# Bassett Creek Watershed Management Commission

**AGENDA MEMO**
Date: September 11, 2025
To: BCWMC Commissioners
From: Laura Jester, Administrator
**RE: Background Information for 9/18/25 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 – August 21, 2025 Commission Meeting- **ACTION ITEM with attachment**

   B. Acceptance of September 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 – August 2025 Administration
      ii. Keystone Waters, LLC – August 2025 Administrative Expenses
      iii. Barr Engineering – August 2025 Engineering Services
      iv. Triple D Espresso – September Meeting Catering
      v. City of Plymouth –August 2025 Accounting Services
      vi. Kennedy & Graven – Legal Services
      vii. Stantec – WOMP Services
      viii. LB Carlson LLP – 2024 Financial Audit
      ix. Bridge Tower Media – Public Hearing Notice
      x. Bolton & Menk – Parkers Lake Chloride Reduction Project
      xi. HDR – Website Maintenance and Update Project
      xii. ECM Publishers – Public Hearing Notice

5. **PUBLIC HEARING**
   A. Receive Comments on Double Box Culvert Repair Project (FCP-1) (15 min) - **PUBLIC INPUT ITEM with attachment** - *The public hearing will be opened and the public will be asked for comments on the 2026 Double Box Culvert Repair Project. All comments will be entered into the public record and will be considered before the Commission approves the resolution in 6A below. The attached public hearing notice briefly describes the project. The Commission approved the feasibility study for this project at its June meeting.*

6. **BUSINESS**
   A. Consider Approval of Resolution 25-08 Ordering 2026 Improvement (15 min) **ACTION ITEM with attachment** - *Pending the outcome of the public hearing in 5A, the attached resolution should be considered for approval to order the project, designate the entity responsible for construction, make findings pursuant to MN Statutes 103B.25, and certify the costs of the 2025 projects to Hennepin County. Staff recommends approval of the resolution which approves the following*:
      i. Ordering 2026 Improvement
      ii. Making Findings Pursuant to Minnesota Statutes Section 103B.251

iii. Certifying Costs to Hennepin County - *The attached memo lists the estimated project costs for the 2026 projects and recommends the Commission direct staff to certify for payment by Hennepin County in 2026 a total (final) tax levy of $2,503,500*.

B. Receive Street Sweeping Prioritization Study Results (40 min) – **INFORMATION ITEM with attachment** (complete document and appendices online) – *At their meeting in October 2024, the Commission approved a scope of work for a street sweeping prioritization study to analyze opportunities to enhance and prioritize sweeping for pollution reduction to priority waters. The TAC provided information through a survey of current operations and reviewed the study results at their meeting in August. There are multiple datasets and analyses used in the study and different ways the results can be presented and considered. The executive summary in the attached report provides an overview of results and recommendations with methodology, mapping, and results by city and subwatershed presented in the main body of the report. Commission Engineers will present the results at this meeting. Commissioners should discuss how the results might be used in future programs and projects*.

**7. COMMUNICATIONS (15 minutes)**

A. Administrator's Report
   i. Reminder of November Wednesday Meeting Date and Location
   ii. Update on Watershed Plan 60-day Review Comments
   iii. Volunteers Needed for Water Blessing Event
B. Engineer
C. Legal Counsel
D. Chair
E. Minnesota Watersheds
   i. Report on Meeting on Resolutions
F. Commissioners
G. TAC Members
   i. Update on MN Attorney General Task Force on Water
   ii. Update on Plymouth Creek Restoration Project
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, Minnetonka

**9. ADJOURNMENT**

**Upcoming Meetings & Events**

- Blue Thumb Native Plant Sale: Saturday, September 20th, 10:00 a.m. – 1:00p.m., Valley Presbyterian Church, Golden Valley
- Fruen Mill Tour: Monday, September 29th, 4:00 p.m., 303 Thomas Ave N, Minneapolis
- Third Annual Ȟaȟá Wakpádaŋ Water Blessing: Monday, October 13th, 10:00 – 11:00 a.m.; West Medicine Lake Park
- BCWMC Commission Meeting: Thursday, October 16th, 8:30 a.m., Golden Valley City Hall
- Metro Watersheds Quarterly Meeting: Tuesday, October 21st, 7:00 p.m., hybrid, Zoom + Capitol Region WD
- BCWMC Commission Meeting: **Wednesday**, November 19th, 8:30 a.m., Plymouth City Hall