



## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners and Alternates  
From: Administrator Jester  
Date: May 13, 2026

#### **RE: Recommendation to Begin Task 1 of Hydrologic and Hydraulic Conversion and Update Project**

At the meeting in March, the Commission reviewed a recommendation from the TAC on a revised budget and timeline for the Hydrologic and Hydraulic Conversion and Update Project. Since the original scope and budget was approved in April 2024, staff have worked to secure FEMA grant funding which has yet to be allocated. If the grant is awarded, it would pay for 75% of the total project costs. At the March meeting, staff was directed to bring a recommendation on project phasing and funding options to a future meeting.

At the April meeting, I was directed to engage congressional representatives for assistance with the FEMA grant application. I reached out to Senator Smith, Senator Klobuchar, and Representative Morrison. Their offices have been in contact with me, have requested additional information, and have indicated they will advocate for our project and will work to get information and a status update from FEMA.

In the meantime, I recommend the Commission approve the revised scope and updated budget of \$290,500 ([as presented in March](#)) and direct the Commission Engineer to start Task 1: Conversion of the model from XP-SWMM to PC-SWMM. This will allow the Commission to make progress on this project that was approved over two years ago while awaiting information on potential grant funds. If the grant is awarded, our contact at the Minnesota Department of Public Safety (our liaison to FEMA for this project) has indicated the grant work plan can be revised to reflect a new timeline and budget.

The budget for Task 1 is \$44,000. Whatever work is completed before the grant is awarded cannot be grant funded and cannot be used as grant match. This would mean more out-of-pocket expenses for the Commission than if the grant were fully funded before starting the project. See calculations below. I recommend that Commission funding for this project come from the Special Projects Fund. Alternatively, funding could come from the Flood Control Project Long-Term Maintenance Fund.

#### Scenario if we start Task 1 now:

Commission Cost: Task 1 (\$44,000) + 25% of remaining project costs (\$61,625) = \$105,625  
Grant Funds: \$184,875

#### Scenario if we wait to start project after grant award (assuming costs don't continue to rise and the grant work plan is successfully revised to reflect new totals):

Commission Cost: 25% of project cost = \$72,625  
Grant Funds: \$217,875