



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: January 9, 2025

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 1/16/25 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 – December 19, 2024 Commission Meeting- **ACTION ITEM with attachment**

 - B. Acceptance of January 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 – December 2024 Administration
 - ii. Keystone Waters, LLC – December 2024 Administrative Expenses
 - iii. Barr Engineering – December 2024 Engineering Services
 - iv. Triple D Espresso – January Meeting Catering
 - v. City of Plymouth – December Accounting Services
 - vi. Met Council – 2024 CAMP Services
 - vii. CNA Surety – Insurance Bond Payment
 - viii. State Register – Official Publication for Proposal Solicitation

 - D. Approval of Three Rivers Park District Agreement for Medicine Lake Activities – **ACTION ITEM with attachment** – *Each year the BCWMC and the TRPD cooperate on and share costs of certain activities in Medicine Lake including herbicide treatments for curly-leaf pondweed control and boat launch inspections as outlined in the Commission’s [AIS management policies](#). The attached agreement with TRPD is the same as previous years and was reviewed by the Commission Attorney. Staff recommends approval.*

 - E. Approval of MnDOT Pond Maintenance Project (Sites #10, #14, #15) – **ACTION ITEM with attachment** – Commission Engineers reviewed MnDOT plans for dredging and maintenance of five stormwater ponds in the watershed. Please see the attached memo with further descriptions and recommendations for follow-up activities. Staff recommends approval.

 - F. Approval of Resolution 25-01 Transferring Funds from Next Generation Plan Development and Flood Control Project Long Term Accounts to Administrative Fund – **ACTION ITEM with attachment** – *The Commission’s 2024 budget includes reimbursement to the Administrative Fund from the Flood Control Project (FCP) Long Term Maintenance Account for expenses related to this fiscal year’s FCP inspections. Additionally, the 2024 budget (as amended) includes the use of \$18,000 from the Next Generation Plan Development long term account to offset Plan development activities this year. Staff recommends approval of the resolution.*

- G. Approval of Resolution 25-02 to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund – **ACTION ITEM with attachment** – *Per its fiscal policies, each year the Commission transfers funds from the administrative account into the Channel Maintenance Fund and the Flood Control Project Long Term Maintenance Fund to help fund its channel maintenance program and inspections of the Flood Control Project infrastructure. Staff recommends approval of the attached resolution to transfer the funds, as budgeted.*
- H. Approval of Resolution of Appreciation for Maryna Chowhan – **ACTION ITEM with attachment** – *Commissioner Chowhan recently announced she is stepping down from the Commission at the end of the month. Commissioner Chowhan has been a valuable member of the Commission and Education Committee. Staff recommends approval of the resolution of appreciation.*
- I. Approval for Commissioner and Administrator Attendance and Registration Costs at Minnesota Watersheds Legislative Event – **ACTION ITEM with attachment** – *Minnesota Watersheds is hosting its [annual legislative event](#) February 19th and 20th in St. Paul. A quarterly meeting of the MN Association of Watershed Administrators will also be held the morning of the 19th. I request to attend both events for a total of \$150 in registrations costs. Further, I recommend the Commission approve reimbursement of registration costs for any commissioner or alternate who wishes to attend (\$100/person). The BCWMC Education and Outreach budget includes funding for this commissioner-training activity.*

5. BUSINESS

- A. Receive Sweeney Lake Carp Update and Consider Approval of Schaper Pond Monitoring (30 min) – **ACTION ITEM with attachment** – *The Commission Engineer will present results of carp surveys and removals on Sweeney Lake in 2024 along with recommendations for additional monitoring in Schaper Pond in 2025 and carp surveys in 2026. Please see the attached memo for more information.*
- B. Receive Update on Plan Development and Commission Operating Budget Status (20 min) – **INFORMATION ITEM with attachment** – *For a variety of reasons, development of the watershed plan is behind schedule and over budget which also impacts the 2024 operating budget and fund balance. The attached memo includes information on the reasons behind the plan’s slow development and recommendations for potential cost-saving measures moving forward.*
- C. Consider Resolution 25-03 to Transfer Funds from CIP Account to Administrative Account (5 min) – **ACTION ITEM with attachment** – *Pending the discussion in item 5C above, the Commission should take action to make its annual transfer of 2.0 or 2.5% of the 2024 levy funds from the CIP account to the administrative account. Please see the brief memo and two different resolution options attached.*
- D. Review Plan Progress Tracker (5 min) – **INFORMATION ITEM with attachment** - *See the attached plan progress tracker for updates on plan development and Plan Steering Committee discussions. All plan development documents can be found at: <https://www.bassettcreekwmo.org/document/2025-plan-update>. The Commission will host a virtual Planning TAC meeting on Friday, February 7th at 9:30 a.m.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report
 - i. Winter Salt Week www.wintersaltweek.org/
 - ii. Reminder of February Officer Elections and Committee Appointments
- B. Engineer

- C. Legal Counsel
- D. Chair
- E. Commissioners
 - i. Staff Evaluation Reminder
- F. TAC Members
 - i. Ponderosa Woods Stream Restoration Project Update
 - ii. Appoint Liaison to Feb 5th TAC Meeting
- G. Committees
 - i. Education Committee Meeting

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. Clean Water Council [Story Map](#)
- E. Preserving Minnesota's Waters: Virtual Lecture Series

8. ADJOURNMENT

Upcoming Meetings & Events

- Metro Watersheds Quarterly Meeting: Tuesday, January 21st, 7:00 p.m., online
- Winter Salt Week: January 27 – 31, 2025 www.wintersaltweek.org/
- Plan Steering Committee Meeting: Wednesday, February 5th, 8:30 a.m., Brookview
- BCWMC Technical Advisory Committee Meeting: Wednesday, February 5th, 10:30 a.m., Brookview
- BCWMC Planning TAC Meeting: Friday, February 7th, online via Zoom, 9:30 – 11:00 a.m.
- Minnesota Watersheds Legislative Briefing Event (Day 1): Wednesday, February 19th, 3:00 – 7:00 p.m., St. Paul
- BCWMC Regular Meeting: Thursday, February 20th, 8:30 a.m., Golden Valley City Hall