



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: May 13, 2026

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 5/21/26 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 – April 16, 2026 Commission Meeting - **ACTION ITEM with attachment**

 - B. Acceptance of May Financial Report - **ACTION ITEM with attachment**

 - C. Approval of Payment of Invoices - **ACTION ITEM attachments available upon request** –*Commission Treasurer Polzin reviewed Keystone Waters invoices. I reviewed the remaining invoices and recommend payment.*
 - i. Keystone Waters, LLC – April 2026 Administration
 - ii. Keystone Waters, LLC – April 2026 Administrative Expenses
 - iii. Barr Engineering – April 2026 Engineering Services
 - iv. Triple D Espresso – May Meeting Catering
 - v. City of Plymouth – April 2026 Accounting Services
 - vi. Kennedy & Graven – March 2026 Legal Services
 - vii. Stantec – WOMP Tasks
 - viii. HDR – Website Accessibility Project
 - ix. LB Carlson LLP – Financial Audit

 - D. Approval of Administrative Services Committee Recommendation on Job Posting – **ACTION ITEM with attachment** – *The BCWMC 2026 budget includes \$40,000 for “additional staff.” The Administrative Services Committee has discussed hiring (contracting with) a staff person for 10-12 hours per week to assist the Administrator with communications and administrative tasks. They reviewed salary surveys of similar positions to determine an appropriate hourly rate. They recommend posting the attached position description while also exploring the possibility of sharing a staff person with another watershed organization.*

 - E. Approval of Agreement with MN Board of Water and Soil Resources for Performance Review and Assistance Program Grant – **ACTION ITEM with attachment** – *As reported last month, the BWSR awarded \$10,000 for the BCWMC Organizational Assessment Project. I developed a grant work plan that was approved by BWSR. I recommend approval of the grant agreement which was reviewed by Attorney Anderson.*

 - F. Approval of Attendance and Reimbursement of Expenses for MN Watersheds Summer Tour, Detroit Lakes – **ACTION ITEM no attachment** – *The watershed tour and related events will be held August 25-26 in Detroit Lakes. The agenda will be available in early June. I reserved three hotel rooms for Aug 24 - 27 (specific rooms and dates can be adjusted or cancelled). I recommend approval of attendance by any commissioner or alternate commissioner and myself and reimbursement of registration, travel, and lodging expenses. Expenses are estimated at \$700 per person. The BCWMC education budget*

includes funding for this activity.

- G. Approval of CSAH 102 Douglas Drive Highway Safety Improvement Program Project – **ACTION ITEM with attachment** – *The proposed project includes intersection safety improvements and storm sewer replacements, resulting in 0.45 acres of proposed site disturbance. In the BCWMC portion of the project area, the proposed project results in a net decrease of 0.21 acres of impervious surfaces. Floodplain impacts are appropriately mitigated. Staff recommends approval.*
- H. Approval of Theodore Wirth Regional Park Trail Improvements Project – **ACTION ITEM with attachment** – *The proposed project is located along trails in Theodore Wirth Park and includes trail replacement, trail improvements, and signage improvements resulting in 9.14 acres of disturbance. The proposed project will result in a net increase of 0.77 acres of impervious surfaces but meets all BCWMC requirements. Staff recommends approval.*
- I. Approval of Agreement with Bolton & Menk for Parkers Lake Chloride Reduction Outreach Project Phase II – **ACTION ITEM with attachment** – *In March 2025, the Commission approved an agreement with Bolton & Menk for the Parkers Lake Chloride Reduction Outreach Project to help advance the goals of the [Parkers Lake Chloride Reduction Capital Improvement Project](#). Bolton & Menk’s work was funded by grant dollars from Watershed Based Implementation Funds (WBIF). The final report for Bolton & Menk’s outreach project is included with meeting materials. I recommend approving a new agreement with Bolton & Menk for a second phase of this project to implement many of the recommendations from the final report. The scope and budget for phase II are included with the agreement. Phase II would be funded with remaining WBIF dollars (\$13,100) and with BCWMC CIP funds for the Parkers Lake Chloride Reduction Project (PL-7). The CIP budget has a balance of \$231,668.*

5. BUSINESS

- A. Review Draft Feasibility Study for Crane Lake Chloride Reduction Demonstration Project (CL-4) (30 min) – **DISCUSSION ITEM with attachment** – *A scope and budget for this study was approved in July 2024 with the goal of determining the sources and magnitude of chloride pollution entering Crane Lake and methods to reduce chloride levels in the lake. Commission Engineers will present the results and draft report at this meeting. A final report will be considered for approval at the June meeting. Project implementation and associated CIP funding levels will also be decided at the June meeting.*
- B. Review Draft Feasibility Study of Lagoon Dredging Project Phase II (BC-7) (30 min) – **DISCUSSION ITEM with attachment** – *A scope and budget for this study was approved in August 2025 and revisions were approved in March 2026 to add the evaluation of a new alternative. Commission Engineers will present the results and draft report at this meeting. A final report will be considered for approval at the June meeting. Selection of a specific alternative(s) and associated CIP funding levels will also be decided at the June meeting.*
- C. Consider Approval of Updated Scope and Budget and Direct Staff to Start Task 1 of Hydrologic & Hydraulic Conversion and Update Project (15 min) – **ACTION ITEM with attachment** – *At the meeting in March, the Commission reviewed a recommendation from the TAC on a revised budget and timeline for the Hydrologic and Hydraulic Conversion and Update Project. The Commission discussed options and implications of continuing to wait for a FEMA grant. Staff was directed to bring a recommendation on project phasing and funding options to a future meeting. See the attached memo outlining phasing recommendations and consider approving the [updated scope and budget](#) presented at the March meeting.*

- D. Review Budget Committee Recommendation on 2027 Operating Budget (15 min) – **DISCUSSION ITEM with attachment** – *The Budget Committee recommends a 2027 budget of \$929,500 with city assessments of \$680,000. The proposed budget must be sent to member cities by July 1st and they have until August 1st to review and comment. A final budget will be approved at the Commission’s August meeting. At this meeting, the Commission should consider the committee’s recommendations and either approve the proposed budget (and direct that it be sent to cities for review), or request changes or more information with a revised version presented at the June meeting. See the memo and budget tables attached.*
- E. Consider Administrator Recommendation to Resolve Conflict of Interest (5 min) – **ACTION ITEM with attachment** – *Barr Engineering was recently selected by the City of St Louis Park to assist with developing the city’s Surface Water Management Plan update. This presents a conflict of interest for the Commission to address. See the attached memo with recommendations on addressing the conflict.*
- F. Discuss Possible Development of Medicine Lake Task Force (5 min) – **DISCUSSION ITEM no attachment** – *The Commission’s CIP includes \$2M for implementing recommendations from the Medicine Lake TMDL Assessment Study starting in 2028. In cooperation with the City of Plymouth, I am recommending that in preparation for a CIP project, the Commission convene a task force of experts and key lake residents that would develop plans for a project that improves water quality while also addressing aquatic invasive species (AIS) and other aspects of lake ecology and function. Commission Engineers would be a key part of this task force. At this meeting I’m seeking approval to begin the work of convening a task force, gathering partners (including potential funding partners), and requesting a potential budget from the Commission Engineers to be considered at a future meeting.*
- G. Consider Resolutions from MN Watersheds on Policy Recommendations or Legislative Action (10 min) – **DISCUSSION ITEM with attachment from April meeting** – *At the April meeting commissioners were asked if they had ideas or recommendations for potential resolutions for MN Watersheds to consider. No ideas were presented at the time. Resolutions are due June 2. [See materials from Item 5F of the April meeting](#) for information.*

6. COMMUNICATIONS (15 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - i. Proposed MN Plumbing Code Changes on Stormwater Reuse for Irrigation – **INFORMATION ITEM with attachment**
 - ii. Update on Proposals Received for Organizational Assessment
 - iii. Update on Linear Projects Checklist and Requirements Document
 - iv. Update on WMWA Coordinator Position
 - v. Turtle Fest Volunteers
 - vi. [Smart Salting for Community Leaders Workshop](#)
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
 - i. Report on Metro Watersheds Quarterly Meeting
- F. Commissioners
 - i. Report on Nibiwalk Event
- G. TAC Members
- H. Committees

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Spreadsheet
- D. Article on Joel Bassett
- E. WCA Notices Golden Valley, Minneapolis, and Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- Metro Watersheds Quarterly Meeting: Tuesday, May 19th, 7:00 p.m. Capitol Region WD, St. Paul and online
- Turtle Fest: Sunday, May 31st 10:00 a.m. – 3:00 p.m., French Regional Park
- BCWMC Technical Advisory Committee Meeting: Wednesday, June 3rd, 10:30 a.m., Wirth Lake Room, Brookview
- BCWMC Administrative Services Committee Meeting: Wednesday, June 3rd, 12:00 p.m., Wirth Lake Room, Brookview
- Smart Salting Community Leaders Workshop: Wednesday, June 3rd, 2:00 – 4:00 p.m., online, free, registration required
- BCWMC Regular Meeting: Thursday, June 18th, 8:30 a.m., Golden Valley City Hall