



Bassett Creek Watershed Management Commission

Draft Minutes of Regular Meeting
Wednesday, November 19, 2025
8:30 a.m.
3400 Plymouth Blvd, Plymouth MN

1. CALL TO ORDER and ROLL CALL

On November 19, 2025 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	<i>Absent</i>	Jesse Struve
Golden Valley	Paula Pentel	Wendy Weirich	Michael Ryan, Emma Rakestraw
Medicine Lake	Clint Carlson	Shaun Kennedy	<i>Absent</i>
Minneapolis	Jodi Polzin	Nick Minderman	Liz Stout
Minnetonka	<i>Vacant</i>	<i>Vacant</i>	Eric Eckman (online)
New Hope	Jere Gwin-Lenth	Jen Leonardson	<i>Absent</i>
Plymouth	Catherine Cesnik	<i>Absent</i>	Ben Scharenbroich
Robbinsdale	<i>Absent</i>	<i>Vacant</i>	<i>Absent</i>
St. Louis Park	RJ Twiford	David Johnston	Erick Francis
Administrator	Laura Jester, Keystone Waters, LLC		
Engineers	Stephanie Johnson and Jessica Olson, Barr Engineering Co. Gabby Campagnola and Josh Phillips, Barr Engineering Co. (online)		
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 Gwin-Lenth moved to approve the agenda as presented. Commissioner Twiford seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

4. CONSENT AGENDA

Items 4D, 4E, 4F, and 4G were removed from the consent agenda.

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

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

- Approval of Minutes – October 16, 2025 Commission Meeting
- Acceptance of November Financial Report
- Approval of Payment of Invoices
 - Keystone Waters, LLC – October 2025 Administration
 - Keystone Waters, LLC – October 2025 Administrative Expenses
 - Barr Engineering – October 2025 Engineering Services
 - Triple D Espresso – November Meeting Catering
 - City of Plymouth – October 2025 Accounting Services
 - Kennedy & Graven – Legal Services (2)
 - Stantec – WOMP Services
 - Bolton & Menk – Parkers Lake Chloride Reduction Project
 - HDR – Website Update Project

4D. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers

Commissioner Carlson noted that he continues to be concerned about all budgets, particularly state and federal funding. He noted he would like to review all activities more closely for budget implications. Commission Engineer Johnson noted that the Flood Control Project annual inspection activities and report is required as part of the infrastructure's operations and maintenance plan. She reported that city staff are often involved in the inspections and that the report should be filed with the DNR, Army Corps of Engineers, and submitted to cities.

MOTION: Commissioner Pentel moved to approve the Flood Control Inspection Report and to direct the Commission Engineer to submit it to the proper authorities. Commissioner Carlson seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

4E. Approval of Recommendations from Technical Advisory Committee

Commissioner Carlson noted that the water level monitoring equipment for Medicine Lake was discussed by the TAC. He noted the City of Medicine Lake would be contributing toward the purchase of the equipment. TAC Chair Scharenbroich reported that the TAC does not recommend that the BCWMC cost share the equipment purchase because it serves primarily a recreational purpose.

There were also questions about the TAC's discussion on the next steps following the street sweeping prioritization study. Commission Hauer asked where materials collected by sweepers end up, what additional data are needed, and the time period for periodic updates to the study. TAC Chair Scharenbroich reported that sweepings are separated – trash goes to landfills and organic materials goes to compost sites. He noted that more data would be useful to better calibrate pollution removal estimates and that the timing of study updates might vary but likely about every 5 years.

Commissioner Polzin noted that any changes to policies (such as those included with TAC recommendations) should consider equity aspects. She noted that in Minneapolis, lower income areas have fewer trees, resulting in less street sweeping but often have more trash that could be captured in sweepers. Commission Engineer Johnson noted the

TAC stayed focused on nutrient pollution reduction with regards to street sweeping within the study that was completed and recommended updates to the capital equipment cost share policy. She noted that Plan implementation activities will incorporate more consideration of equity within projects and programs.

MOTION: Commissioner Polzin moved to approve the TAC recommendations. Commissioner Carlson seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

4F. Approval of Reimbursement Agreement with Breck School

Administrator Jester reported that the Breck School is currently planning for redevelopment and expansion of their campus in Golden Valley and that extensive floodplains, multiple wetlands, the Sweeney Branch of Bassett Creek, and high groundwater make this a challenging site to manage stormwater and mitigate for floodplain and wetland impacts. She noted that as with Fruen Mill, the Breck School team requests potentially extensive input, review, and discussions with Commission Engineers prior to submitting a formal application and that they are willing to reimburse the Commission for this expense. She reported that Commission Attorney Anderson drafted the attached reimbursement agreement which was also reviewed by Breck representatives.

MOTION: Commissioner Carlson moved approval of the agreement with Breck School. Commissioner Polzin seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

4G. Approval of Reimbursement Agreement with Hennepin County for Parkers Lake Chloride Reduction Project Activities

Administrator Jester noted that in March, the Commission approved a contract with Bolton & Menk for outreach and training related to the Parker's Lake Chloride Reduction Project for \$16,900. She reported that work is ongoing, and the expenses are eligible to be reimbursed from Watershed Based Implementation Funding held by Hennepin County. She reported that in all, there is a total of \$30,000 in grant funding available for chloride-reduction work in the Parkers Lake subwatershed and that this agreement allows for reimbursement to the Commission from the County in order to utilize the available grant funding. In response to a question, she reported that no other work similar to this was currently proposed in the watershed but that similar work may be useful for other areas, including in the Crane Lake subwatershed, in the future.

MOTION: Commissioner Hauer moved to approve the agreement with Hennepin County. Commissioner Carlson seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

5. BUSINESS

A. Consider Approval of 90% Design Plans for Bassett Creek Restoration Project Regent Ave to Golden Valley Road (2024-CRP)

Commission Engineer Olson reviewed the 90% design plans noting that input from Golden Valley staff and residents adjacent to the creek is incorporated into the plans. She reviewed stabilization methods and highlighted where the 90% plans were different from the 50% plans, including some access routes, extents of restoration, and types of vegetation. Ms. Rakestraw with the City of Golden Valley noted that temporary easements are needed for construction access and to stabilize the banks along private property. She noted that the city is seeking easements from 61 properties. She relayed the number of properties who are willing to grant easements, the number who have not yet responded to inquiries, and the number of those concerned about granting easements. She reminded the Commission that the city does already hold drainage and utility easements over much of the project area. She also confirmed that these are voluntary easements; that neither the city nor the Commission are paying for easements and that no entity is claiming eminent domain.

Commission Engineer Olson reviewed the estimated cost of the project including construction and vegetation management/restoration costs. She noted permitting is ongoing and that the city has a goal of

seeking bids in February which is anticipated to be a good bidding timeframe.

Commissioner Polzin expressed concern about utilizing public funds to restore vegetation on private property in the areas of expanded restoration (similar to her concern voiced with the 50% designs). She noted the Commission has not developed a policy for this situation and needs to apply the use of public funds equitably. There was discussion on the benefits of buckthorn removal and management of invasives on adjacent private property when the opportunity arises, as modeling best practices, and how other entities handle this situation. It was noted that any future policies on this should focus on the natural resources benefits and that residents should not request/receive work outside the scope of the project. TAC Chair Scharenbroich requested that the TAC be involved with developing a policy regarding public expenditure on private properties.

Administrator Jester reported that she would bring final updated budgets for this project and funding options to the December meeting.

MOTION: Commissioner Pentel moved to approve the 90% designs. Commissioner Gwin-Lenth seconded the motion.

Discussion: Chair Cesnik noted that construction costs are much higher than anticipated at the time of the feasibility study, but with corresponding higher pollutant removals and better cost benefits per pound of pollutant removal. There was discussion about trying to shorten the time between feasibility study and design on future projects. Administrator Jester noted that this project was an anomaly with the extended timeframe between ordering the project and entering an agreement with the city to start designs. It was noted that all projects are more expensive, partly because all the “low hanging fruit” projects have been completed. Commissioner Gwin-Lenth voiced his agreement on the need for a policy re: funding projects on private property, a shorter timeframe between feasibility study and design, and the need for overall flexibility for when conditions change.

VOTE: Upon a vote, the motion carried 6-1 with Minneapolis voting no, all others voting in favor, and the cities of Minnetonka and Robbinsdale absent from the vote.

[Chair Cesnik called for a 5-minute break.]

[Commissioner Carlson absent from meeting upon reconvening.]

B. Consider Approval of Engineering Services Scope of Work for Double Box Culvert Repair Project (FCP-1)

Commission Engineer Johnson reviewed the scope and budget for engineering services related to the Double Box Culvert Repair Project. She noted the project was officially ordered by the Commission in September and reminded commissioners that this project is being wholly implemented by the Commission rather than entering into an agreement with a member city or other partner. She noted the design will follow the typical process but without a public engagement component because the only stakeholders are the city of Minneapolis and the Army Corps of Engineers (ACOE). She noted the 60% and 90% designs would be brought back to the Commission for approval. She noted there are no known permits needed for this project and that the engineering scope includes development of specifications, bidding, and construction observation during the entire time construction contractors are in the tunnel.

There was discussion regarding the higher than typical cost for engineering services (mostly due to constant construction observation) and potential issues with engaging with the ACOE. It was noted that if the ACOE does not engage on this project, the Commission will continue to do its due diligence in informing the ACOE.

MOTION: Commissioner Polzin moved to approve the scope and budget for the Double Box Culvert Repair Project engineering services. Alternate Commissioner Kennedy seconded the motion. Upon a vote the motion carried 7-0 with the cities of Minnetonka and Robbinsdale absent from the vote.

C. Consider Approval of Recommendations from Plan Steering Committee

- i. Responses to Comments from 60-day Review**
- ii. Revisions to 10-year Goals**
- iii. Set Public Hearing for December 18, 2025**

Plan Steering Committee Chair Kennedy reported that comments received showed a significant amount of engagement and that multiple compliments on the Plan were received, despite numerous comments on goal-measurability. He noted that the Commission is required to respond to each comment in writing.

[Commissioner Carlson returns to the meeting.]

Administrator Jester reviewed the list of commenters and the timeline for final plan approval. She walked through some of the more significant comments and responses recommended by the Plan Steering Committee.

MOTION: Commissioner Pentel moved to approve the responses to comments and set a public hearing date of December 18, 2025. Commissioner Twiford seconded the motion. Upon a vote the motion carried 7-0 with the cities of Minnetonka and Robbinsdale absent from the vote.

D. Appoint Delegates to Minnesota Watersheds Annual Meeting

- i. Conference Program**
- ii. Business Meeting Packet**
- iii. Region 3 Caucus Packet**

Administrator Jester reminded commissioners that at the October meeting, the Commission approved attendance by herself and up to 3 commissioners. She reported that the Commission should appoint two delegates and one alternate to represent the Commission at the Region 3 Caucus and the annual business meeting.

MOTION: Commissioner Pentel moved to appoint Alternate Commissioner Kennedy and Chair Cesnik as delegates and Alternate Commissioner Leonardson as the alternate delegate. Commissioner Hauer seconded the motion. Upon a vote the motion carried 7-0 with the cities of Minnetonka and Robbinsdale absent from the vote.

6. COMMUNICATIONS

A. Administrator's Report

- i. Winter Salt Week – Set for January 26 – 30; includes a series of free webinars and meant to be an opportunity to highlight the importance of low salt practices. There is a toolkit online if cities or other organizations wish to adopt proclamations, post on social media platforms, or host an event.**

Administrator Jester also reported on a meeting regarding the future of WMWA held that Monday with about 30 attendees; on a presentation she is giving at the MN Watershed Conference with former Commission Welch and the Nine Mile Creek Watershed District administrator on shifting away from limited liability and looking at regulatory approaches to reducing sale; and about likely submitting a grant application to the DNR for treatment of AIS in Medicine Lake.

B. Engineer

Commission Engineer Johnson reported that fieldwork is ongoing for the feasibility study for the Lagoon Dredging Phase II project

C. Legal Counsel – No report.

D. Chair – Chair Cesnik noted that there are many Medicine Lake residents concerned about water quality, including a Plymouth councilmember. She asked that information on the AIS grant application be sent to stakeholders.

E. Minnesota Watersheds – No Board meeting this month.

F. Commissioners – No report

G. TAC Members

- i. Keep It Clean Grant Application for Medicine Lake – TAC Chair Scharenbroich reported that the City of Plymouth submitted a Keep It Clean grant application for ice clean-up activities and education campaign.
- ii. Plymouth Creek Restoration Project Public Open House - TAC Chair Scharenbroich reported that 15 – 20 people attended the public open house and that 90% design plans will be presented at the December meeting.

Emma Rakestraw introduced herself as the new Environmental Manager for the City of Golden Valley.

H. Committees

- i. Administrative Services Committee Meeting Nov 20

2. 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 Minnetonka and Plymouth

7. **ADJOURNMENT** – The meeting adjourned at 10:40 a.m.