



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 12, 2024

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/19/24 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 – November 20, 2024 Commission Meeting- **ACTION ITEM with attachment**

 - B. Acceptance of December 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.**
 - i. Keystone Waters, LLC – November 2024 Administration
 - ii. Keystone Waters, LLC –November 2024 Administrative Expenses
 - iii. Barr Engineering – November 2024 Engineering Services
 - iv. Triple D Espresso – Meeting Catering
 - v. City of Plymouth – November Accounting Services
 - vi. Kennedy and Graven – Legal Services
 - vii. Three Rivers Park District – Medicine Lake Herbicide Treatment Cost Share
 - viii. Three Rivers Park District – Medicine Lake Boat Launch Inspections

 - D. Approval of Resolution of Appreciation for Roxanne Gould – **ACTION ITEM with attachment** – *Last month, Roxanne decided to step back from her position representing Golden Valley on Commission and Chair Cesnik read her letter of resignation. Although her time on the Commission was short, her impact was significant, and her input will be missed. Staff recommends approval of the attached resolution of appreciation.*

 - E. Approval of 2025 WOMP Contract with Stantec – **ACTION ITEM with attachment** – *The Commission has contracted with Stantec to collect water samples and maintain equipment at the Bassett Creek Watershed Outlet Monitoring Program (WOMP) site for several years. The attached proposal from Stantec for work beginning in January 2025 is the same as years past with an option to add pesticide sample collection if requested by the MN Department of Agriculture. I recommend approval of the proposal and terms and conditions document which was reviewed by the Commission Attorney.*

 - F. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers – **ACTION ITEM with attachment (full document online)** - *In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project (FCP), an annual inspection of the FCP features was completed by Commission Engineers. Staff requests approval to submit the inspection report to the appropriate entities. The municipalities are responsible for routine maintenance and repair of the FCP features located within their city and are responsible for submitting the completed FCP Maintenance Record from the previous year’s inspection.*

5. BUSINESS

- A. Review Plan Steering Committee Recommendations on Draft Plan Revisions Resulting from November Workshop (20 min) – **ACTION ITEM with attachment** – *Last month the BCWMC held a commission workshop to review and discuss issue statements, desired future conditions, and 10-year goals for several issues proposed for the 2025 Watershed Management Plan. A complete set of workshop notes is found [here](#) which were reviewed by the Plan Steering Committee. The committee recommends the attached revisions to some issue statements and 10-year goals in response to the input received at the workshop.*

- B. Consider Education Committee Recommendations (30 min) – **ACTION ITEM with attachment** – *At their meeting in September 2023 the Commission approved a project to update and reprint the popular Bassett Creek Watershed map. The Education Committee met throughout the last year to develop ideas and content and provide direction to the map designer hired to update the map. They also worked with Jim Rock who was contracted to develop content on Dakota culture and place names. Finally, at the direction of the Commission the committee considered opportunities for co-naming the creek. Please review the attached memo for committee recommendations.*
 - i. Watershed Map
 - ii. Creek Co-naming and Updated Letterhead

- C. Update on Conservation Education and Implementation Partnership with Hennepin County (15 min) – **INFORMATION ITEM with attachment** – *Grace Barcelow will provide an update on the activities of this program which operates in partnership with the West Metro Water Alliance (WMWA) and which is partially funded with State grant funds provided for activities in the Bassett Creek watershed. The program offers coordinated and consistent education across multiple watersheds including monthly media kits on timely topics for use in city and watershed communications. In addition, the program offers one larger project in each watershed. In Bassett, Grace is working to engage with property owners in the Parkers Lake subwatershed about chloride reduction.*

- D. Review Staff Evaluation Form (15 min) – **DISCUSSION ITEM with attachment** – *At the meeting last month Commissioner Pentel volunteered to help update the annual evaluation form for me and the Commission Engineers. She and I worked on the attached draft forms for the Commission’s consideration.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report
 - i. Winter Salt Week www.wintersaltweek.org/
- B. Engineer
 - i. Review of Hennepin County Hazard Mitigation Plan
- C. Legal Counsel
- D. Chair
- E. Commissioners
 - i. Report on MN Watersheds Conference and Meeting
- F. TAC Members
 - i. Report on December 18th Meeting
- G. Committees

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notice, Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Technical Advisory Committee Meeting: Wednesday, December 18, 10:00 a.m., Wirth Lake Room, Brookview
- BCWMC Commission Meeting: Thursday, January 16th, 8:30 a.m., Golden Valley City Hall
- Metro Watersheds Quarterly Meeting: Tuesday, January 21st, 7:00 p.m., online
- Winter Salt Week: January 27 – 31, 2025 www.wintersaltweek.org/