



Bassett Creek Watershed Management Commission

Meeting Notes of the
Watershed Plan Steering Committee
May 7, 2025 @ 8:30 a.m.
Brookview, Golden Valley

Meeting Attendees:

Committee Chair Kennedy, Commissioners Polzin, Pentel and Hauer; TAC Member Eckman; Administrator Jester; Commission Engineers Johnson and Williams

1. WELCOME

Committee Chair Kennedy opened the meeting at approximately 8:35 a.m.

2. REVIEW APRIL 3 MEETING NOTES

There was a consensus that the meeting notes were appropriate as presented.

3. REVIEW PLAN PROGRESS TRACKER

The committee reviewed the work completed and work still needed to complete the plan including the upcoming Commission workshop and Plan TAC meeting. Administrator Jester noted they are still on track to bring the complete draft plan to the Commission for approval to submit for 60-day review in July. It was noted that city commissions or council workshops should gather feedback in a consistent manner so it could be easily summarized and that the presentation being developed for city meetings could be tailored by each city. Administrator Jester noted that presentations should be done in June to ensure feedback is received before the plan goes out for 60-day review.

4. FINALIZE IMPLEMENTATION SECTION 4

Administrator Jester reviewed changes to Section 4.1 since the last PSC meeting including the addition of Section 4.1.1 outlining the tool of operation, administration, and technical services. There was consensus that the section was appropriate as written.

Committee member Polzin noted that the matrix in Table 4.1 should mirror the tools listed under each issue in Section 3.0.

Administrator Jester reviewed changes to the section on CIP Implementation that reflect discussions at the April PSC meeting. A few additional changes were recommended including refinement in language used for prioritization matrix, and indicating that public-private partnerships will be explored (rather than may be explored). Committee members noted that the section on CIP implementation should begin with acknowledgment that the BCWMC is building off years of successful implementation, and that the new 10 year Plan enhances that process by clarifying policies, guidance, and tools to strengthen the program.

The committee reviewed Table 4.5 and requested a name change to "Activities and Program Implementation" schedule. There was also a note to add a budget for the Northwood Lake SWA and to move activities EA-4 and EA-5 to 2026 so the assessment of organizational structure and funding mechanisms could start right away after plan adoption.

Administrator Jester reviewed new subsections in Section 4 including content on funding, local plans and member city responsibilities, and plan amendments. There was a recommendation to combine funding mechanisms with funding sources while still keeping long term funds in a separate subsection.

There was a recommendation to make requirements for local plans even more explicit than they are

currently shown in Table 4.4. It was noted that additional specifics on local plans could also be a separate document outside of the Plan.

There was discussion about Policy 12 and consensus for a wording change to be clearer about intent (i.e., to prevent premature developer actions that may harm waters without unnecessarily delaying City administrative processes). There was also discussion about whether conversations in an earlier PSC meeting were captured in the section describing the Commission’s development review program including the potential for the Commission to perform erosion and sediment control inspections and/or inspections of private BMPs if cities requested or were failing to perform this function. It was noted that the MPCA requires and audits these activities and that it would take considerable additional Commission staff to perform these functions. It was also noted that the plan includes a phrase indicating that cities can request assistance with erosion and sediment control inspections.

In discussing Table 4.6 – the CIP schedule, there was a note to add a subwatershed assessment for the Main Stem of Bassett Creek. Committee Member Polzin noted that the Commission should be aware that the CIP is aggressive with 36 projects to be implemented in 10 years and will have an impact on the tax burden of watershed residents. It was noted that it’s unlikely that all 36 projects would be implemented due to opportunity, funding availability or staff capacity (of commission or partners) and that the 5-year CIP will be adjusted each year to accommodate potential changes in the schedule.

The committee discussed the possibility of accounting for inflation in Table 4.5 and/or Table 4.6 but decided to leave the tables in 2025 dollars and to be explicit about that fact.

5. REVIEW DRAFT ISSUES & GOALS NARRATIVE SECTION 3.0

Commission Engineer Williams reminded committee members that they reviewed narrative content and the layout for the issues/goals sections for impaired waters and chloride loading issues. He noted the rest of the issues in the Waterbody and Watershed Quality category are presented here, also in the same layout. The content for the issues in the other three categories is shown without the final layout. He noted that he tried to keep the content to 1- 2 pages per issue and to provide additional resources to readers for more in-depth discovery. He noted sidebars will be used to showcase specific examples for some issues.

Committee member Pentel suggested that the tools listed for each issue be more “dynamic” with a better description of how the tool is used to address that particular issue. Tools could also be listed in order of importance.

There was consensus that the layout of the content in the Waterbody and Watershed Quality category looked good and should be carried through the whole section. There was brief discussion about adding a line or two about pollution from water softener salt in the chloride loading section.

6. REVIEW DRAFT PRESENTATION FOR CITY COMMISSION MEETINGS

The committee reviewed the draft presentation developed for city commission meetings or council workshops. The committee requested a new version of the mission statement be added to the first slide and there was a suggestion to add a list or map of impaired waters.

7. PLAN FOR COMMISSION WORKSHOP

The committee agreed on the list of items to review with the Commission at the May 15th workshop and noted that commissioners should be reminded to review materials ahead of time. It was noted that commissioners should focus on recommended tools and activities. The workshop should use breakout sessions with an introductory presentation preceding small group discussions.

8. ADJOURN – The meeting adjourned at 10:30 a.m.