



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: April 9, 2026

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 4/16/26 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 – March 19, 2026 Commission Meeting - ACTION ITEM with attachment
 - B. Acceptance of April Financial Report - ACTION ITEM 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 – March 2026 Administration
 - ii. Keystone Waters, LLC – March 2026 Administrative Expenses
 - iii. Barr Engineering – March 2026 Engineering Services
 - iv. Triple D Espresso – April Meeting Catering
 - v. City of Plymouth – March 2026 Accounting Services
 - vi. Kennedy & Graven – February 2026 Legal Services
 - vii. Metro Watershed Partnership – 2026 Contribution
 - viii. Bolton & Menk – Parkers Lake Chloride Reduction Project
 - ix. Stantec – WOMP Tasks
 - D. Approval of Amendment Agreement with City of Plymouth for Ponderosa Woods Stream Restoration Project – ACTION ITEM with attachment – At the meeting in March, the Commission approved an amendment to the total budget for this project such that the City of Plymouth could be fully reimbursed for their expenses. Commission Attorney Anderson drafted this amendment which was reviewed by city staff. Staff recommends approval.
 - E. Approval of Contract for Herbicide Treatment on Medicine Lake – ACTION ITEM with attachment – As laid out in the agreement with Three Rivers Park District (TRPD) in March, the Commission is responsible for contracting with an herbicide applicator for this year’s treatment of curly-leaf pondweed. I received four quotes for this work and recommend contracting with PLM for a not to exceed amount of \$21,720. Although their quote was not the lowest, PLM has a good history of working on Medicine Lake and is known to be a responsible contractor that prioritizes the health of native plants. This work is completed with the Commission’s Aquatic Plant Management (APM)/AIS budget line. This quote is in line with the budget. The attached agreement was developed by Commission Attorney Anderson, and the service requirements were developed in consultation with TRPD staff. Staff recommends approval.

- F. Approval of Resolution 26-06 to Not Waive Monetary Limits on Municipal Tort Liability – **ACTION ITEM with attachment** - *Commission Attorney Anderson recommends the Commission take action (via resolution) to not waive monetary limits on municipal tort liability. This action is taken by the Commission annually.*

5. BUSINESS

- A. Consider Approval of Resolution 26-07 to Adopt 2026 – 2035 Bassett Creek Watershed Management Plan (15 min) – **ACTION ITEM with attachments** - *It's the moment we've been waiting for! It's time for the Commission to officially adopt the new watershed management plan and give a big thank you to the work of the Plan Steering Committee! Please see my memo and the documents listed below including the entire draft plan and appendices. Staff recommends approval of resolution 26-07.*
- i. Memo from Administrator
 - ii. MN Board of Water and Soil Resources Board Order
 - iii. Resolution 26-07 Adopting Plan
 - iv. 2026 – 2035 Watershed Plan Main Body
 - v. Appendices
- B. Consider Approval of Administrative Services Committee Recommendation to distribute Request for Proposals for Organizational Assessment (30 min) – **ACTION ITEM with attachment** – *The new watershed plan includes an activities EA-4 and EA-5 in Table 4-5 to complete a comprehensive assessment of BCWMC organization structure and staffing options, benefits, and challenges and a comprehensive assessment of funding mechanisms available to BCWMC. The Administrative Services Committee discussed, reviewed, and revised this request for proposals (RFP) for this project over several meetings and they recommend approval of the RFP presented here. A \$10,000 grant from BWSR was recently awarded and additional funding (up to \$50,000) will likely come from the Special Projects fund. Staff recommends approval of the RFP and distribution to appropriate firms.*
- C. Consider Approval of 2025 Annual Report (10 min) – **ACTION ITEM with attachment** – *The BCWMC annual report is a requirement of Minnesota Rules Chapter 8410.0150. Staff invites feedback on the draft report and recommends approval (with revisions as needed). The report will be [posted online](#) with the executive summary posted separately.*
- D. Consider Approval of Final Report and Reimbursement Request for Ponderosa Woods Stream Restoration Project (CIP ML-22) (15 min) - **ACTION ITEM with attachments** – *With the approval of the project budget revision in March and the amendment agreement in Item 4D, staff recommends approval of the project's final report and final reimbursement request which includes the original request dated February 18, 2026 plus an additional \$2,314.20 in city administrative costs identified and reported by email since receipt of the initial request letter for a total reimbursement of \$334,582.*
- E. Consider Approval of Agreement with City of Crystal for Cost Sharing High Efficiency Street Sweeper (10 min) – **ACTION ITEM with attachment** – *At the meeting in March the Commission approved a TAC recommendation for a 2027 CIP project to cost share the purchase of a high-efficiency street sweeper with the City of Crystal for a total of \$18,816. Commission Attorney Anderson drafted the attached agreement with reimbursement to the city contingent on the Commission officially ordering this project and certifying levy costs to Hennepin County later this year.*

- F. Review Call for Resolutions from MN Watersheds on Policy Recommendations or Legislative Action (10 min) – **DISCUSSION ITEM with attachment** – MN Watersheds (MW) recently distributed its call for 2026 resolutions. Last year, MW approved resolution 2025-02 submitted by the BCWMC requesting a revision to Minnesota Statutes, Section 383B.79, Subd. 1 to explicitly include “joint powers watershed management organizations entirely or partially located in Hennepin County” to the list of political subdivisions that can participate in the county’s multijurisdictional reinvestment programs. MW lobbyists and I will continue to pursue this item in the coming months for likely introduction during the 2027 legislative session. Ideas for resolutions for 2026 should be discussed at this meeting. Final resolutions are due June 2.

6. COMMUNICATIONS (15 minutes)

- A. Administrator’s Report - **INFORMATION ITEM with attachment**
- i. Update on H&H Conversion and Update Project
 - ii. Volunteers Needed 4/22 and 5/31
 - iii. Report on Stormwater Pond Symposium
 - iv. Letter of Support for Golden Valley Downtown Connections Project
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
- i. Metro Watersheds Quarterly Meeting May 19th
- F. Commissioners
- i. Report on Dakota New Years Day Event
- G. TAC Members
- H. Committees
- i. Report on Administrative Services Committee Meeting
 - ii. Budget Committee Meeting April 20th

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Spreadsheet
- D. WMWA April Media Kit
- E. [MN Watersheds March Newsletter](#)
- F. WCA Notice, Golden Valley

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Budget Committee Meeting: Monday, April 20th, 4:00 p.m., Brookview
- NibiWalk: Medicine Lake to Mississippi River, Wednesday, April 22nd www.nibiwalk.org/
- State of the Parks Address & Expo: Wednesday, April 22nd, 9:00 a.m., Mississippi Gateway Regional Park
- BCWMC Technical Advisory Committee Meeting: Thursday, April 30th, 1:00 p.m., TBD
- BCWMC Administrative Services Committee Meeting: Wednesday, May 6th, 12:00 p.m., Brookview
- Metro Watersheds Quarterly Meeting: Tuesday May 19th, 7:00 p.m. Capitol Region WD, St. Paul
- BCWMC Regular Meeting: Thursday, May 21st, 8:30 a.m., Golden Valley City Hall