



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 11, 2025

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/18/25 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 – November 19, 2025 Commission Meeting- ACTION ITEM with attachment
 - B. Acceptance of December 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. Commission Treasurer Polzin reviewed Keystone Waters invoices.
 - i. Keystone Waters, LLC – November 2025 Administration
 - ii. Keystone Waters, LLC – November 2025 Administrative Expenses
 - iii. Barr Engineering – November 2025 Engineering Services
 - iv. Triple D Espresso – December Meeting Catering
 - v. City of Plymouth – November 2025 Accounting Services
 - vi. Kennedy & Graven – Legal Services
 - vii. Stantec – WOMP Services
 - viii. Bolton & Menk – Parkers Lake Chloride Reduction Project
 - ix. HDR – Website Update Project
 - x. Three Rivers Park District – Medicine Lake AIS Activities (2)
 - D. Approval of Contract with HDR, Inc. for 2026 – 2028 Website Maintenance and Hosting - ACTION ITEM with attachment – HDR, Inc. has been hosting the BCWMC website and providing critical website maintenance services since 2015. The proposed budget in the attached 3-year contract is a not-to-exceed amount based on actual services used. Although the 2026 BCWMC budget for website services is lower than proposed in this contract, actual annual costs are often much lower. HDR's service is always prompt and comprehensive and their proposed costs are very reasonable. I recommend continuing to contract with HDR for these services and recommend approval of the attached agreement which was reviewed by Commission Attorney Anderson.
 - E. Approval of Contract with Stantec, Inc. for 2026 Watershed Outlet Monitoring Program Activities - ACTION ITEM with attachment – Stantec (formerly Wenck) has been performing monitoring activities at the WOMP station since at least 2013. This proposal is generally in line with the 2026 BCWMC budget for WOMP activities and through an agreement with the Met Council, the BCWMC is reimbursed \$5,000 per year for WOMP monitoring. I recommend approval of the attached agreement which was reviewed by Commission Attorney Anderson.

- F. Approval of Non-NASSCO Deep Tunnel Inspection Report (3rd Ave. & Unsubmerged Portions of 2nd St. Tunnels) and Direct Commission Engineer to Submit Report to City of Minneapolis and U.S. Army Corps of Engineers - **ACTION ITEM with attachment** – *In September this year, Commission Engineers completed inspections in portions of the Bassett Creek Tunnel including the 3rd Ave. tunnel and the unsubmerged portions of the 2nd St. tunnel. A memo outlined results of the inspection is attached and should be approved and submitted to the City of Minneapolis and the U.S. Army Corps of Engineers.*
- G. Conditional Approval of Plymouth 2026 Street Reconstruction Project - **ACTION ITEM with attachment** - *The proposed linear project in the City of Plymouth within the Medicine Lake and Plymouth Creek subwatersheds. The project includes street reconstruction and utility improvements, resulting in 6.2 acres of proposed site disturbance. The project creates 3.8 acres of new and fully reconstructed impervious surfaces and an increase of 0.60 acres of impervious surfaces, from 3.2 acres (existing) to 3.8 acres (proposed). Staff recommends approval conditioned on resolution of comments included in the attached memo.*

5. **PUBLIC HEARING**

- A. Receive Input on Draft Bassett Creek Watershed Management Plan – **PUBLIC INPUT ITEM with attachment** – *This public hearing is an opportunity to hear questions or concerns from the public on the [draft watershed management](#) before it is submitted for the final 90-day review.*

6. **BUSINESS**

- A. Consider Approval of Revisions and Additions to Policies in the Draft Watershed Management Plan (15 min) - **ACTION ITEM with attachment** – *Staff continues to work on finalizing the draft watershed plan with revisions resulting from [responses to comments](#) that were approved at the November meeting. We expect the draft plan to be submitted for 90-day review early in January. Staff recently discovered some additional revisions we recommend incorporating into the draft plan. Please see the attached memo for details.*
- B. Consider Approval of 90% Design Plans for Phase I Plymouth Creek Restoration Project (2025-CRP) (30 min) - **ACTION ITEM with attachment** – *The Commission approved 60% designs for [this project](#) at its meeting in October. Commission Engineers have reviewed the 90% and have been working through outstanding items with the city’s design consultants (Moore Engineering). The plans will be presented at this meeting. Staff recommends conditional approval of the plans as noted in the attached memo.*
- C. Consider Revisions to Budgets, Funding, and Agreements Related to the Bassett Creek Restoration Project Regent Ave to Golden Valley Road (2024-CRP) (40 min)
 - i. Consider Amendment to Engineering Services Budget - **ACTION ITEM with attachment** – *As you are aware, design and permitting for [this CIP project](#) has had its share of challenges. The attached memo outlines a request for an amendment to the Commission Engineer’s engineering services budget so that it is in line with actual and expected future costs. In recognizing some of their internal inefficiencies, scoping issues, and some delayed communications with the Commission and the Administrator, the Commission Engineer is willing to absorb \$10,000 of the budget shortfall, bringing the total additional budget request to \$77,000. Additionally, due to staff turnover and more detailed wetland assessments requested by the City of Golden Valley, the city is also likely to offer to absorb*

a portion of these additional costs. They plan to bring additional information to the meeting.

- ii. Consider Approval of Updated Project Budget and 2027 Levy Request - **ACTION ITEM with attachment** – *At the November meeting, the Commission approved the 90% plans and received an update on the estimated construction cost of the project. Please see the attached memo with a recommendation to officially approve a new total project budget and request for 2027 levy funds.*
- iii. Consider Amendment to Agreement with City of Golden Valley - **ACTION ITEM with attachment** – *Given the adjustments to the total project budget, an amendment to the cooperative agreement with the city of Golden Valley is warranted. Commission Attorney Anderson drafted the attached 1st amendment document. Because this document still needs city legal counsel review, I recommend Commission approval contingent on any revisions requested by the city be reviewed and approved by the Commission Attorney, Administrator, and Chair.*
- D. Consider Recommendations from Administrative Services Committee (15 min) - **ACTION ITEM with attachment** – *The Administrative Services Committee met on November 20th to discuss a variety of topics. The attached memo outlines their discussion and includes two committee recommendations.*
- E. Receive Report on Minnesota Watersheds Annual Conference and Meeting (10 min) – **INFORMATION ITEM no attachment** – *Chair Cesnik, Alternate Commissioners Kennedy and Leonardson, and I attended the MN Watersheds conference last week. We will provide a verbal report at this meeting.*
- F. Determine 2026 Regular Meeting Schedule (10 min) – **DISCUSSION ITEM no attachment** – *I would like the Commission to set the 2026 BCWMC meeting calendar and recommend that monthly meetings continue to be scheduled on the 3rd Thursday at 8:30 a.m. except for: Wednesday, October 14th (to avoid MEA weekend) and Wednesday, November 18th (to avoid a conference attended by multiple TAC members).*

7. COMMUNICATIONS (15 minutes) – INFORMATION ITEM with attachment

- A. Administrator’s Report
 - i. [BWSR Training Videos](#)
 - ii. Medicine Lake AIS Grant
 - iii. Campaign Finance Forms
 - iv. [Winter Salt Week Update](#)
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
- F. Commissioners
- G. TAC Members
 - i. [Medicine Lake Real Time Water Level & Temperatures](#)
 - ii. Appoint Liaison for January 7th TAC Meeting
- H. Committees

8. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notices Plymouth, Golden Valley, Minneapolis

9. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Technical Advisory Committee Meeting: Wednesday, January 7th, 10:30 a.m., Plymouth City Hall
- BCWMC Commission Meeting: Thursday, January 15th, 8:30 a.m., Golden Valley City Hall