



# Bassett Creek Watershed Management Commission

## AGENDA MEMO

Date: October 9, 2025

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 10/16/25 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
  - A. Approval of Minutes – September 18, 2025 Commission Meeting- **ACTION ITEM with attachment**
  - B. Acceptance of October Financial Report - **ACTION ITEM with attachment**
  - C. Approval of Payment of Invoices - **ACTION ITEM attachments available upon request – I reviewed the following invoices and recommend payment. Commission Treasurer Polzin reviewed Keystone Waters invoices.**
    - i. Keystone Waters, LLC – September 2025 Administration
    - ii. Keystone Waters, LLC – September 2025 Administrative Expenses
    - iii. Barr Engineering – September 2025 Engineering Services
    - iv. Triple D Espresso – October Meeting Catering
    - v. City of Plymouth – September 2025 Accounting Services
    - vi. Kennedy & Graven – Legal Services
    - vii. Stantec – WOMP Services
    - viii. Bolton & Menk – Parkers Lake Chloride Reduction Project
    - ix. Metro Blooms – Support for Projects in MPLS
    - x. ĤaĤá Wakpádaŋ Water Blessing Event Support and Services
  - D. Approval of Final Report for DeCola Ponds B&C Improvement Project (BC-2,3,8) – **ACTION ITEM with attachment – At the meeting in March, the Commission approved the final reimbursement to the City of Golden Valley for this project. This report with final project outcomes should be filed and posted online as the project is now complete. (Additional post-construction photos may also be added to the report, when available). Staff recommends approval.**
  - E. Approval of Memorandum of Understanding with WMWA Partners for Website Development – **ACTION ITEM with attachment – An update to the West Metro Water Alliance (WMWA) website is long overdue and is planned in the coming months. WMWA partners prepared a request for proposals (RFP) for this work which was distributed to select vendors recommended by the partners. Responses are due October 15, 2025. Shingle Creek is the fiscal agent for WMWA; it is expected that SCWMC will consider a contract for services at their November 13<sup>th</sup> meeting. The cost of this work is expected to be \$15,000-\$20,000 and paid for by funds accumulated in WMWA's Special Projects account. The WMWA partnership agreement requires that special projects above and beyond the regular work of WMWA be approved by all four partner WMOs. Commission Attorney Anderson and I reviewed the MOU (and provided edits on an initial version). I recommend approval.**

## 5. BUSINESS

- A. Consider Approval of 60% Design Plans for Phase I Plymouth Creek Restoration Project (2025-CRP) (30 min) – **ACTION ITEM with attachment** - *At their meeting in September 2024, the Commission ordered [this project](#) and entered into an agreement with the City of Plymouth to design and construct the project. The City hired Moore Engineering to design the project. The project is being designed and constructed in two phases. The 60% designs for the first phase were reviewed by the Commission Engineer. Their review memo with comparisons to the project feasibility study and recommendations for conditional approval is attached here.*
- B. Consider Budget Amendment for Engineering Services for Schaper Pond Effectiveness Monitoring (10 min) – **ACTION ITEM with attachment** – *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](#). Due to unforeseen circumstances this summer (outlined in the attached memo), the Commission Engineer is requesting an amendment to the project budget to add \$11,100 for a total budget of \$53,100. I recommend approval of the budget amendment.*
- C. Receive Update on Comments Received on Draft Watershed Management Plan (15 min) – **INFORMATION ITEM no attachment** – *The 60-day comment period for the draft watershed plan ended September 30<sup>th</sup>. Nine agencies, groups, and individuals submitted a total of 139 comments. The Plan Steering Committee met on October 8<sup>th</sup> and will meet again October 15<sup>th</sup> and November 5<sup>th</sup> to review comments and draft responses and appropriate revisions to the draft plan. They will bring their recommended comment responses and plan revisions to the Commission in November. October 8<sup>th</sup> committee meeting materials, including comments on the plan, are found here: [www.bassettcreekwmo.org/document/2025-plan-update](http://www.bassettcreekwmo.org/document/2025-plan-update).*
- D. Consider Approval of Attendance at Minnesota Watersheds Annual Meeting and Conference (10 min) – **ACTION ITEM with attachment** – *The tentative agenda for the conference is attached. Lodging has been secured for up to 4 attendees for December 2 – 5. Registration for the whole event is \$370; lodging is \$145/night/person. I am requesting to attend the Minnesota Association of Watershed Administrators meeting (an additional \$30) and the whole MN Watersheds conference + lodging and travel expenses. I also recommend approval of up to 3 additional attendees representing the BCWMC. The Commission’s education and outreach budget includes funding for commissioner training and conference attendance.*

## 6. COMMUNICATIONS (15 minutes)

- A. Administrator’s Report - **INFORMATION ITEM with attachment**
- i. Reminder of November Wednesday Meeting Date and Location
  - ii. Report on Fruen Mill Tour
  - iii. Discuss Possible Extended Time Off
- B. Engineer
- i. Update on Bassett Creek Restoration Project Regent Ave. to Golden Valley Rd.
  - ii. Update FEMA Grant Application for Hydrologic & Hydraulic Model Update and Conversion Project
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
- i. Reminder of Metro Watersheds Quarterly Meeting

- F. Commissioners
  - i. Report on Presentation to St. Louis Park Parks and Rec Advisory Commission
  - ii. Report on Ĥaĥá Wakpádaŋ Water Blessing Event
- G. TAC Members
- H. Committees

## 7. 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. [MN Stormwater Research Council Fall Newsletter](#)
- E. [Keep it Clean Grants for Clean Up on Lake Ice from Winter Activities](#)
- F. WCA Notices Plymouth, Golden Valley, Minnetonka

## 8. ADJOURNMENT

### Upcoming Meetings & Events

- BCWMC Plan Steering Committee Meeting: Wednesday, October 15<sup>th</sup>, 8:30 a.m., Brookview
- Metro Watersheds Quarterly Meeting: Tuesday, October 21<sup>st</sup>, 7:00 p.m., hybrid, Zoom + Capitol Region WD, St. Paul
- Open House for Bassett Creek Restoration Project: Thursday, October 30<sup>th</sup>, 4:00 – 7:00 p.m., Brookview
- BCWMC Plan Steering Committee Meeting: Wednesday, November 5<sup>th</sup>, 8:30 a.m., Brookview
- TENTATIVE BCWMC Technical Advisory Committee Meeting: Wednesday, November 5<sup>th</sup>, 10:30 a.m., Brookview
- BCWMC Commission Meeting: **Wednesday**, November 19<sup>th</sup>, 8:30 a.m., **Plymouth City Hall**