



# Bassett Creek Watershed Management Commission

Regular Meeting  
Thursday, February 19, 2026

8:30 a.m.

Council Chambers - Golden Valley City Hall  
7800 Golden Valley Rd., Golden Valley MN

[An online option is not available for this meeting.]

## MEETING AGENDA

### 1. CALL TO ORDER and ROLL CALL

**2. PUBLIC FORUM ON NON-AGENDA ITEMS** – *Members of the public may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, except for referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

### 3. APPROVAL OF AGENDA

### 4. CONSENT AGENDA (10 minutes)

- A. Approval of Minutes – January 15, 2026 Commission Meeting
- B. Acceptance of February Financial Report
- C. Approval of Payment of 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
- E. Approval to Designate *Finance and Commerce* as the Official News Publication of the BCWMC
- F. Approval to Adopt Data Practices Policy
- G. Approval of Resolution 26-04 Approving Electronic Fund Transfers
- H. Approval of Resolution 26-05 Designating Depositories
- I. Approval of Agreement for FY25 Financial Audit
- J. Approval of Marsh Run III Project, Minnetonka

### 5. ORGANIZATIONAL MEETING (30 min)

- A. Elect Officers
- B. Review Roles and Responsibilities Document and Bylaws
- C. Review 2026 Commission Calendar and Areas of Work
- D. Appoint Committee Members

- i. Administrative Services Committee
  - ii. Budget Committee
  - iii. Education Committee
  - iv. Technical Advisory Committee Liaison
- E. Review Open Meeting Law

## 6. BUSINESS

- A. Consider Resolution of Appreciation for Commission Engineer Chandler (15 min)
- B. Review 2025 Monitoring Results and Consider Recommendations for Schaper Pond (30 min)
- C. Review Results of 2025 Staff Performance Evaluations (15 min)
- D. Consider Approval of Commissioner and Administrator Attendance at MN Watersheds Legislative Event (10 min)
- E. Consider Approval of Administrator Attendance at Stormwater Pond Research and Practice Symposium (10 min)
- F. Receive Update on Phase II Lagoon Dredging Project Feasibility Study (10 min)

## 7. COMMUNICATIONS (15 minutes)

- A. Administrator's Report
  - 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 4<sup>th</sup>

## 8. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates [www.bassettcreekwmo.org/projects](http://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 19<sup>th</sup>, 4:00 – 7:00 p.m., The Trailhead
- Minnesota Watersheds Legislative Event: Tuesday, March 3<sup>rd</sup>, 3:00 p.m., Radisson Hotel St. Paul
- BCWMC Technical Advisory Committee Meeting: Wednesday, March 4<sup>th</sup>, 10:30 a.m., Brookview
- BCWMC Administrative Services Committee Meeting: Wednesday, March 4<sup>th</sup>, 12:00 p.m., Brookview



# 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 3<sup>rd</sup> 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 19<sup>th</sup> 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 4<sup>th</sup>

## 8. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates [www.bassettcreekwmo.org/projects](http://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 19<sup>th</sup>, 4:00 – 7:00 p.m., The Trailhead @ Theodore Wirth Park
- Minnesota Watersheds Legislative Event: Tuesday, March 3<sup>rd</sup>, 3:00 p.m., Radisson Hotel - Capitol Ridge 161 Rondo Avenue, St. Paul
- BCWMC Technical Advisory Committee Meeting: Wednesday, March 4<sup>th</sup>, 10:30 a.m., Brookview
- BCWMC Administrative Services Committee Meeting: Wednesday, March 4<sup>th</sup>, 12:00 p.m., Brookview
- BCWMC Commission Meeting: Thursday, March 19<sup>th</sup>, 8:30 a.m., Golden Valley City Hall



## Bassett Creek Watershed Management Commission

**Draft Minutes of Regular Meeting  
January 15, 2026  
8:30 a.m.  
7800 Golden Valley Rd., Golden Valley MN**

**1. CALL TO ORDER and ROLL CALL**

On January 15, 2026 at 8:31 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 (online)	Terry Schultz	<i>Absent</i>
Golden Valley	<i>Absent</i>	<i>Absent</i>	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
New Hope	Jere Gwin-Lenth	Jen Leonardson	Nick Macklem
Plymouth	Catherine Cesnik	<i>Absent</i>	Ben Scharenbroich
Robbinsdale	<i>Absent</i>	<i>Vacant</i>	Jenna Wolf
St. Louis Park	RJ Twiford	<i>Absent</i>	Erick Francis
<b>Administrator</b>	Laura Jester, Keystone Waters, LLC		
<b>Engineers</b>	Stephanie Johnson and Karen Chandler, Barr Engineering Co.		
<b>Recording Secretary</b>	<i>Vacant Position</i>		
<b>Legal Counsel</b>	Dave Anderson, Kennedy & Graven		
<b>Guests/Public</b>	Jack Lauer, Minnetonka resident; Grace Barcelow, Hennepin County; Bill Wixon, incoming alternate commissioner from Plymouth (online)		

**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 6-0. The cities of Golden Valley, Minnetonka, and Robbinsdale were absent from the vote.

**4. CONSENT AGENDA**

**MOTION:** Commissioner Gwin-Lenth moved to approve the consent agenda as presented. Alternate Commissioner Schultz seconded the motion. Upon a vote the motion carried 6-0. The cities of Golden Valley, Minnetonka, and Robbinsdale were absent from the vote.

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

- Approval of Minutes – December 18, 2025 Commission Meeting
- Acceptance of Financial Reports
  - 2025 Year-End Financial Report
  - January 2026 Financial Report
- Approval of Payment of Invoices
  - Keystone Waters, LLC – December 2025 Administration
  - Keystone Waters, LLC – December 2025 Administrative Expenses
  - Barr Engineering – December 2025 Engineering Services
  - Triple D Espresso – January Meeting Catering
  - City of Plymouth – December 2025 Accounting Services
  - Bolton & Menk – Parkers Lake Chloride Reduction Project
  - Minnesota Watersheds – 2026 Membership Dues
  - ECM Publishers – Public Hearing Notice
  - Finance & Commerce – Public Hearing Notice
- Approval of Resolution 26-01 Transferring Funds from Flood Control Project Long Term Account to Administrative Account
- Approval of Resolution 26-02 to Transfer Funds from CIP Account to Administrative Account
- Approval of Resolution 26-03 to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund

**5. BUSINESS**

**A. Review Year-End Finances and Consider Resolution 26-04 Transferring Funds from Special Projects Account to Administrative Account**

Administrator Jester referred to the memo in the meeting packet and reported that the Commission's 2025 budget includes a transfer of \$44,000 from the Special Projects Account to help balance the budget and bring the fund balance closer to the recommended 50% of annual operating expenses. She noted that given the under-budget spending in 2025, the Commission may not wish to make this transfer as the funding is not needed to balance the budget. She also reported that the Special Projects Fund currently has a balance of nearly \$1 million, which is approximately \$400,000 less than the amount projected to cover all anticipated studies over the next 10 years. She noted that this shortfall is expected to be eliminated through continued investment income during that time. Conversely, she also indicated that if the funds were transferred to the Administrative Account, it may result in slightly lower city assessments in 2027.

Alternate Commissioner Kennedy stated his recommendation to leave the funding in the Special Projects account to better support implementation of the 10-year plan. Commissioner Polzin agreed.

**MOTION:** Commissioner Polzin moved to leave the \$44,000 in the Special Projects Account rather than transfer it to the Administrative Account and to not approve Resolution 26-04. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 6-0. The cities of Golden Valley, Minnetonka, and Robbinsdale were absent from the vote.

**B. Consider Revisions to Budgets Related to the Bassett Creek Restoration Project Regent Ave to Golden Valley Road (2024-CRP)**

**i. Review Additional Information and Consider Amendment to Engineering Services Budget**

Chair Cesnik reminded commissioners that this subject was discussed at last month’s meeting and that commissioners requested additional details comparing the original budget to the requested amended budget by line item from the original scope. She noted her opinion that the additional information outlined in the memo with meeting materials was well presented. Alternate Commissioner Minderman agreed. Golden Valley TAC member Rakestraw noted the budget amendment assumes an additional contribution of \$10,810 from the city of Golden Valley which will be considered by the city council at their January 20<sup>th</sup> meeting and widely expected to be approved.

Commissioner Polzin noted that overall, this project has had a variety of significant issues and asked if the Commission should consider any changes to procedures to reduce the chance of similar issues with future projects. Commission Engineer Johnson noted that earlier communications with the Commission regarding budget difficulties will be a practice moving forward. She noted that the permitting atmosphere is a bigger unknown right now and that additional contingency may be warranted in the future. She noted that the weekly meetings with city staff and the administrator were not in the original budget but were extremely helpful and will likely be included in future project scopes.

Administrator Jester reported that some of the timing decisions for when to bring information to the Commission was her decision; that she was aware of some budgeting issues earlier and made the decision to bring issues to the Commission not right away, but when more was known or other decisions related to the project were on the agenda. She noted her feeling that it can be a tricky balancing act deciding what information to bring to the commission and at what time. Alternate Commissioner Minderman noted that the Administrator’s report could include budget updates and rising issues. Then commissioners could ask to discuss at a meeting, if warranted.

Commission Engineer Chandler reminded commissioners that Barr Engineering is contributing \$10,000 toward the over budget items due to some internal inefficiencies due to staff changes and inaccurate scoping in the initial budget estimates.

**MOTION:** Commissioner Polzin moved to approve the requested budget amendment for the engineering services for the Bassett Creek Restoration Project. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 6-0. The cities of Golden Valley, Minnetonka, and Robbinsdale were absent from the vote.

**ii. Consider Approval of Updated Project Budget**

Administrator Jester reviewed the updated project budget that includes the estimated construction costs presented with the 90% plans and the approved engineering services budget amendment. She indicated that the 2027 levy will include approximately \$1.3M but that other projects originally slated for 2027 are not moving forward as scheduled so there is not projected to be a big spike or increase in 2027 compared to previous years.

**MOTION:** Commissioner Carlson moved to approve the updated project budget of \$3,534,580 for the Bassett Creek Restoration Project Regent Ave to Golden Valley Road (2024-CRP). Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 6-0. The cities of Golden Valley, Minnetonka, and Robbinsdale were absent from the vote.

**C. Receive Update from West Metro Water Alliance Conservation Specialist**

Administrator Jester introduced Grace Barcelow who serves in a shared position between Hennepin County and the West Metro Water Alliance (WMWA). She noted that WMWA is an education and outreach collaboration among 4 watersheds that the BCWMC helps to fund. She reported that Grace’s work is also

supported by a state Watershed Based Implementation Fund grant. She also noted that some of Grace's work involving chloride pollution reduction in the Parkers Lake subwatershed. Administrator Jester noted that when the Commission had discussed this subwatershed in the past, she failed to report that Commissioner Hauer had personally reviewed data and landuse in the watershed and suggested that several properties, including the MnDOT maintenance facility and city of Plymouth maintenance facility, be inspected or reviewed for potential salt runoff. That information helped craft the outreach program currently underway.

Ms. Barcelow reviewed her position and her work with the county and WMWA on priority pollutants including chloride, nutrients, and bacteria. She reported that she has provided "chloride consultations" to 15 properties throughout the WMWA region and is looking for recommendations for similar consultations on additional properties. Ms. Barcelow reviewed the water quality improvement projects she's working on including shoreline restoration workshops and projects, and water quality projects with multi-family housing. She also reviewed her work with four properties in the Parkers Lake subwatershed that have salt storage, noting potential equipment calibration and upgrades, and staff trainings.

Ms. Barcelow reported that she develops and distributes monthly media kits for use by cities, watersheds, and others, and she has developed other written materials and social media content. She also briefly reviewed her work to promote the Adopt-a-Drain program, the classroom work of the WMWA Educator (a separate contractor), and the newly updated Hennepin County Watershed Connections.

Commissioners thanked Ms. Barcelow for her presentation and her work. There was discussion about outreach for and adoption of best practices for pet waste and deicers. Some commissioners indicated they would like to get on Ms. Barcelow's mailing list for media kits.

[Commissioner Carlson leaves the meeting; Alternate Commissioner Kennedy assumes Medicine Lake voting member.]

Given the discussion on chloride pollution, Administrator Jester took the opportunity to ask if she can send a letter to the MPCA Commissioner on the BCWMC's behalf advocating for an increase in funding for the MPCA's Chloride Reduction Program, for the chair's signature. She indicated that the Nine Mile Creek WD recently sent a similar letter and that program levels are currently being considered.

**MOTION:** Commissioner Gwin-Lenth moved to approve sending a letter to the MPCA Commissioner advocating for increased funding for the MPCA's Chloride Reduction Program. Alternate Commissioner Kennedy seconded the motion. Upon a vote the motion carried 6-0. The cities of Golden Valley, Minnetonka, and Robbinsdale were absent from the vote.

**D. Consider Recommendations from Technical Advisory Committee**

TAC Chair Scharenbroich reported that the TAC had lengthy discussions on updates to the BCWMC Requirements for Development and Improvement Projects (Requirements Document) over several meetings during development of the 2026 Watershed Management Plan. He reported that at the TAC meeting last week, the group reviewed the final edits and now recommends that the Commission officially adopt the updated Requirements Document and corresponding Design Sequence Flow Chart to be effective on May 1<sup>st</sup>.

In response to a question from Commissioner Polzin, Commission Engineer Johnson clarified that the new BCWMC requirements for linear projects would now be triggered with smaller projects and that the new requirements align with the State's MS4 permit which allows flexibility with appropriate reporting. She reviewed the proposed new requirements and triggers. She noted that the next step will be to develop a checklist for cities and others to use for reporting that will provide accountability and transparency for linear projects.

[Commissioner Carlson re-joins the meeting and assumes voting for Medicine Lake.]

Administrator Jester noted that after analysis by the Commission Engineers and review by the TAC, there are no recommended changes to the development fee schedule. She also reviewed the TAC's recommendations on communications regarding the new BCWMC requirements.

**MOTION:** Commissioner Polzin moved to adopt the updated BCWMC Requirements for Development and Improvement Projects and the Design Sequence Flow Chart effective May 1, 2026, to keep development review fees at current rates, and to direct staff to prepare appropriate communications regarding the updated requirements. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 6-0. The cities of Golden Valley, Minnetonka, and Robbinsdale were absent from the vote.

## 6. COMMUNICATIONS

- A. Administrator's Report
  - i. Setting October Meeting Date – There was consensus that the October meeting date should be set for the 22<sup>nd</sup> to avoid the Water Resources Conference and MEA weekend.
  - ii. Governors Proclamation on Winter Salt Week – The proclamation was approved and will be distributed when available.
  - iii. Reminder of Staff Evaluations – Send staff evaluations to Commissioner Pentel by January 30<sup>th</sup>
  - iv. Update on Draft Plan 90-day Review – The draft plan was submitted for the final 90-day review on January 12<sup>th</sup>
  - v. Question on Future "Information Only" Items – Administrator Jester asked if commissioners review the WCA notices included in the information only section of the packet or if they could be left off the agenda. A few commissioners indicated they occasionally review. Administrator Jester will continue to include them on the agenda.
- B. Engineer – No update
- C. Legal Counsel – No update
- D. Chair – Chair Cesnik reported that Plymouth has a new alternate commissioner, Bill Wixon, who will attend the February meeting. She also reminded commissioners about the Campaign Finance forms that are due January 26<sup>th</sup>.
- E. Minnesota Watersheds – Planning for the summer tour is underway. Registration for the Legislative Event will be available soon. The Metro Watersheds online meeting is scheduled for the following Tuesday evening.
- F. Commissioners – No update
- G. TAC Members - TAC Chair Scharenbroich reported the city of Plymouth will host a Winter Maintenance Open House and will be making a proclamation during Winter Salt Week. Robbinsdale TAC member Wolf reported the city of Robbinsdale is hosting an ice fishing event.
- H. Committees
  - i. Report on Administrative Services Committee Meeting – Committee Chair Twiford reported that the committee is working on development of an RFP for the project to assess organizational structure and funding mechanisms and is discussing staff capacity and succession planning.

### 1. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates [www.bassettcreekwmo.org/projects](http://www.bassettcreekwmo.org/projects)
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notice, Minneapolis
- E. [MNopedia Article on Bassett Creek](#)

8. **ADJOURNMENT** – The meeting adjourned at 9:51 a.m.



## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners  
From: Administrator Jester  
Date: February 10, 2026

#### RE: Invoices for February 19<sup>th</sup> BCWMC Meeting

I have reviewed invoices 3 – 10 listed below and attached here and I recommend payment by the Bassett Creek Watershed Management Commission at the February 19, 2026 regular meeting. Commission Treasurer Polzin reviewed invoices 1 and 2 and recommends payment.

	Vendor	Service	Amount
1	Keystone Waters, LLC	January 2026 Administration	\$4,563.00
2	Keystone Waters, LLC	January 2026 Administrative Expenses	\$323.54
3	Barr Engineering	January 2026 Engineering Services	\$105,660.69
4	Triple D Espresso	Meeting Catering	\$197.53
5	City of Plymouth	January 2026 Accounting Services	\$1,415.00
6	Kennedy & Graven	December 2025 Legal Services	\$1,487.50
7	HDR, Inc.	Website Maintenance	\$391.16
8	Met Council Environmental Services	2025 CAMP Monitoring	\$4,180.00
9	Hennepin County	2025 Tax Settlement	\$189.74
10	Bolton & Menk	Parkers Lake Chloride Reduction Project	\$1,278.13

<b>Bassett Creek Watershed Management Commission</b>				Item 4B. BCWMC 2-19-26		
<b>Statement of Financial Position as of 1/31/2026</b>						
<b>Unaudited</b>				400	100	
				<b>Capital Improvement Projects</b>	<b>General Fund</b>	<b>TOTAL</b>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
· 102 · 4MP Fund Investment				3,501,986.62	611,828.37	4,113,814.99
· 103 · 4M Fund Investment				6,027,715.69	1,219,655.14	7,247,370.83
104 · US Bank Checking				0.00	-197.53	-197.53
<b>Total Checking/Savings</b>				<b>9,529,702.31</b>	<b>1,831,285.98</b>	<b>11,360,988.29</b>
<b>Accounts Receivable</b>						
· 111 · Accounts Receivable				0.00	0.00	0.00
· 112 · Due from Other Governments				0.00	0.00	0.00
· 113 · Delinquent Taxes Receivable				20,785.08	0.00	20,785.08
<b>Total Accounts Receivable</b>				<b>20,785.08</b>	<b>0.00</b>	<b>20,785.08</b>
<b>Other Current Assets</b>						
· 114 · Prepays				0.00	3,910.00	3,910.00
· 116 · Undeposited Funds				0.00	0.00	0.00
<b>Total Other Current Assets</b>				<b>0.00</b>	<b>3,910.00</b>	<b>3,910.00</b>
<b>Total Current Assets</b>				<b>9,550,487.39</b>	<b>1,835,195.98</b>	<b>11,385,683.37</b>
<b>TOTAL ASSETS</b>				<b>9,550,487.39</b>	<b>1,835,195.98</b>	<b>11,385,683.37</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						
· 211 · Accounts Payable				69,398.46	50,287.83	119,686.29
<b>Total Accounts Payable</b>				<b>69,398.46</b>	<b>50,287.83</b>	<b>119,686.29</b>
<b>Other Current Liabilities</b>						
· 212 · Unearned Revenue				200,000.00	0.00	200,000.00
· 251 · Unavailable Rev - Property				20,785.08	0.00	20,785.08
<b>Total Other Current Liabilities</b>				<b>220,785.08</b>	<b>0.00</b>	<b>220,785.08</b>
<b>Total Current Liabilities</b>				<b>290,183.54</b>	<b>50,287.83</b>	<b>340,471.37</b>
<b>Total Liabilities</b>				<b>290,183.54</b>	<b>50,287.83</b>	<b>340,471.37</b>
<b>Equity</b>						
· 311 · Nonspendable prepays				0.00	3,910.00	3,910.00
· 312 · Restricted for improvements				4,562,582.00	0.00	4,562,582.00
· 315 · Unassigned Funds				0.00	406,219.07	406,219.07
· 32000 · Retained Earnings				4,767,120.31	948,037.91	5,715,158.22
Net Income				-69,398.46	426,741.17	357,342.71
<b>Total Equity</b>				<b>9,260,303.85</b>	<b>1,784,908.15</b>	<b>11,045,212.00</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>				<b>9,550,487.39</b>	<b>1,835,195.98</b>	<b>11,385,683.37</b>

<b>Bassett Creek Watershed Management Commission</b>						
<b>Statement of Revenues, Expenditures, and changes in Fund Balance - General Fund</b>						
<b>1/31/2026</b>						
<b>Unaudited</b>						
		<b>Annual Budget</b>	<b>January</b>	<b>February</b>	<b>Year to Date</b>	<b>Budget Balance</b>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
	411 · Assessments to Cities	672,830.00	443,929.00		443,929.00	228,901.00
	412 · Project Review Fees	77,000.00	0.00		0.00	77,000.00
	413 · WOMP Reimbursement	5,000.00	0.00		0.00	5,000.00
	414 · Grants	0.00	0.00		0.00	0.00
	415 · Investment earnings	0.00	34,636.19		34,636.19	-34,636.19
	416 · Transfer from CIP and LT Accounts	65,070.00	0.00		0.00	65,070.00
	417 · Reimbursement for Expenses	0.00	348.83		348.83	-348.83
	418 · Insurance Dividend	300.00	0.00		0.00	300.00
	<b>Total Income</b>	<b>820,200.00</b>	<b>478,914.02</b>	<b>0.00</b>	<b>478,914.02</b>	<b>341,285.98</b>
<b>Expense</b>						
<b>1000 · Engineering</b>						
	1010 · Technical Services	150,000.00	0.00	15,135.00	15,135.00	134,865.00
	1020 · Development/Project Reviews	90,000.00	0.00	4,589.50	4,589.50	85,410.50
	1030 · Non-fee and Preliminary Reviews	30,000.00	0.00	2,451.00	2,451.00	27,549.00
	1040 · Commission and TAC Meetings	16,000.00	0.00	1,773.20	1,773.20	14,226.80
	1050 · Surveys and Studies	0.00	0.00	0.00	0.00	0.00
	1060 · Water Quality / Monitoring	178,000.00	0.00	2,316.56	2,316.56	175,683.44
	1070 · Water Quantity	9,000.00	0.00	1,662.75	1,662.75	7,337.25
	1080 · Annual Flood Control Inspection	15,000.00	0.00	212.50	212.50	14,787.50
	1090 · Municipal Plan Review	2,000.00	0.00	0.00	0.00	2,000.00
	1100 · Watershed Outlet Monitoring Prog	34,500.00	0.00	0.00	0.00	34,500.00
	1110 · Annual XP-SWMM Model Updates	0.00	0.00	0.00	0.00	0.00
	1120 · APM/AIS Work	40,000.00	0.00	0.00	0.00	40,000.00
	<b>Total 1000 · Engineering</b>	<b>564,500.00</b>	<b>0.00</b>	<b>28,140.51</b>	<b>28,140.51</b>	<b>536,359.49</b>
<b>2000 · Plan Development</b>						
	2010 · Next Gen Plan Development	10,000.00	0.00	4,074.85	4,074.85	5,925.15
	2020 · Savings for 2036 Plan	15,000.00	0.00	0.00	0.00	15,000.00
	<b>Total 2000 · Plan Development</b>	<b>25,000.00</b>	<b>0.00</b>	<b>4,074.85</b>	<b>4,074.85</b>	<b>20,925.15</b>
<b>3000 · Administration</b>						
	3010 · Administrator	81,900.00	0.00	4,387.50	4,387.50	77,512.50
	3015 · Additional Staff	40,000.00	0.00	0.00	0.00	40,000.00
	3020 · MAWD Dues	7,500.00	7,500.00	0.00	7,500.00	0.00
	3030 · Legal	28,000.00	0.00	0.00	0.00	28,000.00
	3040 · Financial Management	19,230.00	44.73	1,415.00	1,459.73	17,770.27
	3050 · Audit, Insurance & Bond	26,000.00	0.00	0.00	0.00	26,000.00
	3060 · Meeting Catering	2,400.00	197.53	197.53	395.06	2,004.94
	3070 · Administrative Services	4,200.00	0.00	83.54	83.54	4,116.46
	<b>Total 3000 · Administration</b>	<b>209,230.00</b>	<b>7,742.26</b>	<b>6,083.57</b>	<b>13,825.83</b>	<b>195,404.17</b>
<b>4000 · Education</b>						
	4010 · Publications / Annual Report	1,300.00	0.00	0.00	0.00	1,300.00
	4020 · Website	2,000.00	0.00	391.16	391.16	1,608.84
	4030 · Watershed Education Partnership	18,350.00	0.00	0.00	0.00	18,350.00
	4040 · Education and Public Outreach	37,350.00	0.00	0.00	0.00	37,350.00
	4050 · Public Communications	1,000.00	0.00	0.00	0.00	1,000.00
	<b>Total 4000 · Education</b>	<b>60,000.00</b>	<b>0.00</b>	<b>391.16</b>	<b>391.16</b>	<b>59,608.84</b>
<b>5000 · Maintenance</b>						
	5010 · Channel Maintenance Fund	25,000.00	0.00	0.00	0.00	25,000.00
	5020 · Flood Control Project Long-Term	35,000.00	0.00	0.00	0.00	35,000.00
	<b>Total 5000 · Maintenance</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>
<b>6000 · Special Projects</b>						
	6030 · Bassett Creek Valley Floodplain S	68,275.00	0.00	5,740.50	5,740.50	62,534.50
	6040 · Northwood & Lost Lake TMDL As	9,247.00	0.00	0.00	0.00	9,247.00
	<b>Total 6000 · Special Projects</b>	<b>77,522.00</b>	<b>0.00</b>	<b>5,740.50</b>	<b>5,740.50</b>	<b>71,781.50</b>

Bassett Creek Watershed Management Commission									
Statement of Revenues, Expenditures, and changes in Fund Balance - Construction Fund									
1/31/2026									
Unaudited									
	Project Budget	January	February	Year to Date	Inception to Date Expense	Remaining Budget			
<b>Expense</b>									
• 1000 · Engineering	0.00	0.00	0.00	0.00	0.00	0.00			0.00
• 2024CR-M · CIP-BS Main Stem Restore	3,534,580.00	0.00	38,429.50	38,429.50	538,759.03	2,995,820.97			
• 2026CR-P · Plymouth Creek Restor Dunk 38th	2,600,000.00	0.00	0.00	0.00	155,556.08	2,444,443.92			
• BC-12 · CIP-CostShare Pur High Eff St S	150,000.00	0.00	0.00	0.00	3,500.00	146,500.00			
• BC-14 · CIP-Sochacki Pk Wter Quality Im	600,000.00	0.00	0.00	0.00	13,500.00	586,500.00			
• BC-238 · CIP-DeCola Ponds B&C	1,600,000.00	0.00	0.00	0.00	1,527,458.92	72,541.08			
• BC-2381 · CIP-DeCola Ponds/Wildwood Pk	1,300,000.00	0.00	0.00	0.00	84,049.39	1,215,950.61			
• BC-5 · CIP-Bryn Mawr Meadows	1,835,000.00	0.00	0.00	0.00	755,689.56	1,079,310.44			
• BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00	0.00	10,123.86	10,123.86	1,635,644.85	1,123,355.15			
• BCP-2 · CIP- Bassett Cr Pk & Winnetka	1,123,351.00	0.00	0.00	0.00	1,075,698.32	47,652.68			
• ML-12 · CIP-Medley Park Stormwater	1,500,000.00	0.00	0.00	0.00	1,358,137.20	141,862.80			
• ML-21 · CIP-Jevne Park Stormwater Mgmt	500,000.00	0.00	0.00	0.00	56,390.75	443,609.25			
• ML-22 · CIP-Ponderosa Wood Strm Restora	352,000.00	0.00	0.00	0.00	72,657.31	279,342.69			
• NL-2 · CIP-Four Seasons Mall	990,000.00	0.00	0.00	0.00	209,680.56	780,319.44			
• PL-7 · CIP-Parkers Lake Stream Restore	485,000.00	0.00	1,278.13	1,278.13	252,804.75	232,195.25			
• SL-3 · CIP-Schaper Pond	612,000.00	0.00	6,592.47	6,592.47	589,412.77	22,587.23			
• SL-8 · CIP-Sweeney Lake WQ Improvement	568,080.00	0.00	0.00	0.00	568,064.13	15.87			
• TW-2 · CIP-Twin Lake Alum Treatment	163,000.00	0.00	0.00	0.00	91,037.82	71,962.18			
• CL-4 · CIP-Crane Lake Chloride Reduction Proje	0.00	0.00	864.50	864.50	69,139.04	-69,139.04			
• FCP-1 · CIP-Flood Control Project Double Box C	0.00	0.00	12,110.00	12,110.00	57,298.52	-57,298.52			
<b>Total Expense</b>	<b>20,672,011.00</b>	<b>0.00</b>	<b>69,398.46</b>	<b>69,398.46</b>	<b>9,114,479.00</b>	<b>11,557,532.00</b>			





BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

A RESOLUTION OF APPRECIATION FOR THE SERVICES OF MONIKA VADALI  
TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the "Commission") is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to the Metropolitan Surface Water Management Act (Act); and

WHEREAS, under the Act and the Commission's joint powers agreement the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, Dr. Monika Vadali served as a representative from the City of Plymouth from 2022 through 2025; and

WHEREAS, Monika provided insights and guidance on the Plan Steering Committee, and during workshops to help develop the 10-year watershed management plan; and

WHEREAS, Monika participated on the Commission's Education Committee 2022 – 2024 including assisting with development of the 2024 watershed map; and

WHEREAS, Monika gave her time and talents, without compensation, to protect and improve the environment and to serve the public with integrity, vision, and respect for others.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Bassett Creek Watershed Management Commission, its member cities, and the public hereby express its sincere and grateful appreciation to Monika Vadali for her distinguished service to the public.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 19<sup>th</sup> day of February 2026.

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Chair



## Bassett Creek Watershed Management Commission

### RESOLUTION NO. 26-04

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

#### RESOLUTION APPROVING ELECTRONIC FUNDS TRANSFER TRANSACTIONS

WHEREAS, a local government may make certain payments by electronic funds transfer as described in State Statute 471.38. Electronic funds transfers are defined as any transfer of funds that is initiated by electronic means, including but not limited to check, credit cards, debit cards, and automated clearing house (ACH) or wire transfers, both within and between separate financial institutions; and

WHEREAS, this statute allows use of electronic funds transfer for claims for payment from an imprest payroll bank account or investment of excess money, payment of tax or aid anticipation certificates, contributions to pension or retirement funds, vendor payments, and payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, the statute has been amended to require that certain policy controls be enacted in order for a local government to utilize electronic funds transfers including that the governing body annually delegates the authority to make electronic funds transfers on behalf of the local government; and

WHEREAS, the Commission treasurer or deputy treasurer or designee would be the authority as outlined in the policy.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION, that the Commission treasurer or deputy treasurer or designee is authorized to accept and make payment by electronic funds transfer, provided, however, that the authorization above is subject to the following policy controls:

- (a) the Commission shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee, as provided herein;
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer to the extent required by internal control policies;
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction; and
- (f) a list of all transactions made by electronic funds transfer shall be submitted to the Commission at its next regular meeting after the transaction.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE BASSETT CREEK WATERSHED MANAGEMENET COMMISSION, that the above authorization and policy controls may be administratively incorporated into the Commission's written policy documents, although such authorization and policy controls are effective and shall be adhered to regardless of whether such incorporation occurs.

Adopted by the Board of Commission of the Bassett Creek Watershed Management Commission the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_  
Secretary



**RESOLUTION 26-05**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION DESIGNATING DEPOSITORIES FOR  
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION FUNDS**

BE IT RESOLVED by the Bassett Creek Watershed Management Commission of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park that the following are named as depositories for funds, subject to the furnishing of collateral for funds on deposit as provided in the Laws of the State of Minnesota: **4M Fund; U.S. Bank**

BE IT FURTHER RESOLVED that a sweep account will be used for nightly balances.

BE IT FURTHER RESOLVED that the following signatories or alternates are authorized to be signatories on checks drawn on funds deposited:

General Checking:  
Chair or Vice Chair and Treasurer or Deputy Treasurer  
Each check shall require two signatures.

BE IT FURTHER RESOLVED that the following shall be authorized to make investments of the Bassett Creek Watershed Management Commission and shall be authorized to deposit the principal of said investments in the above named depositories as necessary and beneficial to the Bassett Creek Watershed Management Commission: Deputy Treasurer of the Bassett Creek Watershed Management Commission, Finance Director of the City of Plymouth, Assistant Finance Director of the City of Plymouth.

The Deputy Treasurer shall supply each of the depositories with certified copies of this resolution along with such signature documentation as is required by the depository and the authorizations set forth above.

Adopted by the Board of the Bassett Creek Watershed Management Commission this 19<sup>th</sup> day of February 2026.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

The motion for the adoption of the foregoing resolution was seconded by Member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof: \_\_\_ members, and the following voted against the same: \_\_\_ members whereupon said resolution was declared duly passed and adopted.

**PROFESSIONAL SERVICES AGREEMENT**  
**ANNUAL AUDIT SERVICES**

This Professional Services Agreement (this “Agreement”) is effective on the \_\_\_\_ day of February, 2026 (the “Effective Date”) by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the “Commission”), and LB Carlson, LLP, a Minnesota business corporation (LB CARLSON).

**I. SERVICES TO BE PROVIDED.** LB CARLSON will perform for the Commission all annual audit services for fiscal year ending on December 31, 2025 (the “Services”), as detailed and further specified in LB CARLSON’s engagement letter proposal, dated February 9, 2026 (the “Proposal”), which is attached hereto as Exhibit A and incorporated into this Agreement as if fully set forth herein. If any terms contained in the Proposal conflict with any terms in the body of this written Agreement, the terms in the Agreement shall prevail. All professional services provided by LB CARLSON under this Agreement shall be provided in a manner consistent with the level of care and skill required by the professional standards that LB CARLSON is obligated to comply with.

**II. COST OF SERVICES.** In exchange for the Services, the Commission shall pay LB CARLSON pursuant to its standard hourly rates plus out-of-pocket costs, as described and estimated in the Proposal. No additional commissions, fees, or reimbursement shall otherwise be due under this Agreement. Likewise, the Commission shall not be responsible for payment for any work performed by LB CARLSON that is not expressly listed on the Proposal unless otherwise expressly agreed to by the Commission in writing. LB CARLSON shall submit itemized invoices for the Services it provides to the Commission, which shall identify all work completed, and once approved, invoices submitted will be processed and paid in the same manner as other claims made to the Commission. Because the Commission only meets monthly and needs to formally approve all claims at a Commission meeting, it shall have 45 days from the date of any non-disputed invoice to approve and make payment thereon. In no event shall the Commission be liable to LB CARLSON for consequential, incidental, indirect, special, or punitive damages under this Agreement.

**III. TERM; TERMINATION.** The term of this Agreement shall begin on the Effective Date and end following the provision of and payment for all Services required herein. Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) LB CARLSON may terminate this Agreement in the event of a material breach of the Agreement by the Commission, upon providing 30 days’ written notice to the Commission, if the Commission fails to cure said breach within those 30 days; and (3) the Commission may terminate this Agreement at any time at its option, for any reason or no reason at all, upon providing 30 days’ written notice to LB CARLSON. Upon termination, the Commission shall pay LB CARLSON for all Services duly rendered through the date of such termination.

**IV. INDEPENDENT CONTRACTOR.** All Services provided pursuant to this Agreement shall be provided by LB CARLSON as an independent contractor and not as an employee of the Commission for any purpose. Any and all officers, employees, subcontractors, and agents of LB CARLSON, or any other person engaged by LB CARLSON in the performance of work or services pursuant to this Agreement, shall not be considered employees of the Commission. Any and all actions which arise as a consequence of any act or omission on the part of LB CARLSON, its officers, employees, subcontractors, or agents, or other persons engaged by LB CARLSON in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the Commission.

**V. INSURANCE.** LB CARLSON agrees that before any of the Services can be performed hereunder, LB CARLSON shall procure at a minimum: worker's compensation Insurance as required by Minnesota state law; professional liability in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate; and commercial general liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage. To meet the commercial general liability requirements, LB CARLSON may use a combination of excess and umbrella coverage. LB CARLSON shall provide the Commission with a current certificate of insurance listing the Commission as an additional insured with respect to the commercial general liability and umbrella or excess liability. Such certificate of liability insurance shall contain a statement that such policies shall not be canceled or amended unless 30 days' written notice is provided to the Commission, 10 days' written notice in the case of non-payment.

**VI. CONFLICT OF INTEREST.** To avoid conflicts of interest and any appearances of impropriety, LB CARLSON shall disclose and discuss any potential conflicts of interest with the Commission as soon as reasonably practicable to ensure adherence to all applicable professional standards.

**VII. THIRD PARTY RIGHTS.** The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

**VIII. NOTICES.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

LB CARLSON: LB Carlson  
605 U.S. Highway 169 N, Suite 650  
Minneapolis, MN 55441

Commission: Bassett Creek Watershed Management Commission  
Attention: Laura Jester  
P.O. Box 270825  
Golden Valley, MN 55427

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

**IX. MISCELLANEOUS PROVISIONS.**

**A. Entire Agreement.** This Agreement shall constitute the entire agreement between the Commission and LB CARLSON, and supersedes any other written or oral agreements between the Commission and LB CARLSON. This Agreement can only be modified in writing signed by the Commission and LB CARLSON.

**B. Data Practices Act Compliance.** Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. LB CARLSON will immediately report to the Commission any requests from third parties for information relating to this Agreement. LB CARLSON agrees to promptly respond to inquiries from the Commission concerning data requests.

**C. Audit.** LB CARLSON must allow the Commission, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to LB CARLSON's books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.

**D. Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

**E. No Assignment.** This Agreement may not be assigned by either party without the written consent of the other party.

**F. No Discrimination.** LB CARLSON agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.

**G. Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

**H. Waiver.** Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

**I. Compliance with Laws.** LB CARLSON shall comply with applicable federal, state and local laws, rules, ordinances and regulations in effect while rendering services hereunder.

**J. Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

[remainder of page left intentionally blank]

**IN WITNESS WHEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement which shall take effect on the date first written above.

**THE COMMISSION:**

**LB CARLSON:**

By: \_\_\_\_\_  
Its: Chair

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: Secretary

**EXHIBIT A**  
The Proposal

[to be attached]



February 9, 2026

To the Board of Commissioners and Management of the  
Bassett Creek Watershed Management Commission  
c/o 16145 Hillcrest Lane  
Eden Prairie, MN 55346

Dear Board of Commissioners and Management:

We are pleased to confirm our understanding of the services we are to provide the Bassett Creek Watershed Management Commission (the Commission) for the period ended December 31, 2025.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the disclosures, which collectively comprise the basic financial statements of the Commission as of and for the period ended December 31, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Commission's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance.

We have also been engaged to report on supplementary information, if applicable, that accompanies the Commission's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

In connection with our audit of the basic financial statements, we will read the other information, if any, and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

We will perform the required State Legal Compliance Audit conducted in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Minnesota Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65, and will include such tests of the accounting records and other procedures we consider necessary to enable us to conclude that, for the items tested, the Commission has complied with the material terms and conditions of applicable legal provisions.

We will also prepare a management report for the Board of Commissioners and administration. This report will communicate such things as our concerns regarding accounting procedures or policies brought to our attention during our audit, along with recommendations for improvements. The report may also contain certain financial comparisons and analysis, and other information of interest.

Our services will not include an audit in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), which would only be required if the Commission expended \$1,000,000 or more in federal assistance funds during the year. If the Commission is required to have a Single Audit of federal assistance funds, this engagement letter would need to be modified.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph on the previous page when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Commission and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts; and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- 1) Management override of controls
- 2) Revenue recognition

At this time, audit planning has not concluded and modifications may be made to significant risks of material misstatement. If modifications are made, we will communicate them to you.

We may, from time to time and depending on the circumstances, use third party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third party service provider. Furthermore, we will remain responsible for the work provided by any such third party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures – Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants (AICPA) professional standards and *Government Auditing Standards*.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Commission's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the Commission in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of LB Carlson, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of LB Carlson personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of six years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Aaron J. Nielsen, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit shortly after the end of the fiscal year and have a goal to issue the reports no later than June 30, 2026.

Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee will not exceed \$15,650 plus expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If we find that additional audit procedures are required, or if additional services are requested by the Commission, those services will be billed at our standard hourly rates. Additional audit procedures might be required for certain accounting issues or events, such as new contractual agreements, transactions and legal requirements of new bond issues, new funds, major capital projects, new tax increment districts, if there is an indication of misappropriation or misuse of public funds, or if significant difficulties are encountered due to the lack of accounting records, incomplete records, or turnover in the Commission's staff. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

If you intend to publish or otherwise reproduce the financial statements, such as in a bond statement, and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the year, you might request additional services such as routine advice, assistance in implementing audit recommendations, review of your projections or budgets, and other similar projects. Independence standards allow us to perform these routine services; however, it is important that you understand that we are not allowed to make management decisions, perform management functions, nor can we audit our own work or provide nonaudit services that are significant to the subject matter of the audit.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

ShareFile is used solely as a method of exchanging information and is not intended to store the Commission's information. At the end of the engagement, LB Carlson will provide the Commission with a copy (in an agreed-upon format) of deliverables and data related to the engagement. Upon completion of the engagement, data and other content will either be removed from ShareFile or become unavailable to LB Carlson within a reasonable time frame.

Professional standards require us to be independent with respect to the Commission and any of its affiliates in the performance of our services. Any discussions that you have with personnel of LB Carlson, LLP regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence. In addition, if you or any of your affiliates hire one of our personnel, you agree to pay LB Carlson, LLP a fee equal to that individual's annual base compensation at the Commission upon commencement of employment.

## **Reporting**

We will issue a written report upon completion of our audit of the Commission's financial statements. Our report will be addressed to the Board of Commissioners and management of the Commission. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis of matter or other matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Commission is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will also provide a report (that does not include an opinion) on the Commission's compliance with applicable provisions of the *Minnesota Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65. The report will state (1) whether, in connection with our audit, anything came to our attention that caused us to believe that the Commission failed to comply with the applicable provisions of the *Minnesota Legal Compliance Audit Guide*, insofar as they relate to accounting matters, and (2) that the purpose of the report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. The report will also state that the report is not suitable for any other purpose.

When requested, *Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and email it to [anielsen@lbcarlson.com](mailto:anielsen@lbcarlson.com).

Sincerely,

  
LB CARLSON, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Bassett Creek Watershed Management.

Commission Representative

Commission Management Representative

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Peer Review Program



AICPA®

Peer Review  
Program

Administered in Minnesota and North Dakota  
by the Minnesota Society of Certified Public Accountants

November 09, 2023

Darren Kray  
LB Carlson, LLP  
605 Highway 169 N Ste 650  
Minneapolis, MN 55441-6422

Dear Darren Kray:

It is my pleasure to notify you that on November 09, 2023, the Minnesota Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2026. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Faye Hayhurst  
Director of Finance and Administration  
fhayhurst@mncpa.org  
952-885-5540

cc: Joseph Galarowicz, Daniel Loch

Firm Number: 900010091113

Review Number: 603703



## Report on the Firm's System of Quality Control

To the Principals of LB Carlson, LLP and the  
Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of LB Carlson, LLP (the firm) in effect for the year ended June 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included an audit of an employee benefit plan and an examination of service organization (SOC 2 engagement).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of LB Carlson, LLP in effect for the year ended June 30, 2023 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. LB Carlson, LLP has received a peer review rating of *pass*.

*KerberRose SC*

September 27, 2023

## Memorandum

**To:** Bassett Creek Watershed Management Commission (BCWMC)  
**From:** Barr Engineering Co. (Jim Herbert, PE; Gabby Campagnola)  
**Subject:** Item 4J: Marsh Run III – Minnetonka, MN  
BCWMC February 19, 2026 Meeting Agenda  
**Date:** February 12, 2026  
**Project:** 23270051.72 1020 2602

### **4J Marsh Run III – Minnetonka, MN BCWMC 2026-02**

#### **Summary:**

**Proposed Work:** Construction of apartment building

**Project Proposer:** Inland Development Partners

**Project Schedule:** Construction March 2026 to May 2027

**Basis for Review at Commission Meeting:** Work in the floodplain

**Impervious Surface Area:** Increase 0.1 acres

**Recommendations for Commission Action:** Approval

### **General Project Information**

The proposed project is located at 11800 Wayzata Boulevard in the Medicine Lake subwatershed in Minnetonka (see attached map for location). The proposed work 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. The proposed project creates 0.7 acres of new and fully reconstructed impervious surfaces and an increase of 0.1 acres of impervious surfaces, from 0.6 acres (existing) to 0.7 acres (proposed).

### **Floodplain**

The proposed project includes work in the BCWMC (Oak Knoll Pond) 100-year floodplain. The BCWMC 1% annual-chance (100-year) floodplain elevation of Oak Knoll Pond is 918.70 feet NAVD88. The January 2023 BCWMC Requirements for Improvements and Development Proposals document (Requirements document) states that projects within the floodplain must maintain no net loss in floodplain storage and no increase in flood level at any point along the trunk system (managed to at least a precision of 0.00 feet). The proposed project will result in net gain of approximately 1 cubic yard of floodplain storage, therefore meeting BCWMC requirements.

### **Wetlands**

The City of Minnetonka is the local government unit (LGU) responsible for administering the Wetland Conservation Act; therefore, BCWMC wetland review is not required. The proposed project does not result in wetland impacts. In addition, the proposed project will establish wetland buffers in accordance with the City of Minnetonka buffer ordinance which meets requirements of the BCWMC.

To: Bassett Creek Watershed Management Commission (BCWMC)  
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BCWMC February 19, 2026 Meeting Agenda  
Date: February 12, 2026  
Page: 2

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## **Rate Control**

The proposed project does not create one or more acres of new and/or fully reconstructed impervious surfaces; therefore, BCWMC rate control review is not required.

## **Water Quality**

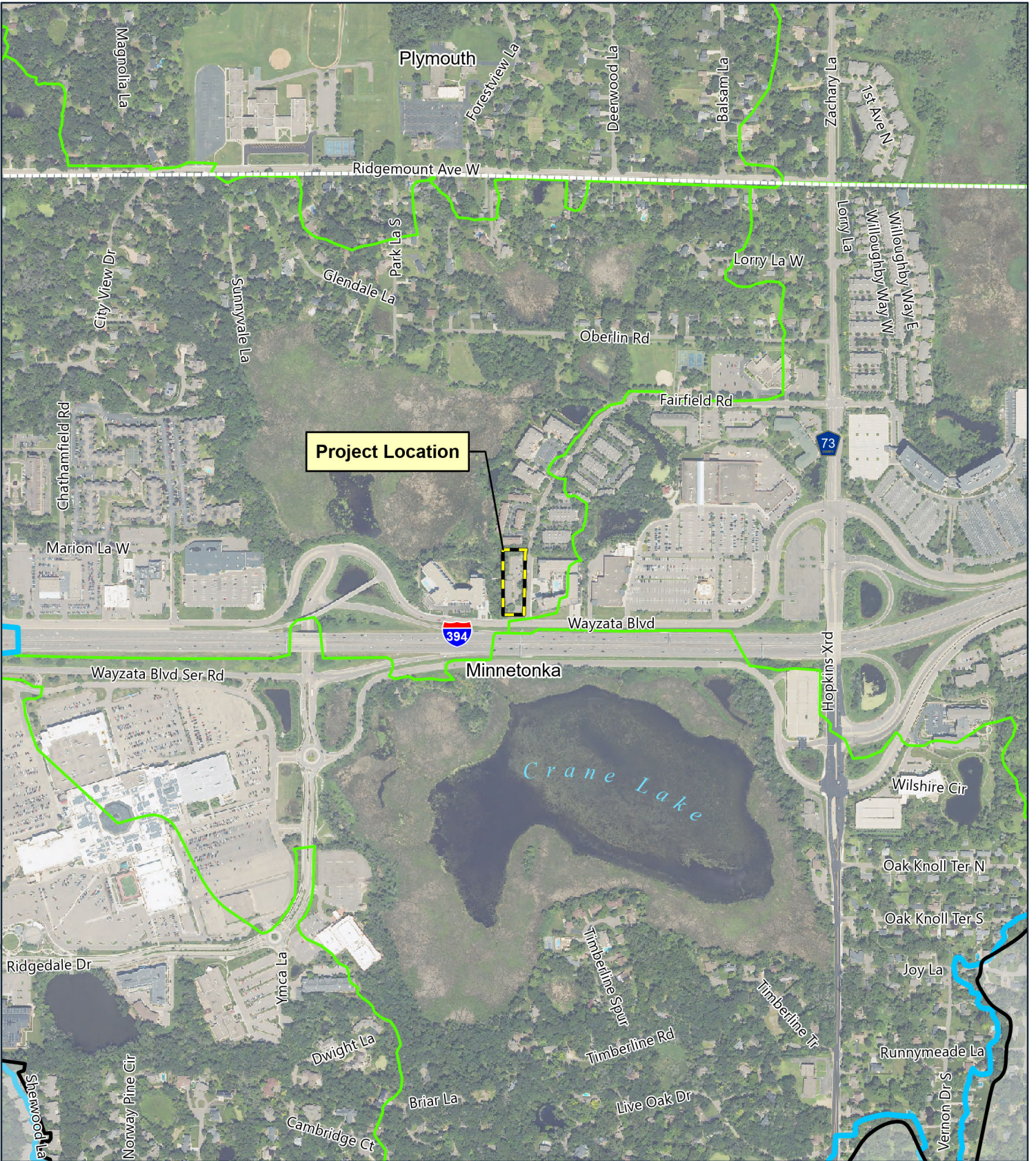
The proposed project does not create one or more acres of new and/or fully reconstructed impervious surfaces; therefore, BCWMC water quality review is not required. However, the project includes two manufactured treatment devices which were not reviewed by the BCWMC.

## **Erosion and Sediment Control**






The proposed project results in more than 10,000 square feet of land disturbance; therefore, the proposed project must meet the BCWMC erosion and sediment control requirements. Proposed temporary erosion and sediment control features include rock construction entrances, sediment control logs, silt fence, and storm drain inlet protection. Permanent erosion and sediment control features include stabilization with sod or seed and blanket.

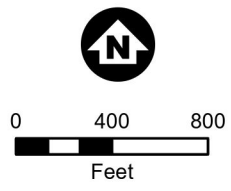
## **Recommendation for Commission Action**

Approval



Barr Footer: ArcGISPro 3.6, 2026-01-29 09:43 File: I:\Client\BassettCreek\GIS\maps\Permits\Maps-2026\02 Marsh Run III User: EMA

-  Project Location
-  Municipality
-  BCWMC Legal Boundary
-  BCWMC Hydrologic Boundary
-  Major Subwatershed



**BCWMC 2026-02  
Marsh Run III  
Minnetonka, MN**

LOCATION MAP





## Bassett Creek Watershed Management Commission

### Roles and Responsibilities Consultants, Commissioners, Technical Advisory Committee, and other Commission Committees

June 2013; updated August 2023

#### **ADMINISTRATOR**

1. Implements the strategic direction as set by the Commission.
2. Responds to direction from the Commission.
3. Acts as the primary point of contact and maintains direct communication with Commissioners, TAC members, member cities, consultants, state and local agencies, the public, the media, and other partners (e.g. Met Council, West Metro Water Alliance, Hennepin County, park districts, Metro Blooms, Minnesota Watersheds, etc.).
4. Coordinates logistics, prepares agendas and materials, writes minutes, and attends meetings of the Commission, Technical Advisory Committee, and other Commission Committees.
5. Represents the Commission at various meetings and through correspondence with partners, Minnesota Watersheds, and outside interests or groups.
6. Provides primary coordination during the development of the Watershed Management Plan, policy manuals, Education and Outreach Plan, and other organizational documents.
7. Updates and follows the policy manual in coordination with the Commission, and the Commission engineer, legal counsel, deputy treasurer, and recording secretary,.
8. Coordinates the work of Commission legal counsel, deputy treasurer, and recording secretary as necessary.
9. Communicates the work of the Commission to commissioners, partners, and the public (with assistance, as needed, from Commission engineer and others) including maintaining an updated website, giving interviews and presentations, submitting press releases, tabling at events, etc.
10. Coordinates and oversees work of the Commission Engineer, consultants, contracts and agreements; assists with performance reviews, and reviews all invoices to the Commission.
11. With input from commissioners, the TAC and Commission Engineer develops annual CIP for Commission consideration and keeps CIP "fact sheets" updated.
12. Tracks status of Commission budget, including CIP project budgets and the closed project account, assists with annual financial audit, and coordinates this work with the Deputy Treasurer or contracted accountants.
13. Coordinates administrative tasks related to shepherding capital projects through various processes or through actual project implementation including Plan amendments, Hennepin County approval process, BWSR approval process, permitting, contracting, outreach with community members, etc.

14. Tracks status and reports progress on implementation of CIP projects including reviewing expenses or reimbursement requests; taking or collecting photos before, during, and after construction; assisting with preparation of final report; and keeping project webpage updated.
15. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals, in coordination with Commission Engineer.
16. Tracks progress and implementation of Commission programs and activities including objectives, schedules and budgets in coordination with Commission Engineer.
17. Leads the development of annual budget (in coordination with Budget Committee), annual report, and annual work plan; communicates with Hennepin County regarding maximum and actual annual levy amounts.
18. Prepares annual report and annual plan; maintains website; appropriately notices all public meetings; maintains official records of commissioner appointments; maintains official records, follows records retention schedule and data practices act.

## **ENGINEER**

1. Responds to direction from the Commission and Administrator.
2. Reviews development plans and reports to Commission and member cities on compliance of the plans with regards to Commission review standards, requirements, policies and procedures.
3. Performs erosion control inspections of Commission-approved projects, as needed.
4. Performs inspections of the Commission's flood control project and prepares report with recommendations.
5. Performs inspections of the Commission's CIP projects, as needed or directed and prepares report with recommendations.
6. Develops and writes the Watershed Management Plan in cooperation with the Administrator at the direction of the Commission and with input from the TAC, watershed residents, state agencies, and partners; and assists the Administrator with coordinating certain aspects of Watershed Management Plan development.
7. Represents the Commission on a technical level at various meetings and through correspondence with partners and others as directed by the Commission or Administrator.
8. Provides technical recommendations to the Commission on projects, plans, and monitoring programs.
9. Coordinates and performs (as directed) science-based decisions on water monitoring activities, feasibility studies, project designs and other projects or programs as directed by the Commission.
10. Coordinates with the TAC, helps set TAC meeting agendas, provides meeting materials as needed, and assists Administrator with preparation of TAC memo to Commission.
11. Provides meeting agenda items and meeting materials to the Administrator.
12. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals.

13. Reviews member cities' local water management plans for conformity with Commission plan, as directed by the Commission.
14. Assists Commission with reporting on TMDL implementation progress (including water quality modeling).
15. Maintains and updates the Commission's watershed-wide hydrologic and hydraulic (XP SWMM) model and water quality (P8) model for use in floodplain management and to assess impacts of water quality best management practices.
16. Apprises the Commission of technical innovations in stormwater management and proposed policy/rule/statute changes that could affect the Commission.
17. Stores development/project review files and technical data.

#### **DEPUTY TREASURER**

1. Takes direction from the Commission Treasurer and Commission
2. Advises the Commission on financial practices, investments, and depositories
3. Maintains access to Commission accounts including checking and investment accounts
4. Assists with the transfer of funds between accounts in order to maintain appropriate balances in checking account and investment funds
5. Assists with maintaining appropriate collateral on all accounts
6. Assists with developing and implementing the Commission's fiscal policies
7. Assists with and review the annual financial audit
8. Maintains signatory authority for checking account; signs monthly checks as needed

#### **LEGAL COUNSEL**

1. Responds to direction from the Commission and Administrator.
2. Reviews or prepares contracts and agreements; makes recommendations to the Commission.
3. Advises the Commission on pertinent legal matters.
4. Represents the Commission in lawsuits or other matters, as necessary.
5. Develops resolutions for Commission action, as requested.
6. Provides meeting agenda items and/or meeting materials to the Administrator.

#### **TECHNICAL ADVISORY COMMITTEE**

1. Responds to requests for input from the Commission and Administrator.
2. Acts as a forum for the exchange of ideas between the member cities, presentation of city activities, and one source of ideas for projects, programs, etc. This may help avoid duplication among cities on watershed-wide activities.
3. Acts as a vehicle for communication from member cities to the Commission

4. Provides technical advice and local knowledge to Commission; offers recommended alternatives and solutions.
5. Discusses possible CIP projects and project budgets each year for Commission consideration.
6. Recommends projects to be funded through the Commission's channel maintenance fund for Commission consideration.
7. Reviews recommendations from flood control project and CIP project inspections.
8. Performs other duties as assigned by the Commission.

#### **COMMISSIONER**

1. Provides overall direction for the Commission; monitors and controls its function.
2. Establishes policies of the Commission.
3. Directs the development and implementation of the Watershed Management Plan.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.
5. Directs the work of the Administrator, engineer, and legal counsel.
6. Recruits, supervises, retains, evaluates and compensates all consultants to carry out the work of the Commission.
7. Attends Commission meetings or arranges for alternate commissioner to attend if unable to attend and communicates this to the Chair and Administrator.
8. Participates in Committees, as assigned.
9. Takes action each year to set the annual operating budget, set the annual levy amount, review and approve the annual activity report; review and accept the annual financial audit.
10. Conducts regular performance reviews of contractors.
11. Reviews and approves invoices.
12. Makes decisions using sound science pertaining to flooding and water quality for entire watershed.

#### **ALTERNATE COMMISSIONER**

1. Attends meetings (most importantly if the primary Commissioner is not able to attend) and engages in all discussions of the Commission.
2. Performs duties of the primary Commissioner (as noted above) when the primary Commissioner is not in attendance at a meeting including making motions, seconding motions, and voting on motions. Motioning and voting is performed by the Alternate Commissioner only when the primary Commissioner is not present.
3. Participates in committees, as assigned.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.

5. Makes decisions using sound science pertaining to flooding and water quality for entire watershed.

**ADMINISTRATIVE SERVICES COMMITTEE** – meets quarterly or as needed

1. Makes recommendations on overall administration, processes, and administrative details of the Commission.
2. Provides feedback to the Administrator on performance; provides direction for improvement or changes to tasks or priorities.

**BUDGET COMMITTEE** – meets during budget development; approximately April - June

1. Develops annual draft operating budget in coordination with the Administrator for consideration by the Commission.
2. Assists with developing the “budget detail” to fully describe budget line items.

**EDUCATION COMMITTEE** – meets as needed

1. Develops and refines the Education and Outreach Plan of the Commission.
2. Assists with carrying out the tasks outlined in the Education and Outreach Plan, in coordination with the Administrator.
3. Represents the Commission at various events and recruits volunteers to assist at events.
4. Makes recommendations to the Budget Committee for annual expenditures in education and outreach tasks.
5. Attends meetings of the West Metro Watershed Alliance and other education-related organizations as needed or directed; and assists the Administrator with coordinating events, publications, and programs that involve and benefit the Commission.

**PLAN STEERING COMMITTEE** – meets monthly or as scheduled

1. Guides the development of the 2025 Watershed Management Plan (Plan) acknowledging climate change science impacts.
2. Guides the work of the Administrator and Engineer on tasks related to the development of the Plan.
3. Tracks the budget and schedule of the Plan development; recommends adjustments as necessary.
4. Assists with implementing the public input process of the Plan development.

Discusses and reviews sections of the draft Plan; recommends changes and/or submission to the Commission for review.

<b>BCWMC 2026 Administrative Calendar (Not a complete list of meeting items)</b>	
<b>JANUARY 15<sup>TH</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Consider resolutions to transfer funds
	Consider budget amendment for engineering services for Bassett Creek Restoration Project
	Receive update from WMWA Conservation Specialist
	Consider TAC recommendations
<b>FEBRUARY 19<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, Technical Advisory Committee liaisons (see committee descriptions below)
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Designate depositories and approve electronic funds transfer resolution
	Adopt Data Practices Policy
	Review of open meeting law
	Review Roles and Responsibilities Document
	Approve engagement letter for 2025 financial audit
	Review staff evaluations
<b>MARCH 19<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Review status of 2026 Operating Budget
	Consider H&H modeling project updated budget, funding, timing
	Review results of Lagoon Dredging Project open house and potential feasibility scope amendment
<b>APRIL 16<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Review 2025 Annual Report
	Approve not to waive monetary limits on municipal tort liability
	Consider adoption of 2026 – 2035 Watershed Management Plan
	Consider submitting RFP for assessment of organizational structure and funding mechanisms
<b>MAY 21<sup>st</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Review 2027 draft operating budget
	Consider Resolutions for MN Association of Watershed Districts
	Review draft feasibility study for Lagoon Dredging Project
	Accept 2025 financial audit

<b>JUNE 18<sup>th</sup>, Golden Valley City Hall</b>	Review final feasibility study for Lagoon Dredging Project
	Approve 2027 operating budget and submit to cities for review
	Approve maximum 2027 levy request for Hennepin County
	Consider proposal for Commission insurance
	Review 2025 Water Monitoring results
	Review status of 2026 Operating Budget
<b>JULY 16<sup>th</sup> 8:30 a.m. Golden Valley City Hall</b>	Set Public Hearing for September 17 <sup>th</sup> on 2027 CIP project: Lagoon Dredging Project
	Appoint delegates to MN Watersheds Resolutions meeting
<b>AUGUST 20<sup>th</sup> 8:30 a.m. Golden Valley City Hall</b>	Approve final 2027 Operating Budget
	Review Scope of Work for feasibility studies for 2028 CIP projects
<b>SEPTEMBER 17<sup>th</sup> 8:30 a.m. Golden Valley City Hall</b>  <b>PUBLIC HEARING</b>	Hold public hearing on 2027 CIP project: Lagoon Dredging Project
	Certify final 2027 levy costs to Hennepin County
	Review status of 2026 Operating Budget
<b>OCTOBER 22<sup>nd</sup> (4<sup>th</sup> Thurs) 8:30 a.m. Golden Valley City Hall</b>	
	Consider Administrator and Commissioner attendance at MN Watersheds Conference
<b>WEDNESDAY NOVEMBER 18<sup>th</sup> 8:30 a.m. TBD</b>	Appoint MN Watersheds Annual meeting delegates
	Determine staff evaluation and proposal solicitation process
<b>DECEMBER 17<sup>th</sup> 8:30 a.m. Golden Valley City Hall</b>	Receive report on MN Watersheds Annual Meeting
	Update contract for WOMP services

<b>CONTRACTS and AGREEMENTS</b>	Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Stantec – WOMP monitoring HDR – Website maintenance and hosting + website updates and ADA compliance Keystone Waters – Administrator City of Plymouth – Financial Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services LB Carlson – Financial Audit Three Rivers Park District – Medicine Lake Activities
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<b>BCWMC Committees</b>	
<b>Budget Committee</b>  Meetings: March April As needed	<b>KEY ROLE:</b> Develop annual Operating Budget & City Assessments <ul style="list-style-type: none"> <li>• Review ideas and staff recommendations for 2027 programs/budget items</li> <li>• Develop and recommend 2027 operating budget and city assessments</li> <li>• Timeline: <ul style="list-style-type: none"> <li>○ March and April committee develops recommendation on 2027 budget</li> <li>○ May Commission meeting: review initial committee recommendations</li> <li>○ June Commission meeting: approve proposed 2027 budget/assessments</li> <li>○ July 1 – August 1: Cites review proposed budget/assessments and provide comments</li> <li>○ August Commission meeting: final approval of 2027 budget/assessments</li> </ul> </li> </ul>
<b>Education Committee</b>  Meetings:	<b>KEY ROLE:</b> Develop annual Education and Outreach Plan, assist with outreach and education events <ul style="list-style-type: none"> <li>• Discuss options for education programs, trainings, and partnerships</li> <li>• Consider developing signage for key locations in watershed</li> <li>• Assist with outreach at education events</li> <li>• Cooperate on West Metro Water Alliance activities</li> </ul>
<b>Administrative Services Committee</b> January 12, 2026 1 <sup>st</sup> Wednesday of the Month at 12:00 p.m., Brookview starting March 4, 2026	<b>KEY ROLE:</b> Guide development of policy and overall processes of Commission; evaluate staff <ul style="list-style-type: none"> <li>• Evaluate staff and report results</li> <li>• Develop plans for enhanced commissioner engagement</li> <li>• Develop plans for improving staff capacity and succession planning</li> <li>• Shepard the project to assess organizational structure and funding mechanisms</li> </ul>
<b>Technical Advisory Committee</b> Typically meets at 10:30 on the first Wednesday of the month, Wirth Lake Room, Brookview January 7 (Plymouth) No February meeting March 4	<b>KEY ROLE:</b> Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities. <ul style="list-style-type: none"> <li>• Recommend projects and assist with development of 5-year Capital Improvement Program</li> <li>• Review results of projects or studies as requested by Commission</li> <li>• Review requests for Channel Maintenance Funds</li> <li>• Develop checklist for linear project reviews</li> </ul>





## Bassett Creek Watershed Management Commission

### General Provisions of Open Meeting Law

- I. What is the open meeting law and why is it important?
  - a. Section 13D of Minnesota State Law  
<https://www.revisor.mn.gov/statutes/?id=13D>
  - b. Ensures that meetings of public bodies are conducted in the open where public has access to the decision making process
  - c. Prohibits actions or discussions from taking place in secret where it's impossible for the public to be fully informed about decisions or to detect improper influences
  - d. Protects government officials from accusations that business was conducted improperly
  
- II. What groups must abide by the open meeting law?
  - a. Best answer = all governing bodies and committees
  - b. Examples = city councils, county boards, soil and water conservation district boards, WMO boards, town boards, school boards
  - c. Also applies to committees of governing bodies
  
- III. When does the open meeting law apply?
  - a. Safe answer = always
  - b. Any time a quorum of the body gathers to discuss, decide, or receive information about the official business or work of the body
    - i. Quorum = minimum number of members required to be present to legally conduct business, usually a majority (five commissioners or alternates)
  - c. Even when no formal action is being taken
  - d. Does NOT apply if group is getting together socially and NOT discussing official business (but be careful - it's easy and natural to discuss official business)
  
- IV. What are the key requirements of the open meeting law?
  - a. Meeting notices are required for regular, special, emergency, and closed meetings
  - b. Meetings must be open to public, in a public space
  - c. Meetings must be within borders of governing body's jurisdiction
  - d. Meeting materials must be available to public at the meeting
  - e. Meeting notes including voting record must be maintained and available to the public (usually in the form of meeting minutes)

- V. How does the open meeting law address remote participation?
- a. Generally, officials cannot attend meetings by phone
  - b. Can use interactive technology (such as Zoom, Teams, etc.) if:
    - i. Proper notice was given that one or more members may participate remotely
    - ii. All officials can *see and hear* each other regardless of their location
    - iii. Members of the public at the meeting can see and hear all officials
    - iv. At least one official is at the regular meeting location
    - v. All votes are conducted by roll call; and
    - vi. Access to the stream is provided to the public, if practical
  - c. Use of interactive technology tends to disrupt the meeting and create logistical burdens
  - d. An exception to the general rules exists which allows for meetings to be conducted by telephone or through other electronic means during a health pandemic or a state or local emergency if in-person meetings are not otherwise practical or prudent (the Commission and other public bodies operated under this exception during the COVID-19 pandemic)
- VI. How is the open meeting law most often broken?
- a. Emails or text messaging among officials can be problematic
    - i. Serial emails from one official to another and another
    - ii. Using “reply all” on an email to all officials of a governing body (avoid this problem by using “blind copy” on emails to group of officials)
  - b. Failure to properly notice a meeting
  - c. Officials wanting to call into a meeting and participate by phone
  - d. Officials gathering for social functions and discussing official business (again, this tends to naturally happen)
- VII. What are the exceptions to the open meeting law?
- a. There are seven exceptions that allow a governing body to go into a closed session: (1) labor negotiations; (2) performance evaluations; (3) **attorney-client privilege**; (4) discuss the purchase or sale of property; (5) discuss security reports; (6) discuss misconduct allegations; and (7) discuss certain not-public data
  - b. Each exception above has specific rules and procedures and so before closing a meeting pursuant to an exception, the governing body should consult with legal counsel
- VIII. Violations can subject officials to litigation and personal liability, including fines, other fees and costs, and even forfeiture of office

For further reading:

Information Brief from MN House of Representatives on MN Open Meeting Law  
<http://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf>

MN Statutes Chapter 13D. Open Meeting Law  
<https://www.revisor.mn.gov/statutes/?id=13D>



BASSETT CREEK WATERSHED MANAGEMENT COMMISSION  
A RESOLUTION OF APPRECIATION FOR THE SERVICES OF KAREN CHANDLER  
TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the "Commission") is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to the Metropolitan Surface Water Management Act (Act); and

WHEREAS, under the Act and the Commission's joint powers agreement the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, Karen Chandler served as primary Engineer to the Commission from 2011 to 2025; and

WHEREAS, Karen gained vast knowledge of the watershed including its lakes and streams, hydrology, and jurisdictions, and readily utilized this information to provide pragmatic, thoughtful and reasoned technical guidance to the Commission throughout her tenure as engineer; and

WHEREAS Karen worked to build trust and sustain good relationships with many groups and individuals including commissioners, city staff, agency partners, and the watershed administrator with a commitment to listening, learning, and sincere engagement; and

WHEREAS, in addition to her technical guidance, Karen excelled at developing policies, advancing programs, and using foresight to envision and articulate policy implications; and

WHEREAS, Karen assisted with the development of the 2004 watershed management plan and was critically instrumental in the development of the 2015 and 2026 watershed management plans; and

WHEREAS, over the 14 years of her adept technical and policy guidance, Karen helped coordinate feasibility studies for and construction of more than 30 capital projects, the annual collection and analysis of crucial water quality and hydrologic data and models, and the completion of multiple studies to help the Commission and cities implement impactful projects – all contributing to the status of the Commission as being a model joint powers watershed management organization in the state of Minnesota; and

WHEREAS, Karen always conducted business in a gracious, reasoned and friendly manner and provided forward thinking advice and good natured comments and input during Commission meetings.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Bassett Creek Watershed Management Commission, its member cities, and the public hereby express its sincere and grateful appreciation to Karen Chandler for her distinguished service to the Commission.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 19<sup>th</sup> day of February, 2026.

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Chair

# Memorandum

**To:** Bassett Creek Watershed Management Commission (BCWMC)  
**From:** Barr Engineering Co. (Greg Wilson, P.E., Karen Chandler, P.E.)  
**Subject:** Item 6B—Schaper Pond Effectiveness Monitoring—2025 Results and Recommendations (CIP Project SL-3)  
BCWMC February 19, 2026 Meeting Agenda  
**Date:** February 12, 2026

## 5X. Schaper Pond Effectiveness Monitoring—2025 Results and Recommendations (CIP Project SL-3)

### Recommendations:

1. Consider directing the Commission Engineer to work with Carp Solutions to complete another round of biomass surveys on Schaper Pond and Sweeney Lake in 2026 to confirm that the carp density remains below the management threshold. The estimated cost of the biomass survey and reporting is \$12,000, which the Commission previously approved for funding at their January 2025 meeting.
2. Authorize the Commission Engineer to work with Carp Solutions to evaluate future carp management options. The estimated additional cost of developing cost-benefit analyses for the future carp management options and adding it to the carp biomass survey memo is \$10,000.

### 1 Introduction

Schaper Pond is classified by the Minnesota Department of Natural Resources as a public water wetland; it is located south of Sweeney Lake and north of Highway 55 in the City of Golden Valley. Approximately 85-90% of the water flowing into Schaper Pond enters from the south (under Highway 55) from the Sweeney Branch of Bassett Creek. The other 10-15% of pond inflows are from a storm water inlet (called the Railroad Inlet) in the northwest lobe of the pond. The pond outlets directly to Sweeney Lake from its northeast lobe (see Figure 1).

After completion of the 2011 Sweeney Lake Total Maximum Daily Load Study (TMDL) showed significant pollution flowing from Schaper Pond into Sweeney Lake, the Commission completed the [Schaper Pond Diversion CIP Project](#) in 2015. The project included installation of a floating water baffle designed to direct flow to the northwest lobe of the pond, thus reducing the amount of sediment and nutrients reaching Sweeney Lake. Monitoring in 2017 showed continued high pollutant loads reaching Sweeney Lake resulting in additional monitoring, analysis, carp surveys, and carp removals.

At their January 2025 meeting, the Commission approved a budget of up to \$42,000 from the remaining Schaper Pond Diversion Project CIP funds for the [2025 Schaper Pond effectiveness monitoring](#). The recommended monitoring was consistent with the monitoring completed by the Commission Engineer in 2011 and 2017 to allow for detailed computations and a comparison of pollutant load reductions between the years. Additional project background information and past monitoring results are provided in Attachment A.



Barr Footer: ArcGISPro 3.6, 2026-01-08 11:38 File: I:\Client\Bassett\Creek\Work Orders\2018\Schaper Pond\Maps\Schaper Pond.aprx Layout: Fig01 Schaper Diversion Map User: jrv



Figure 1  
 SCHAPER POND  
 Schaper Pond Diversion  
 Project (SL-3)  
 Bassett Creek Watershed  
 Management Commission



With the carp population below the water quality threshold of 100 kg/ha since the fall of 2024, and assuming no construction or other impacts from the watershed, monitoring results from 2025 were intended to show the effectiveness of the floating water baffle diversion in Schaper Pond at reducing total phosphorus (TP) and total suspended solids (TSS) concentrations.

## 2 Pond Treatment Effectiveness Comparisons During Project Implementation

Water quality samples were collected from the Schaper Pond outlet and inlet sites and analyzed for TP, total dissolved phosphorus (TDP), TSS, and volatile suspended solids (VSS) and the monitoring results were used to evaluate the effectiveness of Schaper Pond diversion structure. Table 1 shows a summary and comparison of results from the 2011, 2017, and 2025 effectiveness monitoring at Schaper Pond. Because the water quality samples were collected over a range of flows for events of varying magnitudes, the sample results were flow-weighted for comparison between the monitoring periods (summing the product of average flow and parameter concentration for each sample and dividing by the total flow sampled).

**Table 1 Comparison of 2011, 2017 and 2025 Water Quality Effectiveness Monitoring**

Flow-Weighted Event Mean Concentrations						
2025 Monitoring Location	Parameter (mg/L)				Average Flow (cfs)	
	TSS	VSS	TP	TDP		
Highway 55 Inlet	45	11	0.138	0.028	20.3	
Railroad Inlet	7	2	0.126	0.098	4.04	
Pond Outlet	7	3	0.081	0.029	24.4	
<b>2017 Report</b>						
Highway 55 Inlet	22	6	0.090	0.018	20.8	
Railroad Inlet	26	6	0.125	0.018	1.95	
Pond Outlet	36	8	0.105	0.016	19.4	
<b>2011 Report</b>						
Highway 55 Inlet	52	10	0.142	0.028	22.5	
Railroad Inlet	14	5	0.118	0.055	2.5	
Pond Outlet	26	7	0.098	0.034	25	

When comparing the water quality entering and leaving the pond during the three time periods, we offer the following observations:

- In 2017 (after installation of the floating water baffle), Schaper Pond was not removing TSS or TP as well as it did in 2011 prior to installation of the baffle, such that the flow-weighted pollutant concentrations were higher at the pond outlet than the combined inflow during most of the monitored events.
- 2025 monitoring data for TP and TSS shows that Schaper Pond is removing both pollutants significantly better than prior years. The monitored flow rates from 2025 were consistent with both prior years of monitoring.

- The 2025 TP and TSS concentrations entering the pond under Hwy 55 and from the railroad inlet were consistent with the observations from 2011, but slightly higher than the 2017 concentrations for the Hwy 55 inlet and lower than the respective concentrations for the railroad inlet.
- TSS concentrations leaving the pond (and entering Sweeney Lake) were 30% higher in 2017 than in 2011, but the 2025 TSS and VSS concentrations were significantly (70-80%) lower than both prior years of monitoring.
- TP concentrations leaving the pond (and entering Sweeney Lake) in 2025 were 40% lower than the flow-weighted inflow to the pond and 20% lower than the outflow observations than both prior years of monitoring.
- TDP concentrations leaving the pond in 2025 were higher than the 2017 observations but consistent with 2011. Observations are consistent with the expectation that the pond was not designed to remove dissolved phosphorus.

## 2.1 Influence of Carp

As noted (and shown in Table 1), the flow-weighted concentrations of TSS, VSS, and TP were higher at the pond outlet than the combined inflows to Schaper Pond in 2017. To better understand this, sample results for each of the 12 sampling events from 2017 were evaluated to consider whether flow or residence time (the amount of time it takes water to travel through the pond) could explain why Schaper Pond was not removing suspended solids or TP as well as expected or at the same efficiency as it did in 2011. The following observations indicated that the presence of carp compromised the treatment efficiency of the pond (this was confirmed in 2018, following surveys of pond bathymetry and carp):

- There was only one monitoring event in 2017 that resulted in some removal of TSS and TP.
- All other sampling events resulted in a net export of phosphorus and TSS from the pond, with greater levels of export coinciding with lower flow.
- The net export of TSS from the pond is significantly higher than TP export for the corresponding events (i.e., the ratio is higher), which appears to rule out sediment phosphorus release as a source of phosphorus because the dissolved phosphorus levels observed at the Schaper Pond outlet were quite low.

The Commission worked with Carp Solutions to implement carp removal efforts with baited box netting both in the summer of 2020 and the fall of 2024. As a result of these carp control efforts in the Schaper Pond-Sweeney Lake system, the 2025 TSS and TP effectiveness monitoring data show that Schaper Pond is now removing both pollutants significantly better than during prior years of effectiveness monitoring and the floating water baffle is functioning as designed. The 40% TP removal estimate (cited above) corresponds to a 109-pound load reduction during the June through September period, which is greater than the 99 pounds of phosphorus removal required by the Sweeney Lake TMDL.

## 3 Recommendations

Based on Carp Solutions' current assessment, they identified Schaper Pond as the "carp engine" for the whole Sweeney Branch system because young carp are hatched and recruited from that location. In addition, since there are no barriers for movement of adult carp, the carp population can bounce back up in Schaper Pond within a season. It is important to maintain a low carp population in Schaper Pond every year. As a result, the Commission Engineer worked with Carp Solutions to consider future activities and recommendations for monitoring and controlling carp in both Schaper Pond and Sweeney Lake. Carp Solutions recommends a carp population (biomass) survey of Schaper Pond every year and of Sweeney

Lake every three years, along with consideration of a carp barrier between Sweeney Lake and Schaper Pond.

The Commission Engineer recommends that Carp Solutions complete another round of biomass surveys on Schaper Pond and Sweeney Lake in 2026 to confirm that the carp density remains below the management threshold. The estimated cost of the biomass survey and reporting is \$12,000, which the Commission approved for funding at their January 2025 meeting.

Following completion of the biomass survey, the Commission Engineer will prepare a memo reporting results of the 2026 carp survey and providing recommendations for any additional future carp management. We envision future carp management options to include baited box netting with ongoing surveys, an electric barrier, or physical barrier with less frequent surveys. The estimated additional cost of developing cost-benefit analyses for the future carp management options and adding it to the survey report memo is \$10,000.

#### 4 Status of Overall Schaper Pond (SL-3) CIP Budget:

The table below summarizes the status of the overall Schaper Pond (SL-3) CIP budget, considering work-to-date and future work.

Status of overall Schaper Pond (SL-3) CIP Budget	
Original Schaper Pond (SL-3) CIP budget	\$612,000.00
Remaining CIP budget (as of 1/30/2026)	\$29,179.70
Costs for Schaper Pond Effectiveness Monitoring Project:	
• Remaining monitoring project expenses	\$ 2,148.19
• Recommended 2026 carp survey work	\$12,000.00
• Recommended future carp management analysis	\$10,000.00
Total future costs:	\$24,148.19
Total estimated remaining future CIP budget	\$ 5,031.51



**Attachment A**  
**Project Background**

## **1 Project Background**

### **1.1 Sweeney Lake TMDL and 2011 Schaper Pond Effectiveness Monitoring**

In 2011, the Commission completed the Sweeney Lake Total Phosphorous Total Maximum Daily Load Study (TMDL). The study's implementation plan identified modifying the water flow through Schaper Pond as one of the options toward achieving the goal of reducing phosphorous loads into Sweeney Lake. The BCWMC completed a feasibility report for the Schaper Pond Improvement Project in February 2012. The BCWMC added the Schaper Pond Diversion Project to their Capital Improvement Program in 2013 and officially ordered the project in September 2013.

In 2011, Schaper Pond was monitored as part of the Sweeney Lake TMDL Study. Samples were analyzed for TP, TDP, TSS, and VSS for six events, and two events were also analyzed for particle size distribution. The monitoring results were used to evaluate treatment enhancements for the Schaper Pond Improvement Project feasibility study. Results showed that approximately 90% of the phosphorus load into Schaper Pond was entering from the Highway 55 inlet and that the primary flow path through the pond resulted in the short-circuiting of approximately 65% of the pond's volume, which could have otherwise been used to settle phosphorus entering from this inlet. As a result, diversion structure installation to extend the flow path through the pond into the northwest lobe was identified to allow more time for phosphorus to settle and improve the overall phosphorus removal performance in Schaper Pond.

### **1.2 Implementation of Floating Water Baffle**

The City of Golden Valley constructed the Schaper Pond Diversion Project in 2015. The project was constructed to divert water flowing into the pond from the south, via a floating water baffle, toward the northwest portion of the pond. Based on 2011 monitoring data and modeling, it was believed that the diversion would allow the water to remain in the pond for a longer period of time, allowing a greater amount of sediment, phosphorous, and other suspended solids to settle out before the water exited into Sweeney Lake. The project included the installation of an approximately 380-foot-long floating water baffle extending out from the east side of the pond and the construction of two maintenance access areas. The project was expected to reduce the amount of phosphorus reaching Sweeney Lake by an estimated 81 - 156 pounds per year.

Additional repairs and maintenance to the floating baffle, as well as vegetation management on the east side of the pond, was performed by the city in 2016. Also in 2016, the Commission approved the use of a portion of the remaining CIP funds to study the effectiveness of the project in 2017 by replicating the monitoring that occurred in 2011.

### **1.3 2017-2018 Effectiveness Monitoring and 2020-2024 Carp Management**

The 2017 effectiveness monitoring was initiated after confirmation that the floating barrier was secured and working properly. The 2017 and 2011 sampling locations, equipment and methods were identical. Similar to 2011, two sets of samples (representing both high and low flow events) from the Highway 55 inlet and Schaper Pond outlet were analyzed for particle size distribution to aid in determining the likelihood that the solids (and phosphorus attached to solids) in the inflow could be settled in the pond. Results of the monitoring in 2017, along with follow-up monitoring and assessment in 2018, identified problems with stormwater treatment in Schaper Pond and found carp populations exceeding the 100 kg/ha threshold associated with impacts on water quality (Bajer et al., 2009), as shown in the following table.

Carp Population Survey	Date	Estimated Carp Biomass (kg/ha) <sup>1</sup>	
		Schaper Pond	Sweeney Lake
Baseline Assessment	October 2018	420	1,030
Following Box Net Removal	Summer 2020	75	68
Re-assessment	Summer 2022	44	83
Re-assessment	Summer 2024	57	178
Following Box Net Removal	Fall 2024	57	31

<sup>1</sup> The water quality management threshold for carp biomass is 100 kg/ha.

In 2019, the Commission was awarded grant funding for the Sweeney Lake Water Quality Improvement Project, which included a goal to reduce carp biomass in Sweeney Lake and Schaper Pond during the spring and summer of 2020. As part of the project, carp movement in the system was tracked to: 1) assess the likelihood that carp from Sweeney Lake could re-populate Schaper Pond, and 2) assess the need to prevent movement of juvenile and adult carp from Schaper Pond to Sweeney Lake. The Commission Engineer hired Carp Solutions as its subconsultant on this investigation (and all previous and subsequent investigations) to analyze carp impacts in the Sweeney Lake-Schaper Pond system.

A 2022 carp survey and reassessment of biomass confirmed that carp populations in Schaper Pond and Sweeney Lake were still below the 100 kg/ha threshold for water quality impacts (see above table). At their meeting in January 2023, the Commission approved the Commission Engineer’s recommendations and associated funding to resurvey and reassess the carp populations in the system in 2024 and perform box netting for carp removals. The Commission also directed the Commission Engineer to provide recommendations for future Schaper Pond effectiveness monitoring, to evaluate the performance of the diversion project, and integrate that monitoring with the planned 2024 carp survey and removal. At their March 2023 meeting, the Commission directed the Commission Engineer to complete (screening level) Schaper Pond monitoring that occurred during the late summer/early fall of 2023.

Carp Solutions completed carp population surveys of Sweeney Lake on June 24<sup>th</sup> and July 10<sup>th</sup>, 2024 and of Schaper Pond on June 26<sup>th</sup>, 2024, and estimated that carp biomass in Sweeney Lake exceed the 100 kg/ha threshold for water quality impacts (see “Summer, 2024” row in the above table); this was a significant increase over the prior two assessment periods. The carp biomass estimate for Schaper Pond was approximately the same as two prior assessment periods (see table) and well below the 100 kg/ha threshold for water quality impacts.

Due to the high carp biomass in Sweeney Lake, Carp Solutions completed another round of baited box nets for carp removal in the lake in 2024 and the previously scheduled Schaper Pond effectiveness monitoring was delayed for the season. During fall 2024, Carp Solutions caught and removed 191 carp from Sweeney Lake, weighing a total of 1473 pounds (an estimated 42.5% of the carp biomass in the lake). After carp removal, the estimated carp biomass density in the lake was reduced to 31 kg/ha (see above table).



## Agenda – Tuesday, March 3, 2026

Registration = \$107

Welcome to the Minnesota Watersheds 2026 Legislative Briefing. The following schedule is approximate. Speakers and times may change as needed to accommodate ever-changing schedules.

### 3:00 – 4:00 Minnesota Watersheds Legislative Priorities

- 3:00 Welcome and Announcements – Jan Voit, Minnesota Watersheds Executive Director
  - 3:05 Capitol Activity Update – Kevin Matzek and Jess Lindeen, Minnesota Watersheds Lobbyists
  - 3:20 The Legislative Process and Strategies for Working with the Legislature and State Agencies on Minnesota Watersheds Legislative Priorities
    - Seek legislation reform to increase DNR and MPCA permitting efficiency and define permit application completeness
    - Develop regulatory approaches to reduce chloride contamination
    - Revise M.S. 471.617 to include WDs and WMs as eligible to self-insure for employee health benefits
- Q & A

### 4:00 – 4:55 Agency Updates\*

- 4:00 Glenn Skuta, Watershed Division Director, Minnesota Pollution Control Agency
- 4:15 Sarah Strommen, Commissioner, Department of Natural Resources
- 4:30 Justin Hanson, Assistant Director for Regional Operations, Board of Water and Soil Resources
- 4:45 Q & A

### 4:55 Closing Remarks/End of Briefing

- 4:55 Jan Voit, Minnesota Watersheds Executive Director

### 5:00 – 7:00 Legislative Reception: Minnesota Watersheds Members and Legislators

Invitations to this reception and networking event were sent to all legislators. However, individual invitations from members help provide additional encouragement for them to attend.

Take advantage of this opportunity to network with other members and chat with legislators as they arrive. **Please also use this time for informal regional caucus discussion.** There will be a cash bar. Light food options will be served for you to enjoy.

## Agenda – Wednesday, March 4, 2026

### 7:00 am – 8:00 am Networking Event: Minnesota Watersheds Members

Take advantage of this opportunity to have a buffet breakfast with Minnesota Watersheds members at the Capitol Ridge Hotel and discuss our legislative priorities.

### 8:30 am – 4:00 pm Meet with Legislators

Please use this occasion to visit with legislators in their offices or at the Capitol.

\*Speakers and topics may change as schedules evolve.



## Water Resources Center

Menu ☰

### Minnesota stormwater pond research and practice symposium

**Date:** March 31 - April 1, 2026

**Location:** [DoubleTree by Hilton](#) - 1500 Park Place Blvd., St. Louis Park

The Minnesota Stormwater Research Council (MSRC) invites you to a first of its kind symposium will bring together urban stormwater pond practitioners, professionals, policy leaders, and researchers from public and private sectors, for an opportunity to examine the state of the use of stormwater ponds as a practice, discuss the science we know and the uncertainties we have, increase awareness of recent and current research efforts, and identify future research priorities and collaborations opportunities. An event that embraces the exchange of ideas, input, and prioritization mechanisms, not simply conference presentations. The focus will be wet stormwater pond use, operations, maintenance, management and retrofits to maintain and improve desired functions.



Objectives include

- Summarize the state of the science and implementation of ponds as a stormwater management practice.
- Present past and current pond research.
- Share, exchange and catalog ideas between pond practitioners, professionals, owners and operators.
- Showcase pond demonstration, retrofit, and management projects highlighting approaches, successes, challenges and opportunities.
- Refine and identify pond research priorities, resource and guidance needs.
- Identify future potential research and demonstration project collaborations.

## Who should attend?

Minnesota practitioners, professionals, policy leaders, researchers and others using, managing, maintaining, owning and studying urban stormwater ponds. Out of state professionals are also welcomed.

## Format

A symposium embraces the exchange of ideas, input, and prioritization mechanisms, not simply conference presentations. There will be keynote speakers, project presentations, panel discussions, audience Q&A, interactive, small group discussions for all participants, a poster session, and networking opportunities. Food and refreshments are included.

## Content and agenda

1. The state of the practice in Minnesota - *Ponds 101. Types of ponds. Extent of use, history, truths & myths*
2. Pond hydrology and pollutants - *Pond hydrologic and pollutant inputs Internal pond dynamics*
3. Monitoring, diagnostics, and inspections.
4. Pond practices, techniques and retrofits ponds
  - a. Biota - plants, fish and aquatic organisms

- b. Sediment and dredging
  - c. Pond treatments - chemical and mechanical
5. Poster Session with social

### Symposium Agenda

This first symposium cannot possibly address all the topics related to wet ponds. The MSRC advisory board and input from many committees and groups informed the content and shape of this 2026 event. We anticipate follow-up programs that may include training, field tours and exercises and a second symposium.

### Sponsors

The symposium is subsidized and sponsored by the Water Resources Center and the [Minnesota Stormwater Research Council](#), with funding support provided by watershed districts and organizations, cities, private industry, the [Minnesota Clean Water Fund](#), the [Institute on the Environment](#), [Minnesota Sea Grant](#), and the [Cold Climate Stormwater Center of Excellence](#).

### Additional resources

#### Expand all

#### + Pond related projects

- [Fate and transport of phosphorus and HABs from stormwater ponds 2023](#)
- [Effectiveness of remediation techniques on pond phosphorus release rates 2023](#)
- [Enhancement and validation of a stormwater pond assessment tool 2023](#)
- [Managing urban pond vegetation to enhance water quality benefits 2023](#)

- [Urban stormwater pond research literature review 2022](#)
- [Wet Pond Maintenance for Phosphorus Retention report 2022](#)
- [Pond treatment with spent lime to control phosphorus release from sediments 2021](#)
- [Detecting phosphorus release from stormwater ponds to guide management and design 2021](#)
- [Characterization of phosphorus release from ponds 2021](#)

#### + About this page

This page is dedicated to research and resources related to urban stormwater ponds. Resources on this page provide information to staff, advisory board members, stakeholders, researchers, practitioners and policy makers. Content will be added as it becomes available or that may be useful.

The WRC and the [Minnesota Stormwater Research Council](#) are preparing to make research investments in 2022 and beyond through a special pond-only research RFP.

- WRC-MSRC [short-term strategy on urban stormwater pond research](#) (PDF)
- [Solicitation for pond research funding](#) (PDF)

## Poster session

We are accepting [poster proposals](#) from practitioners and researchers that showcase a pond project or story. Selected projects will receive a registration discount (\$50). Poster proposal deadline is February 20th.

## Registration >

Minnesota residents: \$100

Non-Minnesota residents: \$185

Cancellation fee: \$30



## Bassett Creek Watershed Management Commission MEMO

Date: February 12, 2026  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

**CIP Projects** (more resources at <http://www.bassettcreekwmo.org/projects.>)

**2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis (No change since August 2024):**

A feasibility study by the Commission Engineer was developed in 2018 and approved in January 2019. The study included wetland delineations, soil borings, public open houses held in conjunction with MPRB's Bryn Mawr Meadows Park improvement project, and input from MPRB's staff and design consultants. Project construction year was revised from 2020 and 2022 to better coincide with the MPRB's planning and implementation of significant improvements and redevelopment Bryn Mawr Meadows Park where the project will be located. A public hearing for this project was held September 19, 2019. The project was officially ordered at that meeting. In January 2020 this project was awarded a \$400,000 Clean Water Fund grant from BWSR; a grant work plan was completed and the grant with BWSR was fully executed in early May 2020. The project and the grant award was the subject of an article in the Southwest Journal in February: <https://www.southwestjournal.com/voices/green-digest/2020/02/state-awards-grant-to-bryn-mawr-runoff-project/>. In September 2020, Minneapolis and MPRB staff met to review the implementation agreement and maintenance roles. BCWMC developed options for contracting and implementation which were presented at the November meeting. At that meeting staff was directed to develop a memorandum of understanding or agreement among BCWMC, MPRB, and city of Minneapolis to recognize and assign roles and responsibilities for implementation more formally. The draft agreement was developed over several months and multiple conversations among the parties. At the May 2021 meeting the Commission approved to waive potential conflict of the Commission legalcounsel and reviewed a proposal for project design by the Commission Engineer. The updated design proposal and the design agreement among all three parties were approved at the June 2021 meeting. Four public open houses were held in the park in 2021 to gather input on park concepts. Project partners met regularly throughout design to discuss schedules, planning and design components, and next steps. Concept designs were approved by the MRPB Board in late 2021. Staff met with MnDOT regarding clean out of Penn Pond and continue discussions. 50% design plans were approved by the Commission at the January 2022 meeting; 90% design plans were approved at the March 2022 meeting along with an agreement with MPRB and Minneapolis for construction. The agreement was approved by all three bodies. Commission Engineers finalized designs and assisted with bidding documents. Bids were returned in early August. At the meeting in August, the Commission approved moving forward with project construction (through MPRB), and approved a construction budget (higher than previously budgeted) and an amended engineering services budget. MPRB awarded the construction contract. In late November the contractor began the initial earthwork and started on portions of the stormwater pond excavations. By late December the 1<sup>st</sup> phase of construction was complete with the ponds formed and constructed. The contractor began driving piles in late January and began installing underground piping in early February. At the March meeting, the Commission approved an increase to the engineering services budget and learned the construction budget is currently tracking well under budget. The change order resulting from the City of Minneapolis' request to replace a city sewer pipe resulted in extra design/engineering costs that were approved by the Administrator so work could continue without delays. The MPRB will reimburse the Commission for those extra costs and will, in-turn, be paid by the city. In early May construction was focused in the Morgan / Laurel intersection. The right-of-way storm sewer work is complete including the rerouting of some of the existing storm infrastructure and installation of the stormwater diversion structures. Construction of the ponds is complete and stormwater from the neighborhood to the west is now being routed through new storm sewers to the ponds. Vegetation is currently being

established around the ponds. At the October 2023 meeting the Commission approved an amendment to the agreement with MPRB and Minneapolis in order to facilitate grant closeout. At the December 2023 meeting the Commission approved a partial reimbursement to MPRB for \$400,000. Corrections to a weir that was installed at the wrong elevation were made in spring 2024. A final grant report was submitted to the MN Board of Water and Soil Resources in late January 2024 and the final grant payment was recently received. Project as-built drawings were recently completed and an operations and maintenance plan is being developed. Final reimbursement requests from MPRB and Minneapolis are expected in 2015. August 2025 update: St. Anthony Falls Lab is using the new ponds as part of a study to understand how stormwater pond plant communities affect functioning of stormwater ponds, and how pond design, maintenance and management can be adapted to promote conditions that maximize water quality benefits in urban and road-impacted areas. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project>

Original Project Budget: \$1,835,000.00; Remaining Funds: \$1,079,310.44 (Funds will be used to reimburse MPRB and City of Minneapolis upon receipt of final report and reimbursement request with appropriate documentation.)

**2020 Jevne Park Stormwater Improvement Project (ML-21) Medicine Lake (No change since July 2023):** At their meeting in July 2018, the Commission approved a proposal from the Commission Engineer to prepare a feasibility study for this project. The study got underway last fall and the city's project team met on multiple occasions with the Administrator and Commission Engineer. The Administrator and Engineer also presented the draft feasibility study to the Medicine Lake City Council on February 4, 2019 and a public open house was held on February 28<sup>th</sup>. The feasibility study was approved at the April Commission meeting with intent to move forward with option 1. The city's project team is continuing to assess the project and understand its implications on city finances, infrastructure, and future management. The city received proposals from 3 engineering firms for project design and construction. At their meeting on August 5<sup>th</sup>, the Medicine Lake City Council voted to continue moving forward with the project and negotiating the terms of the agreement with BCWMC. Staff was directed to continue negotiations on the agreement and plan to order the project pending a public hearing at this meeting. Staff continues to correspond with the city's project team and city consultants regarding language in the agreement. The BCWMC held a public hearing on this project on September 19, 2019 and received comments from residents both in favor and opposed to the project. The project was officially ordered on September 19, 2019. On October 4, 2019, the Medicine Lake City Council took action not to move forward with the project. At their meeting in October 2019, the Commission moved to table discussion on the project. The project remains on the 2020 CIP list. In a letter dated January 3, 2022, the city of Medicine Lake requested that the Commission direct its engineer to analyze alternatives to the Jevne Park Project that could result in the same or similar pollutant removals and/or stormwater storage capacity. At the March meeting, the Commission directed the Commission Engineer to prepare a scope and budget for the alternatives analysis which were presented and discussed at the April 2022 meeting. No action was taken at that meeting to move forward with alternatives analysis. In May and June 2023, Commission staff discussed the possibility of incorporating stormwater management features into a redevelopment of Jevne Park currently being considered by the City of Medicine Lake. After review of the preliminary park design plans, the Commission Engineer and I recommended implementation of the original CIP Project to the City. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=467>.

Original Project Budget \$500,000; Remaining Funds: \$ 443,609.25 (Funds are held until a viable project is identified or Commission officially closes the project and returns funds to the Closed Project Account.)

**2014 Schaper Pond Diversion Project and Carp Management, Golden Valley (SL-3) See Item 6B:** Repairs to the baffle structure were made in 2017 after anchor weights pulled away from the bottom of the pond and some vandalism occurred in 2016. The city continues to monitor the baffle and check the anchors, as needed. Vegetation around the pond was planted in 2016 and a final inspection of the vegetation was completed last fall. Once final vegetation has been completed, erosion control will be pulled and the contract will be closed. The Commission Engineer began the Schaper Pond Effectiveness Monitoring Project last summer and presented results and recommendations at the May 2018 meeting. Additional effectiveness monitoring is being performed this summer. At the July meeting the Commission Engineer reported that over 200 carp were discovered in the pond during a recent carp survey. At the September meeting the Commission approved the Engineer's recommendation to perform a more in-depth survey of carp including transmitters to learn where and when

carp are moving through the system. At the October 2020 meeting, the Commission received a report on the carp surveys and recommendations for carp removal and management. Carp removals were performed through the Sweeney Lake Water Quality Improvement Project. Results were presented at the February 2021 meeting along with a list of options for long term carp control. Commission took action approving evaluation of the long-term options to be paid from this Schaper Pond Project. Commission and Golden Valley staff met in March 2021 to further discuss pros and cons of various options. At the September 2021 meeting, the Commission approved utilizing an adaptive management approach to carp management in the pond (\$8,000) and directed staff to discuss use of stocking panfish to predate carp eggs. Commission Engineers will survey the carp in 2022. At the April meeting, the Commission approved panfish stocking in Schaper Pond along with a scope and budget for carp removals to be implemented later in 2022 if needed. Commission staff informed lake association and city about summer activities and plans for a fall alum treatment. Approximately 1,000 bluegills were released into Schaper Pond in late May. Carp population assessments by electroshocking in Sweeney Lake and Schaper Pond were completed last summer. A report on the carp assessment was presented in January. Monitoring in Schaper Pond in 2023 and a reassessment of carp populations in 2024 were approved in early 2023. Carp box netting in 2024 is also approved, as needed. A carp survey of Schaper Pond and Sweeney Lake were recently completed which found higher than expected carp numbers in Sweeney Lake. Carp Solutions completed box netting in Sweeney Lake in late September 2024. At the October meeting the Commission Engineer reported that 191 carp were removed bringing the carp density to about 31.3 kg/hectare, less than the 100 kg/hectare threshold for water quality problems. A more detailed report on carp population status and recommendations for further monitoring in Schaper Pond was presented and approved at the January 2025 meeting. Monitoring on the pond got underway last summer. Challenges during the 2025 monitoring season included heavy rains and impacts to a city manhole that house monitoring equipment which had to be removed. An amendment to the effectiveness monitoring budget was approved at the October 2025 meeting At this meeting, Commission Engineers will present results of the 2025 monitoring and recommendations for future work. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=277>.

Original Project Budget: \$612,000; Remaining Funds: \$22,587

**2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2) (No changes since August 2024):** At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters.

Water monitoring continues to determine if/when a second alum treatment is necessary. Monitoring results from 2023 were presented at the July 2024 meeting. Results show continued excellent water quality. The CIP funding remains in place for this project as a 2<sup>nd</sup> treatment may be needed in the future. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=278>.

Original Project Budget: \$163,000; Remaining Funds: \$71,962.18

**2013 Four Seasons Area Water Quality Project (NL-2) (no change since July):** At their meeting in December 2016, the Commission took action to contribute up to \$830,000 of Four Seasons CIP funds for stormwater management at the Agora development on the old Four Seasons Mall location. At their February 2017 meeting the Commission approved an agreement with Rock Hill Management (RHM) and an agreement with the City of Plymouth allowing the developer access to a city-owned parcel to construct a wetland restoration project and to ensure ongoing maintenance of the CIP project components. At the August 2017 meeting, the Commission approved the 90% design plans for the CIP portion of the project. At the April 2018 meeting, Commissioner Prom notified the Commission that RHM recently disbanded its efforts to purchase the property for redevelopment. In 2019, a new potential buyer/developer (Dominium) began preparing plans for redevelopment at the site. City staff, the Commission Engineer and I have met on numerous occasions with the developer and their consulting

engineers to discuss stormwater management and opportunities with “above and beyond” pollutant reductions. Concurrently, the Commission attorney has been working to draft an agreement to transfer BCWMC CIP funds for the above and beyond treatment. At their meeting in December, Dominion shared preliminary project plans and the Commission discussed the redevelopment and potential “above and beyond” stormwater management techniques. At the April 2020 meeting, the Commission conditionally approved the 90% project plans. The agreements with Dominion and the city of Plymouth to construct the project were approved May 2020 and project designers coordinated with Commission Engineers to finalize plans per conditions. In June 2021, the City of Plymouth purchased the property from Walmart. The TAC discussed a potential plan for timing of construction of the stormwater management BMPs by the city in advance of full redevelopment. At the August 2021 meeting, the Commission approved development of an agreement per TAC recommendations. The city recently demolished the mall building and removed much of the parking lot. At the December meeting the Commission approved the 90% design plans and a concept for the city to build the CIP project ahead of development and allow the future developer to take credit for the total phosphorus removal over and above 100 pounds. At the July meeting, the Commission approved an agreement with the city to design, construct, and maintain the CIP project components and allow a future developer to use pollutant removal capacity above 100 pounds of total phosphorus. A fully executed agreement is now filed. The updated 90% project plans were approved at the September 2023 meeting. Changes to those plans were needed to address permitting requirements resulted. Those changes were presented at the November 2024 meeting and were administratively approved by the Commission Engineers. Construction of the wetland restoration is complete (see photo). Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=282>.

Original Project Budget: \$990,000; Remaining Funds: \$780,319.44 (Funds will be used to reimburse City of Plymouth upon receipt of final report and reimbursement request with appropriate documentation.)

**2021 Parkers Lake Chloride Reduction Project (PL-7) (Update to be provided in Item 5C):** The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to implement the project in coordination with commission staff. City staff and I have had an initial conversation about this project. The city plans to collect additional chloride data this winter in order to better pinpoint the source of high chlorides loads within the subwatershed. Partners involved in the Hennepin County Chloride Initiative (HCCI) are interested in collaborating on this project. A proposal from Plymouth and BCWMC for the “Parkers Lake Chloride Project Facilitation Plan” was approved for \$20,750 in funding by the HCCI at their meeting in March. The project will 1) Compile available land use data and chloride concentrations, 2) Develop consensus on the chloride sources to Parkers Lake and potential projects to address these sources, and 3) Develop a recommendation for a future pilot project to reduce chloride concentrations in Parkers Lake, which may be able to be replicated in other areas of Hennepin County, and 4) help target education and training needs by landuse. A series of technical stakeholder meetings were held last fall and winter to develop recommendations on BMPs. A technical findings report was presented at the July 2022 meeting. At the September 2022 meeting, the Commission approved a scope and budget for a study of the feasibility of in-lake chloride reduction activities which was presented at the November meeting. The Commission directed staff to develop a scope for a holistic plan for addressing chloride runoff from the most highly contributing subwatershed. Commission and Plymouth staff continue to work on outreach and engagement with properties in the subwatershed, primarily through activities by WMWA’s coordinator position. At the March meeting the Commission approved a contract with Bolton and Menk for assessment of salt storage and other practices at 4 properties. In April, Bolton and Menk staff met owners/operators of Brightview and submitted a report on their visit. Bolton & Menk has also been in contact with Twin Cities Outdoor Services and has a meeting scheduled with the City of Plymouth. They continue to follow up on some specific recommendations with Brightview including tailored training, improvements to salt storage and equipment calibration. In November, the Commission approved a reimbursement agreement with Hennepin County in order to utilize grant funding for this project. A project update meeting among partners is scheduled for February 17<sup>th</sup>. Project website: [www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project](http://www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project)

Original Project Budget: \$485,000; Remaining Funds: \$ 232,195.25

**2022 Medley Park Stormwater Treatment Facility (ML-12) (No change since June):** The feasibility study for this project was approved in June 2021 with public engagement and a project kick-off meeting in the following months. The project was officially ordered by the Commission in September 2021. The city hired Barr Engineering to develop the project designs. The BCWMC received a \$300,000 Clean Water Fund grant from BWSR in December 2021 and the grant agreement approved in March 2022. 50% design plans were approved in February 2022 and 90% plans were approved at the May 2022 meeting. Construction began in November 2022 and winter construction was finished in late January 2023. Activities in spring 2023 included completing grading (topsoil adjustments); paving (concrete, bituminous); light pole and fixture install; benches install; site clean up and prep for restoration contractor. In late May 2023, Peterson Companies completed their construction tasks and the project transitioned to Traverse de Sioux for site restoration and planting. A small area of unexpected disturbance from construction was added to the overall area to be restored with native plants through a minor change order. Site restoration, planting, and seeding was completed in late June 2023. A final grant report was submitted to the MN Board of Water and Soil Resources in late January 2025 and all grant funds were received. The Commission approved reimbursement requests from Golden Valley at their October 2024 and March 2025 meetings. The project was featured in the “Snap Shots” newsletter from the MN Board of Water and Soil Resources. A final reimbursement request and report will be submitted after final vegetation establishment. [www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility](http://www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility)

Original Project Budget: \$1,500,000; Remaining Funds: \$141,862.80 (Funds will be used to reimburse City of Golden Valley upon receipt of final report and reimbursement request with appropriate documentation.)

**2022 SEA School-Wildwood Park Flood Reduction Project (BC-2, 3, 8, 10) (No change since December 2023):** The feasibility study for this project was approved in June 2021. Study development included meetings with and input from city staff, Robbinsdale Area School representatives, technical stakeholders, and the public. In September 2021, a resolution was approved to officially order the project, submit levy amounts to the county, and enter an agreement with the city to design and construct the project. The city hired Barr Engineering to develop the project designs. 50% Design Plans were approved at the January 2022 meeting. A public open house was held September 2022 and 90% were approved at the October 2022 Commission meeting. Six construction bids were received in late February 2023 with several of them under engineer’s estimates. The city contracted with Rachel Contracting and construction got underway in early spring 2023. By late June excavation was completed and the playground area was prepped and ready for concrete work to begin on July 5. The city hired Landbridge Ecological for restoration work in summer 2023. At the end of July 2023, utility crews lowered the watermain and installed the storm sewer diversions into the park from along Duluth Street. The hydrodynamic separator was also set (with a crane). Crews also worked on the iron-enhanced sand filter and the outlet installation, stone work on the steepened slopes, trail prep, bituminous paving, and concrete work (curb and gutter, pads, and ADA ramps). The preconstruction meeting for the restoration work was held with work to begin late August or early September 2023. The city awarded the contract for the DeCola Pond D outlet work to Bituminous Roadways Inc. in August 2023. The SEA School site construction is complete and restoration work is complete. The DeCola Pond D outlet replacement and site restoration is also now complete. Project webpage: [www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project](http://www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project).

Original Project Budget: \$1,300,000; Remaining Funds: \$1,215,950.61 (Funds will be used to reimburse City of Golden Valley upon receipt of final report and reimbursement request with appropriate documentation.)

**Bassett Creek Restoration Project: Regent Ave. to Golden Valley Rd. (2024 CR-M), Golden Valley:**

A feasibility study for this project got underway in fall 2022. A public open house was held March 1<sup>st</sup> with 30 residents attending. The draft feasibility report was presented at the April meeting. A final feasibility report was presented at the June meeting where the Commission approved the implementation of Alternative 3: to restore all high, medium, and low priority sites. A Clean Water Fund grant application for \$350,000 was recently developed and submitted to BWSR. The Commission held a public hearing on this project at its September meeting and officially ordered the project and set the final levy. An agreement with the city of Golden Valley for design and construction was approved at the November 2024 Commission meeting. The Commission (Commission Engineers) will design the project and provide engineering services. A scope of work for engineering services was approved at the March meeting. A drone survey of the entire stretch was completed in early April. A project kick-off meeting was held with city and commission staff on

April 9<sup>th</sup>. Field and desktop surveys are continuing. Meetings regarding utility easements and communications planning were recently held. A public open house on the project was held on June 5<sup>th</sup>. At the June meeting the Commission approved a scope and budget for a wetland delineation and architectural survey which are unexpected requirements for a permit from the U.S. Army Corps of Engineers. That work is getting underway. Additionally, Administrator Jester approved a scope and budget for an archeological survey that was included in the original engineering services scope as a contingency task with approval delegated to the Administrator. Commission Engineers presented the 50% designs at the July meeting. At the August meeting, commissioners reviewed a reprioritization of eroded sites and discussed cost saving and implementation options. Commissioners approved a new project budget to accommodate repair of new and expanded erosion and vegetation restoration on public and private properties along the project corridor. A public open house was held October 30<sup>th</sup>. Letters to residents along the project were sent by Golden Valley requesting temporary easements for the project. 90% plans were approved at the November meeting. An amendment to the engineering services budget and overall project budget were approved in January. Project designs were recently completed and bid docs were distributed with bid opening slated for March 4<sup>th</sup>. Permit applications are submitted. Project website: <https://www.bassettcreekwmo.org/projects/all-projects/bassett-creek-restoration-project-regent-ave-golden-valley-r>

Original Project Budget: \$1,941,000; Amended Project Budget: \$3,534,580; Remaining Funds: \$2,995,820

**Ponderosa Woods Stream Restoration Project, Plymouth (ML-22) (no change since July):** A feasibility study for this project got underway in fall 2022. A public open house was held February 2023 with 3 residents attending. The draft feasibility report was presented at the May 2023 meeting and additional information was presented at the June meeting where the Commission approved implementing Alternative 1.5. The Commission held a public hearing on this project at its September 2023 meeting and officially ordered the project, set the final levy, and approved an agreement with the City of Plymouth for project implementation. Plymouth hired Midwest Wetland Improvements to design the project. 60% designs were conditionally approved at the October 2024 meeting. A public open house was held on October 23<sup>rd</sup>. 90% design plans were approved at the November 2024 meeting. The city received favorable bids for the project and construction began in December 2024. Outreach and communication to impacted property owners has been thorough. Construction of the project is complete and vegetation establishment continues. Project website: [www.bassettcreekwmo.org/projects/all-projects/ponderosa-woods-stream-restoration-project](http://www.bassettcreekwmo.org/projects/all-projects/ponderosa-woods-stream-restoration-project).

Original Project Budget: \$352,000; Remaining Funds: \$279,342.69 (Funds will be used to reimburse City of Plymouth upon receipt of final report and reimbursement request with appropriate documentation.)

**Sochacki Park Water Quality Improvement Project (BC-14) (no change since August 2024):** This project was added to the CIP through a minor plan amendment as approved at the March 2023 Commission meeting with CIP funding set at \$600,000. The project involves a suite of projects totaling an estimated \$2.3M aimed improving the water quality in three ponds and Bassett Creek based on a subwatershed analysis by Three Rivers Park District (TRPD). A memorandum of understanding about the implementation process, schedules, and procedural requirements for the project was executed in April 2023 among BCWMC, TRPD, and the cities of Golden Valley and Robbinsdale. A feasibility study funded by TRPD was approved in September 2023. The Commission held a public hearing on this project at the same meeting and officially ordered the project and set the final levy. A cooperative agreement with TRPD and Robbinsdale was approved at the April 2024 meeting. Three Rivers Park District contracted with Barr Engineering to develop project designs. A Phase II Environmental Assessment was completed last year. Soil contamination (including PCBs) was found in some areas to be above MPCA action levels.

The following are recent (2025) updates for the project: MPCA approved the response action plan; TRPD cleared the federal environmental review requirements for the project and were issued a release of funds for the HUD grant; additional test pits were completed for soil pre-characterization, and the extent of contaminants is less than anticipated, especially with regards to PCBs; Hennepin County ERF grant for \$447,000 was recently awarded for remediation efforts; Barr Engineering is adjusting the project cost estimates to reflect the recent soil testing work; public-facing information will be updated soon; project team meetings will resume soon to help guide the implementation process. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/sochacki-park-water-quality-improvement-project>.

Original Project Budget: \$600,000; Remaining Funds: 586,500.00

**Plymouth Creek Restoration Project Dunkirk Lane to 38<sup>th</sup> Ave. North (2026 CR-P) (No change since January):** A scope and budget for a feasibility study was approved at the October meeting. A project kick off meeting was held November 3<sup>rd</sup> and a technical stakeholder meeting was held December 5<sup>th</sup>. Field investigations and desktop analyses are complete. Site prioritization ranking criteria are being developed and concept designs are being developed. A public open house was held on March 11th. Residents who attended are in favor of the project and had questions about impacts to trees, potential construction activities in specific reaches, and buckthorn removal. The feasibility study was approved at the May meeting with Option 3a being approved for implementation. At the June meeting the Commission approved a maximum levy for 2025 that includes funding for this project which was approved by the Hennepin County Board August 6<sup>th</sup>. At its September meeting, the Commission held a public hearing on this project and approved a resolution officially ordering the project, setting the 2025 levy, and entering an agreement with the City of Plymouth for design and construction. The city will hold a public open house on this project in spring 2025 after the city contracts with an engineering firm. A Clean Water Fund grant for \$400,000 was awarded by BWSR. The grant agreement and sub-grant agreement were approved at the April meeting. The City of Plymouth hired Moore Engineering for project designs. Commission Engineers sent requested data, surveys, and models to Moore Engineers at the request of the City of Plymouth. A public meeting will be scheduled for later this year. A pre-permitting meeting was held with permitting agencies on September 2<sup>nd</sup>. Commission Engineer's review and comments on 60% designs for Phase I were approved at the October meeting. A public open house was held on November 3<sup>rd</sup>. 90% designs were approved at the December meeting. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/plymouth-creek-restoration-dunkirk-lane-38th-ave-n>.

Original Project Budget: \$2,600,000; Remaining Funds: \$2,444,443.92

**Crane Lake Chloride Reduction Demonstration Project, Minnetonka (CL-4):** At the meeting in July, the Commission approved a scope and budget for the feasibility study for this project. The Commission Engineer is gathering background information. A project kick off meeting was held in September 2024. In summer 2025, water quality sampling and continuous chloride monitoring at the five pond monitoring sites was completed. In August, Commission Engineers began the process of compiling and analyzing the field and laboratory monitoring results. They have also developed watershed chloride load assessment modeling, which will be calibrated based on the water quality monitoring data. Model calibration is underway including results from the surveys of property managers and salt applicators. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/crane-lake-chloride-reduction-demonstration-project>.

Original Project Budget: Project not yet officially ordered

**Administrator Activities January 8, 2026 – February 11, 2026**

<b>Subject</b>	<b>Work Progress</b>
<b>CIP and Technical Projects</b>	<ul style="list-style-type: none"> <li>• <u>Main Stem Bassett Creek Restoration Project</u>: Weekly project coordination meeting with Commission Engineer and city staff; correspondence re: execution of agreement amendment with Golden Valley</li> <li>• <u>Plymouth Creek Restoration Project</u>: Submitted interim report for Clean Water Fund grant</li> <li>• <u>Phase II Lagoon Dredging Project</u>: Corresponded with MPRB staff re: open house venue reservations and payment; developed open house flyer and distributed to interested residents, Golden Valley and Minneapolis commissioners, and neighborhood groups; met with Commission Engineers to review latest results of feasibility study and draft boards for open house</li> </ul>
<b>Education and Outreach</b>	<ul style="list-style-type: none"> <li>• Drafted WMWA meeting notes</li> <li>• Attended WMWA monthly meetings (2) and Strategic Planning Subcommittee meetings (2)</li> <li>• Reviewed draft WMWA bylaws and gathered examples of bylaws from other organizations</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Developed agenda; reviewed invoices and submitted expenses spreadsheet to Plymouth; reviewed financial report; drafted January meeting minutes; reviewed memos, reports, and documents for Commission meeting; printed and disseminated meeting information to commissioners, staff, and TAC; updated online calendar; drafted meeting follow up email; ordered catering for February Commission meeting; updated meeting notice</li> <li>• Participated in pre-meeting call with Commission Engineer and Chair Cesnik</li> <li>• Attended chloride work group meeting</li> <li>• Document filing, mailing checks and agreements and updating website calendar</li> <li>• Drafted resolutions (4) for February meeting and distributed for review</li> <li>• Attended January Administrative Services committee meeting</li> <li>• Prepared and submitted 2025 WOMP expenses to Met Council</li> <li>• Participated in meeting with Breck representatives re: campus master planning and development reviews</li> <li>• Communicated with Commissioner Pentel and sent staff evaluation form to commissioners, alternates and TAC members</li> <li>• Investigated potential state grant for organizational assessment project</li> <li>• Send welcome email to new alternate commissioner</li> <li>• Updated commission rosters</li> <li>• Sent email to commissioners with meeting and events</li> <li>• Provided comments to MnDOT (drafted by Commission Engineer) on draft MOU for Hwy 55 redevelopment project</li> <li>• Corresponded with Commission Engineers and other partners on potential research project on starry stonewort</li> </ul>
<b>MN Watersheds</b>	<ul style="list-style-type: none"> <li>• Assisted with agenda for Metro Watersheds quarterly meeting and finalized minutes from October meeting</li> </ul>
<b>2025 Watershed Management Plan</b>	<ul style="list-style-type: none"> <li>• Made revisions final edits to draft plan</li> <li>• Submitted plan to agencies for 90-day review</li> </ul>