control Project Inspection Program (Updated December 2021)	5
Table 2-3	Box Culvert Inspection History	6
Table 3-1	Summary of Tunnel Inspections	9
Table 5-1	Pipe Rating Index (PRI) Condition Descriptor Summary	20
Table 5-2	Summary of PRI Values.....	20
Table 5-3	Summary of Overall Pipe Rating (OPR) Values	21
Table 5-4	Summary of Grade 3 Defects	21
Table 5-5	Summary of Grade 4 Defects	22
Table 5-6	Summary of Grade 5 Defects	22

Figures

Figure 1-1	System Overview	3
Figure 3-1	Trash Rack Debris Prior to Cleaning (Typical)	7
Figure 3-2	Trash Rack Debris Following Cleaning By City of Minneapolis	8
Figure 3-3	Primary Access and Egress Location	8
Figure 3-4	Secondary Access and Emergency Egress Location	9
Figure 5-1	Shear Key 13 Comparison Photos.....	19

Appendices

Appendix A	PACP Code Summary Charts
Appendix B	Inspection Summary Tables
Appendix C	Shear Key Comparison Photos
Appendix D	OPR and PRI Rating Tables
Appendix E	PRI Figures

1 Executive Summary

The Bassett Creek Watershed Management Commission (BCWMC) retained Barr Engineering Co. (Barr) to conduct a condition inspection of the Bassett Creek Double Box and Single Box Culvert (Box Culvert) in 2024. The purpose of the inspection was to compare the current Box Culvert conditions to past inspections, identify changes in condition over time, and provide recommendations to BCWMC regarding future monitoring and repair.

The Box Culvert is part of a system of storm sewer tunnels that convey Bassett Creek flow through downtown Minneapolis to the Mississippi River where it discharges downstream of St. Anthony Falls. The storm sewer system was constructed in three phases including the I-94/2nd Street tunnel (Phase 1), the 3rd Avenue tunnel (Phase 2), and the Box Culvert (Phase 3), all of which are depicted in Figure 1-1. The I-94 tunnel upstream of the 3rd Avenue tunnel connection is managed by the City of Minneapolis and MnDOT. Further discussion and details regarding each tunnel and phase is provided in Section 2.

1.1 Recommendations

The Box Culvert was found to be in “fair” condition from both a structural and operations and maintenance standpoint during the November 2024 inspection. Changes from the 2019 inspection (Ref. (Barr Engineering Co. 2020)) were observed and are attributed to a combination of factors including minor changes in the NASSCO PACP code severity rating (Section 4), fluctuation in base flow and groundwater levels at the time of the respective inspections, as well as deterioration of the tunnel over time. The inspection included visual observations only, and no destructive or non-destructive methods were utilized to measure potential voids outside the tunnel. Based on the 2024 inspection findings, the following recommendations are provided to the BCWMC for consideration. Further discussion of these recommendations is provided in Section 6.

1.1.1 Inspection Recommendations

Frequency of Inspections: It is recommended that the BCWMC continue to inspect the box culvert based on the regular frequency approved by the BCWMC.

Shear Keys - Structural: A large portion of the identified significant defects, including fractures, spalling, and evidence of differential settlement were observed at the shear keys. Future inspection programs should continue to monitor the shear keys for continued degradation and/or differential settlement.

Infiltration: Infiltration was observed at joints and at most of the shear keys because of missing or degraded joint material. Future inspections should continue to review infiltration, with special consideration for evidence of soil loss through the joints.

1.1.2 Repair Recommendations

Shear Key Joint Repair: It is recommended that the BCWMC repair or replace the shear key joint material to minimize infiltration and potential for soil transport into the tunnel. It is recommended that this work occur in the next 5 years.

Crack Sealing, Deposit Removal: Various degrees of infiltration were observed throughout the tunnel, occurring at joints, cracks, and other defects. At one location, an infiltration runner was observed that equates to a grade 4 PACP defect, however infiltration can vary depending on rainfall and groundwater

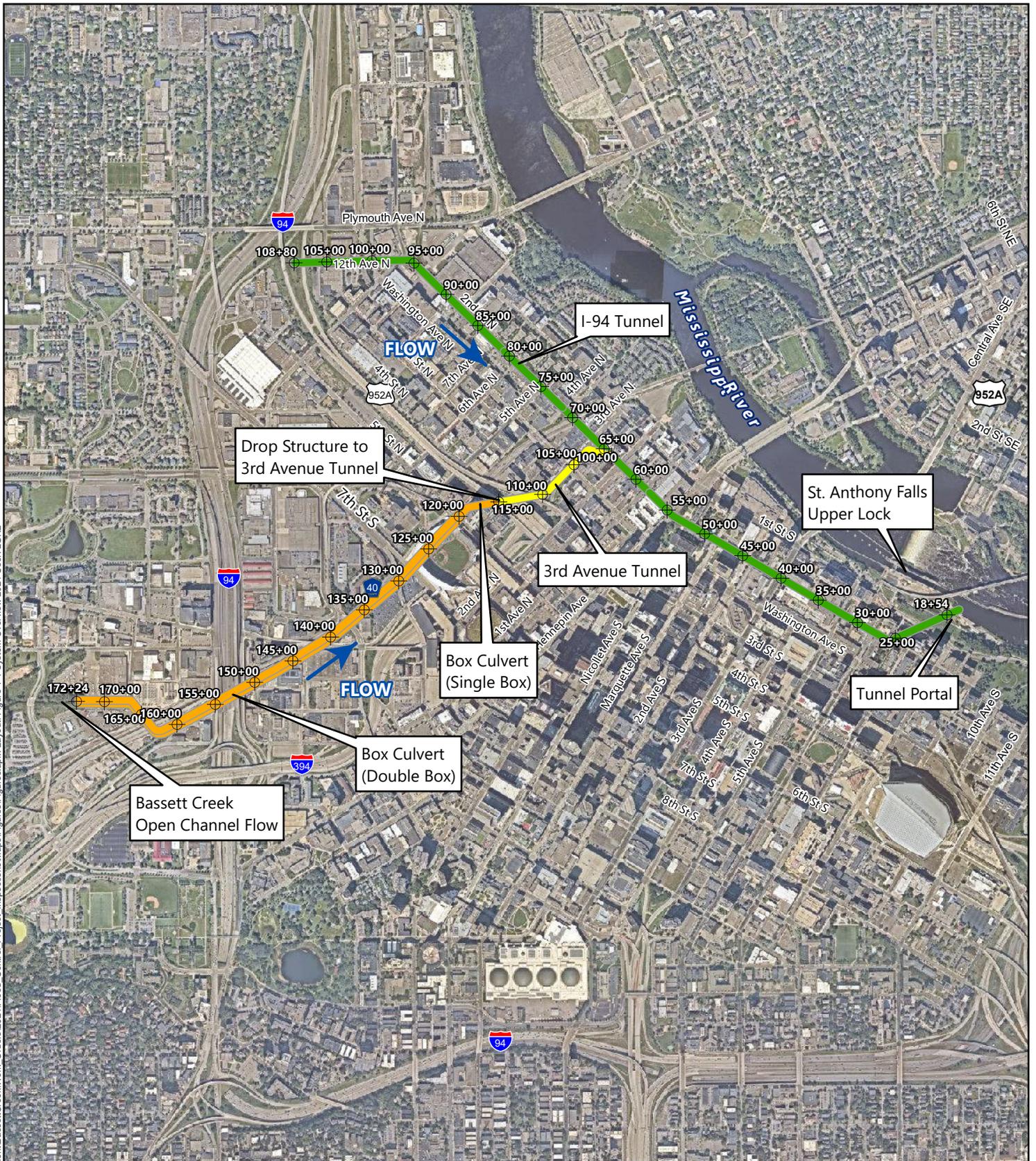
levels. It is recommended that the BCWMC repair points of infiltration, remove deposits as necessary to improve the operational condition of the tunnel, and slow degradation of the concrete. It is recommended that this work be coordinated with the shear key joint repair work.

Repair Exposed Reinforcement: At one location in the right box, exposed reinforcement was observed that equates to a grade 5 PACP defect. It is recommended that the BCWMC repair these areas to minimize further degradation of the reinforcement and concrete. It is recommended that this work be coordinated with the shear key joint repair and crack sealing repair work.

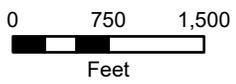
1.1.3 Capital Improvement Program

The BCWMC's 5-year Capital Improvement Program (CIP) 2024-2028 list currently includes a flood control project box culvert repair project (FCP-1) with construction anticipated in 2027-2028. This would likely require a feasibility study in 2025-2026.

Barr Footer: AcGISPro 3.3.1, 2025-01-31 11:28 File: \\Client\BassettCreek\Work Orders\2024\Flood Control Project_Inspections\Maps\Figures\Figures.aprx Layout: Figure 1-1 System Overview 2024 User: LGK2



- ⊕ Stationing
- Phase 1: I-94/2nd Street Tunnel
- Phase 2: 3rd Avenue Tunnel
- Phase 3: Box Culvert



Imagery Source: NearMap, 9-11-2024

SYSTEM OVERVIEW
 2024 Bassett Creek
 Box Culvert Inspection
 Performed for the Bassett Creek
 Watershed Management Commission

FIGURE 1-1



Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Jim Herbert, PE; Gabby Campagnola)
Subject: Item 4E: 36th Avenue Rehabilitation – Plymouth, MN
BCWMC February 20, 2025 Meeting Agenda
Date: February 13, 2025
Project: 23270051.65 1020 2425

4E 36th Avenue Rehabilitation – Plymouth, MN BCWMC 2024-25

Summary:

Proposed Work: Road reconstruction, trail improvements, utility improvements

Project Proposer: City of Plymouth

Project Schedule: Construction April 2025 to October 2025

Basis for Review at Commission Meeting: Linear project with more than five acres of disturbance

Impervious Surface Area: Increase 0.5 acres

Recommendations for Commission Action: Approval

General Project Information

The proposed linear project is in the City of Plymouth, along 36th Avenue, within the Medicine Lake and Northwood Lake subwatersheds (see attached map for location). The proposed linear project includes street reconstruction, trail improvements, and utility improvements (including water main and storm sewer), resulting in 11.3 acres of proposed site grading (i.e., disturbance). The proposed linear project creates 8.2 acres of new and fully reconstructed impervious surfaces and an increase of 0.50 acres of impervious surfaces, from 7.7 acres (existing) to 8.2 acres (proposed).

The initial submittal was received January 16, 2025. The BCWMC engineer reviewed the submittal and provided comments to the city on January 29, 2025. Revised plans were received February 3, 2025.

Floodplain

The proposed project does not involve work in the BCWMC 100-year floodplain; therefore, BCWMC floodplain review is not required.

Wetlands

The City of Plymouth is the local government unit (LGU) responsible for administering the Wetland Conservation Act; therefore, BCWMC wetland review is not required.

Rate Control

The proposed linear project does not create one or more acres of net new impervious surfaces; therefore, BCWMC rate control review is not required.

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Jim Herbert, PE; Gabby Campagnola)
Subject: Item 4E: 36th Avenue Rehabilitation – Plymouth, MN
BCWMC February 20, 2025 Meeting Agenda
Date: February 13, 2025
Page: 2

Water Quality

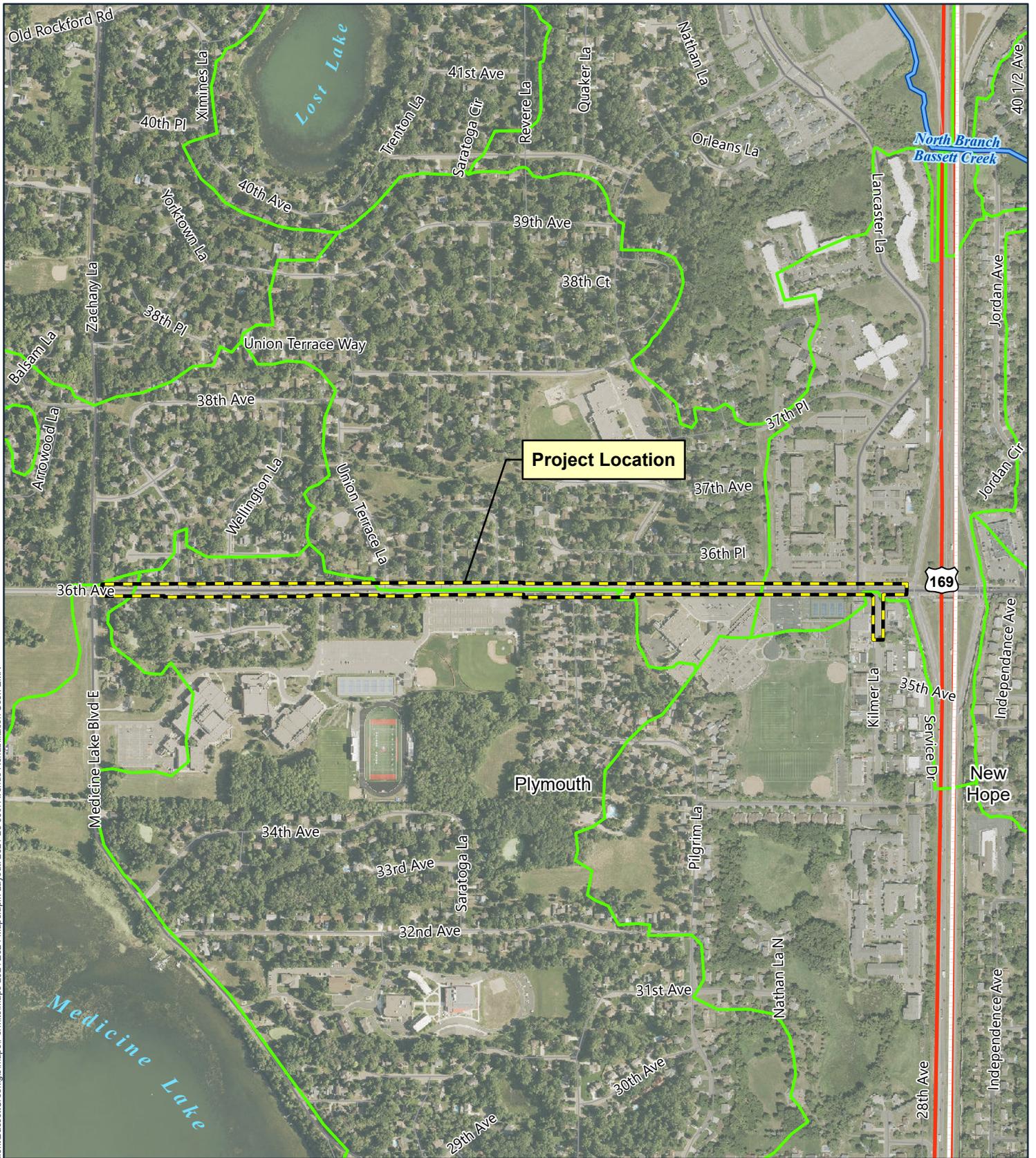
The proposed linear project does not create one or more acres of net new impervious surfaces; therefore, BCWMC water quality review is not required. However, the proposed linear project includes a filtration basin. The proposed filtration basin will treat runoff from approximately 1.25 acres, including new and fully reconstructed impervious surfaces and existing untreated impervious surfaces.

Erosion and Sediment Control

The proposed linear project results in one or more acres of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include rock construction entrances, sediment control logs, silt fence, and storm drain inlet protection. Permanent erosion and sediment control features include stabilization with seed and blanket or hydromulch and seed.

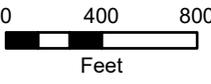
Recommendation for Commission Action

Approval



-  Project Location
-  Municipality
-  BCWMC Legal Boundary
-  BCWMC Hydrologic Boundary
-  Major Subwatershed





0 400 800
Feet



BCWMC 2024-25
36th Avenue
Rehabilitation
 Plymouth, MN

LOCATION MAP



Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Jim Herbert, PE; Gabby Campagnola)
Subject: Item 4F: Plymouth Ice Center Parking Lot Improvements & 38th Avenue Culvert Extension – Plymouth, MN
BCWMC February 20, 2025 Meeting Agenda
Date: February 13, 2025
Project: 23270051.62 1020 2423

4F Plymouth Ice Center Parking Lot Improvements & 38th Avenue Culvert Extension – Plymouth, MN BCWMC 2024-23

Summary:

Proposed Work: Parking lot rehabilitation, trail improvements, utility improvements, culvert extension

Project Proposer: City of Plymouth

Project Schedule: Construction May 2025 to October 2025

Basis for Review at Commission Meeting: Work in the floodplain

Impervious Surface Area: Increase 0.1 acres

Recommendations for Commission Action: Approval

General Project Information

The proposed project is located at the Plymouth Ice Center, along 38th Avenue, and a trail east of Plymouth Creek in Plymouth (see attached map for locations). The proposed project includes parking lot rehabilitation, trail improvements, utility improvements, and ADA improvements, resulting in 3.4 acres of grading (disturbance). The proposed project creates 0.8 acres of new and fully reconstructed impervious surfaces and an increase of 0.1 acres of impervious surfaces, from 2.5 acres (existing) to 2.6 acres (proposed).

The initial submittal was received on January 14, 2025. The BCWMC engineer reviewed the submittal and provided comments to the city on February 4, 2025. Revised plans were received on February 6, 2025.

Floodplain

The proposed project includes work in the BCWMC 100-year floodplain. The 1% annual-chance (base flood elevation, 100-year) floodplain elevation along Plymouth Creek at the project site is 954.9 feet NAVD88. The January 2023 BCWMC Requirements for Improvements and Development Proposals (Requirements Document) state that projects must meet the following criteria:

- Projects within the floodplain must maintain no net loss in floodplain storage
- Projects within the floodplain must maintain no increase in flood level at any point along the trunk system (managed to at least a precision of 0.00 feet).
- The lowest member of all crossings shall be at least 1 foot above the floodplain to prevent debris accumulation unless approved by the BCWMC.

Floodplain Storage

The proposed project will result in approximately 690 cubic yards of floodplain fill due to the trail realignment, culvert extension, and headwall construction. The proposed project will create 1,211 cubic yards of compensating storage southwest of the proposed trail and culvert extension, resulting in a net gain of approximately 521 cubic yards of floodplain storage as a result of the project.

Floodplain Elevation (No Rise)

The BCWMC XPSWMM model was used to assess the impact of the trail realignment. The applicant’s consultant developed two models: an existing conditions model and a proposed conditions model. The existing conditions model was developed by using the BCWMC XPSWMM model as a base and updating the model to include survey data acquired as part of the project. The proposed conditions model was developed by revising the updated existing conditions BCWMC XPSWMM model to reflect the proposed trail realignment, culvert extension, headwall, and grading.

Table 1 shows the 100-year high water elevations modeled at seven locations immediately upstream and downstream of the proposed project, for existing and proposed conditions. The results demonstrate “no increase in flood level” when comparing conditions under the existing trail alignment and culverts to the proposed trail alignment and culvert extension.

Table 1: Comparison of Existing and Proposed 100-Year High Water Elevations

XPSWMM Node Name	Location	100-Year High Water Elevation (ft) – Existing Conditions	100-Year High Water Elevation (ft) – Proposed Conditions	Increase in Flood Level from Existing to Proposed Conditions (ft)
PCC-001A	County Road 9 Crossing	958.47	958.47	0.00
PCC-001AA	- ¹	957.88	957.88	0.00
PCC-003	- ¹	957.64	957.64	0.00
PCC-001B	37 th Avenue Crossing	954.90	954.90	0.00
Node1162	- ¹	954.77	954.77	0.00
N-PCE-242	- ¹	954.74	954.74	0.00
PCE-040	Central Park Pond Outlet Structure (upstream)	954.74	954.74	0.00

¹: XPSWMM Node is used to represent creek channel storage

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Jim Herbert, PE; Gabby Campagnola)
Subject: Item 4F: Plymouth Ice Center Parking Lot Improvements & 38th Avenue Culvert Extension – Plymouth, MN
BCWMC February 20, 2025 Meeting Agenda
Date: February 13, 2025
Page: 3

Lowest Crossing Member

Not applicable for the proposed project.

Wetlands

The City of Plymouth is the local government unit (LGU) responsible for administering the Wetland Conservation Act; therefore, BCWMC wetland review is not required. The permit narrative states that the proposed project will include impacts to wetlands, which will be mitigated at a 2:1 ratio through a federal/state approved wetland bank. In addition, the proposed project will establish wetland buffers in accordance with the City of Plymouth buffer ordinance which meets requirements of the BCWMC.

Rate Control

The proposed project does not create one or more acres of new and/or fully reconstructed impervious surfaces; therefore, BCWMC rate control review is not required.

Water Quality

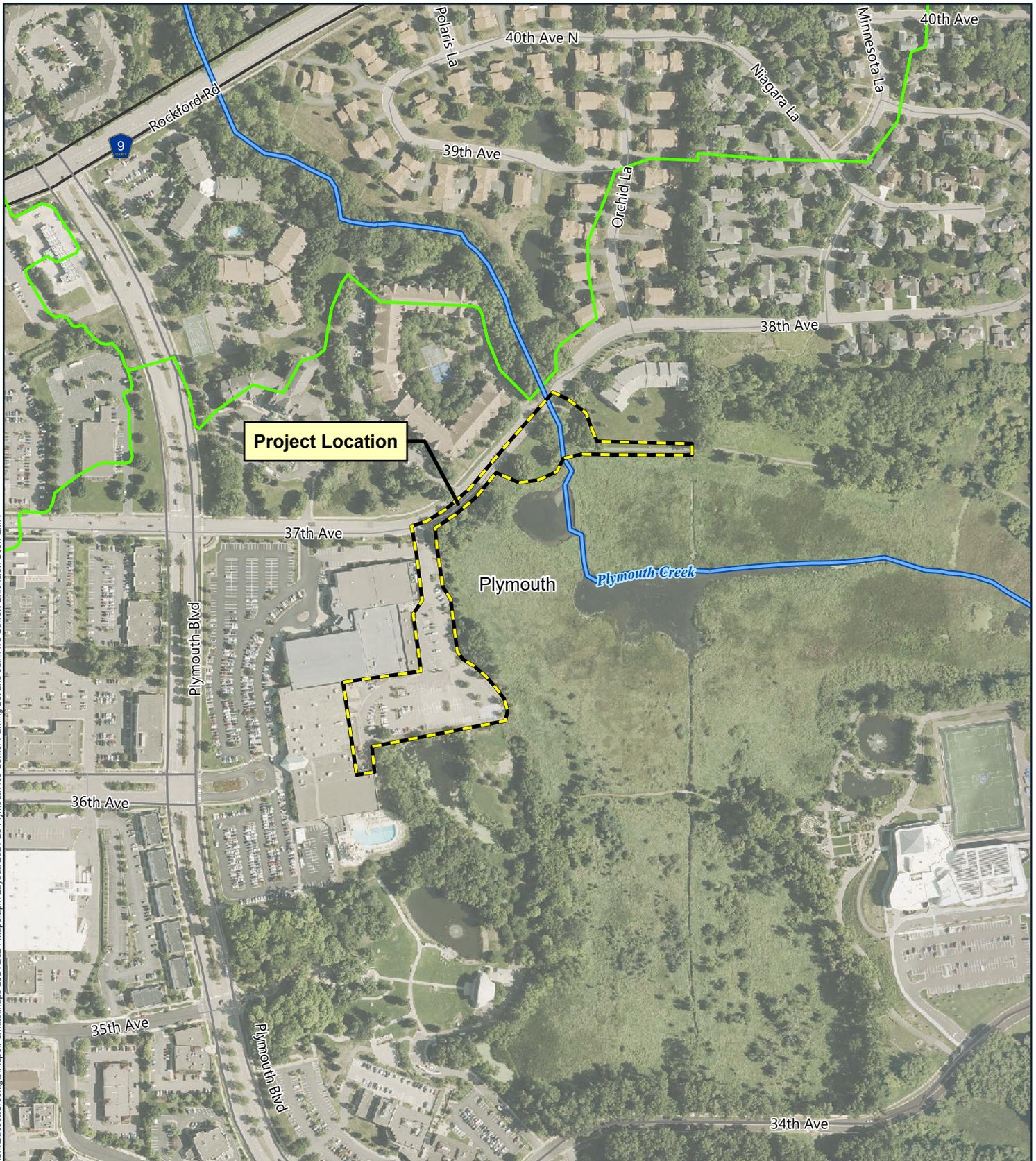
The proposed project does not create one or more acres of new and/or fully reconstructed impervious surfaces; therefore, BCWMC water quality review is not required.

Erosion and Sediment Control

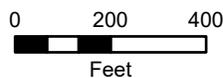
The proposed project results in 10,000 square feet of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include rock construction entrances, sediment control logs, silt fence, floating silt curtain, and storm drain inlet protection. Permanent erosion and sediment control features include stabilization with seed and blanket or hydro-mulch and seed.

Recommendation for Commission Action

Approval



-  Project Location
-  Municipality
-  BCWMC Legal Boundary
-  BCWMC Hydrologic Boundary
-  Major Subwatershed



**BCWMC 2024-23
Plymouth Ice Center
Parking Lot and 38th Avenue
Culvert Extension
Plymouth, MN**

LOCATION MAP



Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Jim Herbert, PE; Gabby Campagnola)
Subject: Item 4G: Station 73 Transit and Regional Improvement Program – Plymouth, MN
BCWMC February 20, 2025 Meeting Agenda
Date: February 13, 2025
Project: 23270051.62 1020 2420

4G Station 73 Transit and Regional Improvement Program – Plymouth, MN BCWMC 2024-20

Summary:

Proposed Work: Road reconstruction, trail improvements, storm sewer improvements

Project Proposer: City of Plymouth

Project Schedule: Construction May 2025 through 2026

Basis for Review at Commission Meeting: Linear project with more than five acres of disturbance

Impervious Surface Area: Increase 4.43 acres

Recommendations for Commission Action: Conditional approval

General Project Information

The proposed linear project is located near the intersection of County Road 73 and Highway 55 within the Medicine Lake and Bassett Creek Main Stem subwatersheds in Plymouth. The proposed project involves realignment of County Road 73, and includes road reconstruction, mill and overlay, trail and sidewalk improvements, storm sewer network improvements, and stormwater management, resulting in 29.23 acres of proposed site grading (i.e., disturbance). The proposed project creates 16.82 acres of new and fully reconstructed impervious surfaces, and results in an increase of 4.43 acres of new impervious surfaces from 13.22 acres (existing) to 17.65 acres (proposed).

The initial submittal was received on December 31, 2024. The BCWMC engineer reviewed the submittal and provided comments to the city on January 17, 2025. Revised plans were received on February 4, 2025.

Floodplain

The proposed project does not involve work in the BCWMC 100-year floodplain; therefore, BCWMC floodplain review is not required.

Wetlands

The City of Plymouth is the local government unit (LGU) responsible for administering the Wetland Conservation Act; therefore, BCWMC wetland review is not required.

Rate Control

The January 2023 *BCWMC Requirements for Improvements and Development Proposals* (Requirements Document) states that linear projects that create one or more acres of net new impervious *must manage*

stormwater such that peak flow rates leaving the site are equal to or less than the existing rate leaving the site for the 2-, 10-, and 100-year events, based on Atlas 14 precipitation amounts and using a nested 24-hour rainfall distribution.

In existing and proposed conditions, the stormwater runoff from the site eventually discharges to Bassett Creek or Medicine Lake. In proposed conditions, the best management practices reduce peak discharge rates compared to existing conditions. Table 1 summarizes the existing and proposed peak discharge rates for the proposed project as provided by the applicant. Results show the BCWMC rate control requirements are met.

Table 1: Existing and Proposed Peak Discharge Rates

Discharge Location	2-Year Peak (cfs)	10-Year Peak (cfs)	100-Year Peak (cfs)
Existing to Bassett Creek	26.3	46.8	97.7
Proposed to Bassett Creek	25.9	23.0	83.8
Existing to Medicine Lake	27.9	50.9	112.4
Proposed to Medicine Lake	19.5	32.1	71.7

Water Quality

The Requirements Document states that linear projects on sites without restrictions that create one or more acres of net new impervious surfaces *shall capture and retain onsite 1.1 inches of runoff from the net new impervious surfaces*. If the applicant is unable to achieve the performance goals due to site restrictions, the BCWMC Flexible Treatment Options approach shall be used, following the BCWMC Design Sequence Flow Chart.

According to the Requirements Document, trails, sidewalks, and miscellaneous disconnected impervious surfaces are exempt from BCWMC water quality performance standards. Therefore, the project results in a net increase of 1.78 acres of regulated impervious surfaces.

The proposed site is constrained due to contaminated soils, high groundwater, limited right of way for best management practices (surface or underground), and proximity of wetlands near the roadway. Due to these site constraints, the applicant is unable to meet the BCWMC performance goal or Flexible Treatment Option (FTO) #1. FTO #1 requires a volume reduction of 0.55 inches and removing 75% of the annual total phosphorus (TP) load. The applicant followed the BCWMC Design Sequence Flow Chart and determined that the proposed project must meet FTO #2. FTO #2 requires that the proposed project remove 60% of the annual TP load. The applicant proposes an infiltration basin, two filtration basins, and ditches with check dams. The annual TP removal provided by the proposed best management practices will remove more than 60% of annual TP from the regulated impervious surfaces, meeting FTO #2.

Erosion and Sediment Control

The proposed linear project results in one or more acres of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include rock construction entrances, sediment control logs, silt fence, and

storm drain inlet protection. Permanent erosion and sediment control features include stabilization with seed and blanket or hydromulch and seed.

Recommendation for Commission Action

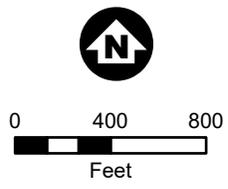
Conditional approval based on the following comments:

1. The MIDS model must be revised as follows to demonstrate that the proposed project meets BCWMC Flexible Treatment Option #2:
 - Pretreatment devices, such as SAFL baffles and sump manholes, are required for stormwater infiltration systems, but not credited with removals in addition to the removals provided by the stormwater infiltration system. The sumps/SAFL baffles must be removed from the MIDS model.
 - The drainage areas for the BMPs in the MIDS model do not match the HydroCAD model. Applicant must clarify the drainage areas used in the MIDS model or update the MIDS model to match the HydroCAD model.
2. The applicant must review the HydroCAD model, MIDS model, and plans for consistency and revise as necessary:
 - The bottom elevation for BMP 3
 - The overflow depth for BMP 3
 - The overflow area for BMP 3
3. Outfall STR-299 has a pipe full-flow velocity of approximately 14.8 feet per second. The applicant must review the outfall and determine if the velocity can be reduced (i.e. flatter slopes and drop structures).



Project Location

-  Project Location
-  Municipality
-  BCWMC Legal Boundary
-  BCWMC Hydrologic Boundary
-  Major Subwatershed



BCWMC 2024-20
Station 73 Transit and
Regional Improvement
Program
 Plymouth, MN
 LOCATION MAP





Bassett Creek Watershed Management Commission

RESOLUTION NO. 25-04

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ELECTRONIC FUNDS TRANSFER TRANSACTIONS

WHEREAS, a local government may make certain payments by electronic funds transfer as described in State Statute 471.38. Electronic funds transfers are defined as any transfer of funds that is initiated by electronic means, including but not limited to check, credit cards, debit cards, and automated clearing house (ACH) or wire transfers, both within and between separate financial institutions; and

WHEREAS, this statute allows use of electronic funds transfer for claims for payment from an imprest payroll bank account or investment of excess money, payment of tax or aid anticipation certificates, contributions to pension or retirement funds, vendor payments, and payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, the statute has been amended to require that certain policy controls be enacted in order for a local government to utilize electronic funds transfers including that the governing body annually delegates the authority to make electronic funds transfers on behalf of the local government; and

WHEREAS, the Commission treasurer or deputy treasurer or designee would be the authority as outlined in the policy.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION, that the Commission treasurer or deputy treasurer or designee is authorized to accept and make payment by electronic funds transfer, provided, however, that the authorization above is subject to the following policy controls:

- (a) the Commission shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee, as provided herein;
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer to the extent required by internal control policies;
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction; and
- (f) a list of all transactions made by electronic funds transfer shall be submitted to the Commission at its next regular meeting after the transaction.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE BASSETT CREEK WATERSHED MANAGEMENET COMMISSION, that the above authorization and policy controls may be administratively incorporated into the Commission's written policy documents, although such authorization and policy controls are effective and shall be adhered to regardless of whether such incorporation occurs.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the ____ day of _____, 2025.

Chair

ATTEST: _____
Secretary



RESOLUTION 25-05

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DESIGNATING DEPOSITORIES FOR
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS**

BE IT RESOLVED by the Bassett Creek Watershed Management Commission of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park that the following are named as depositories for funds, subject to the furnishing of collateral for funds on deposit as provided in the Laws of the State of Minnesota: **4M Fund; U.S. Bank**

BE IT FURTHER RESOLVED that a sweep account will be used for nightly balances.

BE IT FURTHER RESOLVED that the following signatories or alternates are authorized to be signatories on checks drawn on funds deposited:

General Checking:
Chair or Vice Chair and Treasurer or Deputy Treasurer
Each check shall require two signatures.

BE IT FURTHER RESOLVED that the following shall be authorized to make investments of the Bassett Creek Watershed Management Commission and shall be authorized to deposit the principal of said investments in the above named depositories as necessary and beneficial to the Bassett Creek Watershed Management Commission: Deputy Treasurer of the Bassett Creek Watershed Management Commission, Finance Director of the City of Plymouth, Assistant Finance Director of the City of Plymouth.

The Deputy Treasurer shall supply each of the depositories with certified copies of this resolution along with such signature documentation as is required by the depository and the authorizations set forth above.

Adopted by the Board of the Bassett Creek Watershed Management Commission this 20th day of February 2025.

Chair

ATTEST:

Secretary

Date

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



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners
From: Administrator Jester on behalf of Technical Advisory Committee
Date: February 13, 2025

RE: TAC Recommendation on Use of Channel Maintenance Funds

Commission funds include the "Channel Maintenance Fund": a long-term fund to help finance minor stream maintenance, repair, stabilization, restoration, and/or portions of larger stream restoration projects (BCWMC fiscal policy 3.5). Each year, the operating budget includes \$25,000 to be added to the fund. Funds accumulate and are allocated by formula to member cities with part of the Trunk System. These cities can then utilize those funds with approval by the Commission. The TAC typically reviews requests from cities for use of the funds and makes a recommendation to the Commission. The most recent memo to cities with Channel Maintenance Fund balances can be found with the latest TAC meeting materials [here](#).

At their meeting on February 5th, the TAC reviewed a request from the City of Golden Valley for the use of Channel Maintenance Funds. Specifically, the city "requests the use of \$200,000 of its accumulated BCWMC channel maintenance funds for design and construction of the Bassett Creek Main Stem Restoration Project 2024CR-M. The Cooperative Agreement for the project, approved December 2024, outlines funding sources and includes \$200,000 in channel maintenance funds for this effort. Final design and community engagement are underway. Plans will be presented to the Commission for review and approval when ready."

The TAC recommends approval of the request from the City of Golden Valley. Staff agrees with the TAC recommendation. Further, staff believes the existing agreement with Golden Valley to construct the Bassett Creek Restoration Project sufficiently directs the use of the Channel Maintenance Funds such that a separate agreement is not needed.

PROFESSIONAL SERVICES AGREEMENT
ANNUAL AUDIT SERVICES

This Professional Services Agreement (this “Agreement”) is effective on the ____ day of February, 2025 (the “Effective Date”) by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the “Commission”), and LB Carlson, LLP, a Minnesota limited liability partnership (“LB CARLSON”).

I. SERVICES TO BE PROVIDED. LB CARLSON will perform for the Commission all annual audit services for fiscal year ending on January 31, 2025 (the “Services”), as detailed and further specified in LB CARLSON’s engagement letter proposal, dated February 6, 2025 (the “Proposal”), which is attached hereto as Exhibit A and incorporated into this Agreement as if fully set forth herein. If any terms contained in the Proposal conflict with any terms in the body of this written Agreement, the terms in the Agreement shall prevail. All professional services provided by LB CARLSON under this Agreement shall be provided in a manner consistent with the level of care and skill required by the professional standards that LB CARLSON is obligated to comply with.

II. COST OF SERVICES. In exchange for the Services, the Commission shall pay LB CARLSON pursuant to its standard hourly rates plus out-of-pocket costs, as described and estimated in the Proposal. No additional commissions, fees, or reimbursement shall otherwise be due under this Agreement. Likewise, the Commission shall not be responsible for payment for any work performed by LB CARLSON that is not expressly listed on the Proposal unless otherwise expressly agreed to by the Commission in writing. LB CARLSON shall submit itemized invoices for the Services it provides to the Commission, which 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. Because the Commission only meets monthly and needs to formally approve all claims at a Commission meeting, it shall have 45 days from the date of any non-disputed invoice to approve and make payment thereon. In no event shall the Commission be liable to LB CARLSON for consequential, incidental, indirect, special, or punitive damages under this Agreement.

III. TERM; TERMINATION. The term of this Agreement shall begin on the Effective Date and end following the provision of and payment for all Services required herein. 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) LB CARLSON 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 LB CARLSON. Upon termination, the Commission shall pay LB CARLSON for all Services duly rendered through the date of such termination.

IV. INDEPENDENT CONTRACTOR. All Services provided pursuant to this Agreement shall be provided by LB CARLSON as an independent contractor and not as an employee of the Commission for any purpose. Any and all officers, employees, subcontractors, and agents of LB CARLSON, or any other person engaged by LB CARLSON 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 LB CARLSON, its officers, employees, subcontractors, or agents, or other persons engaged by LB CARLSON in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the Commission.

V. INDEMNIFICATION. LB CARLSON 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 LB CARLSON, its officers, employees, and agents, or any other person engaged by LB CARLSON in the performance of work or services pursuant to this Agreement. 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. LB CARLSON agrees that before any of the Services can be performed hereunder, LB CARLSON 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, LB CARLSON may use a combination of excess and umbrella coverage. LB CARLSON 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. To avoid conflicts of interest and any appearances of impropriety, LB CARLSON shall disclose and discuss any potential conflicts of interest with the Commission as soon as reasonably practicable to ensure adherence to all applicable professional standards.

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:

LB CARLSON: LB Carlson
605 U.S. Highway 169 N, Suite 650
Minneapolis, MN 55441

Commission: Bassett Creek Watershed Management Commission
Attention: Laura Jester
P.O. Box 270825
Golden Valley, MN 55427

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 LB CARLSON, and supersedes any other written or oral agreements between the Commission and LB CARLSON. This Agreement can only be modified in writing signed by the Commission and LB CARLSON.

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. LB CARLSON will immediately report to the Commission any requests from third parties for information relating to this Agreement. LB CARLSON agrees to promptly respond to inquiries from the Commission concerning data requests.

C. Audit. LB CARLSON must allow the Commission, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to LB CARLSON'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. LB CARLSON 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. LB CARLSON shall comply with applicable federal, state and local laws, rules, ordinances and regulations in effect while rendering services hereunder.

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:

LB CARLSON:

By: _____
Its: Chair

By: _____

By: _____
Its: Secretary

Its: _____

EXHIBIT A
The Proposal

[to be attached]



February 6, 2025

To the Board of Commissioners and Management of the
Bassett Creek Watershed Management Commission
c/o 16145 Hillcrest Lane
Eden Prairie, MN 55346

Dear Board of Commissioners and Management:

We are pleased to confirm our understanding of the services we are to provide the Bassett Creek Watershed Management Commission (the Commission) for the year ended January 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate disclosures, which collectively comprise the basic financial statements of the Commission as of and for the year ended January 31, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Commission's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

We will perform the required State Legal Compliance Audit conducted in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Minnesota Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65, and will include such tests of the accounting records and other procedures we consider necessary to enable us to conclude that, for the items tested, the Commission has complied with the material terms and conditions of applicable legal provisions.

We will also prepare a management report for the Board of Commissioners and administration. This report will communicate such things as our concerns regarding accounting procedures or policies brought to our attention during our audit, along with recommendations for improvements. The report may also contain certain financial comparisons and analysis, and other information of interest.

Our services will not include an audit in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), which would only be required if the Commission expended \$750,000 or more in federal assistance funds during the year. If the Commission is required to have a Single Audit of federal assistance funds, this engagement letter would need to be modified.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph on the previous page when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Commission and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts; and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- 1) Management override of controls
- 2) Revenue recognition

At this time, audit planning has not concluded and modifications may be made to significant risks of material misstatement. If modifications are made, we will communicate them to you.

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.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants (AICPA) professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Commission's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of the Commission in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of LB Carlson, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of LB Carlson personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of six years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Aaron J. Nielsen, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit shortly after the end of the fiscal year and have a goal to issue the reports no later than July 31, 2025.

Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee will not exceed \$14,700 plus expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If we find that additional audit procedures are required, or if additional services are requested by the Commission, those services will be billed at our standard hourly rates. Additional audit procedures might be required for certain accounting issues or events, such as new contractual agreements, transactions and legal requirements of new bond issues, new funds, major capital projects, new tax increment districts, if there is an indication of misappropriation or misuse of public funds, or if significant difficulties are encountered due to the lack of accounting records, incomplete records, or turnover in the Commission's staff. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

If you intend to publish or otherwise reproduce the financial statements, such as in a bond statement, and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the year, you might request additional services such as routine advice, assistance in implementing audit recommendations, review of your projections or budgets, and other similar projects. Independence standards allow us to perform these routine services; however, it is important that you understand that we are not allowed to make management decisions, perform management functions, nor can we audit our own work or provide nonaudit services that are significant to the subject matter of the audit.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

ShareFile is used solely as a method of exchanging information and is not intended to store the Commission's information. At the end of the engagement, LB Carlson will provide the Commission with a copy (in an agreed-upon format) of deliverables and data related to the engagement. Upon completion of the engagement, data and other content will either be removed from ShareFile or become unavailable to LB Carlson within a reasonable time frame.

Professional standards require us to be independent with respect to the Commission and any of its affiliates in the performance of our services. Any discussions that you have with personnel of LB Carlson, LLP regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence. In addition, if you or any of your affiliates hire one of our personnel, you agree to pay LB Carlson, LLP a fee equal to that individual's annual base compensation at the Commission upon commencement of employment.

Reporting

We will issue a written report upon completion of our audit of the Commission's financial statements. Our report will be addressed to the Board of Commissioners and management of the Commission. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis of matter or other matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Commission is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will also provide a report (that does not include an opinion) on the Commission's compliance with applicable provisions of the *Minnesota Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65. The report will state (1) whether, in connection with our audit, anything came to our attention that caused us to believe that the Commission failed to comply with the applicable provisions of the *Minnesota Legal Compliance Audit Guide*, insofar as they relate to accounting matters, and (2) that the purpose of the report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. The report will also state that the report is not suitable for any other purpose.

When requested, *Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and email it to anielsen@lbcarlson.com.

Sincerely,

LB CARLSON, LLP



RESPONSE:

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

Commission Representative

Commission Management Representative

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



Report on the Firm's System of Quality Control

To the Principals of LB Carlson, LLP and the
Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of LB Carlson, LLP (the firm) in effect for the year ended June 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included an audit of an employee benefit plan and an examination of service organization (SOC 2 engagement).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of LB Carlson, LLP in effect for the year ended June 30, 2023 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. LB Carlson, LLP has received a peer review rating of *pass*.

KerberRose SC

September 27, 2023



Bassett Creek Watershed Management Commission

Roles and Responsibilities Consultants, Commissioners, Technical Advisory Committee, and other Commission Committees

June 2013; updated August 2023

ADMINISTRATOR

1. Implements the strategic direction as set by the Commission.
2. Responds to direction from the Commission.
3. Acts as the primary point of contact and maintains direct communication with Commissioners, TAC members, member cities, consultants, state and local agencies, the public, the media, and other partners (e.g. Met Council, West Metro Water Alliance, Hennepin County, park districts, Metro Blooms, Minnesota Watersheds, etc.).
4. Coordinates logistics, prepares agendas and materials, writes minutes, and attends meetings of the Commission, Technical Advisory Committee, and other Commission Committees.
5. Represents the Commission at various meetings and through correspondence with partners, Minnesota Watersheds, and outside interests or groups.
6. Provides primary coordination during the development of the Watershed Management Plan, policy manuals, Education and Outreach Plan, and other organizational documents.
7. Updates and follows the policy manual in coordination with the Commission, and the Commission engineer, legal counsel, deputy treasurer, and recording secretary,.
8. Coordinates the work of Commission legal counsel, deputy treasurer, and recording secretary as necessary.
9. Communicates the work of the Commission to commissioners, partners, and the public (with assistance, as needed, from Commission engineer and others) including maintaining an updated website, giving interviews and presentations, submitting press releases, tabling at events, etc.
10. Coordinates and oversees work of the Commission Engineer, consultants, contracts and agreements; assists with performance reviews, and reviews all invoices to the Commission.
11. With input from commissioners, the TAC and Commission Engineer develops annual CIP for Commission consideration and keeps CIP "fact sheets" updated.
12. Tracks status of Commission budget, including CIP project budgets and the closed project account, assists with annual financial audit, and coordinates this work with the Deputy Treasurer or contracted accountants.
13. Coordinates administrative tasks related to shepherding capital projects through various processes or through actual project implementation including Plan amendments, Hennepin County approval process, BWSR approval process, permitting, contracting, outreach with community members, etc.

14. Tracks status and reports progress on implementation of CIP projects including reviewing expenses or reimbursement requests; taking or collecting photos before, during, and after construction; assisting with preparation of final report; and keeping project webpage updated.
15. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals, in coordination with Commission Engineer.
16. Tracks progress and implementation of Commission programs and activities including objectives, schedules and budgets in coordination with Commission Engineer.
17. Leads the development of annual budget (in coordination with Budget Committee), annual report, and annual work plan; communicates with Hennepin County regarding maximum and actual annual levy amounts.
18. Prepares annual report and annual plan; maintains website; appropriately notices all public meetings; maintains official records of commissioner appointments; maintains official records, follows records retention schedule and data practices act.

ENGINEER

1. Responds to direction from the Commission and Administrator.
2. Reviews development plans and reports to Commission and member cities on compliance of the plans with regards to Commission review standards, requirements, policies and procedures.
3. Performs erosion control inspections of Commission-approved projects, as needed.
4. Performs inspections of the Commission's flood control project and prepares report with recommendations.
5. Performs inspections of the Commission's CIP projects, as needed or directed and prepares report with recommendations.
6. Develops and writes the Watershed Management Plan in cooperation with the Administrator at the direction of the Commission and with input from the TAC, watershed residents, state agencies, and partners; and assists the Administrator with coordinating certain aspects of Watershed Management Plan development.
7. Represents the Commission on a technical level at various meetings and through correspondence with partners and others as directed by the Commission or Administrator.
8. Provides technical recommendations to the Commission on projects, plans, and monitoring programs.
9. Coordinates and performs (as directed) science-based decisions on water monitoring activities, feasibility studies, project designs and other projects or programs as directed by the Commission.
10. Coordinates with the TAC, helps set TAC meeting agendas, provides meeting materials as needed, and assists Administrator with preparation of TAC memo to Commission.
11. Provides meeting agenda items and meeting materials to the Administrator.
12. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals.

13. Reviews member cities' local water management plans for conformity with Commission plan, as directed by the Commission.
14. Assists Commission with reporting on TMDL implementation progress (including water quality modeling).
15. Maintains and updates the Commission's watershed-wide hydrologic and hydraulic (XP SWMM) model and water quality (P8) model for use in floodplain management and to assess impacts of water quality best management practices.
16. Apprises the Commission of technical innovations in stormwater management and proposed policy/rule/statute changes that could affect the Commission.
17. Stores development/project review files and technical data.

DEPUTY TREASURER

1. Takes direction from the Commission Treasurer and Commission
2. Advises the Commission on financial practices, investments, and depositories
3. Maintains access to Commission accounts including checking and investment accounts
4. Assists with the transfer of funds between accounts in order to maintain appropriate balances in checking account and investment funds
5. Assists with maintaining appropriate collateral on all accounts
6. Assists with developing and implementing the Commission's fiscal policies
7. Assists with and review the annual financial audit
8. Maintains signatory authority for checking account; signs monthly checks as needed

LEGAL COUNSEL

1. Responds to direction from the Commission and Administrator.
2. Reviews or prepares contracts and agreements; makes recommendations to the Commission.
3. Advises the Commission on pertinent legal matters.
4. Represents the Commission in lawsuits or other matters, as necessary.
5. Develops resolutions for Commission action, as requested.
6. Provides meeting agenda items and/or meeting materials to the Administrator.

TECHNICAL ADVISORY COMMITTEE

1. Responds to requests for input from the Commission and Administrator.
2. Acts as a forum for the exchange of ideas between the member cities, presentation of city activities, and one source of ideas for projects, programs, etc. This may help avoid duplication among cities on watershed-wide activities.
3. Acts as a vehicle for communication from member cities to the Commission

4. Provides technical advice and local knowledge to Commission; offers recommended alternatives and solutions.
5. Discusses possible CIP projects and project budgets each year for Commission consideration.
6. Recommends projects to be funded through the Commission's channel maintenance fund for Commission consideration.
7. Reviews recommendations from flood control project and CIP project inspections.
8. Performs other duties as assigned by the Commission.

COMMISSIONER

1. Provides overall direction for the Commission; monitors and controls its function.
2. Establishes policies of the Commission.
3. Directs the development and implementation of the Watershed Management Plan.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.
5. Directs the work of the Administrator, engineer, and legal counsel.
6. Recruits, supervises, retains, evaluates and compensates all consultants to carry out the work of the Commission.
7. Attends Commission meetings or arranges for alternate commissioner to attend if unable to attend and communicates this to the Chair and Administrator.
8. Participates in Committees, as assigned.
9. Takes action each year to set the annual operating budget, set the annual levy amount, review and approve the annual activity report; review and accept the annual financial audit.
10. Conducts regular performance reviews of contractors.
11. Reviews and approves invoices.
12. Makes decisions using sound science pertaining to flooding and water quality for entire watershed.

ALTERNATE COMMISSIONER

1. Attends meetings (most importantly if the primary Commissioner is not able to attend) and engages in all discussions of the Commission.
2. Performs duties of the primary Commissioner (as noted above) when the primary Commissioner is not in attendance at a meeting including making motions, seconding motions, and voting on motions. Motioning and voting is performed by the Alternate Commissioner only when the primary Commissioner is not present.
3. Participates in committees, as assigned.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.

5. Makes decisions using sound science pertaining to flooding and water quality for entire watershed.

ADMINISTRATIVE SERVICES COMMITTEE – meets quarterly or as needed

1. Makes recommendations on overall administration, processes, and administrative details of the Commission.
2. Provides feedback to the Administrator on performance; provides direction for improvement or changes to tasks or priorities.

BUDGET COMMITTEE – meets during budget development; approximately April - June

1. Develops annual draft operating budget in coordination with the Administrator for consideration by the Commission.
2. Assists with developing the “budget detail” to fully describe budget line items.

EDUCATION COMMITTEE – meets as needed

1. Develops and refines the Education and Outreach Plan of the Commission.
2. Assists with carrying out the tasks outlined in the Education and Outreach Plan, in coordination with the Administrator.
3. Represents the Commission at various events and recruits volunteers to assist at events.
4. Makes recommendations to the Budget Committee for annual expenditures in education and outreach tasks.
5. Attends meetings of the West Metro Watershed Alliance and other education-related organizations as needed or directed; and assists the Administrator with coordinating events, publications, and programs that involve and benefit the Commission.

PLAN STEERING COMMITTEE – meets monthly or as scheduled

1. Guides the development of the 2025 Watershed Management Plan (Plan) acknowledging climate change science impacts.
2. Guides the work of the Administrator and Engineer on tasks related to the development of the Plan.
3. Tracks the budget and schedule of the Plan development; recommends adjustments as necessary.
4. Assists with implementing the public input process of the Plan development.

Discusses and reviews sections of the draft Plan; recommends changes and/or submission to the Commission for review.

BCWMC FY2025 Administrative Calendar
(Not a complete list of meeting items)

Item 5C.
 BCWMC 2-20-25

FEBRUARY 20th 8:30 a.m. Golden Valley City Hall	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, Technical Advisory Committee liaisons, Plan Steering Committee (see committee descriptions below)
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Designate depositories and approve electronic funds transfer resolution
	Adopt Data Practices Policy
	Review of open meeting law
	Review Roles and Responsibilities Document
	Approve engagement letter for 2024 financial audit
	Review Budget Committee Recommendations
	Consider scope/budget for Main Stem Bassett Creek Restoration Design and Engineering Services
	Consider scope/budget for feasibility study for double box culvert repair project
MARCH 20th 8:30 a.m. Golden Valley City Hall	Review Technical Advisory Committee (TAC) Recommendations on 5-year Capital Improvement Program and Hydrologic Model Updates
	Review contract with Barr Engineering
	Consider agreement with BWSR for Clean Water Fund grant
APRIL 17th 8:30 a.m. Golden Valley City Hall	Review 2024 Annual Report
	Review 2024 Water Monitoring results
	Review results of Medicine Lake TMDL Assessment Monitoring
MAY 15th 8:30 a.m. Golden Valley City Hall	Review draft feasibility study Box Culvert Repair Project
	Approve not to waive monetary limits on municipal tort liability
	Review 2026 draft operating budget
	Consider scope and budget for 2027 CIP project feasibility studies

	Accept financial audit
	Review status of 2025 Operating Budget
	Consider website update project scope
JUNE 19th 8:30 a.m. Golden Valley City Hall	Review final feasibility study for Double Box Culvert Repair Project
	Approve Proposed 2026 Operating Budget and submit to cities for review
	Approve maximum 2026 levy request for Hennepin County
JULY 17th 8:30 a.m. Golden Valley City Hall	Set Public Hearing for September 18 th on 2026 CIP project: Double Box Culvert Repair Project
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 21st 8:30 a.m. Golden Valley City Hall	Approve final 2026 Operating Budget
	Finalize resolutions for consideration by Minnesota Watersheds Resolutions Committee
	Review status of 2025 Operating Budget
SEPTEMBER 18th 8:30 a.m. Golden Valley City Hall	Hold public hearing on 2026 CIP project: Double Box Culvert Repair Project
	Certify final 2026 levy costs to Hennepin County
PUBLIC HEARING	
OCTOBER 16th 8:30 a.m. Golden Valley City Hall	Consider Administrator and Commissioner attendance at MN Watersheds Conference
WEDNESDAY NOVEMBER 19th 8:30 a.m. Golden Valley City Hall	Appoint MN Watersheds Annual meeting delegates
	Review MN Watersheds resolutions
	Discuss staff evaluation process and solicit for engineering and legal services proposals
	Review status of 2025 Operating Budget

DECEMBER 18th 8:30 a.m. Golden Valley City Hall	Receive update on MN Watersheds Annual Meeting
	Update contract for website services and WOMP services

CONTRACTS and AGREEMENTS	<p>Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Stantec – WOMP monitoring HDR – Website maintenance and hosting Keystone Waters – Administrator City of Plymouth – Financial Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services MMKR – Financial Audit Three Rivers Park District – Medicine Lake Activities</p>
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BCWMC Committees	
<p>Budget Committee</p> <p>Meetings: March April Additional as needed</p>	<p>KEY ROLE: Develop annual Operating Budget & City Assessments</p> <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2026 programs/budget items • Develop and recommend 2026 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2026 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2025 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2026 budget/assessments
<p>Education Committee</p> <p>Meetings: Scheduled as needed</p>	<p>KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education events</p> <ul style="list-style-type: none"> • Discuss options for education programs, trainings, and partnerships • Consider developing signage for key locations in watershed • Consider website update project • Assist with outreach at education events • Review education and outreach plan for 2026 Watershed Plan • Represent Commission on West Metro Water Alliance
<p>Administrative Services Committee</p> <p>TBD</p>	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p> <ul style="list-style-type: none"> • Evaluate staff and report results • Develop plans for enhanced commissioner engagement • Develop plans for improving staff capacity and succession planning
<p>Technical Advisory Committee</p> <p>Meets at 10:30 on the first Wednesday of the month, Wirth Lake Room, Brookview</p>	<p>KEY ROLE: Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities.</p> <ul style="list-style-type: none"> • Recommend projects and assist with development of 5-year Capital Improvement Program • Review results of projects or studies as requested by Commission

<p>Plan Steering Committee Meets monthly first Wednesday of the month at 8:30 a.m., Wirth Lake Room, Brookview</p>	<ul style="list-style-type: none"> • Participate in Plan TAC for 2026 Watershed Plan development <p>KEY ROLE: Guide the development of policies, programs, and activities in the 2026 Watershed Management Plan</p> <p>This committee is digging into the details and developing goals, policies, programs, and project for the watershed management plan including:</p> <ul style="list-style-type: none"> • Review materials, background, and options in preparation for monthly committee meetings • Participate in monthly meetings, providing feedback and thoughtful dialogue • Present recommendations to whole Commission at regular meetings and during special workshops • Participate in occasional meetings with broader Planning Technical Advisory Committee (TAC) including cities and state review agencies and partners
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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 (but be careful - it's easy and natural to discuss 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. Except under special exceptions, officials cannot “attend” meetings by phone
 - b. Can use interactive technology (such as Skype) 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 (the Commission has been operating under this exception for almost two years)

- VI. How is the open meeting law most often broken?
 - a. 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)
 - b. Failure to properly notice a meeting
 - c. Officials wanting to call into a meeting
 - d. Officials gathering for social functions and discussing official business (again, 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 subject officials to litigation and personal liability, including fines, other fees and costs, and even forfeiture of office

For further reading:

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

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

Minnesota Watersheds 2025 Delegate Appointment Form

The _____ hereby certifies that it is
name of watershed organization

a watershed district or watershed management organization duly established and in good standing pursuant to Minnesota Statutes 103B or 103D and is a member of Minnesota Watersheds for the year 2025.

The _____ hereby further certifies
name of watershed organization

the following individuals have been appointed as delegates, or as an alternate delegate, all of whom are managers in good standing with their respective watershed district or watershed management organization.

Delegate #1: _____

Delegate #2: _____

Alternate: _____

Authorized by: _____
Signature Date

Title

** Please return this form to mnwatershed@gmail.com at your earliest convenience. **



ADMINISTRATOR AGREEMENT

THIS AGREEMENT is made effective as of the 1st day of February, 2025, by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the "Commission"), and Keystone Waters, LLC, a Minnesota limited liability company (the "Contractor").

1. **SCOPE OF SERVICES:** Contractor will perform the following services as prioritized and assigned by the Commission under this Agreement, together with such other administrative services as may be assigned from time to time:
 - Implement the projects and programs of the 2015 Watershed Management Plan and guide the Commission through the Plan Amendment process, as needed.
 - Provide primary leadership and guidance for development of the 2025 Watershed Management Plan including but not limited to outreach and engagement activities, Plan Steering Committee facilitation, plan writing, and guidance through the plan review and approval process.
 - Establish processes to increase the organization's efficiency and to reduce duplication of effort.
 - Serve as the primary point of contact for Commission business and coordinate activities among consultants.
 - Provide coordination with representatives of City, County, State and Federal agencies and other stakeholder groups.
 - Coordinate consultants' projects and activities; review invoices and recommend payment.
 - Identify opportunities to secure grant funding and develop partnerships to accomplish implementation of the Commission's Watershed Management Plan.
 - Track implementation of watershed-funded annual water quality projects and activities to ensure that established objectives, project budgets, and schedules are met.
 - With the assistance of the Administrative Committee and the Deputy Treasurer, develop an operation budget on an annual basis for consideration by the Commission.
 - Develop an annual work plan and reporting system in consultation with the Commission's Administrative Committee.
 - Develop agendas for meetings; attend the monthly Commission meetings, TAC meetings and others as necessary.
 - Perform other duties or activities as may be directed by the Commission.

2. **COMPENSATION.** Contractor will be paid for services at the rate of \$78 per hour during the effective date of this Agreement.

Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage will not be reimbursed

for travel within the Minneapolis/St. Paul seven-county metropolitan area. Contractor will be paid at the hourly rate specified above for travel time on Commission business, but will not be paid for travel time commuting to and from home for Commission meetings. Travel outside of the seven-county metropolitan area including mileage (State of Minnesota rate), meals and overnight accommodations must have the prior approval of the Commission or its designee. The Commission may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include Barr Engineering, member cities, or other entities.

Notwithstanding the hourly rate above, during fiscal year 2025 (February 1, 2025 through December 31st, 2025), compensation for Administration services will not exceed a total of \$75,088 and compensation for Watershed Plan Development activities will not exceed a total of \$10,000, each excluding expenses, without the prior approval of the Commission. During fiscal year 2026 (January 1, 2026 through December 31, 2026), compensation for Administration services will not exceed a total of \$81,900 and compensation for Watershed Plan Development activities will not exceed a total of \$4,000, each excluding expenses, without the prior approval of the Commission. It is anticipated that if the parties' relationship continues into fiscal year 2027, this Agreement will be either replaced or otherwise amended to address rates and not-to-exceed amounts for future years. Reimbursable expenses of the Administrator (in addition to prior approved travel) may include postage, printing, reasonable meeting refreshments, general office supplies used for Commission business, and other expenses, as approved.

3. **PAYMENT.** The Contractor will submit monthly invoices for services providing detailed time records of services provided and time spent and receipts for reimbursable expenses.

Invoices and records, together with supporting information, shall be submitted in a form acceptable to the Commission. The Commission will pay invoices within 45 days of receipt thereof. Invoices received by the first Thursday of the month will ordinarily be authorized for payment at that month's regular meeting.

4. **TERM AND TERMINATION.** This Agreement shall continue in effect indefinitely unless terminated by either party, at any time and for any reason, by providing 30 days' written notice to the other party.
5. **SUBSTITUTION AND ASSIGNMENT.** Services provided by Contractor will generally be performed by Laura Jester. Upon approval by the Commission, the Contractor may substitute other persons to perform the services set forth in this Agreement. No assignment of this Agreement shall be permitted without a prior written amendment signed by the Commission and the Contractor.
6. **AMENDMENTS.** No amendments to this Agreement may be made except in writing signed by both parties.

7. **INDEPENDENT CONTRACTOR.** The Contractor (including the Contractor's employees, if any) is not an employee of the Commission. Contractor will act as independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the Commission. Contractor shall not be considered an employee of the Commission for any purpose including, but not limited to: income tax withholding; workers' compensation; unemployment compensation; FICA taxes; liability for torts; and eligibility for benefits.

Contractor will not be provided with a place of business and will retain control over the manner and means of the services provided as an independent contractor. Contractor will provide, at Contractor's expense, necessary office space, transportation, computer capability, an internet email address and incidental office supplies.

This Agreement is non-exclusive. Contractor may take other employment or contracts that do not interfere with Contractor's duties hereunder.

8. **DATA PRACTICES AND RECORDS; CONFIDENTIALITY.** All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing services under this Agreement shall be the exclusive property of the Commission. All such records shall be maintained with the records of the Commission and in accordance with the instructions of the Commission. The Contractor will comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. If Contractor receives a request for data pursuant to the Data Practices Act, Minnesota Statutes chapter 13 (DPA), that may encompass data (as that term is defined in the DPA) Contractor possesses or has created as a result of this Agreement, it will inform the Commission immediately and transmit a copy of the request. If the request is addressed to the Commission, Contractor will not provide any information or documents, but will direct the inquiry to the Commission. If the request is addressed to Contractor, Contractor will be responsible to determine whether she is legally required to respond to the request and otherwise what her legal obligations are, but will notify and consult with the Commission and its legal counsel before replying. Nothing in the preceding sentence supersedes Contractor's obligations under this agreement with respect to protection of Commission data, property rights in data or confidentiality. Contractor further agrees to keep confidential and not disclose to any person or entity any data or information furnished by the Commission that is marked in writing as confidential. The preceding sentence shall not apply to data or information that is independently made available as a matter of right to Contractor by a third party without obligation of secrecy or that is required to be disclosed by statute, code, regulation, subpoena, or other process of law. Finally, nothing in this section constitutes a determination that Contractor is performing a governmental function within the meaning of Minnesota Statutes section 13.05, subdivision 11, or otherwise expands the applicability of the DPA beyond its scope under governing law.

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services (the “Agreement”) is effective as of the 1st day of May, 2025 (“Effective Date”) by the BASSETT CREEK WATERSHED MANAGEMENT COMMISSION, a Minnesota joint powers organization (the “Commission”), and the law firm of KENNEDY & GRAVEN, CHARTERED (the “Commission Attorney”).

SECTION 1. Background; Findings.

1.01. *Commission Determination.* At a duly called regular meeting of the Commission held on February 20, 2025, the Commission reappointed the law firm of Kennedy & Graven, Chartered to be engaged as Commission Attorney, with David T. Anderson of that firm serving as primary legal counsel for the Commission.

SECTION 2. Terms and Conditions.

2.01. *Consideration.* In consideration of the mutual promises and conditions contained in this Agreement, the Commission and the Commission Attorney agree to the terms and conditions set forth herein.

2.02. *Attorney Appointment.* The Commission desires to continue its relationship with the law firm of Kennedy & Graven, Chartered as Commission Attorney, with David T. Anderson acting as primary legal counsel for the Commission.

2.03. *Usual and Customary Legal Services.* The Commission Attorney agrees to perform all usual and customary civil legal services for the Commission in accordance with the terms of this Agreement. Such services may include, but are not limited to, the following:

- a) Attend monthly Commission meetings and, as requested, any other meetings.
- b) Draft agreements, resolutions, and correspondence.
- c) Review Commission agenda packets prior to meetings and provide email comments and suggestions regarding the same.
- d) Communicate with and advise the Commission and/or designated staff on general legal matters.
- e) Review Commission contracts as requested, including, but not limited to, joint powers agreements, agreements for construction projects, professional services agreements, agreements related to the purchase of equipment, and grant agreements.
- f) To any extent necessary, represent the Commission in the acquisition of real property interests.
- g) Render legal opinions on any legal matters requested by the Commission.
- h) Meet with the Commission to review the status of any pending legal matters, as necessary or requested.
- i) Provide legal briefings to the Commission and staff regarding new or proposed legislation affecting its operations and activities.
- j) Defend the Commission in litigation, except in those cases where insurance

- companies provide defense.
- k) Review bonds and insurance requirements required by or for Commission contracts or activities.
- l) Perform other legal duties as assigned and at the direction of Commission and its staff.

2.04. *Compensation for Legal Services.* For all legal services provided by the Commission Attorney, the Commission agrees to compensate the Commission Attorney at the rate of \$228/hour.

2.05. *Compensation for Expenses.* The Commission will compensate the Commission Attorney for the following actual and necessary expenses incurred by the Commission Attorney on behalf of the Commission:

Out-of-pocket costs for such things as postage for large projects, mileage, photocopying for large projects, filing fees, recording fees, and similar items.

Photocopying:	\$.10 per page (only for large projects)
Mileage:	IRS-approved business reimbursement rate
Other charges such as:	
Messenger service	
Express mail	Actual cost charged
Filing/recording fees	

The Commission Attorney’s monthly billing statements will provide an itemized detail for all fees and costs included.

2.06. *Billing Statements.* Billings by the Commission Attorney to the Commission for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the Commission concerning the tasks performed, the attorney performing them, the time spent on each task and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total time spent for each category and the total fees, charges and disbursements for each category.

2.07. *Term of Agreement.* The term of this Agreement shall be from the Effective Date until April 30, 2027, unless it is otherwise terminated in accordance with Section 2.10, and the hourly rates specified in this Agreement will remain in effect through said term.

2.08. *Primary Legal Counsel.* It is the intention of the parties and it is hereby agreed by the Commission Attorney, that the term “primary legal counsel” as used herein means and refers to David T. Anderson who will, except in the case of extraordinary circumstances involving disability, unavoidable conflict or other good and substantial reasons, perform, supervise and be responsible to the Commission for the civil legal services to be provided.

2.09. *Entire Agreement.* This Agreement shall constitute the entire agreement between the Commission and the Commission Attorney, and as of the Effective Date supersedes any other written or oral agreements between the Commission and the Commission Attorney. This

Agreement can only be modified in writing signed by the Commission and the Commission Attorney.

2.10. *Termination.* This Agreement may be terminated by the Commission at any time or by the Commission Attorney upon 60 days' written notice and in accordance with the Rules of Professional Responsibility.

2.11. *Conflict of Interest.* The Commission Attorney shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the Commission. In the event of a conflict, the Commission Attorney, with the consent of the Commission, shall seek appropriate waivers or arrange for suitable alternative legal representation. It is the intent of the Commission Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.

2.12. *Agreement Not Assignable.* The rights and obligations created by this Agreement may not be assigned by either party.

2.13. *Agreement Not Exclusive.* The Commission retains the right to hire other legal representation for specific legal matters.

2.14. *Independent Contractor Status.* All services provided by the Commission Attorney pursuant to this Agreement shall be provided by the Commission Attorney as an independent contractor and not as an employee of the Commission for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

2.15. *Work Products.* All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the Commission.

2.16. *Insurance.* The Commission Attorney agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement in the minimum amount of \$2,000,000.

2.17. *Data Practices Act Compliance.* Data provided to the Commission Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

2.18. *Choices of Law and Venue.* This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

2.19. *Non-Discrimination.* Commission Attorney will comply with all applicable federal and state laws, rules and regulations related to civil and human rights and will not discriminate

against any employee or applicant for employment because of race, creed, color, religion, ancestry, national origin, sex, affectional preference, disability or other handicap, age, marital status, or status with respect to public assistance.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed by their proper officers and representatives as of the day and year first above written.

THE COMMISSION:

By: _____
Its: Chair

By: _____
Its: Secretary

KENNEDY & GRAVEN, CHARTERED:

By: _____
David T. Anderson
Shareholder

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co. (Jim Herbert, Joe Welna, Josh Phillips)
Subject: Item 6F – Consider Approval of Scope and Budget for Feasibility Study for CIP Project:
Double Box Culvert Repair Project (2026 CIP Project FCP-1)
Date: February 13, 2025

6F. Consider Approval of Scope and Budget for Feasibility Study for CIP Project: Double Box Culvert Repair Project (FCP-1)

Recommendations:

1. Consider approving the scope of work and \$55,000 budget presented in this memorandum and direct the Engineer to complete the feasibility study for the Double Box Culvert Repair Project (2026 CIP Project FCP-1) scheduled for construction in 2026.
2. Direct the Engineer to consult with the U.S. Army Corps of Engineers (USACE) to determine whether the Resources Management Plan Pre-application Consultation Protocols may apply to this project.
3. Direct the Engineer to prepare a feasibility study that complies with the applicable requirements of the USACE, MnDNR, and BCWMC criteria.

Background

The proposed Flood Control Project Double Box Culvert Repair project is in the Bassett Creek Watershed Management Commission's (BCWMC) current CIP slated for 2027 (FCP-1) with an estimated budget of \$1,200,000. Staff recommends that this project be moved ahead in the CIP schedule to 2026 because the project currently slated for 2026 implementation (the third project in the Medicine Lake Rd & Winnetka Ave Long Term Flood Mitigation Plan in Golden Valley) is not currently ready for feasibility study development and is not ready for implementation in 2026.

The Double Box Culvert Repair project is located entirely within the City of Minneapolis and would address needed repairs along the 5,600-foot-long tunnel. Although often referred to as the "Double Box Culvert," the system also includes a 315-foot section of single box culvert at the downstream end. The Double Box Culvert is part of a system of storm sewer tunnels that convey Bassett Creek flow through downtown Minneapolis to the Mississippi River, where it discharges downstream of St. Anthony Falls. The storm sewer system was constructed in three phases including the I-94/2nd Street tunnel (Phase 1), the 3rd Avenue tunnel (Phase 2), and the Double Box Culvert (Phase 3), all of which are depicted in the attached figure (Figure 1-1 from the 2024 Double Box Culvert inspection report, also on the February 20 BCWMC meeting agenda). The Double Box Culvert was constructed by the USACE in 1992 and it was turned over to the local sponsor (City of Minneapolis) in 2002 (i.e., the City of Minneapolis owns the system). The Double Box Culvert was constructed by open cut excavation 0–20 feet below ground surface and was designed to convey Bassett Creek flows to the 3rd Avenue tunnel, via a 30-foot drop structure. The Double Box Culvert generally runs parallel with the Cedar Lake Trail and consists of three primary cross sections (from upstream to downstream):

- Flared end inlet structure (Sta. 172+45 to 172+24)
- 11-foot-high by 11-foot-wide double box culverts (Sta. 172+24 to Sta. 119+88)
- 11-foot-high by 15-foot-wide single box culvert (Sta. 119+88 to Sta. 116+73)

The past two Double Box Culvert inspection reports (2019 and 2024) identify the needed repairs; this project would address the significant repairs. The repairs are entirely underground and contained within the box culverts.

The BCWMC requires completion of a feasibility study for BCWMC CIP Projects prior to the BCWMC holding a hearing and ordering the project. The feasibility study for this project would further examine the methods to repair the defects identified in the 2024 inspection report, including shear key joint repair, crack sealing and deposit removal, and exposed reinforcement repair.

The project is consistent with the goals (Section 4.1) and policies (Section 4.2.2) for flooding and rate control in the 2015 – 2025 BCWMC Watershed Management Plan and is consistent with the BCWMC's subsequent [Flood Control Project policies](#), adopted in 2016, and updated in 2021.

The BCWMC completed a Resource Management Plan (RMP) in 2009 through which the Corps of Engineers (USACE) and the BCWMC agreed on a series of steps, work items, deliverables (called "protocols") that must be accomplished and submitted to complete the RMP process and USACE review/approval process. Although this reach of Bassett Creek was not included in the RMP, the USACE has allowed the RMP protocols to be applied to other projects not specifically included in the RMP. With the completion of the protocols, we expect the USACE application process to move more quickly than it would otherwise. Most of the protocols must be addressed as part of the feasibility study, in addition to the usual tasks that would be performed as part of a feasibility study under the criteria adopted by the BCWMC in October 2013. In general, the protocols require compliance with Section 106 of the National Historic Preservation Act, compliance with Section 404 of the Clean Water Act, and Clean Water Act Section 401 Water Quality Certification. Compliance with Section 106 typically requires a cultural resources inventory.

Content and Scope of Feasibility Study

The feasibility study will address and include the feasibility study criteria adopted by the BCWMC in October 2013:

- Analysis of multiple alternatives with the context of Commission objectives, including the following for each alternative:
 - Pros and cons analysis
 - Cost estimate for construction and a "30-year cost" (*"30-year cost" not applicable to this project*)
 - Analysis of life expectancy
 - Summary of each alternative for the Commission to judge its merits
 - Cost estimate for annualized cost per pound of pollutant removal (*not applicable to this project*)
- Evaluation of new and/or innovative approaches
- Identification of permitting requirements

As noted earlier, most of the RMP protocols must be addressed as part of the feasibility study. However, because this part of the creek is underground, Section 106 should not apply to this project, so a cultural resources review will not be needed. In addition, there are no wetlands to identify.

Typically, BCWMC feasibility studies include gathering public input on proposed projects. However, because this project is all underground and contained within the box culvert, and due to the time constraints, this work scope does not include a public engagement task.

Below is a summary of the work scope components for this project:

1) Project Coordination and Project Meetings

As with all tunnel-related issues, BCWMC will maintain close coordination with Minneapolis staff throughout the feasibility study. In addition, specific project meetings include the following:

- a) Project kick-off meeting with BCWMC staff, commissioners representing Minneapolis, and Minneapolis staff to review project expectations, schedule, and scope, and preparation of meeting notes.
- b) One (1) virtual meeting with BCWMC staff, Minneapolis staff, and agency staff (i.e., USACE, MnDNR), as needed, to discuss project and review permit requirements for the project. This task will also include preparation of meeting notes to confirm discussion results.
- c) Other coordination meetings, as needed.

2) Site Visits and Data Collection

- a) Site visit with contractor – As part of the 2024 inspection, the Commission Engineer planned to meet with a contractor on-site to review the needed repairs and discuss constructability and cost estimates. Due to scheduling constraints, the site visit did not occur. Therefore, a first task for the feasibility study will be for the Commission Engineer to hold a site visit in the box culvert with a contractor.
- b) Project easements – The proposed project is located within the box culvert system owned by the City of Minneapolis, so no easements are required to perform the repairs. However, temporary easements may be needed for contractor staging and access to the box culvert system. We will review the existing access vaults and easements with Minneapolis staff and confirm whether any temporary easements are required for the project. If easements are required, easement survey and acquisition will be completed during final design.

3) Evaluation and Concept Plans

- a) Develop concept plans for the project, considering input from Minneapolis staff and USACE staff. This includes developing the following concepts:
 - i) Do nothing/delay repairs
 - ii) Perform repairs – key work items to include:
 - (1) Shear key joint repair
 - (2) Crack sealing and deposit removal
 - (3) Repair exposed reinforcement

- (4) Add tie-off bolts for future inspection of the box culvert near the drop structure
- (5) Water control
- b) Refine concept plans based on input from Minneapolis staff, USACE staff and BCWMC.
- c) Identify permitting requirements for the repairs.
- d) Develop quantities and cost estimates for each concept, and analysis of life expectancy.

4) Feasibility Report and Presentations

- a) Prepare draft report, including concept plans, for review by Minneapolis staff and BCWMC Administrator; and revise report based upon review comments. We assume one set of comments will be provided by the Minneapolis staff and BCWMC.
- b) Present draft feasibility study findings at BCWMC meeting.
- c) Prepare final report (revising draft report based on comments provided by the BCWMC) for approval at BCWMC meeting and use at future project hearing.
- d) Present final feasibility study findings at BCWMC meeting, if necessary.

Cost Estimate

The table below summarizes our cost estimate for the scope of work outlined above.

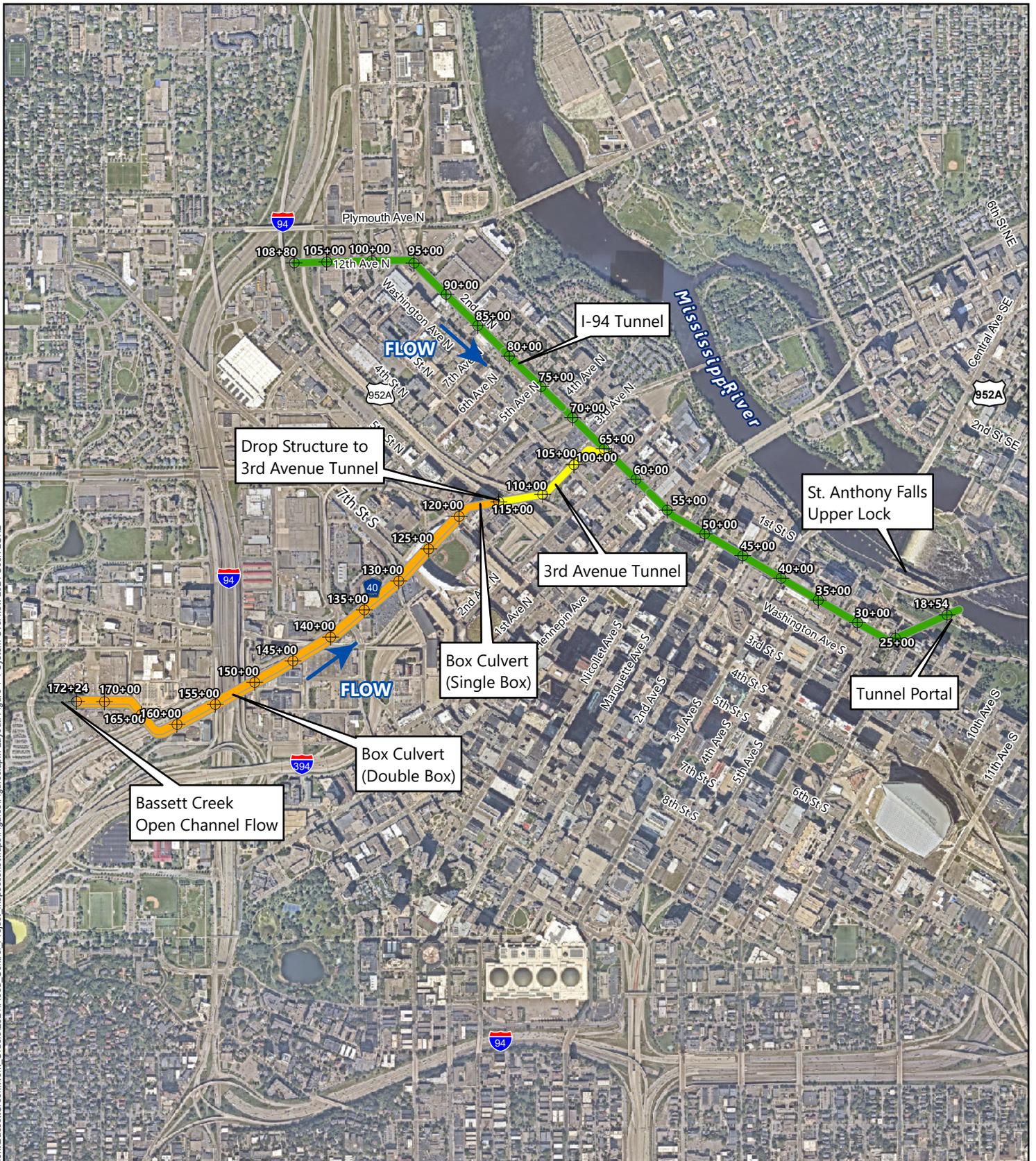
Tasks	Estimated Total
1) Project Coordination and Project Meetings	\$10,000
2) Site Visits and Data Collection	\$11,500
3) Evaluation and Concept Plans	\$19,500
4) Feasibility Report and Presentations	\$14,000
Total	\$55,000

Schedule

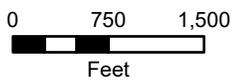
We will complete the tasks and milestones outlined in the scope of work on the following schedule. The schedule is aggressive. Potential schedule modifications will be coordinated with the Administrator.

Tasks and milestones	Estimated Schedule
Kick-off meeting with BCWMC and Minneapolis staff	March, 2025
Site visit with contractor	March, 2025
Meeting with BCWMC, Minneapolis, and agency staff	April, 2025
Submit draft feasibility report for Minneapolis and BCWMC staff review	April 25, 2025
Minneapolis and BCWMC staff complete review	May 2, 2025
Submit draft feasibility report for BCWMC review at Commission meeting	May 8, 2025
BCWMC completes review at Commission meeting	May 15, 2025
Submit final feasibility report for BCWMC review at Commission meeting	June 12, 2025
Final feasibility report – BCWMC approval at Commission meeting	June 19, 2025

Barr Footer: AcGISPro 3.3.1, 2025-01-31 11:28 File: \\Client\BassettCreek\Work Orders\2024\Flood Control Project_Inspections\Maps\Figures\Figures.aprx Layout: Figure 1-1 System Overview 2024 User: LGK2



- ⊕ Stationing
- Phase 1: I-94/2nd Street Tunnel
- Phase 2: 3rd Avenue Tunnel
- Phase 3: Box Culvert



SYSTEM OVERVIEW
 2024 Bassett Creek
 Box Culvert Inspection
 Performed for the Bassett Creek
 Watershed Management Commission

FIGURE 1-1



Imagery Source: NearMap, 9-11-2024



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners
From: Administrator Jester on Behalf of Budget Committee
Date: February 12, 2025

RE: Budget Committee Recommendation to Amend 2025 Operating Budget

At their meeting in January, the Commission received a report on the status of the 2024 operating budget including significantly higher than budgeted expenditures for the Watershed Plan development. The 2024 budget was expected to have a \$106,700 shortfall. That shortfall is now expected to be about \$130,000 (which incorporates Commission approval to transfer 2.5% of CIP funds to the operating budget rather than the typical 2.0%.)

The Commission directed the Budget Committee to review the financial situation and report any recommended actions to the Commission. The Budget Committee met on February 4th. In addition to the status of the 2024 budget, they reviewed information on expected expenses in 2025. The 2025 budget includes \$32,600 for the Watershed Plan development line item. Staff now estimates that plan development expenditures in 2025 will be approximately \$52,400.

The Commission's [fiscal policy \(3.2.1\(4\)\)](#) indicates the Commission should strive to keep 50% of its annual operating expenses in a fund balance to: 1.) *To provide appropriate cash flow to pay for Commission projects and programs; and 2.) To fund projects or programs that arise unexpectedly.* The fund balance may also be needed in the event the organization ceases to exist and needs to pay all outstanding bills and obligations.

Between the 2024 shortfall and expected over budget items in 2025, the resulting fund balance would be estimated at \$360,000 well below the benchmark of 50% of annual operating costs of \$826,400 (50% = \$413,200).

The Budget Committee reviewed options to address this issue including:

1. Removing or reducing 2025 budgets in specific line items
2. Utilizing investment income to augment the fund balance
3. Settling for a lower than recommended fund balance knowing that other sources of emergency funds exist

The committee acknowledged that during the 2025 budget process, many budget lines were already scaled back to figures below originally recommended levels. Therefore, option 1 was taken off the table. The committee also noted that although other funding sources exist for emergencies, the fiscal policy of an actual fund balance should be enforced, removing option 3 from consideration.

The committee discussed the use of investment income and reviewed the related Policy 3.7, adopted in December 2023. The policy states: *100% of the income from BCWMC long-term investments (e.g., 4M and 4MP funds) will be categorized as "unrestricted" funds and will be posted to a Special Projects Fund within the*

BCWMC Operating Budget (similar to the Flood Control Long Term Maintenance Fund or Channel Maintenance Fund). Use of the Special Projects Fund will require approval by the Commission prior to the expenditure. Use of the Special Projects Fund will be prioritized toward studies or planning to help target capital improvement projects or BCWMC programs (e.g., subwatershed analyses). In limited and extenuating circumstances, the Special Projects Fund may be used for other purposes (e.g., closing budget gaps in regular BCWMC programs) but only with thorough evaluation, review by the TAC, a recommendation from the Budget Committee, and approval by a majority of members at a Commission meeting.

After careful consideration and weighing of options, the Budget Committee recommends the 2025 Operating Budget be amended to:

1. Revise the Plan Development budget line item from \$32,600 to \$52,600.
2. Utilize \$44,000 of investment income to augment the fund balance.

These recommendations were presented to the TAC at their meeting on March 5th. The TAC agreed with these recommendations.

The proposed amended budget is presented in the following pages with changes highlighted yellow.

	2024 Budget as amended	Current 2025 Budget (11-mo)	Proposed Amended 2025 Budget (11-mo)
ENGINEERING & MONITORING			
Technical Services	145,000	133,000	133,000
Development/Project Reviews	90,000	82,500	82,500
Non-fee and Preliminary Reviews	30,000	23,000	23,000
Commission and TAC Meetings	15,000	10,700	10,700
Surveys and Studies	15,000	7,000	7,000
Water Quality / Monitoring	186,900	133,500	133,500
Water Quantity	9,000	8,250	8,250
Annual Flood Control Project Inspections	85,000	45,000	45,000
Municipal Plan Review	2,000	2,000	2,000
Watershed Outlet Monitoring Program	26,500	29,300	29,300
Annual XP-SWMM Model Updates/Reviews	3,000		
APM/AIS Work	40,000	40,000	40,000
Subtotal Engineering & Monitoring	\$647,400	\$514,250	\$514,250
PLANNING			
Next Generation Plan Development	47,650	32,600	52,600
Subtotal Planning	\$47,650	\$32,600	\$52,600

Item	Final 2024 Budget as amended	Current 2025 Budget (11-mo)	Proposed Amended 2025 Budget (11-mo)
ADMINISTRATION			
Administrator	78,750	75,088	75,088
Additional Staff		10,000	10,000
MAWD Dues	7,500	7,500	7,500
Legal	26,520	24,300	24,300
Financial Management	17,000	18,150	18,150
Audit, Insurance & Bond	18,700	22,000	22,000
Meeting Catering	2,400	2,200	2,200
Administrative Services	2,570	4,015	4,015
Subtotal Administration	\$153,440	\$163,253	\$163,253
OUTREACH & EDUCATION			
Publications / Annual Report	1,200	1,300	1,300
Website	1,600	12,000	12,000
Watershed Education Partnerships	18,350	14,850	14,850
Education and Public Outreach	28,000	27,000	27,000
Public Communications	1,000	1,200	1,200
Subtotal Outreach & Education	\$50,150	\$56,350	\$56,350
MAINTENANCE FUNDS			
Channel Maintenance Fund	25,000	25,000	25,000
Flood Control Project Long- Term Maint.	35,000	35,000	35,000
Subtotal Maintenance Funds	\$60,000	\$60,000	\$60,000
TMDL WORK			
TMDL Implementation Reporting	-		
Subtotal TMDL Work			
GRAND TOTAL	\$958,640	\$826,453	\$846,453

Proposed 2025 Revenues		
Income	Current Budget 2025 Revenue (11-mo)	Proposed Budget Amendment
Assessments to cities	\$ 662,888	\$ 662,888
Investment Income	\$ -	\$ 44,000
CIP Administrative Funds (2.0% of est. requested levy of \$2,303,500)	\$ 46,070	\$ 46,070
Project review fees	\$ 70,600	\$ 70,600
Transfer from Long-term Maint Fund for Flood Control Proj Inspections	\$ 45,000	\$ 45,000
WOMP reimbursement	\$ 5,000	\$ 5,000
TRPD reimbursement		
Transfer from Watershed Plan Fund		
TOTAL PROPOSED INCOME	\$ 829,558	\$ 873,558
Expected Expenses		
Total operating budget	\$ 826,453	\$ 846,453
Fund Balance Details		
Est. Beginning Fund Balance (Jan 31, 2025)	\$ 431,209	\$ 407,209
Change in Fund Balance (income - expenses)	\$ 3,105	\$ 27,105
Est. Remaining Fund Balance (Jan 31, 2026)	\$ 434,314	\$ 434,314



RESOLUTION 25-06

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

ADOPTION OF THE HENNEPIN COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the member cities of the Bassett Creek Watershed Management Commission (the "Commission") have participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000 (the "Act"); and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act requires public involvement and local coordination among neighboring local units of government and businesses in the assessment and planning process; and

WHEREAS, the Hennepin County Plan (the "Plan") includes a risk assessment, including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses, and development trends; and

WHEREAS, the Plan includes a mitigation strategy, including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Plan also includes a maintenance or implementation process, including plan updates, integration of the Plan into other planning documents, and how Hennepin County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and all nine member cities of the Commission, a municipal joint powers watershed management organization, participated in the planning process and have individually adopted the Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Bassett Creek Watershed Management Commission supports the aforementioned hazard mitigation planning effort and hereby adopts the Hennepin County All-Hazard Mitigation Plan as a mechanism to support its member cities with technical aspects of hazard mitigation to the extent permitted pursuant to the Commission's organizational and statutory authority.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the ___ day of _____ 2025.

Chair

ATTEST: _____

Secretary



Bassett Creek Watershed Management Commission

Watershed Plan Development - Progress Tracker February 2025 Update

At their meeting on February 5th, the Plan Steering Committee (PSC) reviewed the draft table of contents for the whole plan; reviewed and discussed the implementation section format, relationship with issues and goals, and some content; and received information on the potential to develop and use social vulnerability indices to improve equity in program and project implementation.

On February 7th, the Plan TAC met (including most member cities and many state and local review agencies). Their input will be summarized and presented to the PSC at their March meeting.

All PSC meetings are open to commissioners and the public (see meeting schedule in online calendar). Plan development materials can be found at: <https://www.bassettcreekwmo.org/document/2025-plan-update>.

Month and Year	Plan Steering Committee Work
September 2023 thru February 2024	<p>Developed format for presenting and discussing issue statements, desired future conditions, 10-year goals, potential actions/strategies, and tracking notes.</p> <p>Developed mission statement: <i>Stewardship of water resources to reduce flood risk and improve watershed ecosystem health.</i></p> <p>Developed issue statements and measurable goals addressing:</p> <ul style="list-style-type: none"> • Impaired waters • Chloride loading • Streambank and gully erosion • Lakeshore erosion • Wetland health and restoration <p>Received update on plan development budget.</p> <p>Reviewed input from the Plan TAC which met in December 2023.</p> <p>Planned for January 2024 Commission workshop and responded to input received.</p> <p>Discussed implementation capacity of Commission.</p>
March 7, 2024	<p>Reviewed and approved updated waterbody classification table; recommended keeping current list of priority waterbodies.</p> <p>Reviewed plan development calendar and timeline.</p>

Month and Year	Plan Steering Committee Work
	<p>Revisited discussion on future funding and governance structure, acknowledging complicated matter given JPA status and difficulty writing a 10-year plan considering that the future structure or funding of the organization could change . General approach agreed to: 1) get the JPA updated and keep the JPA update simple; 2) engage with cities to gain support for additional staff hours/higher operating budget; 3) build the plan with a tiered approach dependent on staffing and structure; 4) analyze organizational structure early in plan Implementation.</p> <p>There was concern from some that momentum for analyzing organizational structure will wane once new JPA is adopted. PSC members acknowledged that future structure will be further explored within the “organizational effectiveness” category in the coming months and a commission workshop would incorporate this item.</p> <p>Developed issue statements, measurable goals and possible implementation actions for:</p> <ul style="list-style-type: none"> • Aquatic Invasive Species • Groundwater – Surface Water Interaction (partial)
April 3, 2024	<p>Revisited discussion on future funding and governance structure for the Commission. Noted that at March Commission meeting, the topic was introduced but without enough background and written materials. The group considered providing a memo on the governance item to the Commission but ultimately decided to provide a monthly status report to the Commission that includes a summary of PSC discussions and plan development progress. Again, the PSC confirmed the funding and governance topic would be subject of a future Commission workshop.</p> <p>Finalized development of issue statements, measurable goals and possible implementation actions for Waterbody and Watershed Quality category including:</p> <ul style="list-style-type: none"> • Groundwater – Surface Water Interaction • Degradation of Riparian Areas • Degradation/Loss of Upland Areas • Groundwater Quality <p>Discussed format and timing for next Plan TAC meeting.</p> <p>Rescheduled June and July PSC meetings.</p>
May 1, 2024	<p>Developed issue statements, measurable goals and possible implementation actions for a portion of the Flooding and Climate Resiliency category:</p> <ul style="list-style-type: none"> • Impact of climate change on hydrology, water levels, and flood risk <p>Reviewed draft mockup of Waterbody and Watershed Quality Issues and Goals section.</p> <p>Discussed timing and topics for next Commission workshop.</p>

Month and Year	Plan Steering Committee Work
June 12, 2024	<p>Finalized issue statements, measurable goals and possible implementation actions for a portion of the Flooding and Climate Resilience category:</p> <ul style="list-style-type: none"> • Impact of climate change on hydrology, water levels, and flood risk • Bassett Creek Valley flood risk reduction and stormwater management opportunities • Groundwater quantity <p>Began developing issue statements, measurable goals and possible implementation actions for Education and Outreach category:</p> <ul style="list-style-type: none"> • Provide outreach to and develop relationships with diverse communities (need policy from Commission before finalizing) • Recreation opportunities
July 10, 2024	<p>To the extent possible (without a DIEA policy), finalized issue statements, measurable goals and possible implementation actions for Education and Outreach category:</p> <ul style="list-style-type: none"> • Provide outreach to and develop relationships with diverse communities • Protect recreation opportunities • POTENTIAL NEW ISSUE: Increase resident and stakeholder capacity for stewardship <p>Developed issue statements, measurable goals and possible implementation actions for some issues in the Organizational Effectiveness category:</p> <ul style="list-style-type: none"> • Organizational assessment of capacity and staffing • BCWMC funding mechanisms <p>Begin planning for Commission August 15th Commission workshop to discuss the remaining 9 goals of the Waterbody and Watershed Quality category and all 10 goals in the Flooding and Climate Resilience category.</p>
August 7, 2024	<p>Reviewed Planning TAC input on remaining goals in Waterbody and Watershed Quality category and all goals in Flooding and Climate Resiliency category</p> <p>Finalized plans for August 15th Commission Workshop</p> <p>Finalized issue statements, measurable goals and possible implementation actions for Organizational Effectiveness category.</p> <ul style="list-style-type: none"> • Progress assessment • Public ditch management • Carbon footprint of BCWMC projects
September 4, 2024	<p>Reviewed input from August Commission Workshop and made revisions to issues and goals.</p>

Month and Year	Plan Steering Committee Work
	<p>Finalized issue statements, measurable goals and possible implementation actions for remaining goals area under the Education and Outreach category and Organizational Effectiveness category:</p> <ul style="list-style-type: none"> • Engagement of diverse communities • Projects and programs implemented through a DEI lens <p>Discussed mechanism for developing and discussing technical policies and implementation strategies such as street sweeping, buffer standards, linear project requirements, chloride reduction strategies, etc.</p>
October 2, 2024	<p>Finalized DEIA-related issues and goals</p> <p>Reviewed proposed street sweeping prioritization study</p> <p>Reviewed format for portion of draft Plan section(s) addressing activities</p> <p>Began discussing linear project standards.</p> <p>Reviewed draft water monitoring plan</p> <p>Set next Commission workshop on Education and Organizational Effectiveness goals for November 20th.</p>
Nov 6, 2024	<p>Discussed possible revisions to the BCWMC's Requirements document including:</p> <ul style="list-style-type: none"> • Potential changes to linear project standards • Requirements related to winter maintenance and chloride minimization design practices, including chloride management plans for applicable projects/locations <p>Requested TAC input on linear project and chloride management standards/requirements</p> <p>Finalized monitoring plan</p> <p>Finalized plans for Commission workshop on Education & Engagement and Organizational Effectiveness goals.</p>
Dec 11, 2024	<p>Reviewed input from November Commission Workshop and revised issues and goals, accordingly.</p> <p>Reviewed updated plan development schedule.</p> <p>Reviewed draft education and engagement plan. Requested Education Committee review.</p> <p>Reviewed and discussed potential revisions to stream and wetland buffer requirements. Requested TAC input.</p>

Month and Year	Plan Steering Committee Work
	Did not review as a group Commission Engineer recommendations on changes to Requirements Document – sent to TAC for review.
January 3, 2025	<p>Review status of plan development budget</p> <p>Review TAC input and revised Commission staff recommendations for linear project standards, stream and wetland buffers, chloride management requirements</p>
February 5, 2025	<p>Reviewed draft table of contents</p> <p>Reviewed and discussed the format and the new issues vs. tools matrix in revised Implementation Section 4.1 (formerly 5.1)</p> <p>Discussed development and use of equity metrics to help prioritize and guide Commission work and CIP projects</p>
March 5, 2025	<p>Review Plan TAC input on issues/goals/draft updates to standards and requirements</p> <p>Review Non-CIP Implementation schedule</p> <p>Review Implementation Section 4.1 – revised per discussion in February</p> <p>Discuss CIP program implementation:</p> <ul style="list-style-type: none"> • Potential Projects • Prioritization Metrics • Implementation Roles • Eligible Project Costs • Project Maintenance • Added Benefits Cost Share Program (for above and beyond stormwater treatment) <p>Review draft plan introduction and past accomplishments section</p> <p>Review Education Committee input/finalize Education & Engagement Plan</p> <p>Plan for future Commission workshop and public review/input</p>
TBD	Commission Workshop on Proposed Updates to Standards/Requirements
April 2, 2025	<p>Finalize CIP Implementation</p> <p>Finalize Implementation Section 4.1</p> <p>Finalize non-CIP and CIP Implementation tables</p> <p>Review complete narrative for issues and goals section</p>
May 2025	Review input from Commission workshop

Month and Year	Plan Steering Committee Work
	Review Plan TAC input Catch up month, as needed
June 4, 2025	Review the complete Plan document Prepare for June/July Commission workshop on complete final plan
July 21 – September 22, 2025	60-day comment period
October 1, 2025	Review comments and discuss draft responses to comments
November 5, 2025	Review and finalize responses to comments Plan for public hearing (required per MN Rule 8410) Prepare recommendations to Commission
December 2025	Catch up month, if needed
Jan – March 2026	90-day comment period; presentation to BWSR (likely week of Jan 5, 2026); target January 28, 2026 BWSR Board meeting for approval
April 2026	Final BWSR approval and Commission adoption

*Plan TAC = Regular city TAC members plus state and local agencies and other partners



Bassett Creek Watershed Management Commission MEMO

Date: February 13, 2025
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 (No change since Nov 2021): 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 10th and a public hearing on the water level drawdown was held April 16th. 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. City staff recently completed a site walk through to document dead or dying trees and shrubs in need of replacement (under warranty). This project (along with Golden Valley's Liberty Crossing Project) recently received the award for "Project of the Year" from the Minnesota Association of Floodplain Managers as part of the overall Project website: <http://www.bassettcreekwmo.org/index.php?CID=433> .

2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis (No change since August): A feasibility study by the Commission Engineer was developed in 2018 and approved in January 2019. The study 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. Project construction year was revised from 2020 and 2022 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. A public hearing for this project was held September 19, 2019. The project was officially ordered at that 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 2020. 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 September 2020, 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 recognize and assign roles and responsibilities for implementation more formally. The draft agreement was developed over several months and multiple conversations among the parties. At the May 2021 meeting the Commission approved to waive potential conflict of the Commission legalcounsel and reviewed a proposal for project design by the Commission Engineer. The updated design proposal and the design agreement among all three parties were approved at the June 2021 meeting. Four public open houses were held in the park in 2021 to gather input on park concepts. Project partners met regularly throughout design to discuss schedules, planning and design components, and next steps. Concept designs were approved by the MRPB Board in late 2021. Staff met with MnDOT regarding clean out of Penn Pond and continue discussions. 50% design plans were approved by the Commission at the January 2022 meeting; 90% design plans were approved at the March 2022 meeting along with an agreement with MPRB and Minneapolis for construction. The agreement was approved by all three bodies. Commission Engineers finalized designs and assisted with bidding documents. Bids were returned in early August. At the meeting in August, the Commission approved moving forward with project construction (through MPRB), and approved a construction budget (higher than previously budgeted) and an amended engineering services budget. MPRB awarded the construction contract. In late November the contractor began the initial earthwork and started on portions of the stormwater pond excavations. By late December the 1st phase of construction was complete with the ponds formed and constructed. The contractor began driving piles in late January and began installing underground piping in early February. At the March meeting, the Commission approved an increase to the engineering services budget and learned the construction budget is currently tracking well under budget. The change order resulting from the City of Minneapolis' request to replace a city sewer pipe resulted in extra design/engineering costs that were approved by the Administrator so work could continue without delays. The MPRB will reimburse the Commission for those extra costs and will, in-turn, be paid by the city. In early May construction was focused in the Morgan / Laurel intersection. The right-of-way storm sewer work is complete including the rerouting of some of the existing storm infrastructure and installation of the stormwater diversion structures. Construction of the ponds is complete and stormwater from the neighborhood to the west is now being routed through new storm sewers to the ponds. Vegetation is currently being established around the ponds. At the October meeting the Commission approved an amendment to the agreement with MPRB and Minneapolis in order to facilitate grant closeout. At the December 2023 meeting the Commission approved a partial reimbursement to MPRB for \$400,000. Corrections to a weir that was installed at the wrong elevation were made in spring 2024. A final grant report was submitted to the MN Board of Water and Soil Resources in late January 2024 and the final grant payment was recently received. Project as-built drawings were recently completed and an operations and maintenance plan is being developed. Final reimbursement requests from MPRB and Minneapolis are expected later this year. 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 July 2023): 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 28th. 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 5th, 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 in October 2019, the Commission moved to table discussion on the project. The project remains on the 2020 CIP list. In a letter dated January 3, 2022, the city of Medicine Lake requested that the Commission direct its engineer to analyze alternatives to the Jevne Park Project that could result in the same or similar pollutant removals and/or stormwater storage capacity. At the March meeting, the Commission directed the Commission Engineer to prepare a scope and budget for the alternatives analysis which were presented and discussed at the April 2022 meeting. No action was taken at that meeting to move forward with alternatives analysis. In May and June 2023, Commission staff discussed the possibility of incorporating stormwater management features into a redevelopment of Jevne Park currently being considered by the City of Medicine

Lake. After review of the preliminary park design plans, the Commission Engineer and I recommended implementation of the original CIP Project to the City. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=467>.

2014 Schaper Pond Diversion Project and Carp Management, Golden Valley (SL-3): 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. At the October 2020 meeting, the Commission received a report on the carp surveys and recommendations for carp removal and management. Carp removals were performed through the Sweeney Lake Water Quality Improvement Project. Results were presented at the February 2021 meeting along with a list of options for long term carp control. Commission took action approving evaluation of the long-term options to be paid from this Schaper Pond Project. Commission and Golden Valley staff met in March 2021 to further discuss pros and cons of various options. At the September 2021 meeting, the Commission approved utilizing an adaptive management approach to carp management in the pond (\$8,000) and directed staff to discuss use of stocking panfish to predate carp eggs. Commission Engineers will survey the carp in 2022. At the April meeting, the Commission approved panfish stocking in Schaper Pond along with a scope and budget for carp removals to be implemented later in 2022 if needed. Commission staff informed lake association and city about summer activities and plans for a fall alum treatment. Approximately 1,000 bluegills were released into Schaper Pond in late May. Carp population assessments by electroshocking in Sweeney Lake and Schaper Pond were completed last summer. A report on the carp assessment was presented in January. Monitoring in Schaper Pond in 2023 and a reassessment of carp populations in 2024 were approved in early 2023. Carp box netting in 2024 is also approved, as needed. A carp survey of Schaper Pond and Sweeney Lake were recently completed which found higher than expected carp numbers in Sweeney Lake. Carp Solutions completed box netting in Sweeney Lake in late September 2024. At the October meeting the Commission Engineer reported that 191 carp were removed bringing the carp density to about 31.3 kg/hectare, less than the 100 kg/hectare threshold for water quality problems. A more detailed report on carp population status and recommendations for further monitoring in Schaper Pond was presented and approved at the January 2025 meeting. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=277>.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2) (No changes since August): 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 20th. 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 2023 were presented at the July 2024 meeting. Results show continued excellent water quality. The CIP funding remains in place for this project as a 2nd treatment may be needed in the future. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=278>.

2013 Four Seasons Area Water Quality Project (NL-2) (No change since December): 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. In June 2021, the City of Plymouth purchased the property from Walmart. The TAC discussed a potential plan for timing of construction of the stormwater management BMPs by the city in advance of full redevelopment. At the August 2021 meeting, the Commission approved development of an agreement per TAC recommendations. The city recently demolished the mall building and removed much of the parking lot. At the December meeting the Commission approved the 90% design plans and a concept for the city to build the CIP project ahead of development and allow the future developer to take credit for the total phosphorus removal over and above 100 pounds. At the July meeting, the Commission approved an agreement with the city to design, construct, and maintain the CIP project components and allow a future developer to use pollutant removal capacity above 100 pounds of total phosphorus. A fully executed agreement is now filed. The updated 90% project plans were approved at the September 2023 meeting. Changes to those plans were needed to address permitting requirements resulted. Those changes were presented at the November 2024 meeting and were administratively approved by the Commission Engineers. The city plans to begin construction in early 2025. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=282>.

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. A proposal from Plymouth and BCWMC for the “Parkers Lake Chloride Project Facilitation Plan” was approved for \$20,750 in funding by the HCCI at their meeting in March. The project will 1) Compile available land use data and chloride concentrations, 2) Develop consensus on the chloride sources to Parkers Lake and potential projects to address these sources, and 3) Develop a recommendation for a future pilot project to reduce chloride concentrations in Parkers Lake, which may be able to be replicated in other areas of Hennepin County, and 4) help target education and training needs by landuse. A series of technical stakeholder meetings were held last fall and winter to develop recommendations on BMPs. A technical findings report was presented at the July 2022 meeting. At the September 2022 meeting, the Commission approved a scope and budget for a study of the feasibility of in-lake chloride reduction activities which was presented at the November meeting. The Commission directed staff to develop a scope for a holistic plan for addressing chloride runoff from the most highly contributing subwatershed. Commission and Plymouth staff continue to work on outreach and engagement with properties in the subwatershed, primarily through activities by WMWA’s coordinator position. Project website: www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

2022 Medley Park Stormwater Treatment Facility (ML-12) (No change since November): The feasibility study for this project is complete 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 and cost estimates have been reviewed by city staff and me. Another public engagement session was held in April to showcase and receive feedback on concept designs. The feasibility report was approved at the June meeting with a decision to implement Concept #3. At the July meeting the Commission directed staff to submit a Clean Water Fund grant application, if warranted. A grant application was developed and submitted. Funding decisions are expected in early December. A public hearing on this project was held in September with no members of the public attending. In September, a resolution was approved to officially order the project, submit levy amounts to the county, and enter an agreement with the city to design and construct the project. The city hired Barr Engineering to develop the project designs which are

now underway. The BCWMC received a \$300,000 Clean Water Fund grant from BWSR in December 2021 and the grant agreement approved in March 2022. 50% design plans were approved in February 2022 and 90% plans were approved at the May 2022 meeting. Final plans and bid documents were developed by the city's consultation (Barr Engineering). Construction began in November 2022 and winter construction was finished in late January 2023. Activities in spring 2023 included completing grading (topsoil adjustments); paving (concrete, bituminous); light pole and fixture install; benches install; site clean up and prep for restoration contractor. In late May 2023, Peterson Companies completed their construction tasks and the project transitioned to Traverse de Sioux for site restoration and planting. A small area of unexpected disturbance from construction was added to the overall area to be restored with native plants through a minor change order. Site restoration, planting, and seeding was completed in late June 2023. An interim grant report was submitted to the MN Board of Water and Soil Resources in late January 2024. Construction and vegetation establishment is largely complete. The Commission approved the first reimbursement request from Golden Valley at their October 2024 meeting. Additional reimbursement requests are forthcoming during the vegetation management phase of the project. www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility

2022 SEA School-Wildwood Park Flood Reduction Project (BC-2, 3, 8, 10) (No change since December 2023): The feasibility study for this project is complete 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 virtual open house video and comment form were offered to the public including live chat sessions on April 8th. The feasibility study report was approved in June with a decision to implement Concept #3. A public hearing on this project was held in September with no members of the public attending. In September, a resolution was approved to officially order the project, submit levy amounts to the county, and enter an agreement with the city to design and construct the project. The city hired Barr Engineering to develop the project designs which are now underway. A virtual public open house was held February 3rd. 50% Design Plans were approved at the January meeting. A public open house was held September 29th. 90% were approved at the October Commission meeting. Six construction bids were received in late February with several of them under engineer's estimates. The city contracted with Rachel Contracting and construction got underway earlier this spring. By late June excavation was completed and the playground area was prepped and ready for concrete work to begin on July 5. Bids were open for the SEA School/Wildwood Park restoration project on June 20. Three bids were received and two came in right around our estimate. The city is recommending the low bidder (Landbridge Ecological). At the end of July utility crews lowered the watermain and installed the storm sewer diversions into the park from along Duluth Street. The hydrodynamic separator was also set (with a crane). Crews also worked on the iron-enhanced sand filter and the outlet installation, stone work on the steepened slopes, trail prep, bituminous paving, and concrete work (curb and gutter, pads, and ADA ramps). The preconstruction meeting for the restoration work was held with work to begin late August or early September. The city awarded the contract for the DeCola Pond D outlet work to Bituminous Roadways Inc. in August. The SEA School site construction is complete and restoration work is complete for the season. The DeCola Pond D outlet replacement and site restoration is also now complete.

Project webpage: www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project.

Bassett Creek Restoration Project: Regent Ave. to Golden Valley Rd. (2024 CR-M), Golden Valley (See Item 6E):

A feasibility study for this project got underway in fall 2022. A public open house was held March 1st with 30 residents attending. The draft feasibility report was presented at the April meeting. A final feasibility report was presented at the June meeting where the Commission approved the implementation of Alternative 3: to restore all high, medium, and low priority sites. A Clean Water Fund grant application for \$350,000 was recently developed and submitted to BWSR. The Commission held a public hearing on this project at its September meeting and officially ordered the project and set the final levy. An agreement with the city of Golden Valley for design and construction was approved at the November 2024 Commission meeting. The Commission (Commission Engineers) will design the project and provide engineering services. A scope of work for engineering services will be presented at this meeting. Project website: <https://www.bassettcreekwmo.org/projects/all-projects/bassett-creek-restoration-project-regent-ave-golden-valley-r>

Ponderosa Woods Stream Restoration Project, Plymouth (ML-22): A feasibility study for this project got underway in fall 2022. A public open house was held February 13th with 3 residents attending. The draft feasibility report was presented at the May meeting and additional information was presented at the June meeting where the Commission approved implementing Alternative 1.5. The Commission held a public hearing on this project at its September meeting and officially ordered the project, set the final levy, and approved an agreement with the City of Plymouth for project implementation.

Plymouth hired Midwest Wetland Improvements to design the project. 60% designs were conditionally approved at the October meeting. A public open house was held on October 23rd. 90% design plans were approved at the November 2024 meeting. The city received favorable bids for the project and construction began in December. Tree removals and channel restoration is continuing and should be completed soon. Outreach and communication to impacted property owners has been thorough. Project website: <https://www.bassettcreekwmo.org/projects/all-projects/ponderosa-woods-stream-restoration-project>.

Sochacki Park Water Quality Improvement Project (BC-14) (No change since September): This project is proposed to be added to the CIP through a minor plan amendment as approved at the March Commission meeting with CIP funding set at \$600,000. The project involves a suite of projects totaling an estimated \$2.3M aimed improving the water quality in three ponds and Bassett Creek based on a subwatershed analysis by Three Rivers Park District (TRPD). A memorandum of understanding about the implementation process, schedules, and procedural requirements for the project was executed in April among BCWMC, TRPD, and the cities of Golden Valley and Robbinsdale. A feasibility study is underway for the project and is being funded by TRPD. The feasibility study kick off meeting was held June 5th. Information on the project and an update on the feasibility study was presented at the June meeting. A technical stakeholder meeting was held July 10th. A public open house was held July 26th and a Phase I Environmental Site Assessment was recently completed. The draft feasibility study was presented at the August meeting and the final feasibility study was approved at the September meeting. The Commission held a public hearing on this project at its September meeting and officially ordered the project and set the final levy. Project partners recently met to review a scope and budget for design and discuss construction sequencing, funding availability, and cooperative agreement provisions. TRPD was recently awarded \$1.6M in federal funding for this project and other facility investments in Sochacki Park. Staff provided a project update at the March meeting. A cooperative agreement with TRPD and Robbinsdale was approved at the April meeting. Three Rivers Park District contracted with Barr Engineering to develop project designs. A Phase II Environmental Assessment was recently completed. Preliminary results were presented at a recent project partner meeting. Soil contamination (including PCBs) was found in some areas to be above MPCA action levels. TRPD and their consultants (Barr Engineering) are developing response plans and considering applying for Hennepin County Environmental Response funds. The Sochacki Park Joint Powers Operations Committee is meeting soon. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/sochacki-park-water-quality-improvement-project>.

Plymouth Creek Restoration Project Dunkirk Lane to 38th Ave. North (2026 CR-P) (No change since October): A scope and budget for a feasibility study was approved at the October meeting. A project kick off meeting was held November 3rd and a technical stakeholder meeting was held December 5th. Field investigations and desktop analyses are complete. Site prioritization ranking criteria are being developed and concept designs are being developed. A public open house was held on March 11th. Residents who attended are in favor of the project and had questions about impacts to trees, potential construction activities in specific reaches, and buckthorn removal. The feasibility study was approved at the May meeting with Option 3a being approved for implementation. At the June meeting the Commission approved a maximum levy for 2025 that includes funding for this project which was approved by the Hennepin County Board August 6th. A Clean Water Fund grant application for \$400,000 was submitted to the BWSR in August. At its September meeting, the Commission held a public hearing on this project and approved a resolution officially ordering the project, setting the 2025 levy, and entering an agreement with the City of Plymouth for design and construction. The city will hold a public open house on this project in spring 2025 after the city contracts with an engineering firm. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/plymouth-creek-restoration-dunkirk-lane-38th-ave-n>.

Crane Lake Chloride Reduction Demonstration Project, Minnetonka (CL-4): At the meeting in July, the Commission approved a scope and budget for the feasibility study for this project. The Commission Engineer is gathering background information. A project kick off meeting was held September 26th. Monitoring equipment was recently installed and included communications/coordination with MnDOT. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/crane-lake-chloride-reduction-demonstration-project>.

Administrator Activities January 10 – February 12, 2025

Subject	Work Progress
CIP and Technical Projects	<ul style="list-style-type: none"> • <u>Medicine Lake TMDL Assessment Project</u>: Assisted with arranging and participated in meeting of partners to review preliminary results. • <u>Bassett Creek Valley</u>: Reviewed scope and budget for update to original floodplain and stormwater management study; provided comments; arranged meeting with Minneapolis staff; participated in meeting and had further discussions with city staff on next steps • <u>Main Stem Bassett Creek Restoration Project</u>: Reviewed and commented on scope for project design and engineering services; met with project partners
Education and Outreach	<ul style="list-style-type: none"> • Reviewed proofs of final watershed map, delivered proofs to printer; received boxes of printed maps and began distribution; corresponded with cities and partners on map distribution • Prepared agenda and meeting materials for Education Committee meeting including draft 2025 education budget and plan; participated in meeting and sent follow up email with additional “homework” • Posted chloride education materials online • Drafted content on Sweeney Lake EWM eradication project for Hennepin County newsletter • Attended webinar on starry stonewort • Reviewed and commented on BWSR training materials
Administration	<ul style="list-style-type: none"> • Developed agenda; reviewed invoices and submitted expenses spreadsheet to Plymouth; reviewed financial report; drafted January meeting minutes; reviewed memos, reports, and documents for Commission meeting; printed and disseminated meeting information to commissioners, staff, and TAC; updated online calendar; drafted meeting follow up email; ordered catering for February Commission meeting • Participated in pre-meeting call for January with Commission Engineer and Chair Cesnik • Collected letters of interest proposals for legal and engineering services • Updated and distributed Channel Maintenance Fund memo • Prepared agenda and materials for TAC meeting; attended meeting • Document filing, mailing checks and agreements and updated website calendar • Correspondence with BWSR re: work plan and agreement for Clean Water Fund grant for Plymouth Creek Project and WBIF grant for Bassett Creek Restoration Project • Corresponded re: Hennepin Co. Hazard Mitigation Plan with commission engineers; reviewed potential resolution for adoption • Corresponded w/ Dep Treasurer, Attorney Anderson, and auditor re: EFTs resolution and FY24 audit • Corresponded with Plymouth accounting staff re: collecting W9s and setting Budget Committee meeting with Deputy Treasurer • Developed agenda and materials for Budget Committee meeting and participated in meeting; took committee recommendations to TAC for input • Prepared documents, with Golden Valley staff help, for Medley Park grant reconciliation • Updated and submitted revisions to campaign finance form • Reported 2024 WOMP expenses to Met Council • Corresponded with MDA re: pesticide monitoring in Bassett Creek • Corresponded with accountants and CNA Surety and Arthur Gallagher Risk staff re: bond and invoice • Met with Commission Engineers and Fruen Mill redeveloper and consultants re: permitting for redevelopment project
MN Watersheds	<ul style="list-style-type: none"> • Attended MAWA Executive Committee meeting
2025 Watershed Management Plan	<ul style="list-style-type: none"> • Met with Commission Engineers for bi-weekly check in meetings • Developed agenda and materials for Planning TAC meeting; attended meeting and collected additional feedback via email • Drafted introduction/past accomplishments section • Developed matrix of tools vs. issues, revised implementation section, revised table of contents • Drafted meeting minutes for January PSC meeting and updated plan progress tracker • Prepared agenda and materials for February PSC meeting; attended meeting