

# Memorandum

**To:** Bassett Creek Watershed Management Commission (BCWMC)  
**From:** Barr Engineering Co. (Greg Williams, Stephanie Johnson), and Laura Jester (BCWMC Administrator)  
**Subject:** 2026 Watershed Management Plan Update for ADA Title II Compliance  
**Date:** June 11, 2026  
**Project:** 23270051.54

## Requested BCWMC Commissioner action

1. Consider approval of the proposed scope and budget for accessibility compliance and printing of 2026 Watershed Management Plan.

## Background

At their April 16, 2026 meeting, the Commission adopted its 2026 Watershed Management Plan (Plan). The Plan outlines the Commissions' priority issues, measurable goals, and prioritized actions over the next 10-years. As a document hosted at the Commission website, the Plan must meet Americans with Disabilities Act (ADA) Title II [accessibility requirements applicable to special district governments](#) like the Commission.

The original scope of work for development of the BCWMC Plan did not include considerations for ADA compliance, as this requirement did not become law until 2024. Elements of the 2026 Plan are not ADA compliant as currently formatted, including (but not limited to) sidebar text, graphics, and tables. The Plan appendices are also not compliant.

The deadline for the BCWMC to be compliant with Title II of the ADA is April 26, 2028. We recommend updating the Plan for ADA compliance now in order to maximize partial ADA compliance work already completed and current familiarity with the Plan document itself, having recently been adopted. The following scope includes an estimate of hours and cost to develop an ADA Title II compliant Plan PDF document and to maximize compliance of the underlying Microsoft (MS) Word document.

An estimated cost to produce printed copies of the final documents once completed is also included within this proposed scope of work.

## ADA Title II Compliance

We will update the Plan to develop an ADA Title II complaint PDF document. To do this, we will first update the MS Word files to promote compliance to the extent possible prior to developing the PDF. This will reduce the number of "back end" PDF edits needed and also reduce the effort needed to make any Plan amendments compliant in the future. Work within this task will include moving Plan tables imported from MS Excel into the MS Word document, where possible.

We will update the MS Word files of the main body of the Plan as well as Barr-developed appendices to the Plan (e.g., Land and Water Resources Inventory, Monitoring Plan). We will also update the MS Word files of the following appendices not developed by Barr, if they are provided to us by the Commission:

- Appendix C – Education and Engagement Plan
- Appendix F – Summary of Plan Engagement
- Appendix G – Joint Powers Agreement (JPA)

This scope does not include updates to Appendix D – BWSR Level II Performance Review for ADA compliance because: 1) we do not have access to the source documents; 2) we anticipate this would entail a significant effort; and 3) this document is the product of another government agency.

Following updates to the MS Word files, we will compile PDF files of the Plan main body and individual appendices. We will edit the PDFs to rectify any remaining ADA compliance issues and will share the revised MS Word and PDF files with the Commission for final posting.

### Printed Plan Documents

The Metropolitan Council requires a printed copy of the final Plan document. The BCWMC Administrator has also requested at least one additional printed copy of the Plan for administrative use. There is some efficiency in printing multiple physical copies of the Plan. For the purposes of developing a cost estimate, we assume that five printed hardcopies of the Plan will be provided. A cost estimate for Plan production is also included.

### Estimated Cost and Schedule

The table below summarizes estimated costs associated with this work. We anticipate delivery of ADA compliant PDF files, supporting MS Word files, and printed Plan documents approximately 6 weeks from scope approval. We estimate a total cost not to exceed \$7,250 for this scope.

Task	Labor Cost	Materials Cost	Total Cost
Develop ADA compliant PDFs and supporting MS Word files	\$6,000	\$0	\$6,000
Produce printed Plans (Assume up to 5 printed copies)	\$500	\$150/Plan	\$500 + \$150/Plan
<b>Total Cost</b>			<b>\$7,250</b>