



## Bassett Creek Watershed Management Commission

**Draft Minutes of Regular Meeting  
March 19, 2026  
8:30 a.m.  
7800 Golden Valley Rd., Golden Valley MN**

### 1. CALL TO ORDER and ROLL CALL

On March 19, 2026 at 8:31 a.m. Vice Chair Pentel called the Bassett Creek Watershed Management Commission (Commission) to order.

#### Commissioners, city staff, and others present

City	Commissioner	Alternate Commissioner	Technical Advisory Committee Members (City Staff)
Crystal	Joan Hauer	Terri Schultz	Jesse Struve
Golden Valley	Paula Pentel	Wendy Weirich	Emma Rakestraw
Medicine Lake	Clint Carlson	Shaun Kennedy	<i>Absent</i>
Minneapolis	Jodi Polzin	Nick Minderman	Liz Stout
Minnetonka	<i>Vacant</i>	<i>Vacant</i>	<i>Absent</i>
New Hope	Jere Gwin-Lenth	Jen Leonardson	Nick Macklem
Plymouth	<i>Absent</i>	<i>Vacant</i>	Ben Scharenbroich
Robbinsdale	Wayne Sicora (online)	<i>Vacant</i>	Jenna Wolf
St. Louis Park	RJ Twiford	David Johnston	Erick Francis
<b>Administrator</b>	Laura Jester, Keystone Waters, LLC		
<b>Engineers</b>	Stephanie Johnson and Josh Phillips, Barr Engineering Co.		
<b>Recording Secretary</b>	<i>Vacant Position</i>		
<b>Legal Counsel</b>	Dave Anderson, Kennedy & Graven		
<b>Guests/Public</b>	None		

### 2. PUBLIC FORUM ON NON-AGENDA ITEMS

None

**3. APPROVAL OF AGENDA**

MOTION: Commissioner Gwin-Lenth moved to approve the agenda as presented. Commissioner Carlson seconded the motion. Upon a vote the motion carried 6-0. The cities of Minnetonka, Plymouth, and Robbinsdale were absent from the vote.

**4. CONSENT AGENDA**

Commissioner Gwin-Lenth requested the removal of 4E from the consent agenda.

MOTION: Commissioner Hauer moved to approve the consent agenda as amended. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 6-0. The cities of Minnetonka, Plymouth and Robbinsdale were absent from the vote.

The following items were approved as part of the consent agenda.

- Approval of Minutes – February 19, 2026 Commission Meeting
- Acceptance of March Financial Report
- Approval of Payment of Invoices
  - Keystone Waters, LLC – February 2026 Administration
  - Keystone Waters, LLC – February 2026 Administrative Expenses
  - Barr Engineering – February 2026 Engineering Services
  - Triple D Espresso – March Meeting Catering
  - City of Plymouth – February 2026 Accounting Services
  - Kennedy & Graven – January 2026 Legal Services
  - Shingle Creek WMC – 2026 WMWA Contribution
  - Travelers Risk Management – Bond Insurance
  - Stantec – WOMP Sampling
- Approval to Appoint Committee Members
- Approval of Plymouth Creek Trail Construction Project

**4E. Approval of Reimbursement Request from City of Plymouth for Four Seasons Area Water Quality Project (NL-2)**

Commissioner Gwin-Lenth asked about the status of the project and what would happen with the remaining \$244,000 in the project budget after reimbursing the City of Plymouth the requested amount. TAC member Scharenbroich reported that the project is not yet complete; that vegetation establishment and restoration was ongoing. He noted the city would request additional project funds in the future, although it’s likely there would be funds remaining even after the final reimbursement request. Administrator Jester noted that CIP funds left over after final payments or reimbursements go into the Closed Project Account as outlined in the BCWMC policy document. Closed Project funds can be used for other CIP projects. There was discussion about how the project will benefit Northwood Lake and the potential future of the site of the former Four Seasons Mall.

MOTION: Commissioner Polzin moved to approve reimbursement to the City of Plymouth for the Four Seasons Area Water Quality Project. Commissioner Hauer seconded the motion. Upon a vote the motion carried 6-0. The cities of Minnetonka, Plymouth, and Robbinsdale were absent from the vote.

**5. BUSINESS**

**A. Consider Approval of 60% Designs for Double Box Culvert Repair Project (FCP-1)**

Commission Engineer Phillips gave an overview of the 60% design plans for the upcoming Double Box Culvert Repair Project starting with a reminder of the alignment of the tunnel segments and the segment to be addressed with this project. He reminded commissioners that two previous inspections had documented needed maintenance and repairs. He reviewed information on how the tunnel would be accessed for the project, likely staging areas for above-ground equipment, and more detail on the repair work to be completed.

Commission Engineer Phillips reported that he recently presented the project to the Minneapolis Capital Project Task Force, that the Cedar Lake Trail may need to be temporarily closed due to the project, and that the U.S.

Army Corps of Engineers (ACOE) is likely to provide comments on the project plans but that no ACOE permit is needed.

Commission Engineer Phillips reported that some coordination with private property owners will be needed for access. He reviewed the project schedule, noting the 90% designs will be presented at the May meeting, with bidding likely in August and construction over the winter. He reminded commissioners that this project will be bid and constructed by the Commission, rather than a member city. He reviewed the engineers' opinion of cost for the 60% design.

Commissioner Pentel noted this project might be a good opportunity to inform the public about the tunnel infrastructure and the Commission's work to inspect and maintain it. She suggested educational boards at access points. Commission Engineer Johnson agreed that the city's capital project webpage might be a good place to post information. She noted it would be important to prioritize public safety and not encourage curiosity about entering the tunnels. It was noted that because work is planned for the winter, there may be less interest or ability to convey information due to less activity on the Cedar Lake Trail during the winter months.

**MOTION:** Commissioner Polzin moved to approve the 60% designs and authorize the Commission Engineer to continue design, bring 90% design to a future Commission meeting, and to assess the need for public engagement/communication. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 6-0. The cities of Minnetonka, Plymouth, and Robbinsdale were absent from the vote.

**B. Consider Approval of TAC Recommendations (30 min)**

**i. City of Crystal Request for Cost Share of High Efficiency Street Sweeper**

Administrator Jester reported that the TAC met on March 4<sup>th</sup> and discussed possible CIP projects for the next 5-years. She noted that a complete 5-year CIP recommendation will come to a future meeting. In the short term, the TAC recommends that the Commission approve a project to cost share the purchase of a high efficiency street sweeper for the City of Crystal for a total of \$18,816. There was discussion on whether the CIP Closed Project Account might be a good source of funding for this project. It was noted that the Closed Project account is useful for projects that go over budget. Administrator Jester noted BCWMC policies include a description of uses for the Closed Project Account. She also noted that an agreement with the City of Crystal would be required and could be included on the consent agenda in April.

**MOTION:** Commissioner Hauer moved to approve 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. Commissioner Twiford seconded the motion. Upon a vote the motion carried 6-0. The cities of Minnetonka, Plymouth, and Robbinsdale were absent from the vote.

**ii. Revision to Scope and Budget for Hydrologic & Hydraulic Conversion and Update Project**

Commission Engineer Johnson reminded commissioners of the history of this project including approval of the original scope and budget in April 2024. She reported that since then, she and Administrator Jester have worked to secure FEMA grant funding which has yet to be allocated and the future of the potential grant funds is unknown. Engineer Johnson noted that due to the passage of time since the original budget, Administrator Jester requested an update to the scope and budget which was reviewed by the TAC and recommended for approval. She noted the revised scope incorporates three minor updates and a slight increase to the project budget from \$278,100 to \$290,500.

There was discussion about the task of converting the model from XP-SWMM to PC-SWMM including time sensitivity, how other watersheds are handling this task, licensing fees, and the probability of PC-SWMM becoming obsolete. Engineer Johnson noted that Barr Engineering has been analyzing the situation closely, has converted H&H models for several other clients, and covers the licensing fees. There was discussion about the likelihood of federal funding ever coming through. Administrator Jester noted that it may be possible to revise the grant application to under \$100,000 which could help it get funded more quickly. She noted that FEMA is

still part of the partial government shutdown so there is little new information on the status of grant applications.

There was discussion about options for phasing the project and requesting grant funding for a later task (further in the project timeline). Engineer Johnson noted that once the project is underway, it's best to keep moving. She also noted that bringing options and information to the Commission for multiple meetings, or revising the grant application incurs costs. Commissioner Polzin noted that it's worth the risk to take more time to wait for more information from FEMA.

Staff was directed to bring a recommendation on project phasing and funding options to a future meeting.

**C. Consider Amendment to Project Budget and Total Reimbursement for Ponderosa Woods Stream Restoration Project (CIP ML-22)**

Administrator Jester reported that this CIP project was recently completed and the City of Plymouth submitted a reimbursement request for more funding than was available in the project budget. She walked through a memo that outlined how all areas of the project were more expensive than the budget that was based on the feasibility study estimates. She noted the City of Plymouth is requesting a revision to the project budget and subsequent amendment to the cooperative agreement such that the city can be reimbursed for actual project costs.

Vice Chair Pentel noted that some of the tasks over budget were the Commission's responsibility (i.e., design reviews) and the over budget permitting item was out of the city's control. She noted that all other over budget items were the city's responsibility. There was agreement that the city should have notified the Commission of higher than budgeted construction bids and design costs before the funds were spent.

Plymouth TAC member Scharenbroich noted the project was more complicated than anticipated and agreed he should have brought financial information to the Commission earlier in the process.

Commissioner Polzin wondered if the Commission would have increased the project budget if it was requested after bids were received. She noted there is fault on both sides (city and Commission) and that the Commission needs better policies and processes in place so it isn't continually asked for more funding after the fact. There was also discussion about the city's request for reimbursement of some city administrative costs related to the project. Administrator Jester noted there is no policy on reimbursement of city costs and different cities handle that differently. TAC member Scharenbroich noted the reimbursement request does not include his staff time on the project. It was noted that if the project budget is revised that Closed Project funds would be used to cover the difference.

**MOTION:** Commissioner Twiford moved to approve a revision to the project budget from \$352,000 to \$407,238 such that the city can be reimbursed for total project costs. Commissioner Polzin seconded the motion.

**DISCUSSION:** Commissioner Polzin reiterated that fault appears to lie on both sides and that CIP policies need to be improved with regards to expectations and funding. Alternate Commissioner Minderman noted that perhaps a policy on sharing/splitting cost overruns could work. It was mentioned that the TAC should be involved with CIP policy revisions. Commission Attorney Anderson noted he would revise the cooperative agreement with Plymouth and that it would be on consent agenda in April.

**VOTE:** Upon a vote the motion carried 5-1 with Golden Valley voting against and all other cities voting in favor. The cities of Minnetonka, Plymouth, and Robbinsdale were absent from the vote.

[Vice Chair Pentel called for a 10-minute break.]

**D. Consider Approval of Revision to Scope and Budget for Phase II Lagoon Dredging CIP Project (BC-7)**

Administrator Jester reported that she requested that a new alternative be evaluated for this project to consider wetland restoration in Lagoon G rather than removing sediment to recreate an open water pond. She

noted that the stream channel has reclaimed a path through the pond with sediment deposits and wetland characteristics in areas that were once open water. She reported that at the project's public open house, many attendees were curious about the trade-offs between improving ecological habitat through wetland restoration vs. improved water quality through pond dredging. She noted that given the interest at the open house and direction from Commissioner Polzin and herself, the Commission Engineer developed a scope and budget to include evaluation of the wetland restoration alternative in the project feasibility study.

Commission Engineer Johnson walked through the additional scope and budget noting that some additional fieldwork would be needed. She reminded commissioners that the new watershed plan does include ecological restoration. She reported that a new tool to assess wetland health and function would be used along with another tool to estimate ecological benefits from the restoration including removing contaminated sediments vs. leaving them in place. Results from the tools will inform cost benefits. She noted the final feasibility study would be presented in June in time to set the maximum 2027 levy.

Commissioner Polzin noted this new alternative may be the start of a new focus and a good test for future projects. There was discussion about how the cost benefit of various alternatives would be compared. It was noted the TAC may need to weigh in on the new approach for evaluating ecological benefits and that this approach may also be useful for the Sochacki Park Water Quality Improvement Project.

**MOTION:** Commissioner Hauer moved to approve the addition to the scope and budget for the Lagoon Dredging Project feasibility study. Commissioner Polzin seconded the motion. Upon a vote the motion carried 6-0. The cities of Minnetonka, Plymouth, and Robbinsdale were absent from the vote.

TAC member Scharenbroich noted that permitting may be challenging for work in Lagoon G due to existing wetland characteristics.

**E. Approval of Agreement with Three Rivers Park District for Medicine Lake Activities**

Administrator Jester reminded commissioners that the Commission has been sharing the cost of curly-leaf pondweed treatments in Medicine Lake with TRPD for several years and has provided \$5,000 a year towards boat launch inspections since 2019. She noted that TRPD is requesting additional funding for boat launch inspections this year due to decreased funding from Hennepin County. She noted the letter from TRPD with meeting materials outlines their request and that the agreement was reviewed by TRPD legal counsel and the Commission Attorney. Staff recommended approval and noted the Commission's AIS/APM budget line has adequate funding for this request.

While there was agreement among most commissioners that this was a good use of funding due to the risk of AIS escaping Medicine Lake and impacting other lakes in the watershed, Commissioner Carlson advocated for tabling the item to allow for negotiations about boat launch operations. He noted that the Medicine Lake City Council, in the past, had offered additional funding for inspections if the launch was closed when no inspectors were on duty but the offer was turned down by TRPD as they noted it's a public launch on a public water. There was further discussion among commissioners. It was noted that Commission funding does not preclude the City of Medicine Lake to continue discussions with TRPD.

**MOTION:** Commissioner Gwin-Lenth moved to approve the agreement with Three Rivers Park District as presented for Medicine Lake activities. Commissioner Polzin seconded the motion.

**DISCUSSION:** Administrator Jester was directed to tell TRPD staff about the discussion at this meeting and concerns of Commissioner Carlson. Commissioner Carlson reiterated his goal of keeping the boat launch closed during non-inspection hours to reduce the likelihood of AIS entering or leaving the lake.

**MOTION:** Commissioner Carlson moved to table the item to allow for ongoing discussions on boat launch operations. There was no second to the motion. Motion dies.

**MOTION:** Commissioner Carlson moved to amend the original motion to include language encouraging TRPD to

review and improve procedures for AIS management. Commissioner Polzin seconded the motion. Upon a vote the motion carried 6-0. The cities of Minnetonka, Plymouth, and Robbinsdale were absent from the vote.

**VOTE ON ORIGINAL MOTION WITH AMENDMENT:** Upon a vote the motion carried 6-0. The cities of Minnetonka, Plymouth, and Robbinsdale were absent from the vote.

## 6. COMMUNICATIONS

- A. Administrator's Report
  - i. Report on Status of Operating Budget – all expenses in line with budgets
  - ii. Report on PRAP Grant Application – BWSR staff indicate a grant application for the Comprehensive Assessment of Organizational Structure Project is appropriate; staff will develop content and submit
  - iii. [NibiWalk](#) Along ĦaĦá Wakpádaŋ April 22 – honored that ĦaĦá Wakpádaŋ/Bassett Creek was chosen for this impactful walk along the entire stream length (or as close as possible without traversing private land); more information to come
- B. Engineer – Bassett Creek Restoration Project update: construction bids received but decided to rebid the project to clarify some bid language
- C. Legal Counsel – no report
- D. Chair – no report
- E. Minnesota Watersheds
  - i. Report on Legislative Event – Alternate Commissioner Kennedy and Administrator Jester attended and reported it was an informative event; no legislators from the BCWMC attended the reception but Rep. Acomb will meet with BCWMC staff/interested commissioners virtually
- F. Commissioners – no report
- G. TAC Members – April 23<sup>rd</sup> TAC meeting liaison will be Commissioner Polzin
- H. Committees
  - i. Administrative Services Committee Meetings March 4<sup>th</sup> and March 30<sup>th</sup> - committee continues to refine the RFP for Comprehensive Assessment of Organizational Structure

## 2. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates [www.bassettcreekwmo.org/projects](http://www.bassettcreekwmo.org/projects)
- C. Grant Tracking Spreadsheet
- D. WMWA March Media Kit
- E. [MN Watersheds February Newsletter](#)
- F. [Watershed Partners 2025 Annual Report](#)
- G. Adopt-a-Drain 2025 Annual Report for Bassett Creek
- H. [Sacred Water Shared Future Campaign](#)
- I. Dakota New Year's Event

## 3. ADJOURNMENT

The meeting adjourned at 10: 56 a.m.