



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: July 9, 2026

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 7/16/26 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 – June 18, 2026 Commission Meeting - ACTION ITEM with attachment
 - B. Acceptance of July Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM attachments available upon request – I reviewed the remaining invoices and recommend payment.
 - i. Keystone Waters, LLC – June 2026 Administration
 - ii. Keystone Waters, LLC – June 2026 Administrative Expenses
 - iii. Barr Engineering – June 2026 Engineering Services
 - iv. Triple D Espresso – July Meeting Catering
 - v. City of Plymouth – June 2026 Accounting Services & Audit Assistance
 - vi. Kennedy & Graven – May 2026 Legal Services
 - vii. LB Carlson – 2025 Financial Audit
 - viii. Strategic Consulting & Coaching – Organizational Assessment Project
 - D. Approval of Income Agreement with MPCA and Budget for Smart Salting Trainings in Parkers Lake Subwatershed – ACTION ITEM with attachment – The Commission recently approved a [contract with Bolton & Menk](#) for outreach to snow removal companies in the Parkers Lake subwatershed as part of the [Parkers Lake Chloride Reduction CIP project](#). The contract includes plans to coordinate Smart Salting trainings for private applicators. The cost of each training is paid directly to MPCA. The attached income agreement was reviewed by Commission Attorney Anderson and must be in place before trainings can be scheduled. I am seeking approval of the agreement and a not-to-exceed budget of \$6,000 for up to 3 trainings to come from the CIP budget for this project.
 - E. Approval to Set Public Hearing on 2027 Capital Improvement Projects – ACTION ITEM no attachment – The Commission must hold a public hearing on 2027 CIP projects before the projects can be officially ordered and the final 2027 levy through Hennepin County can be set. The 2027 CIP projects are the Lagoon Dredging Project Phase II, Crane Lake Chloride Reduction Demonstration Project, and the Cost Share High Efficiency Street Sweeper for City of Crystal. I recommend setting a public hearing to coincide with your meeting on September 17, 2026.
 - F. Acceptance of 2025 Financial Audit – ACTION ITEM with attachment – The financial audit for the 11-month fiscal year February 1, 2025 – December 31, 2025 was recently completed, submitted to the State, per requirements, and posted online. Auditors found appropriate financial recordkeeping practices and reports and have no recommendations for changes or actions.
 - G. Approval of Theodore Wirth Golf Drainage Improvements Project – ACTION ITEM with attachment – This project is located south of the trailhead parking lot at Theodore Wirth Park within the Bassett Creek Main

Stem subwatershed. It includes some work in the floodplain, modifications to a stormwater pond, construction of a new drainage channel, and construction of 1,300 feet of cart path, resulting in a total of 3.88 acres of disturbance. The proposed project results in an increase of 0.17 acres of disconnected impervious surfaces. Project plans meet applicable BCWMC requirements and staff recommends approval.

5. BUSINESS

- A. Consider Conditional Approval of Graffiti Mill East Building – Phase I Plans (20 min) – **ACTION ITEM with attachment** – *The historic Fruen Mill in Minneapolis (on the banks of Bassett Creek and adjacent to Utepils Brewery) is under redevelopment as Graffiti Mill. At its meeting in August 2025 the Commission conditionally approved requested variances from some BCWMC floodplain requirements and flood level standards. The developer recently submitted an application for a project to expand and renovate the east building and for utility improvements. The Commission Engineer reviewed the plans and offers the attached comments and recommendations for approval with conditions.*
- B. Consider Approval of 50% Design Plans for Sochacki Park Water Quality Improvement Project (BC-14) (20 min) – **ACTION ITEM with attachment** – *The feasibility study for [this CIP project](#) was approved in September 2023. Since then, TRPD secured significant additional project funding and is implementing this project using Barr Engineering as their design consultant. The 50% designs will be presented at this meeting. The attached slides provide an overview of the project elements and designs, expected benefits, and costs. Staff recommends approval and direction to continue to 90% designs. A public open house on this project is scheduled for the evening of August 10th.*
- C. Receive Presentation on 2025 Water Quality Monitoring Results (45 min) – **INFORMATION ITEM with attachments** – *The 2025 monitoring reports are included with meeting materials. Key results of the monitoring and recommendations for future actions will be presented at this meeting.*
 - i. Crane Lake
 - ii. Northwood Lake
 - iii. North Branch of Bassett Creek
 - iv. Ĥaňá Wakpádan/Bassett Creek
- D. Consider Approval of Scope and Budget for Assistance with Medicine Lake Task Force (15 min) – **ACTION ITEM with attachment** – *At the March Commission meeting there was consensus that development of a Medicine Lake Task Force was an appropriate step needed to inform implementation of the CIP project to “implement results of the Medicine Lake TMDL Assessment Project.” The work and recommendations of the Task Force would be considered the “feasibility study” for the CIP project. Staff recommends the attached project scope and budget for Commission Engineer assistance.*
- E. Consider Approval of Contract with Communications & Administrative Assistant (15 min) – **ACTION ITEM with attachment** – *Commissioner Pentel, Alternate Commissioner Kennedy and I interviewed 7 candidates for this position and I’m excited to recommend the approval of a contract with Kaitlyn Egan as the new Communications and Administrative Assistant for the BCWMC! Kaitlyn has extensive training and experience in journalism and communication strategies, is active in land conservation, and is a student in Tribal Resource and Environmental Stewardship. I believe her talents and passion will make a wonderful addition to the BCWMC team!*
- F. Receive Report on 2026 Operating Budget Status (5 min) – **INFORMATION ITEM (see Item 4B)** – *At this meeting, I will provide a brief verbal report on the status of the 2026 operating budget.*

- G. Appoint Delegates to MN Watersheds Resolution Meeting (5 min) – ACTION ITEM with attachment – Minnesota Watersheds will hold its Annual Meeting on Resolutions and Petitions online by Zoom on August 31 beginning at 10:00 a.m. The BCWMC should appoint two delegates and one alternate delegate to attend the meeting to discuss and make decisions on resolutions for the 2027 legislative session and other policy matters.

6. COMMUNICATIONS (15 minutes)

- A. Administrator's Report – **INFORMATION ITEM with attachment**
- i. Update on Organizational Assessment Project
 - ii. Volunteers Needed: [Golden Valley Sustainability Day](#) & [Fall Native Plant Sale](#)
 - iii. [MN Watersheds Summer Tour](#)
- B. Engineer
- i. Report on Bassett Creek Restoration Project
 - ii. Report on Bassett Creek Valley Study Update Project
 - iii. Report on H&H Model Project
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
- i. Metro Watersheds Quarterly Meeting
 - ii. Summer Tour
- F. Commissioners
- 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. WCA Notices, Plymouth and Golden Valley
- E. Scared Water Shared Future Press Release

8. ADJOURNMENT

Upcoming Meetings & Events

- Metro Watersheds Quarterly Meeting: Tuesday, July 21st; 7:00 p.m. online
- Golden Valley Sustainability Day: Sunday, July 26th; 9:00 a.m. – 1:00 p.m., Golden Valley City Hall
- Sochacki Park Water Quality Improvement Project Public Open House: Monday, August 10th, 6:30 – 8:30 p.m., Robbinsdale City Hall
- BCWMC Regular Meeting: Thursday, August 20th, 8:30 a.m., Golden Valley City Hall
- MN Watersheds Summer Tour: August 25 – 26th, Detroit Lakes MN
- BCWMC Technical Advisory Committee Meeting: Wednesday, September 2nd, 10:30 a.m., Brookview
- BCWMC Administrative Services Committee Meeting: Wednesday, September 2nd, 12:00 p.m., Brookview
- Blue Thumb Fall Native Plant Sale: Saturday, September 19th, 10:00 a.m. – 1:00 p.m., Valley Community Presbyterian Church, Golden Valley