



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: April 10, 2025

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 5/15/25 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 – April 17, 2025 Commission Meeting- **ACTION ITEM with attachment**
  - B. Acceptance of May Financial Report - **ACTION ITEM with attachment**
  - C. Approval of Payment of Invoices - **ACTION ITEM attachments available upon request – I reviewed the following invoices and recommend payment.**
    - i. Keystone Waters, LLC – April 2025 Administration
    - ii. Keystone Waters, LLC – April 2025 Administrative Expenses
    - iii. Barr Engineering – April 2025 Engineering Services
    - iv. Triple D Espresso – May Meeting Catering
    - v. City of Plymouth – April 2025 Accounting Services
    - vi. Kennedy & Graven – Legal Services
    - vii. Stantec – WOMP Services
    - viii. Bolton & Menk – Parkers Lake Chloride Reduction Outreach Project
5. **BUSINESS**
  - A. Receive Update on Double Box Culvert Repair Project Feasibility Study (FCP-1) (15 min) – INFORMATION ITEM no attachment – *At the meeting in February, the Commission approved the [scope and budget](#) for this CIP project which was moved to 2026 for implementation. The study is moving along quickly with the feasibility report will be presented at the June Commission meeting in time to set the 2026 maximum levy. At this meeting, the Commission Engineer will give an update on the feasibility study and findings to date.*
  - B. Consider Approval of Recommendations from Budget Committee (20 min)
    - i. Memo on Budget Tracking and Transparency – ACTION ITEM with attachment – *The Budget Committee has been discussing options to improve knowledge, tracking, and transparency of the Commission's budgets. At their meeting in April they finalized some initial recommendations outlined in the attached memo. The memo also includes a report on the 2025 operating budget status.*
    - ii. Proposed 2026 Operating Budget – DISCUSSION ITEM with attachments – *The Budget Committee reviewed and discussed options for the 2026 operating budget at their meetings in March and April. The attached proposed budget was also reviewed by the TAC. A final proposed budget must be approved by the June meeting for distribution to cities by July 1<sup>st</sup>.*

- C. Consider Approval of Recommendations from Education Committee (15 min) – ACTION ITEM with attachment – *The Education Committee has been discussing a variety of topics during recent meetings including watershed map distribution and educational signage. Committee recommendations on a contribution to the Third Annual Ĥaǵá Wakpádaŋ Water Blessing event and a contract for website updates are included in the attached memo and proposed contract. Staff recommends approval.*
- D. Consider Approval of Resolutions for Minnesota Watershed 2026 Legislative Session (15 min) – ACTION ITEM with attachments – *At the April meeting, commissioners were asked for thoughts or ideas for possible resolutions for the MN Watersheds 2026 legislative platform. Resolutions are due June 2. Commissioner Polzin expressed two ideas for potential resolutions at the April meeting. After consultation with the MN Watersheds executive director and the Commission Attorney, I drafted the attached resolutions for consideration. The Commission should discuss and provide thoughts or offer revisions. Staff recommends approval to finalize the text and submit these to MN Watersheds.*
- E. Consider Approval of Commissioners and Administrator Attendance at Minnesota Watersheds Summer Tour (5 min) – ACTION ITEM with attachment – *The MN Watersheds Summer Tour is in Roseau, MN in late June. The agenda is attached. A charter bus from the Twin Cities is likely to be available to participants at no extra cost (depending on if enough folks sign up for the bus). The bus would travel to Roseau on Monday June 23 and return Thursday June 26. Event registration is \$136 + \$125/night lodging. I would like approval to attend for up to 3 nights which includes attendance at the MN Association of Watershed Administrators meeting (an additional \$29). I also recommend approval for any commissioner or alternate to attend with reimbursement of registration fees and travel expenses. Commissioner attendance expenses would come from the Education and Outreach budget which includes funding for commissioner training/conferences.*

## 6. COMMUNICATIONS (15 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachment**
  - i. Update on Parkers Lake Chloride Reduction Outreach Project
  - ii. Update on Potential Maintenance Levy
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
- F. Commissioners
- G. TAC Members
- H. Committees

## 7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates [www.bassettcreekwmo.org/projects](http://www.bassettcreekwmo.org/projects)
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notice, Plymouth
- E. [Minneapolis Park and Rec Board 2024 Annual Report](#)
- F. Watershed Partners 2024 Annual Report
- G. West Metro Water Alliance 2024 Annual Report
- H. Clean Water Fund Fact Sheet
- I. [Minnesota Stormwater Research Council Annual Report](#)

## 8. WATERSHED MANAGEMENT PLAN DEVELOPMENT WORKSHOP – (60 minutes)

### A. Review Plan Content – Review Draft [Watershed Management Plan Table of Contents](#)

- i. Section 4.0 Implementation Program – Tools, Policies, Activities, Projects – **DISCUSSION ITEM with attachment (and additional background online)** – *This section of the draft plan incorporates the description of how the BCWMC will make progress towards plan goals including tools, policies, the Activity and Program Implementation Schedule (Table 4.5) and the 10-year Capital Improvement Program (Table 4.6). It is important that commissioners understand the activities and projects being proposed for the next 10 years of watershed management! If you don't have time to review the whole document, please concentrate on Section 4.1.1 – Section 4.1.10, Table 4.5 and Table 4.6. We will review the most important pieces of this section at the meeting and in small group discussions.*
- ii. Revisions to BCWMC Requirements for Development and Improvement Projects – **DISCUSSION ITEM with attachment** – *The attached memo outlines the most significant changes proposed for the Commission's standards and requirements for developments, redevelopments, and other projects. The Commission Engineer will review this content at the meeting and we will discuss in small groups.*

### B. Participate in Small Group Discussions – **DISCUSSION ITEM with links to background below** – *As with previous workshops, we'll break into small groups for more concentrated discussions. Please come with your questions or concerns about the content presented in Item 8A above. You may want to be reminded of the 10-year goals previously approved by the Commission. They can be found in the links below.*

*Please consider these questions from PSC Chair Kennedy as your review materials:*

- 1) *Are there any gaps in activities or projects that may be needed to meet the Plan goals, especially in your community?*
- 2) *This 10-year plan sets out an aggressive schedule of work. How does that resonate with you or how might it resonate with your community?*
- 3) *What gaps do you see between the vision and implementation?*

At workshops in January, August, and November 2024 issue statements, desired future conditions, and 10-year goals were finalized for:

- [Waterbody and Watershed Quality Category](#)
- [Climate Resiliency and Flooding Category](#)
- [Education and Engagement Category](#)
- [Organizational Effectiveness Category](#)

### C. Report Out and Next Steps

## 9. ADJOURNMENT

### Upcoming Meetings & Events

- BCWMC Plan Steering Committee Meeting: Wednesday, June 4<sup>th</sup>, 8:30 a.m., Brookview
- BCWMC Technical Advisory Committee Meeting: Wednesday, June 4<sup>th</sup>, 10:30 a.m., Brookview
- Bassett Creek Restoration Project Public Open House: Thursday, June 5<sup>th</sup>, 4:00 – 7:00 p.m., Golden Valley City Hall
- St. Louis Park Ecotacular: Saturday, June 14<sup>th</sup>, 1:30 – 4:00 p.m., Wolfe Park, St. Louis Park
- BCWMC Commission Meeting, **WEDNESDAY, June 18<sup>th</sup>**, 8:30 a.m., Plymouth City Hall

