



# Bassett Creek Watershed Management Commission

## MEMO

To: BCWMC Commissioners and Alternate Commissioners  
 From: Administrator Jester on Behalf of Plan Steering Committee  
 Date: May 6, 2024

**RE: Plan Steering Committee Update**

Committee Members: Committee Chair Kennedy; Commission Chair Cesnik; Commission Vice Chair Welch; Commissioners Pentel and Hauer; Alternate Commissioners Polzin, Vadali, and Harwell; TAC Members Scharenbroich and Eckman; community member Loomis

The Plan Steering Committee (PSC) continues to develop goals and discuss future BCWMC implementation activities and mechanisms. The table below is updated each month to show plan development progress and discussion topics. The table also includes future work slated for the PSC and associated timelines. All PSC meeting minutes (and other materials) are available to review (after approved at the following PSC meeting) at: [www.bassettcreekwmo.org/document/2025-plan-update](http://www.bassettcreekwmo.org/document/2025-plan-update). (Prioritized issues list can be found [here](#).)

Month and Year	Plan Steering Committee Work
September 2023 thru February 2024	<p>Developed format for presenting and discussing issue statements, desired future conditions, 10-year goals, potential actions/strategies, and tracking notes.</p> <p>Developed mission statement: <i>Stewardship of water resources to reduce flood risk and improve watershed ecosystem health.</i></p> <p>Developed issue statements and measurable goals:</p> <ul style="list-style-type: none"> <li>• Impaired Waters</li> <li>• Chloride Loading</li> <li>• Streambank and gully erosion</li> <li>• Lakeshore erosion</li> <li>• Wetland Health and Restoration</li> </ul> <p>Received update on plan development budget</p> <p>Planned for January 2024 Commission workshop and responded to input received</p> <p>Discussed implementation capacity of Commission</p>

Month and Year	Plan Steering Committee Work
March 7, 2024	<p>Reviewed and approved updated waterbody classification table; recommend to keep current list of priority waterbodies</p> <p>Reviewed plan development calendar and timeline</p> <p>Revisited discussion on future funding and governance structure, acknowledging complicated matter given JPA status and difficulty writing a 10-year plan without knowing future structure or funding of organization. General approach agreed to: 1) get the JPA updated and keep the JPA update simple; 2) engage with cities to gain support for additional staff hours/higher operating budget; 3) build the plan with a tiered approach dependent on staffing and structure; 4) analyze organizational structure early in plan Implementation.</p> <p>Although the TAC members present agreed that a thorough analysis of organizational structure is a good idea, there was concern from some that momentum for analyzing organizational structure will wane once new JPA is adopted. PSC members acknowledged that future structure will be further explored within the “organizational effectiveness” category in the coming months and a commission workshop would incorporate this item.</p> <p>Developed issue statements, measurable goals and possible implementation actions for:</p> <ul style="list-style-type: none"> <li>• Aquatic Invasive Species</li> <li>• Groundwater Surface Water Interaction (partial)</li> </ul>
April 3, 2024	<p>Revisited discussion on future funding and governance structure for the commission. Noted that at March Commission meeting, the topic was introduced but without enough background and written materials. May need something in writing to commission soon. Again, confirmed this topic would be subject of future commission workshop.</p> <p>Finalized development of issue statements, measurable goals and possible implementation actions for Waterbody and Watershed Quality category including:</p> <ul style="list-style-type: none"> <li>• Groundwater Surface Water Interaction</li> <li>• Degradation of Riparian Areas</li> <li>• Degradation/Loss of Upland Areas</li> <li>• Groundwater Quality</li> </ul> <p>Discussed format and timing for next Plan TAC meeting</p> <p>Rescheduled June and July meetings</p>
May 1, 2024	<p>Reviewed draft mockup of Waterbody and Watershed Quality section.</p> <p>Discussed timing and topics for next commission workshop</p>

Month and Year	Plan Steering Committee Work
	<p>Developed issue statements, measurable goals and possible implementation actions for Climate Resiliency category:</p> <ul style="list-style-type: none"> <li>• Impact of climate change on hydrology, water levels, and flood risk</li> </ul>
June 12, 2024	<p>Continue developing issue statements, measurable goals and possible implementation actions for Climate Resiliency category:</p> <ul style="list-style-type: none"> <li>• Impact of climate change on hydrology, water levels, and flood risk</li> <li>• Bassett Creek Valley Stormwater Management</li> <li>• Groundwater Quantity</li> </ul> <p>Review overall plan organization and terminology</p> <p>Develop issue statements, measurable goals and possible implementation actions for Education and Outreach category:</p> <ul style="list-style-type: none"> <li>• Provide outreach to and develop relationships with diverse communities</li> <li>• Protect recreation opportunities</li> </ul>
July 10, 2024	<p>Develop issue statements, measurable goals and possible implementation actions for Organizational Effectiveness category:</p> <ul style="list-style-type: none"> <li>• Organizational assessment of capacity and staffing</li> <li>• BCWMC funding mechanisms</li> <li>• Progress assessment</li> <li>• Projects and programs implemented through a DEI lens</li> <li>• Public ditch management</li> <li>• Carbon footprint of BCWMC projects</li> </ul>
August 7, 2024	<p>Finalize issue statements, measurable goals and possible implementation actions for Organizational Effectiveness category:</p> <ul style="list-style-type: none"> <li>• Organizational assessment of capacity and staffing</li> <li>• BCWMC funding mechanisms</li> <li>• Progress assessment</li> <li>• Projects and programs implemented through a DEI lens</li> <li>• Public ditch management</li> <li>• Carbon footprint of BCWMC projects</li> </ul>
September 4, 2024	<p>Finalize any remaining statements, measurable goals and possible implementation actions for Organizational Effectiveness (and any other remaining issues)</p> <p>Review draft outreach and education plan Review draft water monitoring plan Plan for Commission workshop</p>

<b>Month and Year</b>	<b>Plan Steering Committee Work</b>
October 2, 2024	<p>Discuss possible revisions to BCWMC development requirements. Possible topics include:</p> <ul style="list-style-type: none"> <li>• Requirements related to winter maintenance and chloride minimization design practices</li> <li>• Changes to linear project standards</li> <li>• Changes to permitted activities in floodplains</li> </ul>
November 6, 2024	Consider policies for addressing various goals. What changes, additions, deletions from 2015 policies are needed?
December 4, 2024	Continue discussion on policies
January 2025	<p>Review updated CIP prioritization metrics to reflect this plan’s priority issues.</p> <p>Review potential CIP projects 2026 – 2035.</p>
February 2025	Discuss implementation of plan including CIP implementation and staff capacity.
March 2025	<p>Catch up month for unfinished work from last few months.</p> <p>Plan for Commission workshop</p>
April 2025	Review complete implementation program.
May 2025	<p>Finalize policies and implementation program</p> <p>Review various plan sections</p> <p>Prepare recommendation on complete plan for Commission</p>
June 2025	Review the complete Plan document
Mid June – Mid August, 2025	60-day comment period
Sept 2025	Review comments and discuss draft responses to comments
October 2025	<p>Review and finalize draft responses to comments</p> <p>Plan for public hearing (required per MN Rule 8410)</p> <p>Prepare recommendations to Commission</p>
Nov 1 – Jan 31, 2025	90-day comment period; presentation to BWSR (likely week of Jan 5, 2026); target January 28, 2026 BWSR meeting for approval
February 2026	Final approval and Commission adoption (6 months past due)

\*Plan TAC = Regular city TAC members plus state and local agencies and other partners