



Bassett Creek Watershed Management Commission

Draft Minutes of Regular Meeting & Public Hearing
December 18, 2025
8:30 a.m.
7800 Golden Valley Rd., Golden Valley MN

1. CALL TO ORDER and ROLL CALL

On December 18, 2025 at 8:31 a.m. Chair Cesnik called the Bassett Creek Watershed Management Commission (Commission) to order. Introductions and “fun facts” were shared around the room.

Commissioners, city staff, and others present

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Joan Hauer	Terry Schultz	Jesse Struve
Golden Valley	Paula Pentel	Wendy Weirich	Michael Ryan, Emma Rakestraw
Medicine Lake	Clint Carlson	Shaun Kennedy	<i>Absent</i>
Minneapolis	<i>Absent</i>	Nick Minderman	Liz Stout
Minnetonka	<i>Vacant</i>	<i>Vacant</i>	Eric Eckman (online)
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, Gwen Casey
St. Louis Park	RJ Twiford	<i>Absent</i>	Erick Francis
Administrator	Laura Jester, Keystone Waters, LLC		
Engineers	Stephanie Johnson and Karen Chandler, Barr Engineering Co.		
Recording Secretary	<i>Vacant Position</i>		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Guests/Public	Jeff Madejczyk and Quentin Scott, Moore Engineering		

2. PUBLIC FORUM ON NON-AGENDA ITEMS

None

3. APPROVAL OF AGENDA

Administrator Jester requested the addition of an agenda item 6G regarding correspondence to Hennepin County.

MOTION: Commissioner Carlson moved to approve the agenda as amended. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

4. CONSENT AGENDA

MOTION: Commissioner Carlson moved to approve the consent agenda as presented. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

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

- Approval of Minutes - November 19, 2025 Commission Meeting
- Acceptance of December Financial Report
- Approval of Payment of Invoices
 - Keystone Waters, LLC – November 2025 Administration
 - Keystone Waters, LLC – November 2025 Administrative Expenses
 - Barr Engineering – November 2025 Engineering Services
 - Triple D Espresso – December Meeting Catering
 - City of Plymouth – November 2025 Accounting Services
 - Kennedy & Graven – Legal Services
 - Stantec – WOMP Services
 - Bolton & Menk – Parkers Lake Chloride Reduction Project
 - HDR – Website Update Project
 - Three Rivers Park District – Medicine Lake AIS Activities (2)
- Approval of Contract with HDR, Inc. for 2026 - 2028 Website Maintenance and Hosting
- Approval of Contract with Stantec, Inc. for 2026 Watershed Outlet Monitoring Program Activities
- Approval of Non-NASSCO Deep Tunnel Inspection Report (3rd Ave. & Unsubmerged Portions of 2nd St. Tunnels) and Direct Commission Engineer to Submit Report to City of Minneapolis and U.S. Army Corps of Engineers
- Conditional Approval of Plymouth 2026 Street Reconstruction Project

5. PUBLIC HEARING

- A.** Receive Input on Draft Bassett Creek Watershed Management Plan
Chair Cesnik opened the public hearing at 8:41 a.m. Plan Steering Committee Chair Kennedy asked if anyone had comments or questions about the draft watershed plan. No one from the public was in attendance.

MOTION: Alternate Commissioner Minderman moved to close the public hearing. Commissioner Carlson seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

6. BUSINESS

- A. Consider Approval of Revisions and Additions to Policies in the Draft Watershed Management Plan**
Plan Steering Committee Chair Kennedy reported that after careful review, a few gaps in policies were discovered in the draft plan as outlined in the memo in the meeting packet. He noted the recommended additional policies do not change the intent of the plan, but simply carry over some important policies from the 2015 plan including affirming the Commission’s position on the desire for using bioengineering techniques wherever possible, sharing data, requiring cities to consider ecological restoration for their own projects, and clarifying utilization of channel maintenance funds. Committee Chair Kennedy recommended approving the changes. Alternate Commissioner Minderman asked if there were any comments received regarding these issues. Committee Chair Kennedy answered “no.”

MOTION: Commissioner Carlson moved to approve the recommended changes to the draft 2026 Watershed Plan as outlined in the memo. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

B. Consider Approval of 90% Design Plans for Phase I Plymouth Creek Restoration Project (2025-CRP)

Commission Engineer Johnson reminded commissioners that the city of Plymouth is contracting with Moore Engineering to design this project. She noted the memo from Commission Engineers reviews the project design on behalf of the Commission and indicated the memo compares the 90% plans with the concepts developed in the feasibility study. She highlighted the changes since the 60% designs that were reviewed by the Commission in October. She noted that Commission Engineers had productive discussions with Moore Engineering and city staff and had already resolved many issues. Commission Engineer Johnson reported that the proposed sediment removal in one portion of the creek was revised to a plan to create a more well-defined channel. She described some changes to estimated pollutant removals that are now in line with feasibility study estimates.

Commission Engineer Johnson noted the project does not impact the creek level (no-rise) even though some eroded areas will be filled to bring the channel back to pre-erosion conditions. She reviewed some cost considerations and noted the city will pay for some trail reconstruction that is outside the scope of this project (but that Commission project costs will include trail reconstruction where impacts to the trail are unavoidable due to project construction or access). Finally, Commission Engineer Johnson noted a few areas where Commission Engineers are still negotiating on restoration/armoring techniques, working to make sure bioengineering is used whenever possible. Commission Engineer Johnson recommended conditional approval of the 90% plans as noted in the memo.

There was a discussion on construction contingency as it was noted it's only proposed at 5% of construction costs. It was noted that designs that are more final have less need for flexibility in costs and that construction costs seemed to have stabilized.

Moore Engineering staff presented additional information, noting that the proposed practices can handle the expected stream velocities, that additional bioengineering techniques were incorporated, and fieldstone will be used rather than granite for more pleasing aesthetics. Mr. Scott noted that the project expects better pollutant removals than the feasibility study which means better cost benefit. Mr. Madejczyk reported that about 20 people attended the open house and that there were good discussions and no opposition to the project. He also reviewed the project schedule noting they are hopeful to bid the project in late January with a large possible construction window. TAC member Scharenbroich noted that the whole project area is covered by a city easement, including access routes. No additional easements are expected to be needed for this phase of the work.

MOTION: Commissioner Pentel moved to conditionally approve the 90% design plans for the Plymouth Creek Restoration Project as noted in the Commission Engineer's memo. Commissioner Carlson seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

[Chair Cesnik called for a 10-minute break.]

C. Consider Revisions to Budgets, Funding, and Agreements Related to the Bassett Creek Restoration Project Regent Ave to Golden Valley Road (2024-CRP)

- i. Consider Amendment to Engineering Services Budget**
- ii. Consider Approval of Updated Project Budget and 2027 Levy Request**
- iii. Consider Amendment to Agreement with City of Golden Valley**

Administrator Jester noted that commissioners should have received a letter from the City of Plymouth outlining their concerns about this project's budget. Administrator Jester covered several points related to the project, its challenges, and the budget issues. She noted that changes to the project extent and budgets have been communicated throughout the process and the Commission has thoroughly and thoughtfully reviewed and considered the changes to the project and costs at various milestones and have approved the changes incurred at each step. She noted that this continues to be a good project with the estimated cost of

pollutant removal being about 50% lower now than estimated in the feasibility study. She recognized that there might be a question about roles of city staff vs. Commission Engineers and reminded commissioners that at the outset of this project, the agreement with the city of Golden Valley outlined the role of the Commission Engineer to develop designs, perform engineering services, and provide construction administration. She noted that the City of Golden Valley is willing to contribute funds toward the engineering services budget. Finally, she reported that while the feasibility study included engineering services estimated at 35% of construction costs, the requested amended engineering services budget is under 27% of construction costs.

Chair Cesnik agreed that it was a challenging project and that it is good to carefully review all project costs.

Commission Engineer Chandler reviewed the memo outlining the engineering services budget amendment request, walking through all eight areas where budgets in the original scope were not aligned with actual budget spent including wetland delineations, archeological survey, bringing additional information to a 2nd Commission meeting during 50% designs, weekly coordination meetings with city staff and Administrator, assistance with easements, additional permitting costs, higher level of effort in project design, and staff transitions. She reported that due to some inaccurate scoping in the initial budget estimate and internal inefficiencies due to staffing changes, Barr Engineering is willing to absorb \$10,000 of the additional budget request, bringing the total additional budget request to \$77,000 minus any city contributions.

There was discussion about the need for MnRAM assessments of wetlands. After the original engineering scope was approved, additional wetlands were discovered during the field survey; also, it was determined that city code required MnRAM assessments of all wetlands and the city requested this work be added to the scope. TAC member Rakestraw reported that the city is willing to contribute the full cost of the MnRAM assessments (\$6,600).

There was also explanation and discussion about discrepancies in the originally assumed permitting needs/surveys vs. what the agencies are now requiring and associated costs. TAC member Scharenbroich agreed that permitting agencies don't seem to have consistent requirements between projects or among staff which makes permitting requirements hard to predict.

Engineer Chandler noted the benefit of weekly check-in (coordination) meetings with city staff that were not part of the original scope but will likely to be added to future projects. TAC member Rakestraw noted the meetings have been extremely helpful, in part due to staffing changes at the city. She noted the city is willing to contribute one third or \$10,810 of the cost of the coordination meetings.

Alternate Commissioner Kennedy noted that construction costs have risen 71% for this project while engineering services have risen by a much lower percentage. Alternate Commissioner Minderman asked if the current budget request is likely to cover all future costs or if a future budget amendment is possible. Engineer Chandler noted they had worked to consider all possible future costs with this request. There was consensus among commissioners that additional information is warranted before a decision can be considered including a direct comparison between original budgets per task and requested budget amendments per task. It was noted that the city contribution could be included with the additional information. TAC member Rakestraw noted that Golden Valley City Council will need to approve the additional city contribution, but she does expect it to be approved without issue. Engineer Chandler also noted that Barr Engineering is not charging the Commission for the time spent developing the budget amendment request nor for her time attending this meeting. Commissioner Gwin-Lenth noted his appreciation for the Commission Engineer's candor regarding the budget challenges.

Administrator Jester noted they will bring additional information to the January meeting and requested approval of the amendment to the agreement with Golden Valley to update the project budget figures contingent on final form being approved by herself and Commission Attorney Anderson.

MOTION: Commissioner Pentel moved to approve the amendment to the cooperative agreement with

Golden Valley contingent on final form being approved by Administrator Jester and Commission Attorney Anderson. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

D. Consider Recommendations from Administrative Services Committee

Committee Chair Twiford reported that the committee met on November 20th to discuss additional staff capacity and the organizational and funding mechanisms assessment. He noted the committee asks that other interested commissioners join the committee and recommends that the TAC appoint a member to the Administrative Services Committee so the TAC can be more closely involved in the organizational and funding mechanisms assessment project. TAC member Scharenbroich volunteered to participate on the committee. Commissioner Pentel and Alternate Commissioner Kennedy volunteered to join the committee.

Committee Chair Twiford also recommended that staff be evaluated in the same manner as last year. Commissioner Pentel volunteered to coordinate the staff evaluation process again.

E. Receive Report on Minnesota Watersheds Annual Conference and Meeting

Administrator Jester provided an overview of the presentation she gave in conjunction with Nine Mile Creek WD Administrator Sniegowski and former commissioner Welch on the next steps in chloride reduction advocacy. Alternate Kennedy noted it was a great conference; Chair Cesnik agreed. Commission Engineer Johnson also noted she enjoyed the event and that she heard that several watersheds are very interested in how BCWMC is rolling out its chloride management requirements. She also reported that the MPCA Stormwater Manual now includes Low Salt Design, which will be very helpful in discussing options with developers. TAC Member Scharenbroich noted Maple Grove and Plymouth are collaborating on a Low Salt Design “cheat sheet.” Alternate Commissioner Kennedy noted that other watersheds have programs and practices BCWMC can learn from.

F. Determine 2026 Regular Meeting Schedule

Administrator Jester indicated she would like the Commission to set the 2026 BCWMC meeting calendar and recommended that monthly meetings continue to be scheduled on the 3rd Thursday at 8:30 a.m. except for November when the meeting is moved to the Wednesday before the 3rd Thursday to avoid a conference attended by city staff. She also indicated her desire to move the October meeting as it coincides with the Minnesota Education Association (MEA) conference when many families travel out of town. It was noted that moving the October meeting earlier in that week would coincide with the annual MN Water Resources Conference. There was consensus to keep the meeting schedule as in previous years for now. Options for the October meeting date would be brought to a future meeting.

G. Communication with Hennepin County

Administrator Jester reminded commissioners that at the meeting in May, the Commission approved a resolution to Minnesota Watersheds (MW) for their 2026 legislative platform seeking to revise MN Statute 383B.79 to include watershed management organizations which was approved by MW at their meeting in August. She noted that although it's now part of the MW legislative platform, it is not a high priority and that in speaking with the MW lobbyist, he indicated that it might be advantageous to have Hennepin County lobby for the change to the statute because it impacts only Hennepin County and is being requested specifically to enable BCWMC to officially partner with the county and others on multi-jurisdictional partnerships. Further, Administrator Jester reported that in speaking with Hennepin County staff, they recommend that the Commission send an official letter to the county's inter-governmental relations group (IRG) requesting a meeting to discuss the proposed statute revision and options for advancing the revision at the legislature.

MOTION: Commissioner Carlson moved to approve the Administrator to draft a letter to Hennepin County for Chair Cesnik's signature regarding the proposed statute revision. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 7-0. The cities of Minnetonka and Robbinsdale were absent from the vote.

7. COMMUNICATIONS

A. Administrator's Report

- i. BWSR Training Videos – Recently created training videos, primarily for new watershed commissioners but useful for all. Links will be sent to commissioners and posted online under “Commissioner Orientation”
- ii. Medicine Lake AIS Grant – Met with TRPD staff and determined TRPD would apply for grants to treat both starry stonewort and curly-leaf pondweed.
- iii. Campaign Finance Forms – Reminder to watch for forms by email or U.S. Mail. and be cognizant of deadline.
- iv. Winter Salt Week Update – Ridgedale Library will host information on salt pollution and best practices. Volunteers are needed to table at the library during Winter Salt Week.

B. Engineer – Public open house for the Lagoon Dredging Project is set for the late afternoon/evening of February 19th – still looking for good location. Monitoring equipment has been removed from streams and Schaper Pond for the year. Working on final modeling for Lost and Northwood Lake TMDLs. Working on Schaper Pond final report.

C. Legal Counsel – No report.

D. Chair – No report.

E. Minnesota Watersheds – No report.

F. Commissioners – Commissioner Gwin-Lenth asked for a Four Seasons Area Water Quality Project update. TAC member Scharenbroich reported the vegetation establishment was challenging this year and still ongoing. He noted they have fixed one structural issue and will be analyzing downstream water quality soon. He noted the Northwood Lake TMDL study will help practitioners better understand pollution sources and magnitude in this subwatershed.

G. TAC Members

- i. Medicine Lake Real Time Water Level & Temperatures – TAC member Scharenbroich reported that Plymouth and City of Medicine Lake purchased and installed a water level and water temperature meter for Medicine Lake. Unfortunately, it was already vandalized but once secured will report continuous data online.
- ii. Appoint Liaison for January 7th TAC Meeting – Commissioner Hauer appointed as liaison.
- iii. TAC member Stout reported that the City of Minneapolis and MPRB continue to negotiate easements for maintenance of the Bryn Mawr Meadows Water Quality Project.

H. Committees – No report.

8. INFORMATION ONLY (Information online only)

- a. Administrative Calendar
- b. CIP Project Updates www.bassettcreekwmo.org/projects
- c. Grant Tracking Summary and Spreadsheet
- d. WCA Notices Minnetonka, Plymouth, Golden Valley, Minneapolis

9. ADJOURNMENT – The meeting adjourned at 11:05 a.m.