



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: March 12, 2026

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 3/19/26 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 – February 19, 2026 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of March Financial Report - **ACTION ITEMS with attachment**
 - C. Approval of Payment of Invoices - **ACTION ITEM attachments available upon request** –*Commission Treasurer Polzin reviewed Keystone Waters invoices. I reviewed the remaining invoices and recommend payment.*
 - i. Keystone Waters, LLC – February 2026 Administration
 - ii. Keystone Waters, LLC – February 2026 Administrative Expenses
 - iii. Barr Engineering – February 2026 Engineering Services
 - iv. Triple D Espresso – March Meeting Catering
 - v. City of Plymouth – February 2026 Accounting Services
 - vi. Kennedy & Graven – January 2026 Legal Services
 - vii. Shingle Creek WMC – 2026 WMWA Contribution
 - viii. Travelers Risk Management – Bond Insurance
 - ix. Stantec – WOMP Sampling
 - D. Approval to Appoint Committee Members – **ACTION with attachment** – *Some members were absent from the February meeting when committee appointments were approved. The attached memo recommends additional appointments to BCWMC committees.*
 - E. Approval of Reimbursement Request from City of Plymouth for [Four Seasons Area Water Quality Project](#) (NL-2) – **ACTION ITEM with attachment (complete documentation online)** – *At their meeting in July 2023, the Commission approved an agreement with the City of Plymouth to design and construct this CIP project. Construction is complete and the project is now in the vegetation establishment phase. Due to rainy weather in 2025, vegetation establishment is going slower than expected. The city is requesting reimbursement for the design and construction portion of the project. Staff reviewed the expense documentation and recommends approval.*
 - F. Approval of Plymouth Creek Trail Construction Project – **ACTION ITEM with attachment** – *This linear project in the Plymouth Creek subwatershed proposes removal of an existing wood-chip foot path and construction of a new multi-use trail and boardwalk, resulting in 1.32 acres of site disturbance and an increase of 0.2 acres of impervious surfaces, from 0.05 acres to 0.25 acres. Floodplain impacts will be mitigated appropriately and erosion and sediment control meets requirements. Staff recommends approval.*
5. **BUSINESS**

- A. Consider Approval of 60% Designs for Double Box Culvert Repair Project (FCP-1) (15 min) – **ACTION ITEM with attachment (design plans online)** - *The Commission ordered this project to repair a portion of the Flood Control Project at their meeting in September. The Commission Engineer developed 60% designs for the Commission’s consideration. The design memo is attached and design plans are posted online separately.*
- B. Consider Approval of TAC Recommendations (30 min) – **ACTION ITEMS with attachments** – *Please see the attached memo outlining the TAC’s recommendations along with corresponding documents:*
 - i. City of Crystal Request for Cost Share of High Efficiency Street Sweeper
 - ii. Revision to Scope and Budget for Hydrologic & Hydraulic Conversion and Update Project
- C. Consider Amendment to Project Budget and Total Reimbursement for Ponderosa Woods Stream Restoration Project (CIP ML-22) (15 min) – **ACTION ITEM with attachment** – *The Commission ordered this CIP project and approved a cooperative agreement with Plymouth to design and construct the project. The city is requesting an amendment to the project budget and the agreement due to expenses being higher than anticipated. Please see the attached memo with additional information.*
- D. Consider Approval of Revision to Scope and Budget for Phase II Lagoon Dredging CIP Project (BC-7) (20 min) – **ACTION ITEM with attachment** – *As mentioned during communications at the February meeting, there is a new alternative the Commission may wish to consider regarding wetland restoration and ecological improvements in Lagoon G. The attached memo outlines a proposed revision to the scope and budget for the feasibility study for this project. Staff recommends approval. Feasibility study costs come from the CIP budget for this project.*
- E. Approval of Agreement with Three Rivers Park District for Medicine Lake Activities (15 min) – **ACTION ITEM with attachment** – *The Commission has been sharing the cost of curly-leaf pondweed treatments in Medicine Lake with TRPD for several years and has provided \$5,000 a year towards boat launch inspections since 2019. TRPD is requesting additional funding for boat launch inspections this year due to decreased funding from Hennepin County. The attached letter outlines this request and the attached agreement (which assumes a higher level of funding for boat launch inspections) was reviewed by TRPD legal counsel and the Commission Attorney. Staff recommends approval. The Commission’s AIS/APM budget line has adequate funding for this request.*

6. COMMUNICATIONS (15 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - i. Report on Status of Operating Budget
 - ii. Report on PRAP Grant Application
 - iii. NibiWalk Along Ĥaĥá Wakpádaŋ April 22
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
 - i. Report on Legislative Event
- F. Commissioners
- G. TAC Members
- H. Committees - Administrative Services Committee Meetings March 4th and March 30th

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects

- C. Grant Tracking Spreadsheet
- D. WMWA March Media Kit
- E. [MN Watersheds February Newsletter](#)
- F. [Watershed Partners 2025 Annual Report](#)
- G. Adopt-a-Drain 2025 Annual Report for Bassett Creek
- H. [Sacred Water Shared Future Campaign](#)
- I. Dakota New Year's Event

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Administrative Services Committee Meeting: Monday, March 30th, 12:00 p.m., Brookview
- BCWMC Regular Meeting: Thursday, April 16th, 8:30 a.m. Golden Valley City Hall
- NibiWalk: Medicine Lake to Mississippi River, Wednesday, April 22nd www.nibiwalk.org/
- Metro Watersheds Quarterly Meeting: Tuesday May 19th, 7:00 p.m. Capitol Region Watershed District, St. Paul