



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: August 12, 2026

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 8/20/26 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – July 16, 2026 Commission Meeting - ACTION ITEM with attachment
 - B. Acceptance of August Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM attachments available upon request – I reviewed the remaining invoices and recommend payment.
 - i. Keystone Waters, LLC – July 2026 Administration
 - ii. Keystone Waters, LLC – July 2026 Administrative Expenses
 - iii. Barr Engineering – July 2026 Engineering Services
 - iv. Triple D Espresso – August Meeting Catering
 - v. City of Plymouth – July 2026 Accounting Services
 - vi. Kennedy & Graven – June 2026 Legal Services
 - vii. LB Carlson – 2025 Financial Audit
 - viii. Strategic Consulting & Coaching – Organizational Assessment Project
 - ix. Bolton & Menk – Parkers Lake Chloride Reduction Project
 - x. Stantec – WOMP Monitoring Activities (2)
 - xi. Kaitlyn Egan – July Communications & Outreach Activities
 - D. Approval of Resolution of Appreciation for Joan Hauer – ACTION ITEM with attachment – Crystal Commissioner Hauer recently stepped down from the Commission. She was an engaged member of the Commission since 2022, serving on several committees including the busy Plan Steering Committee, and often volunteering at events. Staff recommends approval of the attached resolution of appreciation.
5. **BUSINESS**
 - A. Elect New Commission Secretary (10 min) – ACTION ITEM no attachment – With the resignation of Commissioner Hauer, the Commission should elect a new secretary from primary commissioners. If necessary, the secretary position can be combined with the treasurer position which is currently held by Commissioner Polzin.
 - B. Consider Approval of 2027 Operating Budget (15 min) – ACTION ITEM with attachment – At the meeting in May the Commission approved a proposed 2027 operating budget which was sent to member cities for review and comment. No cities submitted comments on the proposed budget by the August 1st deadline. Staff recommends approval of the 2027 operating budget as proposed in May and presented in the attachment.

- C. Review Updates from West Metro Water Alliance and Consider Approval of Updated Agreement (25 min) – **ACTION ITEM with attachments** – *The West Metro Water Alliance (WMWA) has operated since 2006 as a collaboration among BCWMC and four other watersheds who pool funds and work together to develop and implement educational materials and activities. Recently, the group has been doing some strategic planning, has developed governance standards, and recommends an updated WMWA agreement with Shingle Creek WMC for fiscal and administrative tasks. Please see the attached memo and proposed agreement with meeting materials. Staff recommends approval of the agreement which was reviewed by Commission Attorney Anderson.*
- D. Receive Update on Communication & Administrative Assistant Activities and Recommendations (15 min) – **INFORMATION ITEM no attachments** – *As a brand-new member of the BCWMC team, Kaitlyn Egan has hit the ground running! She and I will provide an update on her recent activities and her proposed functional title, and we'll review the attached recommendation she developed for cloud-based workspace, file management, and emails.*

6. COMMUNICATIONS (15 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachment**
 - i. Organizational Assessment Project and Survey Responses
 - ii. Medicine Lake Task Force and Starry Stonewort Treatments
 - iii. Ĥaĥá Wakpádaŋ Water Blessing Ceremony
 - iv. Sochacki Park Water Quality Improvement Project Open House
- B. Engineer
 - i. Report on Bassett Creek Restoration Project
 - ii. Report on Theodore Wirth Hydrology Study
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
 - i. Summer Tour – Confirming Attendance
- F. Commissioners
- G. TAC Members
- H. Committees
 - i. Report on August 18th Education Committee Meeting

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Spreadsheet
- D. July Minnesota Watersheds Newsletter

8. ADJOURNMENT

Upcoming Meetings & Events

- [MN Watersheds Summer Tour](#): August 25 – 26th, Detroit Lakes MN
- [BCWMC Technical Advisory Committee Meeting](#): Wednesday, September 2nd, 10:30 a.m., Brookview
- [BCWMC Administrative Services Committee Meeting](#): Wednesday, September 2nd, 12:00 p.m., Brookview
- [BCWMC Regular Meeting and Public Hearing](#): Thursday, September 17th, 8:30 a.m., Golden Valley
- [Blue Thumb Fall Native Plant Sale](#): Sat, Sept 19, 10:00 - 1:00, Valley Community Presbyterian Church, Golden Valley
- [Ĥaĥá Wakpádaŋ Water Blessing Ceremony](#): Monday, October 12th, 10:00 a.m., Westwood Hills Nature Center