



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 12, 2026

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 2/19/26 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 – January 15, 2026 Commission Meeting- **ACTION ITEM with attachment**

 - B. Acceptance of February Financial Report - **ACTION ITEMS 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 – January 2026 Administration
 - ii. Keystone Waters, LLC – January 2026 Administrative Expenses
 - iii. Barr Engineering – January 2026 Engineering Services
 - iv. Triple D Espresso – February Meeting Catering
 - v. City of Plymouth – January 2026 Accounting Services
 - vi. Kennedy & Graven – December 2025 Accounting Services
 - vii. HDR, Inc. – Website Maintenance
 - viii. Met Council Environmental Services – 2025 CAMP Monitoring
 - ix. Hennepin County – Tax Settlement
 - x. Bolton & Menk – Parkers Lake Chloride Reduction Project

 - D. Approval of Resolution of Appreciation for Alternate Commissioner Vadali – **ACTION ITEM with attachment** – *Alternate Commissioner Vadali represented the city of Plymouth since 2022 but recently stepped back from this role. Staff recommends approval of the attached resolution of appreciation.*

 - E. 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.*

 - F. 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.*

 - G. Approval of Resolution 26-04 Approving Electronic Fund Transfers – **ACTION ITEM with attachment** – *Commission Deputy Treasurer Vadnais recommends annually adopting this policy that was first approve last year. There are no changes from last year’s version and it was reviewed by Attorney Anderson and the Deputy Treasurer. Policy language included in the resolution will be incorporated into the BCWMC Policy Manual in the future. Staff recommends approval.*

- H. Approval of Resolution 26-05 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.*
- I. Approval of Agreement with LB Carlson for FY25 Financial Audit – **ACTION ITEM with attachment**– *Staff recommends approving the agreement with and engagement letter from LB Carlson to perform the FY2025 financial audit. Plymouth accounting staff and I will assist with providing auditors with necessary information.*
- J. Approval of Marsh Run III Project, Minnetonka – **ACTION ITEM with attachment** - *The proposed project located in the Medicine Lake subwatershed in Minnetonka includes demolition of existing buildings, removal of an existing parking lot, and construction of a new apartment building, utilities, parking lot, stormwater management practices, and landscaping, resulting in 1.4 acres of proposed site disturbance and an increase of 0.1 acres of impervious surfaces. Floodplain impacts will be mitigated as required and erosion and sediment control plans are appropriate. Staff recommends approval.*

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 Polzin.*
- B. Review Roles and Responsibilities Document and Bylaws – **INFORMATION 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 2026 Commission Calendar and Areas of Work - **INFORMATION ITEM with attachment** – *The annual organizational meeting is a good time to review the calendar and areas of work. The attached document shows items the Commission considers annually and/or will consider over the course of the year. 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. Technical Advisory Committee Liaison
- E. Review Open Meeting Law - INFORMATION ITEM with attachment - The attached document was recently updated by Commission Attorney Anderson and 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. Consider Resolution of Appreciation for Commission Engineer Chandler (15 min) – ACTION ITEM with attachment – Engineer Chandler is retiring and it's time to acknowledge her outstanding service and contributions to Commission since 2011! A resolution of appreciation is attached and recommended for approval.
- B. Review 2025 Monitoring Results and Consider Recommendations for Schaper Pond (30 min) – ACTION ITEM with attachment – The attached memo from Commission Engineers reports results from last year's monitoring on Schaper Pond and recommendations for additional surveys and development of recommendations for future carp management activities. This work is an extension of the 2015 [Schaper Pond Diversion Project](#) and dovetails with water quality improvements and carp management on [Sweeney Lake](#).
- C. Review Results of 2025 Staff Performance Evaluations (15 min) – INFORMATION ITEM no attachment - Commissioner Pentel will present results of the staff evaluations at this meeting.
- D. Consider Approval of Commissioner and Administrator Attendance at MN Watersheds Legislative Event (10 min) – ACTION ITEM with attachment – Minnesota Watersheds is hosting its annual Legislative Event in St. Paul on March 3rd with \$107/person registration fee. Additionally, there is a MN Association of Watershed Administrators (MAWA) quarterly meeting I would like to attend that day (\$50 registration fee). I recommend approving attendance at the Legislative Event by any commissioner or alternate commissioner and I request approval of my attendance at both the event and the MAWA meeting.
- E. Consider Approval of Administrator Attendance at Stormwater Pond Research and Practice Symposium (10 min) – ACTION ITEM with attachment – An interesting symposium looking at recent research on the function and performance of storm water ponds is scheduled for March 31 and April 1 in St. Louis Park with a registration fee of \$100. More information is attached and can be found here: <https://wrc.umn.edu/stormwater-ponds>. I am requesting approval to attend.
- F. Receive Update on Phase II Lagoon Dredging Project Feasibility Study (10 min) – INFORMATION ITEM

no attachment – A [scope of work](#) for this project was approved last August and a public open house is scheduled for Thursday, February 19th 4:00 – 7:00 p.n. at The Trailhead in Theodore Wirth Park. Staff will provide an update on the feasibility study and information on new options that could be considered that were not part of the original scope.

7. COMMUNICATIONS (15 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachment**
 - i. Update on Grant Application for Comprehensive Assessment Project
 - ii. Reminder of Auditors Conflict of Interest Forms
 - iii. Comments on 90-day Review of Watershed Management Plan
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
- F. Commissioners
- G. TAC Members
- H. Committees
 - i. Administrative Services Committee Meeting March 4th

8. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. WMWA February Media Kit
- E. [MN Watersheds January Newsletter](#)
- F. WCA Notice, Golden Valley
- G. [Three Rivers Parks Big Year of Rivers Events](#)

9. ADJOURNMENT

Upcoming Meetings & Events

- Lagoon Dredging Project Public Open House: Thursday, February 19th, 4:00 – 7:00 p.m., The Trailhead @ Theodore Wirth Park
- Minnesota Watersheds Legislative Event: Tuesday, March 3rd, 3:00 p.m., Radisson Hotel - Capitol Ridge 161 Rondo Avenue, St. Paul
- BCWMC Technical Advisory Committee Meeting: Wednesday, March 4th, 10:30 a.m., Brookview
- BCWMC Administrative Services Committee Meeting: Wednesday, March 4th, 12:00 p.m., Brookview
- BCWMC Commission Meeting: Thursday, March 19th, 8:30 a.m., Golden Valley City Hall